

You are requested to attend a meeting of the Executive to be held in The John Meikle Room, The Deane House, Belvedere Road, Taunton on 28 April 2010 at 18:15.

Agenda

- 1 Apologies.
- 2 Minutes of the meetings of the Executive held on 31 March 2010 and 13 April 2010 (attached).
- 3 Public Question Time.
- 4 Declaration of Interests. To receive declarations of personal and prejudicial interests, in accordance with the Code of Conduct. The usual declarations made at meetings of the Executive are set in the attachment.
- 5 Community Engagement. Report of the Strategic Director (attached).
Reporting Officer: Kevin Toller
- 6 Carbon Management Plan 2010-2011. Joint Report of the Strategy Officer (Climate Change) and Strategy Lead (attached).
Reporting Officer: Kevin Toller
- 7 Wellington Sports Centre Bid. Report of the Performance and Client Lead (attached).
Reporting Officer: Alison North
- 8 Housing and Planning Delivery Grant. Report of the Strategic Director (attached).
Reporting Officer: Joy Wislade
- 9 Executive Forward Plan - details of forthcoming items to be considered by the Executive and the opportunity for Members to suggest further items (attached)

Tonya Meers
Legal and Democratic Services Manager

20 April 2010

Members of the public are welcome to attend the meeting and listen to the discussions.

There is time set aside at the beginning of most meetings to allow the public to ask questions.

Speaking under “Public Question Time” is limited to 4 minutes per person in an overall period of 15 minutes. The Committee Administrator will keep a close watch on the time and the Chairman will be responsible for ensuring the time permitted does not overrun. The speaker will be allowed to address the Committee once only and will not be allowed to participate further in any debate.

If a member of the public wishes to address the Committee on any matter appearing on the agenda, the Chairman will normally permit this to occur when that item is reached and before the Councillors begin to debate the item.

This is more usual at meetings of the Council’s Planning Committee and details of the “rules” which apply at these meetings can be found in the leaflet “Having Your Say on Planning Applications”. A copy can be obtained free of charge from the Planning Reception Desk at The Deane House or by contacting the telephone number or e-mail address below.

If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room.

Full Council, Executive, Committees and Task and Finish Review agendas, reports and minutes are available on our website: www.tauntondeane.gov.uk



Lift access to the John Meikle Room and the other Committee Rooms on the first floor of The Deane House, is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available off the landing directly outside the Committee Rooms.



An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.

For further information about the meeting, please contact Democratic Services on 01823 356382 or email d.durham@tauntondeane.gov.uk

Executive Members:-

Councillor R Henley - Leader of the Council

Councillor R Lees

Councillor A Paul

Councillor T Slattery

Councillor H Prior-Sankey

Councillor F Smith

Councillor A Wedderkopp

Councillor N Wilson

Councillor S Coles

Executive – 31 March 2010

Present: Councillor Henley (Chairman)
Councillors Coles, R. Lees, Paul, Prior-Sankey, Slattery, Mrs Smith,
A Wedderkopp and Mrs Wilson

Officers: Penny James (Chief Executive), Tonya Meers (Legal and Democratic Services Manager), Maggie Hammond (Strategic Finance and Section 151 Officer), Paul Fitzgerald (Financial Services Manager), Tim Burton (Growth and Development Manager), David Woodbury (Health and Safety Advisor), Andrew Hopkins (Tourist Information Centre Manager) and Richard Bryant (Democratic Services Manager).

Also present: Councillors Bishop, Mrs Court-Stenning, Farbahi, Gaines, Hayward, Morrell, Mrs Stock-Williams and Williams.

(The meeting commenced at 6.15 pm.)

36. Minutes

The minutes of the meeting held on 3 March 2010, copies of which had been circulated, were taken as read and were signed.

37. Declarations of Interest

Councillors Henley, Paul and Prior-Sankey declared personal interests as Members of Somerset County Council. Councillor Mrs Smith declared a personal interest as an employee of Somerset County Council. Councillor Coles declared a personal interest as a Director of Southwest One. Councillor Slattery declared personal interests both as a Member of the Somerset Waste Board and as an employee of Sedgemoor District Council.

38. Treasury Management and Investments Strategy for 2010/2011

Considered report previously circulated, which detailed the Treasury Management and Investment Strategies for the 2010/2011 financial year.

It was noted that Council debt was currently £15,000,000 and outstanding investments stood at £7,500,000. Short-term interest rates were currently at 0.5%. However, the rates were forecast to rise to 0.75% in December 2010 and to 1% by the end of the first quarter in 2011.

Long term rates were more stable at 4.5% - 4.75% (50 years) for this financial year. Noted that although the United Kingdom was officially out of recession recovery was likely to be slow and uneven. Interest rates were at historic all time low levels but Inflation had started to rise.

In addition, borrowing and debt restructuring, if undertaken, would need to take advantage of lower rates and match the Council's debt to capital needs.

The Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services required local authorities to set the Treasury Management Strategy Statement for borrowing each financial year.

Taunton Deane regarded the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities would be measured. Treasury management risks had been identified in the Council's approved Treasury Management Practices.

Reported that the main risks to the Council's treasury activities were:-

- Liquidity Risk (Inadequate cash resources);
- Market or Interest Rate Risk (Fluctuations in interest rate levels and thereby in the value of investments);
- Inflation Risks (Exposure to inflation);
- Credit and Counterparty Risk (Security of Investments);
- Refinancing Risk (Impact of debt maturing in future years); and
- Legal and Regulatory risks.

This Treasury Management Strategy also took into account the outlook for interest rates, the Council's current treasury position and its approved Prudential Indicators. Details of the Performance Indicators relevant to the Strategy were submitted.

The report also set out the Council's Investment Strategy which covered the following:-

- The Treasury Position;
- Outlook for Interest Rates;
- Borrowing Requirement and Strategy;
- Debt Restructuring; and
- The Investment Policy and Strategy.

Further reported that the Treasury Management and Investment Strategies, had assumed the largely neutral impact of Project Taunton. However, projects of this scale could have both a positive or negative impact on the timing of capital expenditure and thus cash flow.

As the project stages were developed and approved, any impact on the Treasury function would be assessed and strategies might have to be altered as a result.

Among a number of other issues, reports to the Executive on treasury management activity/performance would be made every six months against the strategy approved for the year.

The Council would also produce an outturn report on its treasury activity no later than 30 September after the financial year end and the Corporate Governance Committee would be responsible for the scrutiny of treasury management activity and practices.

Updates on training, the Council's current Investment Consultants (Arlingclose) and arrangements for the Treasury Management and Investment Strategy to be published on the Taunton Deane website were also submitted.

Resolved that the Treasury Management Strategies, outlined in the report, be approved.

39. **'Grow and Green' : A new Economic Development Strategy for Taunton Deane**

Considered report previously circulated, concerning the draft new Economic Development Strategy for Taunton Deane titled 'Grow and Green'.

The process to create an Economic Development Strategy for Taunton Deane was Phase 3 of a planned process:-

- (1) Local Economic Assessment – a quantitative study of the local economy;
- (2) Envisioning the future of the Taunton Deane Economy – a qualitative validation of the economic assessment and establishing an Economic Vision;
- (3) Economic Development Strategy – the delivery strategy and model;
- (4) Transition Planning – the adoption of an appropriate Governance model, quality framework, detailed project proposals, alignment of resources and outcome targets to March 2012; and
- (5) Implementation – a process of delivery, monitoring, review and continuous improvement within a thematic working environment.

The process had been started with a statistical analysis of the local economy conducted by the company Geoeconomics. This had been completed and had made comparisons between the Taunton Deane economy and County, Regional and national economies and had also benchmarked the local economy against other county towns across a range of economic indicators. This had resulted in a clear demonstration that Taunton Deane needed to build a more competitive knowledge economy in order to make the area a more productive and prosperous place.

It was recognised that the local economic structure was weak before the recession with a particular threat arising from an over-dependence on public sector and low value consumer-led private sector employment. To remedy this, there was an urgent need for greater volumes of high quality private sector jobs to drive demand pressures for higher level skills and to increase average earnings levels and to diversify the economy to provide greater employment and skills opportunities for all.

Qualitative research had then been carried out, as the second phase activity, to validate the findings of the quantitative study and to establish an economic vision for Taunton Deane. The vision agreed by stakeholders was as follows:-

'By 2026, Taunton would be one of Europe's most successful and sustainable towns with a dynamic knowledge economy and a high quality of life'.

The draft Economic Development Strategy, a copy of which had been circulated to all Members, was based on research and consultations with businesses, education, local government and regional agencies and the community.

The Strategy had three strategic objectives:-

- (1) To create 16,500 or nearly 30% more jobs in Taunton by 2026;
- (2) To create better quality jobs which would close Taunton's earnings gap with the rest of the South-West Region; and
- (3) To create a dynamic 'green economy' in Taunton which would deliver fresh business and job opportunities.

Achieving these objectives would require a 'bottom up' and inclusive approach to the delivery of economic development that mobilised the talents and energies of Taunton's businesses and communities.

Details of the nature and scale of the economic challenges relating to employment growth were submitted. The 'Green Knowledge Economy' model was the chosen framework for delivery and supported the core growth sectors identified, whilst accelerating the spread of low carbon and resource efficient technologies and processes across all sectors of the local economy.

The Strategy has three main policy themes, each with its own mission and discrete set of proposed green knowledge economy related activities and projects. The themes were:-

- 'Grow and Green' Communities;
- Innovation and Enterprise; and
- Promoting Taunton.

An analysis of the current allocation and plans for employment land within Taunton Deane had also been undertaken for the Strategy. However, the evidence collected seemed to indicate that there was a disparity between the *demand* for employment land and premises within Taunton and the *availability* of employment land and premises to meet this demand.

The findings of this analysis had suggested that the success of Taunton and its sub-region in achieving the objectives of the Economic Development Strategy was, in part, dependent upon the *availability* of well located small and medium sized employment sites on a freehold or long leasehold basis to end users and that the Council should take a proactive approach to ensuring the 'delivery to market' of allocated employment land.

Noted that the Economic Development Strategy would seek to create a more inclusive local economy focussed on vocational skills in addition to growing knowledge intensive activity, and provide greater diversity and choices of opportunities for employment and skills development.

'Green' priorities had moved to the centre of the economy and society and the Strategy was designed to reflect this shift in policy thinking – with the dual aims of 'growing and greening' the local economy and ensuring that the benefits of this economic growth and increase in levels of sustainability are shared by all residents in the form of high levels of community well-being.

Reported that the next stage was to develop a Transition Plan to align capacity and activity within the Growth Theme and the wider Council to the new Economic Development Strategy:-

- Refresh quantitative data to establish baselines and targets for Performance Measures for period April 2010 to March 2012;
- Agree and adopt an appropriate Governance model;
- Identify and adopt a Quality Framework for project delivery and monitoring, and initiate a process of Continuous Improvement;
- Establish a process to prioritise Green Knowledge Economy projects, develop detailed action and delivery plans incorporating equality impact and risk assessments, resource requirements and project monitoring and outcome targets;
- Identify funding sources and submit, or support partner funding applications for project delivery where necessary; and
- Align resources for delivery and implement formal partnership working arrangements within the quality framework.

Resolved that:-

- (1) the new Economic Development Strategy for Taunton Deane be adopted; and
- (2) a Transition Plan be prepared to align capacity and activity within the Economic Development function, Growth Theme and the wider Council to the new Economic Development Strategy to prepare for delivery in line with the principles and Summary of Actions described in Chapter 5 of the document.

40. **Core Council Review : Tourist Information Centre**

Reference Minute No 23/2010, reported that the previous decisions made by the Executive in relation to the Tourist Information Centre (TIC) in Taunton had been called-in.

The call-in had been prompted by concerns about the impact of reducing staffing upon opening hours, staff welfare and the provision of the service in general.

The Corporate Scrutiny Committee, which had considered the call-in at its meeting on 18 March 2010, had decided to refer the matter back to the Executive for further consideration. The Executive was particularly requested to take account of a Health and Safety appraisal which was going to be carried out to determine the impact of reducing the current staff levels.

Reported that the appraisal had now been undertaken by the Council's Health and Safety Advisor who had identified a number of risks and possible control measures. The findings of the appraisal could be summarised as follows:-

- Opening and Staffing – No increase in risk. Use Kilkenny for automated lone worker reporting.
- Working and Serving Customers – No significant increase in role. Consider installing linked CCTV, alarm buzzer linked to the Library reception, issue personal attack alarms, ensure safe access to refuge.

- First Aid – No significant increase in risk. First Aiders available in the Library.
- Welfare – No change, but lone worker would need to shut Tourist Information Centre to take welfare breaks.
- Security of Monies/Goods and Stock – No significant increase in risk for routine transactions. Need to review layout to minimise risk of distraction theft.
- Welfare Implications for staff from increased work pressure, changes for workers, no sickness cover or peak load resource available – Inevitable reduction in quality of service needs to be communicated to customers, increased risk of hostile response, revised layout of information display, call diverts, consider retaining more resource to provide cover and retain expertise.

Further reported that a saving of £11,000 had been achieved through the renegotiation of the TIC lease. This meant that the remaining £39,000 of the overall £50,000 saving required would need to come from reduced staffing.

However, there also needed to be a balance made between the saving and the potential resultant loss of income. The proposal previously reported had identified a staff saving of £49,000 allowing for a £10,000 reduction in income from the impact of these staff changes. If six day working could be achieved, minimising lone working, it was felt that the reduction in income might be considerably less than that.

Noted that following further discussions with the TIC Manager, it had been agreed that by retaining an additional resource to the service, equivalent to 10.5 hours per week (which could be used by the Lead Officer to minimise lone working at peak times and provide some cover for holidays and sickness), the staff welfare issues raised by the Health and Safety Advisor could be addressed, whilst maintaining a six day a week service, albeit with slightly reduced opening hours (9.30am – 4.30pm).

The cost of this additional resource would be approximately £7,000, although it was hoped that these changes would mean that income could be maintained at close to existing levels and, therefore, the overall saving to the General Fund of £50,000 could still be achieved.

Although this proposed additional resource was welcomed, Members were still concerned about the current part of the workstream which would not be able to be covered under the revised arrangements.

In response, it was agreed to see how the new structure worked, with a review taking place three months after it was brought into effect. Work could also take place during this time as to the longer term future of the TIC and whether it should be located elsewhere in Taunton.

Resolved that:-

- (1) The revised staffing structure of the Tourist Information Centre in Taunton should comprise:-

Tourist Information Lead (Grade G);
Tourist Information Officer (Grade E); and

Tourist Information Assistant – 0.28 FTE (Grade D);

- (2) the Health and Safety Welfare Control issues identified should be considered further and implemented, as necessary, in consultation with the Council's Health and Safety Advisor; and
- (3) a further report be submitted to the Executive approximately three months after the revised staffing structure came into effect to review its effectiveness. The report to also consider the longer term future of the Tourist Information Centre, whether it should be relocated from its current site and whether there were any opportunities for joint working or ways of increasing income levels.

41. **Executive Forward Plan**

Submitted for information the Forward Plan of the Executive over the next few months.

Resolved that the Forward Plan be noted.

(The meeting ended at 7.08 pm.)

Executive – 13 April 2010

Present: Councillor Henley (Chairman)
Councillors Coles, R. Lees, Paul, Prior-Sankey, Slattery, Mrs Smith and
A Wedderkopp

Officers: Joy Wishlade (Strategic Director), Tonya Meers (Legal and Democratic
Services Manager), Maggie Hammond (Strategic Finance and Section 151
Officer), Adrian Priest (Asset Holdings Manager) and Richard Bryant
(Democratic Services Manager).

Also present: Councillors Brooks, Critchard, Farbahi, Gaines, Govier, Ms Herbert, Morrell,
P Smith, Mrs Stock-Williams, Stuart-Thorn and Mrs Whitmarsh.

(The meeting commenced at 5.15 pm.)

42. Declarations of Interest

Councillors Henley, Paul and Prior-Sankey declared personal interests as Members of Somerset County Council. Councillor Mrs Smith declared a personal interest as an employee of Somerset County Council. Councillor Coles declared a personal interest as a Director of Southwest One. Councillor Slattery declared personal interests both as a Member of the Somerset Waste Board and as an employee of Sedgemoor District Council.

42. Executive Forward Plan

Submitted for information the Forward Plan of the Executive over the next few months.

Resolved that the Forward Plan be noted.

43. Exclusion of the Press and Public

Resolved that the Press and Public be excluded from the meeting for the following item because of the likelihood that exempt information would otherwise be disclosed relating to Clause 3 of Part 1 of Schedule 12(A) to the Local Government Act 1972 and the public interest in withholding the information outweighed the public interest in disclosing the information to the public.

44. Potential Purchase of Capital Asset, Taunton

Reference Minute No 8/2010, submitted report previously circulated, which detailed a proposal to purchase a capital asset in Taunton.

There were a number of reasons as to why it is felt the Council should purchase the site including:-

- Jobs would be retained in Taunton Deane;

- The current business already on the site could be offered the opportunity to remain and develop on the site;
- There would be employment space available to other businesses; and
- The purchase would provide an investment for the Council which, in the medium term, would produce a good return.

A valuation of the site had been carried out in March 2009 and an update was reported at the meeting.

Details of the estimated capital costs involved, proposed funding streams and the revenue implications were submitted for the information of Councillors. An analysis of the risks of making the purchase was also submitted.

Taunton was currently short of employment land and the purchase of the site would enable the Council to fulfil a number of its key priorities – in particular safeguarding the economy and, to a lesser degree, the provision of some affordable housing.

During the discussion of this item, Members felt that the Council should be in receipt of letters of intent from potential lessees before proceeding to the signing of a contract and that no development work should be carried out on the site by the Council, unless a suitable partner was found.

Resolved that:-

- (1) The purchase of the site be agreed with the aim of completing by the summer of 2010 subject to negotiation and letters of intent from the potential lessees;
- (2) During the negotiating period, the Leader and Shadow Leader be given the authority to sign off the final deal;
- (3) Full Council be recommended to approve an appropriate supplementary estimate for the 2010/2011 Capital Programme for this capital project, including approval to borrow for costs that could not be met from other public funding available, up to the maximum reported;
- (4) Full Council be also recommended to approve supplementary estimates for the 2010/2011 revenue implications, subject to final confirmation of the budget implications and capital financing adopted;
- (5) If the purchase was agreed, a small group of officers and Members be set up immediately to develop a strategic plan for the use of the site;
- (6) If the site was purchased, commercial agents be engaged to market the site to potential occupiers;
- (7) The income from the site be used in the following priority order:-
 - To service any debt arising from the purchase;
 - To replace the current annual income to the Council;
 - To support the General Fund;

- (8) Other assets in the Council's ownership be considered for sale with the resulting capital receipts to be set aside to pay off the debt incurred; and
- (9) Development work should not be carried on the site by the Council, but through a suitable development partner.

(The meeting ended at 5.52 pm.)

Usual Declarations of Interest by Councillors

Executive

- **Members of Somerset County Council – Councillors Henley, Paul and Prior-Sankey**
- **Employee of Somerset County Council – Councillor Mrs Smith**
- **Director of Southwest One – Councillor Coles**
- **Member of Somerset Waste Board and employee of Sedgemoor District Council – Councillor Slattery**

Taunton Deane Borough Council

Executive – 28 April 2010

Community Engagement

Report by Kevin Toller, Strategic Director

(This matter is the responsibility of Executive Councillor Alan Wedderkopp)

Executive Summary

This report proposes that the previous Local Strategic Partnership (LSP) Community Partnerships are formally disbanded and that future community engagement meetings are held through the Partnerships and Communities Together (PACT) process.

1 Purpose

- 1.1 The LSP has reviewed its approach to community engagement and has proposed disbanding the Community Partnerships, undertaking future engagement through the PACT process led by the Police Authority.

2 Background

- 2.1 The aim of community engagement is to build trust and confidence by dealing with those issues that have the most impact – by affording communities access, influence, actions and answers. It involves communities and partners working together to bring about change by identifying and meeting the community's diverse needs.
- 2.2 In 2007 the Taunton Deane LSP established 4 Community Partnerships to provide a focal point for community engagement by partners. These Community Partnership meetings ran for around a year before being indefinitely postponed in December 2008.
- 2.3 Since that time, in many parts of the Borough, the Partners and Communities Together (PACT) scheme led by the Police, has become established as a method of gaining community engagement.
- 2.4 The application of these PACT meetings varies across the TDBC area, and at this time there are in excess of 50 Community, Business, and Partner meetings titled under PACT.
- 2.5 Partners are already very welcome to join PACT meetings, and in a small number of cases have done so; however this is generally an exception. It is recognised by the Police that the current number of 'PACT' meetings inhibits this, and presents a challenge to them also.

The Police also recognise that the inclusion and engagement of Partners provides a greatly increased and improved response to Communities, and builds high levels of confidence and satisfaction in all agencies across the area.

- 2.6 Having reviewed the previous Community Partnerships, now seems an appropriate time to formally bring the two together under the PACT banner, and determine an agreed, achievable and appropriate level of engagement by each Partner. By doing so, each partner is able to use the meetings for community engagement, whilst at the same time reducing the resource impact of the myriad of such meetings.

3 Proposal

- 3.1 The LSP considers that 8 PACTs would be sufficient to cover the Borough. These are shown on the attached map and are as follows:

- Wellington, Wiveliscombe and surrounding parishes includes Wellington, Rockwell Green and West, Wellington East, Wellington North, Monument, Wiveliscombe and West Deane, Bradford on Tone, Milverton and North Deane, Halse, Ash Priors, Combe Florey, West bagborough
- West – includes Bishops Lydeard, Staplegrove, West Monkton, Norton Fitzwarren, Bishops Hull and Trull
- East – Ruishton and Creech, North Curry and Stoke St Gregory, Neroche and Blackdown
- Comeytrove, Manor and Wilton
- Eastgate, Fairwater
- Lyngford, Pyrland and Rowbarton
- Halcon
- Blackbrook and Holway, Killams and Mountfield.

4 Practicalities

- 4.1 It is anticipated that the Police authority will organise each meeting, and will be the default chair. However, it is expected that members of the community will take on the role of chair in future.
- 4.2 Each PACT will establish its own meeting schedule – some areas may require more frequent meetings than others, and the meetings should be responsive to this need. The default frequency for nearly all areas in the Borough is quarterly.
- 4.3 The meetings will be open to the public, with specific invites being sent to parish councils (in the parished areas); Borough and County Council ward members, local PCSO's and all LSP Partners.
- 4.4 Whilst LSP Partners may not always be able to be present at all PACT meetings, each Partner will deliver their level of agreement in undertaking, resolving or attempting to resolve and providing feedback,

on issues for which they are nominated the lead agency. Issues raised which are relevant to a partner not present will be forwarded to them.

- 4.5 The meetings will be asked to identify what they believe to be the top issues of concern in the local area. The top issues will then form the priorities for the LSP Partners in that area, and will normally not exceed 3. The panel of Partners, in consultation with the community present, will nominate a lead agency for each Priority. No agency should normally lead on more than 1 priority each period
- 4.6 The lead agency will be responsible for feeding back to the community and the next PACT meeting to an agreed level.
- 4.7 TDBC will provide senior officer support to each PACT meeting – either a Director or Theme Manager, together with other support as necessary.

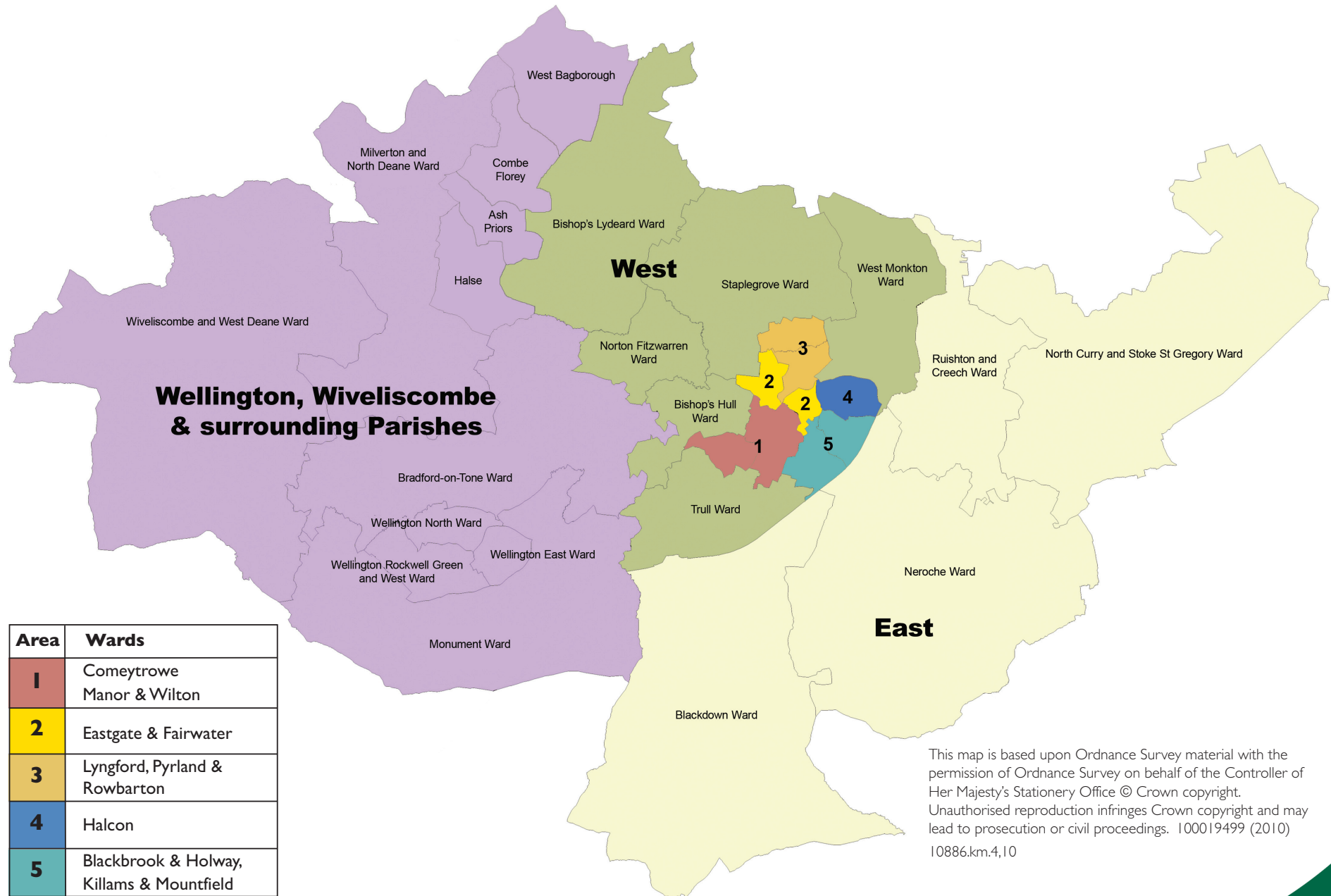
5 Recommendation

- 5.1 The Executive is recommended to endorse the formal adoption of 8 PACTs across the Borough and for TDBC to commit to supporting these meetings.

Kevin Toller
Strategic Director
Taunton Deane Borough Council

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Taunton Deane Partners and Communities Together (P.A.C.T.)



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Taunton Deane Borough Council

Executive – 28 April 2010

Carbon Management Plan 2010-2011

Joint report of the Strategy Officer (Climate Change) and Strategy Lead

(This matter is the responsibility of the Leader of the Council, Councillor Ross Henley)

Executive Summary

This Carbon Management Plan (CMP) provides a clear breakdown of carbon emissions from Taunton Deane Borough Council's direct and indirect operations and contains an Implementation Plan that presents practical actions for reducing these emissions. The CMP covers the period 2008/09 to 2010/11 and will be reviewed annually to assess progress and if necessary, reprioritised.

The Borough Council has established a baseline figure for carbon emissions from its direct operations (ie Council business) and indirect operations (ie through associated partners such as Tone Leisure) for the Year 2006/07. This baseline figure for carbon emissions totals 4,774 tonnes, of which 3,952 tonnes came from Council buildings. This equated to 12,759,192 kWh. The financial cost for this energy in Council buildings was £658,479. Fuel costs through vehicle use were not recorded.

Under the National Indicator (NI) 185: 'CO₂ reduction from local authority operations', the Council has to report on its progress in reducing its own CO₂ emissions to the Government Office annually. For 2010/11, a 7.5% reduction of emissions from the Council's direct and indirect operations is anticipated against the Council's 2006/07 baseline figure.

The Council has also committed itself to reduce carbon emissions from its core business by 10% during 2010 through signing up to the '10:10 Challenge'. The 10:10 Challenge will exclude emissions from associated partners such as Tone Leisure. The Council '10:10 year' will run in line with the financial year from 1 April 2010 to 31 March 2011. Actions on the Implementation Plan (Appendix 1) in place so far are expected to produce a 4.5% reduction in CO₂ towards the 10% target for this year; with a reduction of 18% of carbon emissions to be achieved at Deane House. There are a number of significant projects planned where the saving figures are not yet available. During the course of the year further actions will need to be found in order to meet our 10:10 commitment and the Carbon Management Steering Group will continue to oversee this.

1. Introduction

The former Prime Minister, Tony Blair, stated in the foreword to “Climate Change, The UK Programme 2006” that “Climate change is probably the greatest long term challenge facing the human race”. The Climate Change Programme states that “Action by local authorities is likely to be critical to the achievement of Government’s climate change objectives.”

Taunton Deane Borough Council firmly believes that it should provide strong community leadership in reducing carbon emissions and other measures that are contributing towards climate change and also identify and address actions to assist in adapting to a changing climate.

This Carbon Management Plan (CMP) provides a clear breakdown of carbon emissions from Taunton Deane Borough Council’s direct and indirect operations and contains an Implementation Plan that presents practical actions for reducing these emissions. The CMP covers the period 2008/09 to 2010/11 and will be reviewed annually to assess progress and if necessary, reprioritised.

This CMP is not an end in itself but will form part of an emerging and ongoing Climate Change Strategy to address both the issues of climate change within the Borough Council’s own business organisation and within the wider Taunton Deane community.

2. Why Produce a Carbon Management Plan

The Climate Change Act (Nov 2008) sets the Government’s long-term goal of reducing carbon dioxide emissions by 80% by 2050. The Council has already made an initial commitment to playing its part by signing the Nottingham Declaration on Climate Change in 2006. Reducing greenhouse gas emissions from the Council’s operations is a requirement of signing this Declaration.

The Council’s Corporate Strategy 2010 -2013 makes climate change one of its four key aims with the Council setting itself the objective to reduce the carbon emissions from its own operations by 10% by the end of the financial year 2010/11 and to secure annual reductions thereafter. The Council is also committed to becoming carbon neutral. This Plan sets out the actions which should deliver on the 10:10 commitment and begin to address the longer term aim of carbon neutrality.

Taunton Deane Borough Council is one of the area’s largest energy users. The increased use of energy, and in particular fossil fuels, is the largest cause of climate change. It is essential that the Council sets a behavioural and strategic example in the operation of its functions to the private sector and the communities it serves, by reducing its energy use in a structured and coordinated way, and contributing towards reducing the global and localised impacts of climate change.

As part of the Local Area Agreement (LAA), Taunton Deane Borough Council has signed up to National Indicator 185 “CO2 reduction from local authority operations” which will be reported annually to the Government Office. The aim of this indicator is to measure the progress of local authorities to reduce CO2 emissions from the relevant buildings and transport used to deliver its functions. The indicator is assessed by measuring the year on year reduction of CO2 emissions. The preparation of a CMP should be viewed as an implementation plan by which the authority ensures that it achieves year on year carbon reductions.

‘Tackling Climate Change’ is also a stated priority (11) in the ‘Sustainable Community Strategy 2007-2017’ a document outlining how local organisations and agencies will work together to improve the social, economic and environmental well-being of their area.

In summer 2008, the Carbon Trust took out a survey of the Council’s buildings in order to identify carbon saving opportunities. The Carbon Trust made a range of recommendations which have gone into the Carbon Management Action Plan (Appendix 1).

In a period of rapidly rising energy prices and limited budgets, reducing energy usage also makes sound fiscal sense.

3. Vision Statement and Energy Policy

The Carbon Management Plan is driven by the Councils commitment to providing a cleaner and healthier environment for staff and the Taunton Deane community as set out in the following Vision Statement and Energy Policy.

Vision Statement

Taunton Deane Borough Council is committed to:

1. Reducing our energy consumption and consequent carbon dioxide (CO2) emissions by at least 3% year on year until 2013;
2. Incorporating renewables in the Councils public buildings and facilities and purchasing energy from renewable sources to total at least Y% of the Borough Councils electricity use by 2013¹;
3. Providing leadership and support in promoting sustainability and addressing the issue of climate change across the Taunton Deane community.

Energy Policy

Within operations controlled by this Council we will commit organisational resources to manage energy demand to contain increasing procurement costs and meet the commitments set out in the Vision Statement by:

- Developing Council practices in adopting carbon management reduction as a key objective for the Borough Council;

¹ The proportion (percentage figure) for the incorporation of renewables and the purchase of energy from renewable sources has yet to be set. It will be established for the next CMP for Year 2011/12.

- Adopting an integrated and coordinated approach with other Council plans and strategies to reduce energy use and carbon emissions;
- Regular monitoring of energy use;
- Promotion of energy conservation and awareness amongst staff;
- Purchasing a proportion of energy generated from renewable sources;
- Investing in energy saving technologies;
- Purchasing energy saving plant, including office equipment;
- Modifications to existing plant and fixtures to improve efficiency where practical;
- Reducing emissions associated with travel;
- Thorough consideration of alternative measures prior to procurement of vehicles, plant or equipment that would increase emissions from Council operations;
- Requiring new Council buildings to be designed to high standards of energy efficiency and incorporating renewable energy technology;
- Regular monitoring of the Councils success in reducing its environmental impact and ongoing investigation of further energy reduction measures.

The Management of energy use within Council premises will require:

- Definition of roles and responsibilities for energy use, including ‘green champions’ within each service centre;
- Establishment of clear reporting procedures;
- The purchase energy at the most competitive price;
- Consideration of the life cycle costs when procuring new projects;
- Setting of air temperatures in buildings will not be heated to exceed 21° C and cooling will only be permitted at air temperatures of at least 24° C;
- At least a 200mm space between radiators and furniture wherever possible;
- The use of ‘powerdown’ measures on Council equipment;
- The use of heating systems to commence in October and end at Easter unless otherwise agreed by the appropriate Director;
- Review of the use and energy efficiency of private electrical equipment in Council premises (eg kettles, fridges);
- No personal or other electrical heating appliances;
- The setting and publication of energy performance targets;

All staff and Members are required to:

- Consider their use of energy within Council buildings;
- Turn off equipment when not in use and at the end of the day;
- Turn off lights when leaving a room vacant;
- Pull blinds closed in evenings and overnight to lessen heat loss.

Signed:

Authority:

Signed:

Authority:

Date:

4. Emissions Baseline

The Borough Council has established a baseline figure for carbon emissions from its direct operations (ie Council business) and indirect operations (ie through associated partners such as Tone Leisure) for the Year 2006/07. Later carbon emissions will get measured both against the baseline and year on year figures.

The scope of the Council's total carbon emissions will be reviewed annually in the light of any changes in responsibility or the construction and acquisition of new buildings.

Due to availability of information the baseline for data collection was as follows:

- Energy use within Council property where the Council is responsible for paying the bills: 1 April 2006 – 31 March 2007;
- Tone Leisure operations: 1 April 2006 – 31 March 2007 except Blackbrook Sports Centre which was 1 September 2006 – 31 August 2007;
- DLO Vehicle fleet (fuel consumption): 1 April 2008 – 31 March 2009;
- Private vehicle miles on Council business: 1 April 2007 – 31 March 2008;

The data was input in to the template on the Defra website, formulated for addressing National Indicator (NI) 185. An earlier baseline figure was formulated under the Carbon Trust template. The results are broadly similar.

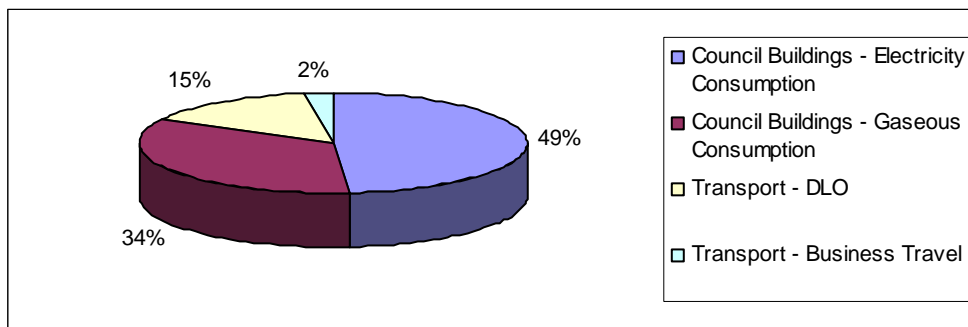
The scope of the project excluded the following:

- Council housing (other than communal lighting areas within stairwells etc). Reducing energy costs for householders will be addressed through a range of other measures such as reducing the levels of fuel poverty and increasing energy efficiency in dwellings.
- Shop units
- Open air public car parks. As adopted areas, lighting is paid by the highway authority. All parking meters are solar powered.
- Procurement of energy generated from renewable sources, which will be addressed through the Council's Energy Policy
- Staff commuting to work. This would be very hard to measure and is not regarded as 'Council business'. However, reductions are being sought through other initiatives included in the Councils Green Travel Plan.
- Waste collection and disposal. As a split responsibility, this is included within the County Councils Plans and therefore omitted by the Borough Council in order to avoid duplication.

In total, the Council's baseline figure for carbon emissions totals 4,774 tonnes, of which 3,952 tonnes came from Council buildings. This equated to 12,759,192 kWh. The financial cost for this energy in Council buildings was £658,479. Fuel costs through vehicle use were not recorded.

Council buildings: Electricity consumption	2,319.353 tonnes	4,434,729 kWh
Council buildings: Gaseous use	1,632.908 tonnes	8,827,952 kWh
Transport DLO	709.396 tonnes	
Transport Business travel	112.842 tonnes	
Total	4,774.499 tonnes	

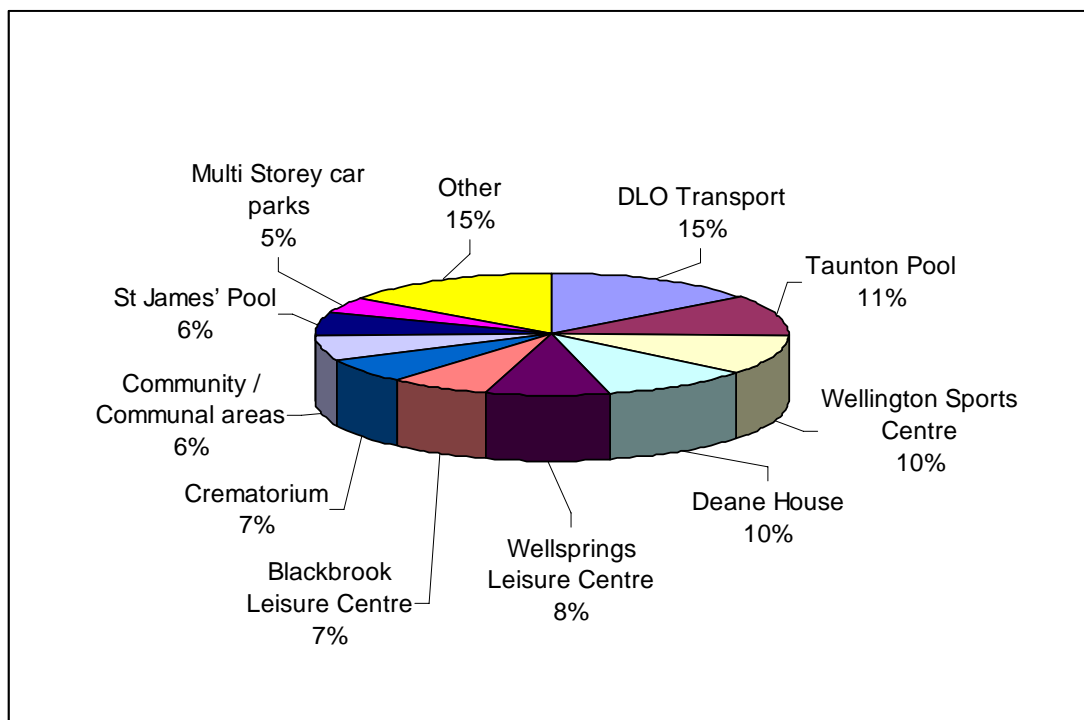
The pie chart below provides a percentage breakdown and gives a good visual interpretation of the Councils high electrical consumption, demonstrating the need to prioritise targeting of electrical use in Council buildings.



The table below provides a more detailed breakdown of carbon emissions by site which can also be expressed as a pie chart (see next page):

Site	Carbon emissions	% of TDBC's total emissions
DLO Transport	709.396 tonnes	15
Taunton Pool	510.199 tonnes	11
Wellington Sports Centre	494.148 tonnes	10
Deane House	483.791 tonnes	10
Wellsprings Leisure Centre	402.455 tonnes	8
Blackbrook Leisure Centre	328.144 tonnes	7
Crematorium	321.351 tonnes	7
Community / Communal areas	304.363 tonnes	6
St James' Pool	290.547 tonnes	6
Multi Storey car parks	215.431 tonnes	5
Others ²	714.674 tonnes	15

² 'Others' covers a large number of estates / areas such as Flook House; The Old Municipal Building, The Tourist Information Centre; The Link Centre; Wellington Community Office; Taunton Market Stalls; the bandstand in Vivary Park; public conveniences; playing fields; the stairwell lighting in Council owned properties; Sewage Works; Pumping Stations; and more.



5. Key Points

The major single source of CO2 emissions are produced from DLO Transport vehicles (15% of total emissions). Addressing working practices, fuel usage and alternatives should be a key priority area for reducing emissions arising from the Council's operations.

Nearly 50% of the Borough Councils total emissions come from just five buildings: Taunton Pool, Wellington Sports Centre, Deane House, Wellsprings and Blackbrook Leisure Centre. All except Deane House are part of Tone Leisure. Actions in Appendix 1 of this Plan include measures to reduce carbon emissions from Tone Leisure and are included within the overall carbon reduction targets sought from the Borough Council. Focussed action on these five buildings will best enable the Borough Councils carbon reduction targets to be met.

The potential for notable improvements of the Crematorium (currently 7% of carbon emissions) is considered to be limited due to the nature of the operation and the fact that more efficient equipment has already recently been installed. Also, the Crematorium is a listed building which makes improvements to the building's structure more difficult to deliver.

Perhaps surprisingly, emissions from private vehicle use on Council business are not within the top 10 carbon users. This should not however be seen as a reason for not addressing 'grey vehicle fleet' use as there may be other valid reasons for targeting this area including reducing the cost of vehicle mileage payments or congestion.

The table below splits carbon emissions into that emanating from electrical and gaseous sources. Apart from the Crematorium, high gas use is associated with swimming space (Taunton Pool, Wellington Leisure centre and St. James Pool). Electrical usage is highest in Deane House, which would be expected considering the large number of workers and associated electrical equipment. In relation to Deane House gas usage, the Carbon Trust assessment indicated that performance (94 kWh/sq.m.) was reasonable, compared with national office benchmark Good Practice (70) and Typical (151).

In terms of overall expenditure, Deane House was the third most expensive building to run (over £80,000 pa), behind Taunton Pool (over £90,000) and Wellington Sports Centre (over £85,000). Opportunities to link energy saving and carbon reduction measures between Deane House and Taunton pool should be explored as they form adjoining sites, thus providing linked opportunities.

Carbon emissions from electrical usage:

Site	Carbon emissions
Deane House	362.126 tonnes
Wellsprings Leisure Centre	326.262 tonnes
Blackbrook Leisure Centre	258.160 tonnes
Wellington Leisure Centre	238.168 tonnes
Multi Storey car parks	215.431 tonnes
Community / Communal areas	194.537 tonnes
Taunton Pool	172.776 tonnes
Estates (staircase lighting)	98,112 tonnes
St James' Pool	77.745 tonnes
Public toilets	74.532 tonnes

Carbon emissions from gas usage:

Site	Carbon emissions
Taunton Pool	337.423 tonnes
Crematorium	260.563 tonnes
Wellington Leisure Centre	255.980 tonnes
St James' Pool	212.802 tonnes
Deane House	121.665 tonnes
Community / Communal areas	109.826 tonnes
Priory Depot	76.766 tonnes
Wellsprings Leisure Centre	76.193 tonnes
Blackbrook Leisure Centre	69.984 tonnes
Ellis Field Nursery (Mount St)	49.652 tonnes

6. Trends

Energy bills over previous years are somewhat incomplete, although Taunton Pool, Wellington Sports Centre and Deane House appear to have remained

the highest energy users throughout recent years. Despite the lack of regular information some interesting points emerge:

The total carbon emissions from gas and electricity in Deane House rose by nearly 7% (from 453 to 483 tonnes of CO₂) over the period 2001/02(03 electricity) to 2006/07. Over this period, the electricity consumption increased by 20% (from 576,632 kWh to 692,405 kWh) and emissions from electricity rose from 301 to 362 tonnes of CO₂. The consumption of gas decreased by 20% (from 821,071 kWh to 657,756 kWh) and emissions from gas decreased from 152 to 121 tonnes of CO₂.

It is likely that the increased use of electricity in Deane House since the 2002/03 reading is a combination of an ongoing increase in the use of electrical equipment (some sections for examples now have two active computers on their desk) and careless usage of electrical equipment; an autumn 2008 survey by Facilities staff for example found that over 100 computers, monitors, photocopiers etc were left on over the weekend.

The decline in gas usage over the same period is attributed to better programming of the boilers, in part attributable to the purchase of the 'Jelnet' control system, making it easier to avoid weekend and holiday heating and overrunning the heating system during evening meetings.

In contrast, overall energy consumption at Taunton Pool actually fell. The combined CO₂ emissions from electricity and gas dropped by 22% from 658 tonnes in 2001/02(03 electricity) to 510 tonnes in the 2006/07 base year.

Between 2002/03 and 2006/07, the electricity consumption fell by 10.8% from 371,055 kWh (194 tonnes CO₂) to 330,356 kWh (173 tonnes). The use of gas decreased by 27% from 2,509,608 kWh (464 tonnes) to 1,824,204 kWh (337 tonnes) between 2001/02 and 2006/07.

The decline in electricity use is probably due to reduced opening hours at Taunton Pool. The considerable decline in gas is believed to result from the removal of the CHP system after 2002. This system was purchased second hand, was extremely inefficient and there were difficulties in getting qualified service engineers and spares for the plant. The pool is now heated by a mains gas system.

The same picture emerges from gas usage at Wellington Sports Centre where the CHP plant was also replaced, falling from 390 tonnes of carbon emitted in 2001/02 to 256 tonnes in 2006/07, a fall of 34%. A new thermal pool cover, reprogramming of boilers to restrain overnight heating and a more efficient shower system have also contributed to the falling gas use. No comparable electricity figures are available although as Taunton Pool, opening hours have been reduced over recent years.

The 22% reduction in overall carbon emissions at Taunton Pool and 7% increase at Deane House over a c5 year period is particularly interesting since Defra projections of carbon usage from local authority operations assumes as

a starting point a 7% per annum 'Business As Usual' (BAU) increase from local authority buildings (prior to projected target reductions).

Future monitoring will reveal whether existing energy saving practices provide continual ongoing carbon savings under a BAU scenario or whether the easier 'hits' have now been exhausted. What is apparent though is that complete historic data could have provided an earlier baseline figure and thus greater opportunities for percentage CO2 reductions from that base.

7. Year-on-year emissions data: Comparison of 2006/07 with 2008/09 data

Carbon emission data from the Council's operations are available for the years 2006/07 and 2008/9. The data for Year 2009/10 will be available from May 2010.

There is no data available for the Year 2007/08. Whilst the baseline (for 2006/07) was prepared in expectation of the National Indicators coming into force the following year (2007/2008), they did not become a requirement until 2008/09 and thus were not collected for the 2007/08 period.

The Council's total carbon emissions for 2006/07 were 4,774 tonnes and 4,806 tonnes for 2008/09. This equates to an increase in emissions of 0.7% or 32 tonnes over the period. However, the Council's total carbon emissions of 4,806 tonnes for 2008/09 still include the energy consumed by the SouthWest One Contact Centre that will get deducted once a full year of meter readings for the Centre is available (see: Section 8). Once this usage has been deducted, the Council's emissions for 2008/09 will definitely be lower than 4,806 tonnes. The 0.7% increase stated above should therefore be treated as a provisional figure that will change in due course.

The table below provides a breakdown of changes in emissions for the Council's main sites for the period between 2006/07 and 2008/09:

Site	Carbon emissions 2006/07 (tonnes)	Carbon emissions 2008/09 (tonnes)	Changes in carbon emissions in %
Taunton Pool	510.199	568.417	+10%
Wellington Sports Centre	494.148	553.485	+11%
Deane House	483.791	479.849	-0.8%
Wellsprings Leisure Centre	402.455	397.737	-1%
Blackbrook Leisure Centre	328.144	352.148	+7%
Crematorium	321.351	335.254	+4%
St James' Pool	290.547	250.240	-13%
DLO Priory Depot	143.794	164.105	+12%

This section of the Carbon Management Plan will get updated annually with the latest emission figures. The Carbon Management Plan for 2011/12 will show the figures for 2009/10 and so forth. This way we will build a record of the year-on-year changes in the Council's carbon emissions.

8. Finance

Whilst the need to combat climate change and initiate best practice to the wider community is the key driver in the Council's actions to reduce carbon emissions, energy cost is also an important factor.

Rates seem to be negotiated on a site-by-site basis and through changes in supply companies but the overall trend over recent years has been one of significant price increase. As oil and fossil fuel production peaks and commences to decline, economic and domestic demand grows and issues of security of supply become more important, prices are likely to continue to increase.

An example of the recent extent of price increases can be gauged within Deane House. In 2002 cost of daytime electrical costs stood at 4.967p per unit. By the 2006/07 baseline year cost had increased 83% to 9.08p. The night rate for electrical use rose by 94%. The cost of gas use increased to an even greater extent over this period, rising 146%, from 1.1894p – 2.926p per kWh. Seen in this context, managing energy demand within Council operations may not actually reduce energy bills but should assist in containing procurement costs.

9. 2010/11 update on TDBC's NI185 responsibilities

Under National Indicator 185 the Council has a duty to establish the total emissions from its direct and indirect carbon emissions. However, due to changes in responsibility or the construction and acquisition of new buildings, the areas that need to be considered in the total emission figure can vary over the years. Section 4 of this document therefore recommends an annual update of what goes into the Council's total emissions figure.

The areas that will be considered in the Council's total emissions figure for the Year 2010/11 are the same that were included in the 2006/07 baseline figure (details in Section 4). The same applies to areas that were "excluded" from the baseline figure. These will also be excluded from the 2010/11 figure.

The significant difference for 2010/11 is that the electricity consumed by the SouthWest One Contact Centre that operates from the third floor of Deane House will be removed from TDBC's total emissions figure from November 2008 onwards, when the Centre started its operation. The reason behind this is that although TDBC pays the Centre's energy bills, it has no means to influence the Centre's energy consumption. The Call Centre also provides a service for two other organisations: Somerset County Council and Avon & Somerset Police. Therefore, the Contact Centre should start to report its NI185 independently from the three partners.

10. 2010/11 Implementation Plan

Appendix 1 of this document contains the Borough Councils proposed action plan for reducing its carbon emissions during Year 2010/11. These actions were established through the work of the Carbon Management Steering Group that consists of interested Members and representatives from the various TDBC service areas (Section 10).

The actions included in the Plan for 2010/11 focus on the Crematorium, Deane House, the DLO, and Tone Leisure. The Plan also contains actions that marked as 'Corporate', because they will have an impact across all service areas. All actions in the Plan will be funded either through the relevant service area budgets or the central climate change budget.

The action plan is the result of a sieving exercise. A number of actions have been discussed, but finally discounted for cost/benefit and/or feasibility reasons, such as the replacement of windows and installation of louvred solar shading at Deane House.

Where ever possible, actions have been quantified in terms of their estimated carbon savings and cost savings. This was not possible for all actions, but the carbon savings will ultimately show in TDBC's total emissions figure for the Year 2010/11 that will be established from the Council's energy bills at the end of the year.

As it has not been possible to quantify the impact of all actions upfront, it is difficult to establish an accurate carbon reduction target figure for the Year 2010/11. However, a carbon reduction of 7.5% from the Council's 2006/07 baseline figure is anticipated to be achieved in 2010/11. This is well above the 3% cross-county reduction target that was agreed between the five local authorities in Somerset and Somerset County Council in March 2010.

Several actions have already been earmarked for the next action plan (Year 2011/12). These include:

- Review of the insulation at the Crematorium
- Replacement of existing fluorescent lighting with high frequency tubes at Deane House
- Driver training (rolling programme of 100 drivers each year across all areas)

Also, a number of emerging policies are likely to result in actions that will reduce the Council's emissions in 2011/12. These policies are:

- SouthWest One: Procurement Strategy
- TDBC Information Systems (IS) Strategy
- TDBC Travel Plan (update)

A number of 'trials' are underway that if successful will result in carbon saving projects. These trials include a fuel saving device that is currently being tested on two DLO vehicles. The DLO will also test an electric van that is on the

market from June 2010. DLO Housing Services are experimenting with PIR (Passive InfraRed) motion detector floodlights that could provide total savings of up to 7.5 tonnes CO2 over the next years.

During 2010/11, also research will be undertaken into out-of hour electricity consumption at Deane House and potential carbon savings that could be made by reducing the opening hours of the building during the heating period (though not the public opening hours).

11. TDBC’s commitment to the “10:10 Challenge”

In October 2009, the Borough Council signed up to the “10:10 Challenge”. Individuals and organisations that sign up to this national campaign commit themselves to an aspirational 10% reduction of their carbon emissions during 2010.

TDBC will apply this goal to the buildings and operations at the core of its business, which are: Deane House, the DLO, the Crematorium, Community and Communal areas and those listed under ‘Others’ in Section 4. As the “10:10 Challenge” can be started at any point between 1 January 2010 and 30 June 2010, we have chosen to start our ‘10:10 year’ on 1 April 2010, so that investments into carbon reductions projects can be made in line with the Council’s financial year.

Plans in place so far are expected to produce a 4.5% reduction in CO2 towards our 10% target for this year. There are a number of significant projects planned where the saving figures are not yet available. During the course of the year further actions will need to be found in order to meet our 10:10 commitment and the Carbon Management Steering Group will continue to oversee this.

12. Governance/Ownership/Management

Effective and ongoing ownership of the Carbon Management Plan is essential to its success. The key people and groups responsible for the ongoing management of the CMP and its implementation are as follows.

Role	Name	Position
Lead Member	Cllr. Ross Henley	Leader of the Council
Champion for carbon management	Cllr. Catherine Herbert	Chair of Renewable Energy and Energy Efficiency Task and Finish Group
CMP Sponsor	Kevin Toller	Strategic Director
CMP Project Lead Officer	Torsten Daniel	Strategy Officer (Climate Change)
	Roger Mitchinson	Strategy Lead
Carbon Management Steering Group	Kevin Toller	Strategic Director (chair)

	Chris Mulcahy	Parks Manager
	Brian Gibbs	Highways and Cleansing Manager
	Phil Webb	Housing Manager – Property Services
	Paul Rayson	Crematorium Manager
	Angela Hill	Facilities Manager
	Debbie Rundle	Media and PR Officer
	Theresa England	Tone Leisure Operations Director
	Mark Washington	Sports Centre Manager
	Rob Erskine	Surveyor
	Roger Mitchinson	Strategy Lead
	Torsten Daniel	Strategy Officer (Climate Change)
	Cllr Herbert	Task and Finish Chair
	Cllr. Hayward	Ward Norton Fitzwarren
	Cllr. McMahon	Ward Milverton & North Deane
	Cllr. Stock-Williams	Ward Wellington Rockwell Green and West
	Cllr. Wedderkopp	Ward Comeytrowe
South West One liaison	Fiona Kirkham	Information Systems Manager

13. Communications

The programme and its success will be promoted through press releases and displays at public buildings in order to demonstrate the actions the Council is taking to address climate change. This will be coordinated by the Borough Council's Media and Public Relations Officer.

A Climate Change website is under development in the Strategy Unit. The CMP and other associated literature will be hosted on this site.

Associated actions through other plans and strategies will be similarly promoted to encourage residents and businesses to reduce their carbon emissions.

Internally, each Service Centre will nominate a 'green champion' to promote and monitor energy efficiency and savings within their area. Progress in meeting carbon reduction targets will be reported via the Weekly Bulletin and Intranet site.

The Steering Group will report to the Council Forum every six months on comparative carbon emissions and savings made through initiatives outlined in the Implementation Plan.

The Climate Change Steering Group will annually monitor progress and performance against the Implementation Plan, together with proposed works over the next two years. This will be reported to Overview and Scrutiny Board prior to consideration by Executive.

14. Monitoring

Overall management of monitoring will be undertaken by the Carbon Management Steering Group, set out in Section 9. Close monitoring of the implementation of established Priority Actions and the approach outlined in the Communications Strategy will be central to identifying the overall success of the Carbon Management Plan.

The key monitoring issues will be:

- The setting of a targeted reduction of year on year energy use from Council operations, to be used as part of the monitoring process for NI185;
- An annual rolling reassessment of the Action Plan to include assessment of actual energy savings through the published data and prioritised actions;
- Regular monitoring of 30 minute data for maximum demand sites (including individual monitoring areas in Deane House, where possible);
- Appoint and train Green Champions to promote and monitor energy efficiency and savings within their area
- Prepare and implement an Energy Awareness Programme;
- Publication of energy monitoring results on notice boards and intranet site.

15. Recommendation

The Executive is recommended to approve and adopt the Carbon Management Plan 2010/2011.

Contact

Torsten Daniel, Strategy Officer (Climate Change), Strategy Unit, Ext: 2458

Roger Mitchinson, Strategy Lead, Strategy Unit, Ext: 2418

Appendix 1: Implementation Plan

Proposed Action Plan Items									
When?	What?	Brief explanation of action (if necessary)	Where?	Person in charge	Estimated costs	Funded by: S (Service Area); C (centrally)	Estimated carbon savings (tonnes of CO2) per annum	Estimated cost savings per annum	When implemented?
Year 2008/09									
2008/09	Stairwell lighting	removal of 4 x 75W 'overgenerous' light bulbs in main stair case	Deane House	Rob Erskine	£0		0.1	£29	Jun-08
2008/09	Insulate primary heat circuit and secondary plant room valves		Deane House	Rob Erskine	£1,700		0.3		Feb-09
2008/09	Automatic thermal screens to prevent heat loss in cold periods, also reflects sunlight in hot weather		Taunton Deane Nursery	Chris Mulcahy	Part of construction cost			£2,000	Implemented
TOTALS					£1,700		0.4	£2,029	
Year 2009/10									
2009/10	Grey fleet	10% reduction in all travel budgets	Corporate	Kevin Toller	£0		11.3		Implemented

2009/10	Fridge replacement	10 new A-rated fridges to replace old, less energy efficient fridges	Deane House	Steve Lovell	£3,000		0.8	£1,600	Mar-10
2009/10	Insulating ductwork		Deane House	Rob Erskine	£4,000		2.3		Feb-09
2009/10	Heat harvester		Deane House	Rob Erskine	£1,500		1		Dec-09
2009/10	Reduction of light tubes (Rolling programme)	Taking out 40 x 35W light tubes	Deane House	Rob Erskine	£0		0.9	£261	2009
2009/10	Insulation of poor insulated building and replacing of windows with double glazing		DLO Depot	Phil Webb	£3,000		1.1	£300	2010
2009/10	Improve energy management and awareness policy etc Depot	E.g. includes improving the operation and management of IT equipment and office equipment	DLO Depot	Phil Webb	Minimal		1.2	£195	Apr-09
2009/10	Install fuelstreicher device		Taunton Pool	Theresa England	£6,200		55	£2,500	Implemented
2009/10	Revise BMS control, Wellsprings		Wellsprings	Theresa England	£500		61.8	£9,544	Implemented
2009/10	Revise AHU operational times on BMS, Wellsprings		Wellsprings	Theresa England	£500		17.3	£2,662	Implemented
2009/10	Improve energy management and awareness policy etc Tone	Staff awareness, better housekeeping	All Tone sites	Theresa England	Minimal		49	£5,748	Implemented

TOTALS					£18,700		201.7	£22,810	
Year 2010/11									
2010/11	Asset rationalisation	TDBC staff will move from Flook House to Deane House	Corporate	Kevin Toller	£0	-	23		
2010/11	Smarter Driver Training (Rolling programme)	100 drivers initially	Corporate	Torsten Daniel	£1,500	C	6		
2010/11	Sustainable Procurement Policy	Includes: ceiling of 140gCO2/km for lease cars	Corporate	Stuart Busfield (SW1)					
2010/11	Replacement of lighting (fluorescent)	Replacement of broken tubes with more energy efficient, high frequency tubes	Crematorium	Paul Rayson	£350	S	0.3	£40	
2010/11	Replacement of lighting (halogen)	Replace small halogen spotlights by LED equivalents	Crematorium	Paul Rayson	£150	S	0.5	£80	
2010/11	Replacement of cremators	3 new cremators and mercury filtration equipment	Crematorium	Paul Rayson		S			

2010/11	Power perceptor	voltage optimisation, reduces electricity usage by 10%	Deane House	Rob Erskine	£22,863	C	38	£9,192	
2010/11	Reduction of light tubes (Rolling programme)	Removal of another 40 x 35W light tubes	Deane House	Rob Erskine	£0	-	0.9	£261	
2010/11	Explore potential for specific rewiring of lights	e.g. Staff entrance; Room 249	Deane House	Rob Erskine	£1,000	S	0.4	£116	
2010/11	Explore potential for PIR (Passive InfraRed) motion detectors	e.g. Staircase 5	Deane House, Crematorium	Rob Erskine		S			
2010/11	Investigate and address high out-of-hour electricity consumption	high overnight electricity consumption, and morning and evening peaks on weekends and bank holidays during heating season	Deane House	Rob Erskine	-				
2010/11	Insulation of north wing		Deane House	Rob Erskine	£900	S			
2010/11	Additional insulation of loft	Plus 150mm	Deane House	Rob Erskine	£4,000	S			
2010/11	Replacement of boilers		Deane House	Rob Erskine	£55,000	C	24	£4,100	

2010/11	Partial zoning of heating system	Zoning of the building into 2-3 heating circuits and changing of pumps	Deane House	Rob Erskine	£9,000	C	6	£1,000	
2010/11	Committee room air conditioning	repair case, put lock on it and reset heat and cooling point to 21 and 24oC	Deane House	Steve Lovell		S			
2010/11	Solar shading	Film to be applied to windows in Development Management Room	Deane House	Rob Erskine	£1,800	S	0.2	£58	
2010/11	Improve energy management and awareness policy etc Deane House	This includes: awareness training staff (lights, equipment), cleaners	Deane House	Debbie Rundle / Green Champions	Minimal	-	17.9	£2,800	
2010/11	Investigate potential for reducing opening and closing times of Deane House		Deane House	Torsten Daniel		-			
2010/11	Computer shutdown system		Deane House	Fiona Kirkham	Minimal				
2010/11	Set the cooling point for the server room air conditioning to 24/25oC		Deane House	Fiona Kirkham					

2010/11	Improve control of heat appliances	This includes installing time controls on space heaters	DLO Depot	Phil Webb	£200	S	5.4	£900	
2010/11	Reduction of light tubes (Rolling programme)		DLO Depot	Phil Webb		-			
2010/11	Trial of PIR floodlights	conversion of 9x150w PIR fittings to low energy type	Enmore Road and Cheddon Road flats	Phil Webb	£450	S	0.8	£143	May-10
2010/11	Replacement of 16W 2D with HF fittings as they fail		All housing flat blocks	Phil Webb	£30 per fitting	S	4.5kg per fitting	£0.83 pa per fitting	
2010/11	Investigation of 18 'Piper lifeline' supplies	believed to be being decommissioned	Various locations	Phil Webb	£250	S	4.3	£796	
2010/11	Trailing fuel saving device on Deane DLO vehicles being developed by local company		Deane DLO vehicles	Brian Gibbs	Ongoing trial to start in March - no cost known at this stage	S	0.3		
2010/11	In-house driver training	30 drivers	Deane DLO vehicles	Brian Gibbs	£1,500	S	5.8	£624	Jun-10
2010/11	Successful implementation of the facility opening hours project		TL - All sites	Theresa England	£0	-	20	£4,000	May-10

2010/11	Installation of variable speed drives		TL - Station Rd Pool	Theresa England	£21,000	?			
2010/11	Installation of fuel stretcher		TL - Wellington Sports Centre	Theresa England	£5,400	S	38	£5,000	Apr-10
2010/11	Use of smart meters		TL - Wellington Sports Centre	Theresa England	£2,200	S			Apr-10
2010/11	Wellington Sports Centre Free Swimming bid	£350,000 bid with Sport England. If successful used to make plant more energy efficient.	TL - Wellington Sports Centre	Theresa England		Bid			
TOTALS					£127,563		191.8	£29,110	
Year 2011/12									
2011/12	Review of insulation	E.g. draught proofing, roof insulation	Crematorium	Paul Rayson		S			
2011/12	More efficient use of cremators	New law allows to keep corpses for 24h	Crematorium	Paul Rayson	£0	-			
2011/12	Replacement of lighting	Replacement of all tubes with high frequency T5 tubes	Deane House	Rob Erskine	£30,000	C			

2011/12	Replacement of lighting	Convert 1.2m long and above fluorescent tubes at Priory Depot to high frequency	DLO Depot	Phil Webb	£4,300	S	3.3	£530	
TOTALS					£34,300		3.3	£530	
Potential Actions Year 2011/12									
	Thin Client computers		Corporate	Fiona Kirkham					
	Replacement of boilers with wood fuel burners	Would not work for Deane House but can be considered for smaller offices, residential care homes, etc	Corporate	Rob Erskine					
	Reclaiming heat from server room		Deane House	Rob Erskine / consultant					
	Solar thermal water heating	installation on roof of Deane House	Deane House	Rob Erskine					
	Investigate the practicality of 100% fresh air ventilation in summer	Recommended by Carbon Trust 2008	Deane House	Rob Erskine					

	Energy efficient hand dryers			Torsten Daniel					
	Reduce lighting and opening hours	At 13:00 all lights on, of which half unnecessary because enough daylight was available. Smaller car park opened 24/7	Multi-storey car parks	John Lewis					
	11kW Wind turbine		? Taunton Deane Nursery, Blackbrook LC, Longrun Farm	Rob Erskine/ Chris Mulcahy / Torsten Daniel	£50,000		15.7	£10,000	

Taunton Deane Borough Council

Executive – 28 April 2010

Wellington Sports Centre Bid

Report of Performance and Client Lead

(This matter is the responsibility of Executive Councillor Richard Lees)

Executive Summary

This report gives details of the proposed capital refurbishment project to develop the swimming provision at Wellington Sports Centre.

Purpose of Report

- 1.1 This report seeks approval to create the capital budget, which will be funded by a capital grant of £350,000 from Sport England and a transfer of £250,000 from the Council's Asset Management Earmarked Maintenance Reserve.

2. Background

- 2.1 Wellington Sports Centre is a dry and wet centre, in a semi-rural area. The centre is well used, but is in need of further investment to enhance and develop the facilities to improve the swimming experience and to ensure sustainability of current usage and for the number of new swimmers to increase. The national measurement, Active People Data provided by Sport England and user/non user research provides strong evidence that the quality of the swimming experience is the key constraint and barrier to participation.
- 2.2 A refurbishment proposal has been developed by Tone Leisure and submitted to Sport England for funding of a capital grant of £350,000. Sport England gave agreement to proceed to Stage 2 which has been done and verbal positive feedback has been given by Sport England. We are now awaiting the formal decision and offer which is expected after the 6 May 2010.
- 2.3 What will the Project Achieve? The overall aim of the project is to grow swimming participation and to assist us to sustain the swimmers who have taken advantage of the free-swimming initiative.

Tone Leisure has set challenging stretch targets, specifically to:-

- Grow under 16 and over 60s participation by 30% from year 1 to 2, then a further growth of 10% from year 2 to 3; and

- Grow participation in other groups by 3% per year.

2.4 What improvements will be made?

- Facilities more accessible to groups of young people (separate group and village changing areas) and older people;
- Improving the changing experience by improving air handling, lighting, changing and storage facilities for clothing, buggies and other personal affects;
- Improving water quality by the introduction of modern disinfection, circulation and filtration systems;
- Improving the pool hall environment via the introduction of natural light and improved air handling; and
- Installing more energy efficient plant, which will reduce running costs and achieve carbon reduction targets.

3. Effect on Corporate Aims and Objectives

- 3.1 The proposed enhancement and development will make a real difference to the swimming experience at Wellington Sports Centre. The project is supported by our partners and aligns with both national and local priorities.
- 3.2 The Council owns the freehold and as such will benefit from the works. The building improvement project will be delivered on our behalf by Southwest One Property Services. The project outcomes will be delivered by Tone Leisure on behalf of the Council.

4. Financial Implications

4.1

Budget	£
Works and plant	488,300
Design costs/engineer fees	28,244
Survey/additional hours/loss of income	19,600
Sub total	536,144
Contingency (12% estimated cost)	63,856
Total	£600,000

- 4.2 This will be funded by a grant from Sport England of £350,000 and a contribution from the Council of £250,000.
- 4.3 The balance on the Earmarked Asset Management Maintenance Reserve currently stands at £580,579. This was set up to meet the needs of Tone

Leisure's 10 year maintenance programme. The implication of approving the project will be to reduce the reserve by £250,000 to £330,579. This will mean that a reduced balance is left to fund the future maintenance of leisure centres across the Council.

5. Recommendations

Subject to written confirmation from Sport England of £350,000 grant funding, it is recommended that the Executive:-

- (a) Requests Full Council to approve the addition of the Wellington Sports Centre refurbishment to the 2010/2011 Capital Programme with a budget of £600,000; and
- (b) Approves the virement of £250,000 from the Asset Management Earmarked Maintenance Reserve to the Capital Programme.

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Taunton Deane Borough Council

Executive – 28 April 2010

Housing and Planning Delivery Grant

Report of Strategic Director Joy Wishlade

(This matter is the responsibility of the Leader of the Council, Councillor Ross Henley)

1. Introduction

We have received notification that our allocation based on 2009/2010 will be £675,610. Of this 32.5% is capital thereby making available:-

Capital: £219,573
Revenue: £456,037

We have also been awarded a further amount for the previous year of £210,792 which we have been told is all revenue.

The amount to be allocated is therefore:-

Capital: £219,573
Revenue: £666,829

2. Proposals for 2010/2011

Revenue items	Cost
Retaining post of LDF Specialist until 03.12 if required	£60,000
Taunton Deane funding for consultancy advice on Project Taunton schemes (for example advice on financial impact on the Council of a proposed scheme - in the past this funding has come from the General Fund)	£50,000
Staffing requirement to ensure delivery of Core Strategy	£30,000
Total	£140,000

Capital items	Cost
Funding towards the purchase of a capital asset	£216,000

TOTAL	£216,000

3. Conclusion

If the above proposals were approved this would leave unallocated:

Revenue: £526,829

Capital: £ 3,573

There will be further work that we would wish to allocate to HPDG and a further report will be made later in the year

4. Recommendation

It is recommended that the Executive approves the above allocation of the Housing and Planning Delivery Grant for 2010/2011.

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28/04/2010, Report:Carbon Reduction Plan

Reporting Officers:Kevin Toller

28/04/2010, Report:Community Partnerships

Reporting Officers:Kevin Toller

28/04/2010, Report:Wellington Sports Centre - Lottery Bid

Reporting Officers:Alison North

28/04/2010, Report:Housing and Planning Delivery Grant

Reporting Officers:Joy Wishlade

16/06/2010, Report:Proposed extension of Wellington Cemetery

Reporting Officers:Paul Rayson

16/06/2010, Report:Review of Essential Users and Car Allowances

Reporting Officers:Martin Griffin

16/06/2010, Report:Corporate Equality Scheme and Action Plan 2010 - 2013

Reporting Officers:Lisa Redston

16/06/2010, Report:Quarterly Corporate Performance/Finance Update (Outturn)

Reporting Officers:Dan Webb

16/06/2010, Report:Asset Management Plan (including Housing Management Strategy)

Reporting Officers:Joy Wishlade

16/06/2010, Report:Firepool Compulsory Purchase Order

Reporting Officers:Joy Wishlade

16/06/2010, Report:Halcon Project, Taunton

Reporting Officers:Joy Wishlade

16/06/2010, Report:Core Strategy - Interim Sites

Reporting Officers:Ralph Willoughby-Foster

16/06/2010, Report:Treasury Management Outturn Report

Reporting Officers:Maggie Hammond