

Basingstoke and Deane Borough Council Climate Change Action Plan

Green

Proceeding on target

NI185 - Percentage CO2 reduction from LA operations

Amber

Possible delay

Links: [Electricity Consumption Data](#)

Red

Behind schedule

Ref	Task	Action Plan	Business Unit	Lead Officer	Target Date	Actual Start Date	Progress	Completion Date	Status
1	Reduce paper usage in Civic Offices	Climate Change	Environmental Care	Champions	01/03/10	08/12/09	Targets to be agreed at climate change champions meeting . On hold pending trials on printing technology by ICT in order to pitch campaign in best way	TBA	Amber
2	Report template to be updated to include guidance on calculation of carbon impact and SMT to check environmental impacts when considering reports. Where information is insufficient these will be referred to Climate Change Officer for guidance.	Climate Change	Environmental Care	Lucy Martins	28/05/10	01/08/09	Draft template prepared. Working with officers to produce final version and now to include climate change risks for NI88. Work slightly delayed due to other priorities and new target date given.		Amber
3	Improve energy efficiency rating to Level D for Civic Offices buildings	Energy	Property & Facilities Management	Simon Buckingham	Annual assessment	01/04/09	Ongoing. Rating already improved from G to F		Green
4	Undertake an efficiency survey of lighting at the Leisure Park, sports pitches and car parks.	Climate Change	Property & Facilities Management	Simon Buckingham	01/05/10		Initial lighting survey completed. Options for additional and replacement lighting currently being considered. Anticipate tendering package of works in April/May 2010 with works taking place in the Summer of 2010		Green
5	Introduce e-forms for all internal forms	Climate Change	Finance, ICT & Local Tax	Thomas Nibu	01/06/10	01/04/09	Works is continuing on moving forms to electronic system to reduce printing. 50% forms now electronic. Some delay over next 4 months due to priority focus on Customer Relationship Management system		Amber
6	Upgrade obsolete BMS in Parklands to give more efficient plant controls	Energy	Property & Facilities Management	Simon Buckingham			Specification agreed, initial feasibility work completed. Project on hold pending outcome of accommodation review		Amber
7	Adopt revised energy policy - Consult Environment Overview on draft policy proposals, consider any necessary amendments and prepare report to Portfolio Holder or Cabinet	Energy	Property & Facilities Management	Simon Buckingham	29/06/10				Amber
8	Publicise the updated energy policy - agree and undertake initial launch of updated policy both internally and externally	Energy	Property & Facilities Management	Simon Buckingham	01/03/09		Staff awareness campaign initiated in September 2009. Energy consumption data being published monthly on SNBAD.		Green
9	Set up officer Energy Group with representation from appropriate services - Finance and Procurement, Environmental Care, ICT and others	Energy	Property & Facilities Management	Simon Buckingham	01/02/09		Appropriate officers identified. Initial meeting of group being arranged for February 2010		Amber
10	Prepare draft terms of reference for Officers Energy Group - define role and responsibilities for Energy Group	Energy	Property & Facilities Management	Simon Buckingham	01/02/09		Draft terms of reference completed.		Amber
11	Meet with Heads of Service to ensure policy objectives are integrated into Service Plans - identify specific projects/services that will impact on energy/water consumption	Energy	Joint-Property & Facilities Management/Environmental Care	Simon Buckingham	01/03/09		Outstanding.		Amber
12	Develop appropriate training plan for staff - arrange initial training programme for Property & Facilities Management Team to undertake energy audits. Arrange training package for all staff at the appropriate level of detail.	Energy	Joint-Energy Group/Governance & Customer Support	Simon Buckingham	June & Sept 2009		3 Facilities Management staff have completed energy audit training and work has started on an audit of Tadley Swimming Pool. Work on going with HR to include energy awareness in staff induction process.		Green
13	Develop a robust energy monitoring system:	Energy	Property & Facilities Management	Simon Buckingham			Ongoing, linked to new procurement contract arrangements		
14	Undertake review of existing energy procurement arrangements - current electricity and gas contracts expire end of 2009	Energy	Joint-Property & Facilities Management/Finance, ICT & Local Tax	Simon Buckingham	01/08/09		Review underway, existing contracts and properties identified. Liaising with procurement team on options, including OGC framework		
15	Identify sites with high energy/water consumption and develop a prioritised programme of energy audits	Energy	Joint-Property & Facilities Management/Finance, ICT & Local Tax	Simon Buckingham	01/06/09		Reviewing utility data from first quarter's monitoring and information collected for Carbon Management Programme. Initial review of data completed. Priority list identified.		Green

Ref	Task	Action Plan	Business Unit	Lead Officer	Target Date	Actual Start Date	Progress	Completion Date	Status
16	Monitoring of local weather forecasts - Facilities Manager now monitors daily and weekly forecasts and liaises with M&E contractors on heating and cooling requirements	Energy	Property & Facilities Management	Simon Buckingham	Ongoing		Ongoing		
17	Develop a staff awareness campaign to promote revised policy	Energy	Joint-Property & Facilities Management/Strategy & Innovation	Simon Buckingham	01/03/09		Energy campaign carried out in September		
18	Provide ongoing regular information and guidance to staff and Members on the contributions they can make to energy efficiency	Energy	Joint-Property & Facilities Management/Strategy & Innovation	Simon Buckingham	Mar 09 & ongoing		Monthly energy consumption figures to be published on SINBAD from July onwards. September figures now on SINBAD		
19	Report to EOC on a 6 monthly basis with updates on energy performance measures and action plan	Energy	Property & Facilities Management	Simon Buckingham	July 2009 and ongoing		ongoing		
20	Plant Operation Verification - Lorne Stewart to confirm existing plant is operating within its design parameters :	Energy	Property & Facilities Management	Simon Buckingham	01/02/09		Work ongoing, has already identified two systems that can potentially be modified/decommissioned to reduce electricity consumption. Cooling tower dosing and hydraulic fire damper now decommissioned.		
21	Introduce a proactive approach to managing plant and equipment. Where possible all non essential plant is manually shut down at nights and weekends	Energy	Property & Facilities Management	Simon Buckingham	Ongoing				
22	Parklands BMS Upgrade - upgrade obsolete BMS to give more efficient plant controls	Energy	Property & Facilities Management	Simon Buckingham	01/03/09		Currently working up specification, due to tender in the summer		
23	Parking Lighting Upgrade - monitor usage by metering and install pilot Intelligent Lighting Units to one wing	Energy	Property & Facilities Management	Simon Buckingham	01/03/09		Pilot lighting scheme to meeting room		
24	Roll out of the above	Energy	Property & Facilities Management	Simon Buckingham	01/12/09		Works to remainder of wing outstanding. Quotation received.		
25	Parklands heating system - evaluate heating system to assess zoning options and consider TRVs	Energy	Property & Facilities Management	Simon Buckingham	01/03/09		Included in BMS work. Project on hold pending outcome of accommodation review		Amber
26	Deanes BMS modifications - upgrade/modify BMS to improve plant control	Energy	Property & Facilities Management	Simon Buckingham	01/05/09		Controls specialists commissioned to review current issues and to determine options and costs. First stage BMS upgrade has been completed, further work is required and this currently being costed	01/12/09	Green
27	Deanes Heating System - evaluate heating system to assess zoning options	Energy	Property & Facilities Management	Simon Buckingham	01/03/09		Linked to work on BMS. Project on hold pending outcome of accommodation review		Amber
28	Goldings Lighting - install lighting controls to Goldings lighting	Energy	Property & Facilities Management	Simon Buckingham	01/05/09		Outstanding		Amber
29	Investigate potential for ways to reduce operational mileage in Streetcare Service.	Climate Change	Environmental Care	Steve Featherstone	01/04/10	01/04/09	Electric vehicles trialled at Depot and will be considered when vehicles need replacing. Fleet review also taking place which could potentially lead to reduction of vehicles. Fleet management system being installed in all fleet vehicles which will result in reduction in mileage. Annual fuel consumption 2009/10 reduced by 31,641 litres which is 73 tonnes of CO2.		Green
30	Viables Craft Centre - install sub/smart meters to services. Sub meter services between craft units/restaurant and community centre	Energy	Property & Facilities Management	Simon Buckingham	01/03/09		Works on hold pending outcome of energy audits		Amber
31	Eastlands 1 - install sun/smart meters to services - sub meter services to office suites and car park	Energy	Property & Facilities Management	Simon Buckingham	01/03/09		Works on hold pending outcome of energy audits		Amber
32	Consider the installation of a renewable energy scheme at Civic Offices through investigation of new and innovative technologies, including car parks and external areas. Consider options for alternative/supplementary renewable heating system in Parklands, boilers due to be replaced in 2010.	Energy	Property & Facilities Management	Simon Buckingham	01/09/09		ON HOLD DUE TO ACCOMMODATION REVIEW		Amber
33	Deanes Fabric - seal external doors no longer in use	Energy	Property & Facilities Management	Simon Buckingham	01/03/10		Works due to commence early February		Green
34	Parklands Fabric - Adjust PIR timings to bi-fold doors	Energy	Property & Facilities Management	Simon Buckingham			To be carried out at next service		Green
35	Goldings Fabric - improve insulation at ceiling joist level	Energy	Property & Facilities Management	Simon Buckingham	01/03/10		Survey completed, Quotations currently being obtained.		Green
36	The Malls - an objective of the proposed refurbishment scheme is to reduce the overall energy use of the shopping centre.	Energy	Property & Facilities Management	Peter Gunner	01/08/11	01/05/07	Planning application now submitted and investigation on options for improving insulation and other measures to reduce/limit energy consumption are forming part of detailed design work neg. thermal modelling, CO2 assessments, orientation of windows.		Green

**Basingstoke and Deane Borough Council Climate Change Action Plan
Part 1 - NI186 - XXXXXXXXXXXXXXX**

Basingstoke and Deane Borough Council Climate Change Action Plan

Green

Proceeding on target

NI186 - Per capita reduction in CO2 emissions in the LA area

Amber

Possible delay

Links:

Red

Behind schedule

Ref	Task	Action Plan	Business Unit	Lead Officer	Target Date	Actual Start Date	Progress	Completion Date	Status
1	Promote use of real time display meters for domestic housing	Climate Change	Environmental Care	Kevin Ennis	Ongoing	19/10/10	Meters now on loan at the 7 libraries across the borough - keen interest has been shown from borrowers. 74 meters have been loaned out to date.		Green
2	Undertake promotional work across the borough for schools and home owners. Raising awareness on climate change and energy saving issues and signposting to information and advice.	Climate Change	Environmental Care	Blanche Miles	Ongoing	01/06/09	community groups and events, promoting waste minimisation, reuse, recycling, energy efficiency and climate change. Signed up 20 schools for Eco Schools programme and will be providing training for these schools in 2010.		Green
3	Provide support and training for Basingstoke's SME's to assist in reducing energy cost and carbon footprint	Climate Change	Environmental Care	Lucy Martins	01/04/10	15/10/09	Business Partnership, Uni of Winchester and MEPC to deliver carbon management training to SMEs. This is part of the EcoAdvantage EU funded project. Session		Green
4	Conduct feasibility study re CHP using woodfuel from boroughs woodlands	Climate Change	Neighbourhood Development	Mike Bird	30/09/2009	14/07/2009	Work commenced. Initial report expected by end Dec.09		Green
5	Encourage community involvement and feedback on climate change issues and ideas	Climate Change	Environmental Care	Lucy Martins	Annual assessment	01/10/07	Community event to take place at Milestones on 29th October 2009. The Greening Campaign will be involved in engaging communities to make local improvements. Tadley, Chineham, Upton Grey and Sherborne St John have all put themselves forward for this. Promotion planned in 2010/11 to engage more communities.		Green
6	Undertake trial of free household WEEE (Waste electric and electronic equipment)	Climate Change	Environmental Care	Nathan Sunley-Smith	30/06/10	01/06/09	Trial being undertaken in selected areas. Approx. 70% of borough properties. 3 collections taken place with target exceeded. Next collections will take place in June 2010.		Green
7	Undertake a trial of street recycling bins at top of town, railway station, parks, bus station and provide recycling sites at community centres, libraries and parks where feasible.	Climate Change	Environmental Care	Nathan Sunley-Smith	30/11/10	01/06/09	12 recycling bins now installed across the borough as well as paper recycling bins at Overton and Basingstoke railway stations. Evaluation will take place in 2010 to assess how well these are being used.	01/08/09	Green
DATA VALIDATION ENDS HERE									

**Basingstoke and Deane Borough Council Climate Change Action Plan
Part 1 - NI188 - XXXXXXXXXXXX**

Basingstoke and Deane Borough Council Climate Change Action Plan

Green

Proceeding on target

NI188 - Planning to adapt to climate change

Amber

Possible delay

Links:

Red

Behind schedule

Ref	Task	Action Plan	Business Unit	Lead Officer	Target Date	Actual Start Date	Progress	Completion Date	Status
1	Liaise with sustainability sub group of LSP on climate change issues - NI188	Climate Change	Environmental Care	Lucy Martins	31/03/10	01/06/09	Climate change officer now attends LSP sub group meeting to engage on climate change issues. A questionnaire is currently being developed to assess climate change actions being carried out by LSP partners. http://www.basingstoke.gov.uk/business/support/sustainable/climatechangesurvey.htm		Green
2	Work towards reaching higher levels of NI188 'Planning to Adapt to Climate Change'. All business units to include extreme weather events in risk assessments.	Climate Change	Environmental Care	Lucy Martins	01/12/08	31/03/11	stages to be prepared and adapt to a change climate. Working on Level 2 incorporating extreme weather events in all business units risk assessments - workshop for managers held on 1/3/10. All business units required to complete a climate change risk assessment. Local Area Agreement for Hampshire 2008-11		Green
3	Undertake a Scrutiny on Severe Weather conditions and develop a Severe Weather Plan	Climate Change	Strategy & Innovation	Lesley Murphy	16/09/2010	14/01/2010	First report submitted to H and E Committee. Action plan to be produced and work undertaken with key stakeholders such as police and emergency services.	16/09/10	Green

Strategies and action plans already adopted which contribute to the Climate Change agenda

ICT & PRINT STRATEGY	Energy	Finance, ICT & Local Tax	Geraint Davies	Information and Communications Technology Strategy 2009-2014	
CARBON MANAGEMENT PLAN	Climate Change	Environmental Care	Lucy Martins	Carbon Management Plan	
CLIMATE CHANGE STRATEGY	Climate Change	Environmental Care	Lucy Martins	Climate Change Strategy	
COUNCIL TRAVEL PLAN	Climate Change	Peter Smith	Planning & Transport	COUNCIL TRAVEL PLAN 2006-2011	
WATER CYCLE STUDY	Climate Change	Planning & Transport	Planning & Transport	Water Cycle Study	
STRATEGIC FLOOD RISK	Climate Change	Planning & Transport	Planning & Transport	Strategic Flood Risk Assessment (SFRA)	
Encourage the take up of cycling in the borough through improved infrastructure and facilities, training and other promotional schemes. Improve pedestrian facilities to encourage walking and explore potential for alternative methods of travel	Climate Change	Planning & Transport	Mark Lambert	Being delivered through Basingstoke Bicycle Users Group (BBUG)	
Ensure principles set out in the National Action Plan, "Procuring the Future", informs development and implementation of the Procurement Strategy Action Plan including climate change and local purchasing considerations.	Climate Change	Finance, Local Tax & Procurement	Amy Richards	Procurement Strategy 2008-2011	
Ensure evolving Supplementary Planning Document (SPD) on Design and Sustainability takes full account of the emerging PPS on Climate Change and emerging county-wide approach (eg. ensuring inclusion of green roof technology.) ; investigate ways to monitor the implementation of the National Code for Sustainable Homes, including recycling facilities in new developments	Climate Change	Planning & Transport	Mark Lambert	See webpages	
Identify sites and locations in the Borough where higher levels of the national Code for Sustainable Homes could be applied.	Climate Change	Planning & Transport	Mark Lambert	See webpages	
Ensure that the emerging Core Strategy of the Local Development Framework (LDF) includes strategic policies on climate change adaptation and mitigation.	Climate Change	Planning & Transport	Mark Lambert	See webpages	
Continue to explore opportunities and work in partnership with utility companies to promote insulation and energy efficiency. Explore potential of installing energy monitoring meters for domestic housing	Climate Change	Environmental Care	Kevin Ennis	Ongoing project, taking advantage of opportunities and schemes as they arise.	
Examine the options for promoting the local production of buildings materials (e.g. brick, tile, chalk, flint, timber, thatch) to support sustainability and local distinctiveness	Climate Change	Neighbourhood Development	Marion Brinton	The Design and Sustainability SPD (Nov-2008) supports the use of local materials. Ongoing advice as part of day-to-day activities promotes the use of local materials.	Ongoing
Promote expansion, restoration and connection of key wildlife habitats. Continue to deliver advice to landowners and rural communities to help promote sustainable land management	Climate Change	Neighbourhood Development	Mike Bird	These issues are delivered through the Living Landscapes Strategy which is currently under review and due to be re-adopted in spring 2010.	be complete in Spring 2010, actions ongoing
Continue to introduce environmentally sustainable forms of greenspace management, such as annual 'meadow' management for grass areas.	Climate Change	Environmental Care	Liane Green		
Promote expansion, restoration and connection of key wildlife habitats. Continue to deliver advice to landowners and rural communities to help promote sustainable land management	Climate Change	Neighbourhood Development	Mike Bird	These issues are delivered through the Living Landscapes Strategy which is currently under review and due to be re-adopted in spring 2010.	
Continue to introduce environmentally sustainable forms of greenspace management, such as annual 'meadow' management for grass areas.		Environmental Care	Liane Green		
Continue to improve climate change and sustainability outcomes through the Council's partnership approach in major regeneration projects.		Neighbourhood Development	Richard Wareham	Energy efficient homes within sustainable communities are being provided within regeneration schemes at Bishops Green, Longfellow Parade and Maldive/Faroe	Ongoing
Continue to introduce environmentally sustainable forms of greenspace management, such as annual 'meadow' management for grass areas.	Climate Change	Environmental Care	Leane Green	Will be including climate change considerations in Basingstoke in Bloom 2010	
Consider the types of plants suitable for planting to withstand extreme weather conditions and review planting regimes. Work towards using less water overall and the potential for storing rainwater.	Climate Change	Environmental Care	Leane Green	Will be including climate change considerations in Basingstoke in Bloom 2010	
ENERGY					
Improve energy efficiency rating to Level D for Civic Office buildings	Climate Change	Property & Facilities Management	Simon Buckingham	DECs displayed in Civic Office receptions - improvement made with increase from G to F rating	Ongoing
Develop a robust energy monitoring system:	Energy	Property & Facilities Management	Simon Buckingham	Ongoing, linked to new procurement contract arrangements	

Undertake review of existing energy procurement arrangements - current electricity and gas contracts expire end of 2009	Energy	Joint-Property & Facilities Management/Finance, ICT & Local Tax	Simon Buckingham	Review underway, existing contracts and properties identified. Liaising with procurement team on options, including OGC framework		
Monitoring of local weather forecasts - Facilities Manager now monitors daily and weekly forecasts and liaises with M&E contractors on heating and cooling requirements	Energy	Property & Facilities Management	Simon Buckingham		Ongoing	
Following initial launch provide ongoing energy performance information to staff/Members :	Energy	Property & Facilities Management	Simon Buckingham	Energy data to be published monthly on SINBAD		
Develop a staff awareness campaign to promote revised policy	Energy	Joint-Property & Facilities Management/Strategy & Innovation	Simon Buckingham	Energy campaign carried out in September 09- further awareness to take place in 2010	30/09/09	
Report to EOC on a 6 monthly basis with updates on energy performance measures and action plan	Energy	Property & Facilities Management	Simon Buckingham	ongoing		02/11/09
Staff Suggestion Scheme - Staff Climate Change and Energy suggestion board to provide forum for staff and Members to provide ideas to improve energy efficiency	Energy	Joint-Property & Facilities Management/Finance, ICT & Local Tax	Simon Buckingham	This facility is now available on SINBAD, via the Notice Boards tab and is a forum for discussion on energy saving and climate change	01/06/09	
Plant Operation Verification - Lorne Stewart to confirm existing plant is operating within its design parameters :	Energy	Property & Facilities Management	Simon Buckingham	Work ongoing, has already identified two systems that can potentially be modified/decommissioned to reduce electricity consumption Cooling Tower dosing system. Old system decommissioned, new system being installed. Hydraulic fire damper system. Compressors decommissioned		
Introduce a proactive approach to managing plant and equipment. Where possible all non essential plant is manually shut down at nights and weekends	Energy	Property & Facilities Management	Simon Buckingham	Ongoing		
Raising awareness with council staff and members. Internal communications including staff campaigns, Inside magazine pieces, plasma screens and two-way feedback.	Climate Change	Environmental Care	Blanche Miles	Ongoing - Basingstoke Unplugged internal campaign took place in October 2009. Further campaigns planned for 2010.		
Ensure specific sustainable building within future work on Basing View and South View .	Climate Change		Simon Hope	Still in early planning stages. Decentralised energy is being considered and advice taken from TV Energy.		Amber
Investigate opportunities and feasibility studies for renewable energy and energy efficient options for the borough through providing assistance and advice for all community buildings.	Climate Change	Neighbourhood Development	June Balcombe	BDBC partners TVEnergy and as such receives a number of free energy audits. 12 were undertaken in 2008 and 5 in 2009.		
Consolidation of servers	Climate Change	Finance, ICT & Local Tax	Doug Antill	18 servers removed in 2009 - 40 more servers go and work will continue in 2010		
Assess and find ways to improve and monitor water and energy consumption at council managed sports pitches, pavilions and public toilets.	Climate Change	Environmental Care	Dave Hitchings	Trials being carried out on product to cut amount of watering necessary - not cost effective. Now looking for other means to save water in these areas.		

This sheet provides a record of actions on climate change which have been completed or delayed

Review of Home Energy Strategy	Climate Change	Environmental Care	Kevin Ennis	31/03/10	01/09/09	Home Energy Strategy updated and submitted to Housing and Benefits Units for approval and addition to Private Sector Housing Strategy	Completed
Handcopy agendas and minutes to be sent to Citee members only. Investigate potential of using a pigeon hole system for collection of papers to reduce/remove courier run.	Climate Change	Legal & Democratic Services	Paula Chatterton	31/03/10	01/09/09	COMPLETED	
Produce policy for staff working outside eg. Working hours/practices to cope with stronger sunshine. Raise awareness to staff of health implications.	Climate Change	Community Protection	Paul Beaumont	01/12/09	01/09/09	Heatwave Plan and Protocol produced and ratified on 01/12/09	01/12/09
Ensure BDBC staff and members are aware of latest information on climate change in relation to existing buildings (particularly listed buildings and conservation areas)	Climate Change	Neighbourhood Development	Marion Brinton	11/12/09	11/12/09	Seminar arranged for 11/12/09 - councillors, staff and other LAs to be invited.	Session held 11/12/2009
Consider wherever possible CO2 emissions and environmental criteria in tender contracts. To include tender process for Mayor's car.	Climate Change	Finance, Local Tax & Procurement	Andy Wake	Ongoing		BDBC considers CO2 and environmental impacts in tender process. Currently for Mayor's car tender consideration will be given to applicants with eco friendly vehicles. For next tender renewal process in 3 years when car technology progressed a maximum emission level will be implemented.	WILL BE PICKED UP IN FUTURE TENDER PROCESSES
Investigate direct provision of commercial waste recycling service and look for opportunities for joint working/shared services.	Climate Change	Environmental Care	Nathan Surley-Smith			Fareham BC are piloting this on behalf of Project Integra. Review results of this before pursuing further. Following assessment of this project it has been decided not to pursue at this stage.	
Roll out a borough wide scheme on Green Cone food digesters.	Climate Change	Environmental Care	Nathan Surley-Smith	Ongoing		Continued promotion	
Promote the incorporation of Sustainable Urban Drainage Systems into new developments, as a part of the emerging SPD on Design and Sustainability.	Climate Change	Planning & Transport	Mark Lambert			Complete	01/11/08
Review policy on land disposal in light of new Code for Sustainable Homes/BREEM standards.	Climate Change	Property & Facilities Management	Strategic Property Group			Complete - adopted at full council	01/12/08
Improving landscape/environmental design in new development through Landscape and Biodiversity SPD	Climate Change	Neighbourhood Development	Mike Bird	COMPLETE		Landscape & Biodiversity SPD	
Review Car Policy/Business Mileage claim procedure and lease car/car loan schemes.	Climate Change	Finance, Local Tax & Procurement	Paul Carver	18/09/09	01/04/09	COMPLETED	
Examine the options for promoting the local production of buildings materials (e.g. brick, tile, chalk, flint, timber, brash) to support sustainability and local distinctiveness	Climate Change	Neighbourhood Development	Marion Brinton	Ongoing		The Design and Sustainability SPD (Nov-2008) supports the use of local materials. Ongoing advice as part of day-to-day activities promotes the use of local materials.	Ongoing
Continue to improve climate change and sustainability outcomes through the Council's partnership approach in major regeneration projects	Climate Change	Neighbourhood Development	Richard Wareham	Ongoing		Energy efficient homes within sustainable communities are being provided within regeneration schemes at Bishops Green, Longfellow Parade and Madingley Farm	Ongoing
Staff Suggestion Scheme - Staff Climate Change and Energy suggestion board to provide forum for staff and Members to provide ideas to improve energy efficiency	Energy	Joint-Property & Facilities Management/Finance, ICT & Local Tax	Simon Buckingham	01/08/09		This facility is now available on SINBAD, via the Notice Boards tab and is a forum for discussion on energy saving and climate change	
Examine how climate change issues impact on the historic environment and be proactive in providing energy efficiency advice	Climate Change	Neighbourhood Development	Marion Brinton	01/08/09	01/02/09	Complete - information now on BDBC website	01/08/09
Install permanent smart/sub meters to all incoming energy and water services, high use areas within Deanes, Parklands and Goldings and provide portable smart meters to major plant and machinery	Energy	Property & Facilities Management	Simon Buckingham			Completed	
Identify properties and sites to be included in monitoring regime	Energy	Property & Facilities Management	Simon Buckingham	01/01/09		Completed	01/01/09
Agree monitoring and reporting process with Finance Smart/Sub Metering - install permanent smart/sub meters to all incoming energy and water services, high use area within Deanes, Parklands and Goldings to provide portable smart meters to major plant and machinery	Energy	Property & Facilities Management	Simon Buckingham	01/02/09		13 electricity smart meters installed	01/03/09
Installation of smart meters for gas supply. Smart water meters installed for Deanes, Parklands and Goldings	Energy	Property & Facilities Management	Simon Buckingham	01/06/09		Smart meters for gas installed in Goldings and to be installed in Deanes. New pipe gas meters installed.	
Goldings Fabric - seal gaps at skirting level to external wall to reduce air leakage and seal up inactive chimneys	Energy	Property & Facilities Management	Simon Buckingham	01/10/09		Partially complete. Quotations currently being obtained for secondary glazing in some areas	01/04/09
Deanes, commission air conditioning energy performance report	Energy	Property & Facilities Management	Simon Buckingham	01/01/09		Report commissioned	Complete
Deanes/Parklands lighting upgrades - extend lighting upgrade following pilot scheme to remainder of Civic Offices subject to satisfactory results	Energy	Property & Facilities Management	Simon Buckingham	TBA		All lamps in Deanes to be replaced with low energy lamps	01/03/09
Goldings Heating System - replace boilers	Energy	Property & Facilities Management	Simon Buckingham	01/06/08		Completed	01/11/08
City Wall House lighting controls - install time clock and zone controls to car park	Energy	Property & Facilities Management	Simon Buckingham	01/01/09		Completed	01/01/09
Deanes Fabric - installation of draught excluders to the perimeter of all windows	Energy	Property & Facilities Management	Simon Buckingham	01/03/09		Completed	01/03/09
Deanes Fabric - adjust PIR timings for sliding doors	Energy	Property & Facilities Management	Simon Buckingham			Completed	
Goldings Fabric - installation of draught excluders to the perimeter of all windows	Energy	Property & Facilities Management	Simon Buckingham	01/03/09		Completed	01/03/09
Staff Restaurant - installed Ecubes on refrigeration units in staff restaurant	Energy	Property & Facilities Management	Simon Buckingham	01/03/09		Completed	01/03/09
Eastlands Car Park - agreed revised lighting times with car park management and adjusted timers to lighting	Energy	Property & Facilities Management	Simon Buckingham	01/04/09		Completed	01/04/09
Campus - external lighting - new timer controls installed with automated seasonal adjustments to external light fittings	Energy	Property & Facilities Management	Simon Buckingham	01/04/09		Completed	01/04/09
Parklands building fabric - commission report on options to improve thermal efficiency of building fabric	Energy	Property & Facilities Management	Simon Buckingham	01/12/08		Report received, assessing options and budget implications. See specific actions below.	01/01/09
Produce a local climate impacts programme based on evidence of local extreme weather events and UKCIP future climate predictions.	Climate Change	Environmental Care	Lucy Martins		01/07/09	Presentation given to LSP Sustainability Group on 18/09/09	
Deanes Fabric - cavity wall insulation to external walls	Energy	Property & Facilities Management	Simon Buckingham	01/04/09		Undertake examination to ascertain whether cavities are insulated	01/04/09
Goldings building fabric - commission report on options to improve thermal efficiency of building fabric	Energy	Property & Facilities Management	Simon Buckingham	01/12/08		Report received. Assessing options and budget implications.	01/01/09
Undertake training needs analysis for staff - identify staff/services that are major users of energy/water or who have a major influence on the Council's energy consumption and undertake a detailed training needs analysis	Energy	Joint-Property & Facilities Management/ Governance and Customer Support	Simon Buckingham	01/03/09		Property and Facilities Management has completed training needs analysis for its staff.	01/04/09
Parking Lighting Upgrade - monitor usage by metering and install pilot Intelligent Lighting Units to one wing	Energy	Property & Facilities Management	Simon Buckingham	01/03/09		Pilot lighting scheme to meeting room	01/03/09
Deanes building fabric - commission report on options to improve thermal efficiency of building fabric	Energy	Property & Facilities Management	Simon Buckingham	01/12/08		Report received. Assessing options and budget implications	01/01/09
Goldings Heating Controls - upgrade heating controls	Energy	Property & Facilities Management	Simon Buckingham	01/06/09		COMPLETED - controls now working properly	01/12/09
Central area vision - climate change and sustainability issues to be made explicit and applied.	Climate Change	Neighbourhood Development	John Dawson	12/01/10	12/01/10	Update of Central Area Vision Action Plan to be considered at Economic Prosperity and Performance Overview and Scrutiny Committee on 9 Feb 2010. Work during the masterplanning stage will ensure that Basing View is appealing to a changing working environment, resilient to climate change and future proof.	

DELAYED ACTIONS

Develop a vulnerability map and adaptation guidelines for the historic and natural environment of the borough	Climate Change	Neighbourhood Development	Marion Brinton	DEFERRED		This action was originally included on the basis that the work would be undertaken with external support. Due to the unlikelihood of funding being available to take this forward in the foreseeable future, it is suggested that this action be deferred to 2011/12 or be deleted at the next review of the action plan	
Deanes Fabric - replace all windows and doors with modern equivalent double glazed units including solar reflective glass	Energy	Property & Facilities Management	Simon Buckingham	01/09/09		On hold	
Parklands Fabric - Improve insulation at eaves level	Energy	Property & Facilities Management	Simon Buckingham	01/03/10		On hold	
Parklands Fabric - Improve insulation to second floor ceilings	Energy	Property & Facilities Management	Simon Buckingham	01/03/10		On hold	
Promote existing recycling services to SME businesses and investigate opportunities for recycling facilities at BDBC's commercial sites	Climate Change	Environmental Care	Kofi Dudo	01/04/10		On hold - recycling information currently on business pages of website. Property Services will install recycling facilities at council owned premises if budget available for financial year 2010/2011. Difficulties have been encountered sourcing suitable bins. This action will be revisited in 2010 possibly in conjunction with review of environmental impacts of BDBC events.	
Provide recycling bins at BDBC events	Climate Change	Environmental Care	Nathan Surley-Smith				

**ALWAYS INSERT NEW ROWS WITHIN THE RED LINES OR
DROPDOWNS MAY NOT WORK PROPERLY**

KEEP THE LIST IN ALPHA ORDER TO ASSIST USERS

Climate Change
Energy

Community Protection
Energy group
Environmental Care
Finance, ICT & Local Tax
Governance & Customer Support
Housing and Benefits
Joint-Energy Group/Governance & Customer Support
Joint-Property & Facilities Management/Environmental Care
Joint-Property & Facilities Management/Finance, ICT & Local Tax
Joint-Property & Facilities Management/Governance and Customer Support
Joint-Property & Facilities Management/Strategy & Innovation
Legal & Democratic Services
Neighbourhood Development
Planning & Transport
Property & Facilities Management
SMT
Strategy & Innovation

Red
Amber
Green
