

ENVIRONMENT AND SUSTAINABILITY POLICY AND SERVICE COMMITTEE: **MINUTES**

Date: Thursday 25th June 2020

Time: 10:00am – 11:20am

Present: Councillors L Dupre, I Gardener, J Gowing, P Hudson, P McDonald (Substituting for Councillor A Bradnam), J Schumann (Chairman), J Scutt, M Shuter, G Wilson and T Wotherspoon (Vice-Chairman).

Apologies: Councillor A Bradnam.

6. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were noted as recorded above.

Councillor Ian Gardener declared a non-pecuniary disclosable interest in relation to Item 6, as he was the Vice-Chairman of Cambridgeshire County Council's Planning Committee.

Councillor Jocelyne Scutt declared a non-pecuniary disclosable interest in relation to Item 6, as she was a member of Cambridgeshire County Council's Planning Committee.

Councillors John Gowing and Peter Hudson declared a non-pecuniary disclosable interest in relation to Item 6, as they were substitute members of Cambridgeshire County Council's Planning Committee.

7. MINUTES – 28TH MAY 2020

It was resolved to approve the minutes of the meeting held on 28th May 2020 as a correct record.

The Chairman welcomed the Council's provision of Personal Protective Equipment (PPE) to care homes to ensure compliance with Government legislation. At the previous meeting, a Member had raised concerns regarding the amount of PPE provided to specific care homes. The Chairman asked whether the Member could provide the Committee with more information regarding this. The Member stated that she had communicated with the resident again and established that their concern was in regards to the amount of PPE being provided to officers who were working with children. She confirmed that she would communicate with the resident further in order to identify the precise issue so she could then raise it with the appropriate officers.

8. ENVIRONMENT AND SUSTAINABILITY COMMITTEE ACTION LOG

The Action Log was noted and the following points were raised:

- Minute 4 b. – An update on this action had been circulated to the Committee one hour before the meeting. The Member requested that in future, action log updates should be circulated to the Committee earlier in order to allow Members sufficient time to read the information.

9. PETITIONS AND PUBLIC QUESTIONS

No petitions or public questions had been received.

10. RENEWABLE HEATING PROGRAMME (ENVIRONMENT FUND)

The Committee considered a report requesting approval for the assessment criteria for the Low Carbon Heating Programme for the Council's buildings against which individual projects could draw down investment from the Environment Fund for their implementation.

In presenting the report, the Energy Manager explained that Cambridgeshire County Council's Climate Change and Environment Strategy included a pledge to reduce its carbon footprint by 50% on 2018/19 levels, by 2023 on scopes 1 and 2. The majority of these Scope 1 (direct) emissions were produced from oil and gas heating in the Council's buildings. By replacing oil and gas fired boilers with renewable technologies such as air source heat pumps (ASHPs), she suggested that the Council could save around 1200 tonnes of carbon dioxide emissions per year. It was highlighted that the Council had allocated £15m of the Environment Fund for this work to be completed at approximately 70 buildings owned and occupied by the Council.

There was an additional incentive to complete as many installations as possible before the closure of the non-domestic Renewable Heat Incentive (RHI) in March 2021, so that the Council could claim an additional source of income. In light of this, initial development work had commenced to identify a list of properties for the first batch of projects to replace oil and gas heating with ASHPs. She stated that it was preferred if work was carried out in the summer or early autumn in order to minimise downtime during the winter heating season.

A report would be presented at a future Committee meeting establishing how carbon valuation could be applied more widely across the Council.

Individual Members raised the following issues in relation to the report:

- Queried whether the cost of carbon would be reviewed if the Government reviewed its own carbon costings. The Energy Manager confirmed that this would be the case and commented that Government published forecast carbon valuation prices on an annual basis.
- In relation to table 1, raised concerns regarding the predicted timescales for obtaining planning permission and arranging electrical supply upgrades for the 19 additional projects. The Member asked whether any of the project

sites required planning permission or an electrical supply upgrade. The Energy Manager acknowledged that both these activities could take a considerable amount of time to achieve. She stated that the majority of projects would not require planning permission as they would be classed as permitted development. She commented that there were a small number of projects that would require planning permission, but this was due to other work being completed on the site. She explained that some sites would require an electrical supply upgrade. It was noted that project timetables were subject to change and those projects that did require an upgrade may be delayed. She stated that there was some flexibility in the project timetable as the RHI could be claimed until March 2021 whilst officers were aiming to complete the projects by November 2020. The Member suggested that this seemed to be an area of risk and commented further that officers should seek to resolve such risks as soon as possible to avoid delays to project completion. The Programme Director for Climate Change and Energy Investment explained that meetings were being arranged with UK Power Networks regarding risk mitigation.

- Sought more information regarding why air source heat pumps were the preferred option for most sites. The Energy Manager explained that both air and ground source heat pumps were excellent forms of renewable heating. However, ground source heat pumps required a large amount of land to install and were also significantly more expensive to install compared to air source heat pumps.
- Queried whether the assumption that the Programme was expected to achieve a simple average payback of 20 years was subject to change due to oil prices decreasing because of the effects of Covid-19. The Chairman explained that the payback period was formulated using a long term assumption on what the average oil and gas prices were going to be based on the best evidence provided.
- Sought assurance that the Programme would have sufficient funding to complete all the proposed projects. The Member requested that a briefing note be circulated to the Committee in July or August, providing an update on the programme's finances. The Energy Manager confirmed that this could be done. **(Action required)**
- Councillor Dupre, with agreement of the Committee proposed to make the report recommendations more explicit to include the role of the Strategic Property Asset Board, the delegation to the Chief Finance Officer in consultation with the Chair and Vice-Chair and the referral of projects valued at £500k or more to the Environment and Sustainability Committee.

It was resolved unanimously to:

- a) Note the background, progress to date, issues, challenges and opportunities regarding the set-up of a programme of renewable heating projects for Council buildings.
- b) Approve the assessment criteria for the Low Carbon Heating Programme to draw down Environment Fund investment.

- c) Request officers to refer individual projects to the Strategic Property Asset Board for evaluation, using the approved assessment criteria for the Low Carbon Heating Programme.
- d) Delegate authority to the Chief Finance Officer in consultation with the Chair and Vice-Chair, Environment and Sustainability Committee, to approve the individual business cases for projects valued under £500k.
- e) Refer any projects valued at £500k or above to the Environment and Sustainability Committee.
- f) Approve the inclusion of a carbon savings cost into the business case to sit alongside the financial business case.

11. WISBECH MVV MEDWORTH ENERGY FROM WASTE COMBINED HEAT AND POWER PROPOSAL

The Committee considered a report introducing the Wisbech MVV Medworth energy from waste (EfW) combined heat and power (CHP) proposal. In presenting the report, the Joint Interim Assistant Director, Environment and Commercial Services stated that as this was a Nationally Significant Infrastructure Project (NSIP) application, the proposed Project would therefore not be determined by the Council. Rather, the responsibility for accepting and examining NSIP applications rested with the Secretary of State (for Business, Energy and Industrial Strategy), certain functions of which, carried out on his behalf by the Planning Inspectorate (PINS). The Council would act as a one of four statutory consultees in the decision making process. The role of Council as the County Planning Authority (CPA) was to scrutinise the applicant's assessment of the NSIP application, offer technical advice and ensure that adequate public consultation was carried out.

She explained that the delegation to the Executive Director for Place and Economy would only be used where absolutely necessary. The delegation was being established to ensure that the Council did not miss the opportunity to submit representations in a timely manner. It was highlighted that all responses sent to PINS would be circulated to members and substitute members of the Committee and local Wisbech County Councillors by email to ensure transparency.

The Chairman invited Councillor Samantha Hoy to speak as the Local Member for Wisbech East. Councillor Hoy informed the Committee that the statement had been prepared by herself and Councillor Tierney. However, Councillor Tierney was unable to attend the meeting today. She clarified that as this was a NSIP application, the Council did not have the authority to approve it. She commented that if circumstances changed and the Council did become the planning authority responsible for this application, then this would be made clear to the public to ensure transparency and openness.

She suggested that the majority of Wisbech residents did not support this application. She raised concerns regarding the proposed size of the incinerator and stated that it would blight the surrounding landscape. She suggested that it would have further negative impacts on air equality as there would be a significant increase in carbon production due to 300 extra lorry movements into Wisbech per day. She commented that waste would have to be shipped in from overseas in

order to keep it functioning. She was supportive of the work officers had undertaken to ensure that the Council could provide robust advice and guidance to the applicants. She suggested that the application would have a significant impact on the construction of Wisbech Rail as any connecting highway built for the incinerator would sever the railway line.

She asked the Committee to consider amending the report recommendations to ensure that where delegated powers were used, the draft response was also circulated to Local Members ahead of sign off and submission to the Planning Inspectorate.

In response to a Members question regarding the suggested amendment, Councillor Hoy clarified that the Local Members should have sight of the draft response before sign off and submission to the Planning Inspectorate. She commented that she did want to challenge the professional advice provided by officers, but wanted to ensure that all aspects of the application had been considered.

The Chairman, with agreement of the Committee proposed that the report recommendations be amended to ensure that where delegated powers were used, the draft response was circulated to both Local Members and the Committee ahead of sign off and submission to the Planning Inspectorate.

It was resolved unanimously to:

- a) Authorise the Executive Director: Place and Economy on behalf of Cambridgeshire County Council as County Planning Authority (CPA) to submit NSIP related responses to the Planning Inspectorate on behalf of the CPA and other regulatory functions of the Council, in consultation with the Chairman and / or Vice Chairman of the Environment and Sustainability Committee, only on occasions where there is not enough time for a report to be delivered to the E&S Committee.
- b) Where delegated powers are used, circulate the draft response to Local Members and members of the Environment and Sustainability Committee ahead of sign off and submission to the Planning Inspectorate.

12. INTERNAL MEMBER ADVISORY GROUP FOR GREEN PROJECT INVESTMENTS

The Committee considered a report requesting that nominations be made to the new Green Project Investments Internal Advisory Group. In presenting the report, the Programme Director for Climate Change and Energy Investment stated that the development of the Green Project Investment Internal Advisory Group would help guide officers in the development of projects which would help deliver the ambitions from the Climate Change and Environment Strategy. To deliver net zero carbon by 2050, the Council would have to develop a range of new business models which would aim to reduce carbon emissions and double biodiversity. Whilst developing new business models, there was going to be new levels of risk that needed to be understood. She suggested that developing new business models could be complex and therefore Members needed to have a good understanding of these new risks when proposals for green project investments were brought to Committee. She explained that projects concepts and the risks associated with the new business models would be brought to this Internal Advisory Group. This would help ensure that Members had a better understanding of the projects presented to them at Committee and could therefore make a more informed decision.

The Chairman stated that the creation of Internal Advisory Groups for the Commercial and Investment Committee had been successful.

Individual Members raised the following issues in relation to the report:

- In light of the Covid-19 situation, suggested that green projects should be closely connected to the economic recovery process. The Chairman agreed and stated that it was important for the Council to continue to focus on generating clean energy and creating sustainable communities.
- Suggested that this Committee was the most important as all decisions taken by the Council did have an impact on the environment. The Chairman agreed and explained that the work of the Committee underpinned the majority of the Council's business and would add significant value to it.

The Committee agreed to nominate Councillors: Lorna Dupre, Ian Gardener, John Gowing, Jocelynn Scutt and Tim Wotherspoon to the Green Project Investments Internal Advisory Group.

It was resolved unanimously to:

- a) Note and comment on Appendix A: the Draft Terms of Reference for the Internal Advisory Group; and
- b) Nominate Councillors: Lorna Dupre, Ian Gardener, John Gowing, Jocelynn Scutt and Tim Wotherspoon to the Green Project Investments Internal Advisory Group

13. CAMBRIDGESHIRE COUNTY COUNCIL'S RESPONSE TO COVID-19

The Chairman reported that officers had been asked to bring a report on the Covid-19 response to date for those services for which each Policy and Service Committee was responsible. A similar report would be brought to each future meeting until further notice.

Given the rapidly changing situation and the need to provide the committee and the public with the most up to date information possible, the Chairman reported that he had accepted this as a late report on the following grounds:

1. Reason for lateness: To allow the report to contain the most up to date information possible.
2. Reason for urgency: To enable the committee to be briefed on the current situation in relation to the Council's response to Covid-19 for those services for which it was responsible.

Introducing the report, the Executive Director for Place and Economy drew the Committee's attention to the information found within the report and highlighted the actions taken by Place and Economy (P&E) to respond to Covid-19. He explained that the key highlights in activity within P&E were intertwined between the remit of this Committee and the Highways and Transport Committee. A total of 65 officers from P&E had been redeployed via the Covid-19 Coordination Hub. He commented that these officers had been doing excellent work and also stated that the officers who had not been redeployed, had been picking up additional workloads and were working incredibly hard. He acknowledged that it had been a challenging couple of months but noted that it was important that P&E helped resource the Coordination Hub. He explained that the majority of officers had now returned to their normal post, 17 officers were still redeployed, but there was a phased programme underway to bring them back to their normal posts.

Individual Members raised the following issues in relation to the report:

- Thanked the officers who had been redeployed via the Covid-19 Coordination Hub.
- Stated that she had not been contacted regarding the proposed pop up cycle lane in her division. The Executive Director for Place and Economy explained that the Head of Transport and Infrastructure Policy and Funding was working on a delivery programme to ensure that all local members were fully informed of this work.
- Requested more information regarding the financial figures found within the report, as they differed from the figures found within the Covid-19 report being presented to Health Committee on the 25th June 2020. The Executive Director for Place and Economy confirmed that he would take this away. **(Action required)**
- Congratulated officers on the successful reopening of the Household Recycling Centres (HRCs)

- Raised concerns regarding the introduction of a booking system for the HRCs in Alconbury, Thriplow and Alconbury. The Member queried whether this booking system would be used for all the HRCs in Cambridgeshire. The Joint Interim Assistant Director for Environment and Commercial Services confirmed that there were no plans to introduce a booking system across all the other HRCs in Cambridgeshire. He explained that the booking system had been introduced as traffic engineers had raised concerns regarding the possibility of cars queueing on the highway to access the HRC. He suggested that it would not have been possible to operate these sites safely without a method of controlling its use by residents. The long diversions in these areas had also started to cause concern for both local residents and businesses. He stated that the Milton and St Neots HRCs were the busiest sites and therefore a booking system would be introduced from 29th June 2020. He explained that AMEY had been asked to reassess their operating plan to establish whether the capacity of these two sites could be increased. It was noted that officers were trying to get the HRCs back to normal service.
- Suggested that it was important to ensure that this booking system was communicated effectively to the public. The Joint Interim Assistant Director for Environment and Commercial Services acknowledged that some residents had been turning up to the HRCs without booking a time slot. He stated that the HRC and traffic operatives had showed a degree of flexibility regarding this and had been allowing this individuals to use the HRC, but had been advising them to book a slot in the future. He stated that they had seen an increase in the percentage of slots being booked which showed that the public were becoming more aware of the new system.
- Sought assurance that this booking system was temporary and would be reviewed. The Executive Director for Place and Economy confirmed that it would be kept under close review and that the booking system was introduced to try and mitigate the additional pressures on HRCs. The Chairman agreed that these arrangements should be reviewed and stated that this system should not become the norm.
- Drew attention to the psychological impact of the Covid-19 lockdown measures on some members of the public, highlighting incidents that had occurred at HRCs. The Chairman agreed and requested that any residents who were using the HRCs be patient and show consideration for site operatives. He commented that officers were doing a fantastic job in ensuring that that the HRCs could remain open. He stated that any abusive behavior towards site operatives would not be tolerated.
- Informed the Committee that residents in Alconbury supported the introduction of the booking system at their HRC.

It was resolved unanimously to:

Note the progress made to date in responding to the impact of the Coronavirus.

**14. ENVIRONMENT AND SUSTAINABILITY COMMITTEE AGENDA PLAN,
TRAINING PLAN AND APPOINTMENTS TO OUTSIDE BODIES AND
INTERNAL ADVISORY GROUPS AND PANELS**

It was unanimously resolved to:

Note the Committee Agenda Plan

Chairman

Agenda Item No: 7

APPROVE ADVANCE EXPENDITURE ON THE CIVIC HUB SOLAR CAR PORT PROJECT

To: Environment and Sustainability Committee

Meeting Date: 9 July 2020

From: Steve Cox, Executive Director, Place and Economy

Electoral division(s): Warboys and The Stukeleys

Forward Plan ref: N/A **Key decision:** No

Outcome: Expenditure is approved for constructing the Solar Carport Project foundations and other advanced works, ahead of full project development, to save future costs for the Council.

Recommendation: The Committee is being asked to:

- a) Note the challenge of interfacing the Solar Carport and Civic Hub build programmes
- b) Approve expenditure of £187,959 for the construction of the solar carport foundations to interface with the Civic Hub build programme.
- c) Approve a £60k contingency budget for additional works that may be required.

<i>Officer contact:</i>	<i>Member contacts:</i>
Name: Claire Julian-Smith Post: Programme Manager, Energy Investment Unit Email: Claire.Julian-Smith@cambridgeshire.gov.uk Tel: 01223 715349	Names: Councillors Schumann and Wotherspoon Post: Chair/Vice-Chair Email: Joshua.Schumann@cambridgeshire.gov.uk / timothy.wotherspoon@cambridgeshire.gov.uk Tel: 01223 706398

1. BACKGROUND

- 1.1 A change to Building Regulations was made at the beginning of 2019, requiring all new buildings that are owned and occupied by public authorities to be 'Nearly Zero Energy Buildings'. In response, the Council approved the setting of 'Near Zero Energy Standards', for all new buildings that it owns and occupies.
- 1.2 Work to build the Council's new Civic Hub building in Alconbury Weald was started last November. The building has been designed to have a relatively low environmental impact and includes a heating and cooling system driven by air source heat pumps and solar photovoltaic (PV) panels on the roof. A report to Commercial and Investment Committee in February 2020 approved the outline business case and a development budget to progress the solar carport project to Investment Grade Proposal (IGP) for installation at the Civic Hub. The usual process for developing energy projects is attached as Appendix A.
- 1.3 The aim of this project is to improve the carbon footprint of the building through increasing the level of on-site renewable energy available on-site to support up to 40% of onsite demand from renewables. The solar carport will charge electric vehicles (EVs) on site and the electricity can be used directly by the building to offset the use of grid electricity to make savings on the Council's electricity costs. It is these savings that inform the business case for the project.
- 1.4 To minimise impact on the Civic Hub build programme and to maximise opportunities to save money on the solar carport project, the integration of the two projects needs careful management. Regular discussions are being held between the contractors for both projects to identify the opportunities where the projects interface.
- 1.5 The final installation of the car ports will take place once the Civic Hub building project is completed. It is likely to take 4-6 weeks to complete the installation, assuming all interface works have been completed in advance. Bouygues Energies and Services Ltd (BES) will undertake the work to install the solar carports concurrently with the fit out stage of the Civic Hub as this will reduce disruption to site users once the Hub is opened.
- 1.6 The outcome of this report is to secure budget for advanced works that will facilitate the Solar Carport Project more cost effectively by dovetailing with construction planned on the Civic Hub. This request for funds ahead of approval of the IGP for an energy project is not typical.

2. MAIN ISSUES

- 2.1 **Interface Works – Civic Hub Building.** The key works currently identified are mainly underground works that will reduce costs for the solar car port project. These are the delivery of the foundations and electrical design (including the switch panel design, ducting etc.) to enable the solar canopies to be installed above ground later. These costs stand at £187,989. For comparison, the costs to do this work later would be approximately £391,000 and would mean digging up the newly laid carpark. The opportunity is therefore a £204,000 saving on the future solar carport project costs.

- 2.2 The cost for the solar car port groundworks is higher than for other similar projects currently under development. This is due to the particularly challenging ground conditions on site resulting in higher costs than expected. The ground conditions have been a particular challenge for the main Civic Hub project too.
- 2.3 The intention is to instruct RG Carter (RGC) to undertake the key substructure elements of the project.
- 2.4 Other areas of work that will be required in advance are external lighting and landscaping design as these will be impacted by the installation of the solar car ports if left until later in the Civic Hub build programme. Current estimates for these works are £60,000 (£10k design / £50k construction).

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 A good quality of life for everyone

There are no significant implications for this priority.

3.2 Thriving places for people to live

The ambitions of the Council to support the development of renewable energy generation projects as set out in the Climate Change and Environment Strategy will reduce carbon emissions and help mitigate the impact of climate change on our communities. The solar carport and EV charging facilities will also enhance the Civic Hub building making it a more attractive place to work.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

3.4 Net zero carbon emissions for Cambridgeshire by 2050

This project has a positive contribution to achieving net zero carbon emissions in the county by 2050 through reducing the requirement to draw down grid electricity which has a carbon impact.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

The Investment Grade Proposal for the solar car port project has not yet been presented to Committee for decision, however the outline business case was supported by Commercial and Investment Committee in February 2020. Approving the advanced works to save money in the long run must be balanced against the risk that Committee choose not to approve the investment grade proposal for the project when it is presented later in the year.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

The substructure works will be issued as a variation to Carters' overall construction brief for the Civic Hub contract. The costs will be based on tendered rates and validated by Faithful and Gould cost managers.

4.3 Statutory, Legal and Risk Implications

The solar carport project does not currently have planning consent or approval for a grid connection. However, a recent pre-planning enquiry meeting was held with the Local Planning Authority and no major challenges or reasons for objection were cited. The grid connection risk is mitigated by sizing the solar carport to avoid significant export to the grid.

4.4 Equality and Diversity Implications

There are no significant implications within this category.

4.5 Engagement and Communications Implications

There are no significant implications within this category.

4.6 Localism and Local Member Involvement

There are no significant implications within this category.

4.7 Public Health Implications

There are no significant implications within this category.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Gus DeSilva
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Elsa Evans

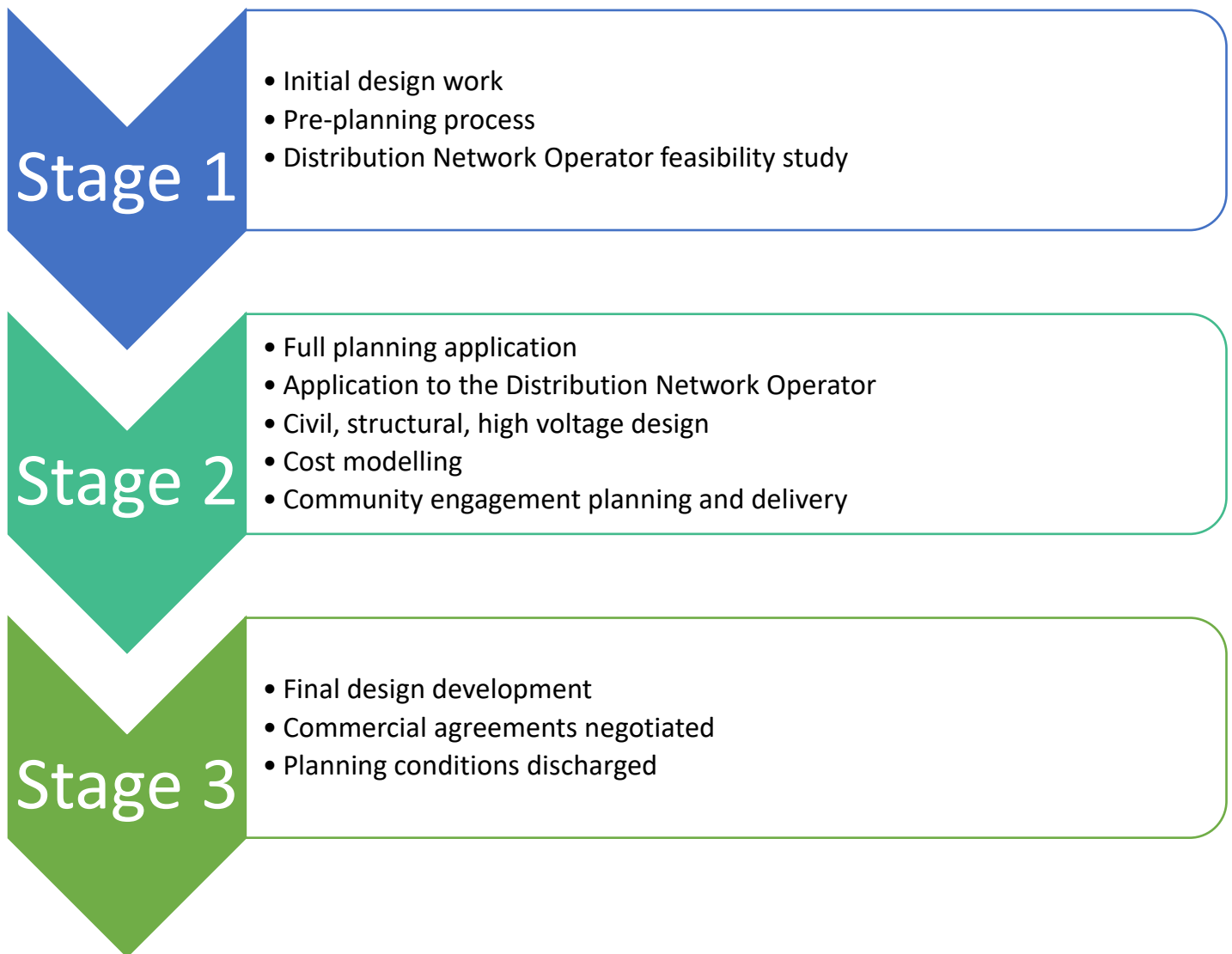
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Eleanor Bell
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Emma Fitch
Have any Public Health implications been cleared by Public Health?	Yes Name of Officer: Iain Green

SOURCE DOCUMENTS GUIDANCE

It is a legal requirement for the following box to be completed by the report author.

Source Documents	Location
Outline business case for a solar car port and Electric Vehicle (EV) Charging at the Civic Hub presented to committee February	https://tinyurl.com/y7fbf7lk

Appendix 1: Investment Grade Proposal (IGP) development process:



**COMMUNITY CONSULTATION ON A HEAT SUPPLY AGREEMENT FOR
SWAFFHAM PRIOR COMMUNITY HEAT PROJECT**

To: Environment and Sustainability Committee

Meeting Date: 9th July 2020

From: Steve Cox, Executive Director, Place and Economy

Electoral division(s): Burwell, Swaffham Prior

Forward Plan ref: Not Applicable **Key decision:** No

Outcome: To proceed with a community consultation on the key terms and conditions for a Heat Supply Agreement for the Swaffham Prior Community Heat Project

Recommendation: The committee is asked to:

- a) Note how the consultation on the Heat Supply Agreement will inform the investment decision later this year.
- b) Agree the key parameters of the draft Heat Supply Agreement as set out in the report and Appendix A, and to proceed to community consultation.
- c) Approve joining the Heat Trust and signing up to their standards for the Swaffham Prior Community Heat Project

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Sheryl French	Names:	Councillor Joshua Schumann
Post:	Programme Director, Climate Change and Energy Investment	Post:	Chairman of the Environment and Sustainability Committee
Email:	Sheryl.french@cambridgeshire.gov.uk	Email:	Joshua.schumann@cambridgeshire.gov.uk
Tel:	01223 728552	Tel:	01223 706398

1. BACKGROUND

- 1.1 In May 2020, Commercial and Investment Committee approved the outline business case and proposed commercial structure for the Swaffham Prior Community Heat Project. The project is now progressing a range of commercialisation activities to inform the investment decision required later this year, which will be taken by this committee.
- 1.2 The investment decision will be informed by a range of factors, one of which is the community's commitment to support the project and sign up for renewable heat. The outline business case presented to committee in May 2020 was calculated on the basis that 166 homes out of 300 indicated that they would sign up (in principle) to support the heat project. Forecast connections have been estimated to grow from 166, or 60% of the village, to 90% of the village during the subsequent 5 years.
- 1.3 The project has been engaging with the community since 2017. Initial engagement focussed on the idea of shifting the village off oil, the concept of a heating project and the benefits this could bring to our environment. During 2018, dialogue with the community centred on the techno-economic modelling and preferred solution with initial discussions with residents on what a Heat Supply Agreement (HSA) would cover. A small workshop was held with interested individuals on 22nd October 2018 run by Sharpe Pritchard and covered general contents of an HSA. This workshop identified some key issues in the agreement that residents felt were a barrier to signing up to the project. The main issues included:
 - Length of the Contract term – Residents would not accept 20-year contracts with lock in provisions.
 - Value for money – The heat supplier would have a monopolistic position, so it will be important to ensure and provide comfort that residents feel they are paying a fair price for their heat.
 - Impact on homeowner's ability to sell their home/value of their home – People were reluctant to accept restrictions on title etc.
 - Homeowner/Supplier responsibilities for the different aspects of the heat project e.g. radiators, Heat Interface Units – Query about who was responsible for what and the viability of the project for all homes.
 - Temperature of the heat provided to radiators in homes – Would this be sufficient to ensure comfort.
- 1.4 During 2019, further engagement with the community continued through sharing more detail on the preferred technical option and how it could work for the village. Borehole drilling also took place to establish heat availability for the project, and the community was asked to sign up in principle to the project and to buy the renewable heat. One hundred and sixty six homes signed up, subject to tariff rates and the detailed contents of the HSA being acceptable.
- 1.5 Subsequent to this, we have appointed Sharpe Pritchard to continue developing and consulting on an HSA acceptable to the community, deliverable by the Council, and contractually and legally acceptable. A summary of the latest iteration of the HSA is included with this paper in Appendix A.

- 1.6 The purpose of this report is to seek support to proceed to community consultation in Swaffham Prior on the key terms and conditions of the Heat Supply Agreement (HSA) and to share with Committee how the community sign up process will inform the investment decision.

2. MAIN ISSUES

- 2.1 For the Council to take an investment decision on the project later this year it will need to be fully apprised of the likelihood and scale of risk associated with the key income streams on the project. Commercial and Investment Committee has already approved the proposed structure for the project – including the fact that the Council will itself act as heat supplier. Key risk items include:
- the Council will itself act as the heat supplier – we are using an in-house delivery model to accommodate relevant grants. This comes with risks for the Council which will need to be managed contractually and via insurance;
 - number of householders signing an HSA or with strong intent to sign up in the subsequent 5 years (this is a retrofit scheme and will only cover its costs if there is sufficient sign up) ;
 - timeline to capture Renewable Heat Incentive (RHI) income ahead of scheme closure during 2021 (and risks and contingent funding required if RHI is not granted); and
 - likelihood of selling carbon emissions reductions to businesses/organisations committed to reducing their carbon footprint in Cambridgeshire for an acceptable price.
- 2.2 This report focusses only on the HSA and community sign ups to the project. Current modelling forecasts of the breakeven point on the project relating to community uptake is 70% after 5 years. The purpose of the forthcoming consultation is to gauge in a meaningful way and build the level of interest and commitment to the project with a draft set of terms and conditions. The other income assessments are being developed and will be shared in subsequent reports or the final investment report when it comes forward for decision.
- 2.3 *Acceptability of the Heat Supply Agreement (HSA).* During June 2020, Sharpe Pritchard drafted the detailed draft HSA using intelligence from the October 2018 community workshop, experience working on other heating projects and the guidance and standards expected by the 'Heat Trust' for community heat projects. The Swaffham Prior Community Heat Project applied for grant funding in April 2020 from the Heat Networks Investment Project (HNIP). If successful, it is a requirement that the Council joins the Heat Trust. On the expectation that HNIP will approve grant, joining the Heat Trust will be an early priority and a clear demonstration to Swaffham Prior of the Council's commitment to best practice standards. It also offers the context and boundaries to consult the community in the interest of both parties; the supplier (the Council) and the customers (homeowners/business owners). Seeking early feedback to the draft HSA is now urgent, as the project will look to start formal signup starting from September 2020 to inform the investment decision.
- 2.4 *The Heat Trust* is an independent, non-profit consumer champion for heat networks that holds suppliers to account for the benefit of everyone involved. Their role is to make sure customers enjoy the benefits of heating systems fit for the future by setting best practice standards and making sure customers are treated fairly. The Swaffham Prior Community Heat Project will set customer service standards that comply with the Heat Trust scheme.

2.5 *HSA*s are *binding legal contracts*. The proposed HSA is the first ever retrofit HSA – it is also the first HSA developed by the Council and is new to Swaffham Prior residents. Both the Council and residents are on a learning journey and keen to get it right, not just for the project, but also as a blueprint for other communities wanting to go down the retrofit community heat route. The intention is to share the key terms of the HSA with the community and ask for feedback; in particular from the 166 homes that have indicated their interest in the project. This feedback will then support improvements to the HSA ahead of it being finalised for customers. Once the HSA is finalised, the project can proceed to the formal sign up process, which will be one of the issues that inform the investment decision.

2.6 The full version of the HSA will be shared with residents along with the summary set out in Appendix A. Below are the key features of the HSA for the Council and in paragraph 2.9 and Appendix B, the risks that will need to be managed.

- **Construction** – The Council will be required to build the energy centre and the heat network (as well as connections to customers' homes and disposal of existing oil equipment).
- **Commencement** – The HSA will commence before construction of the network so that the Council is sure it has adequate contractual sign ups to proceed. The HSA will not have a finite end date but will have an option for the Council to end the scheme on notice after the useful asset life of the energy centre.
- **Heat Supply** – The Council is required to supply heat to the standards set out in the HSA. There are damages payable where the Council fails to supply.
- **Maintenance** – The Council is required to maintain the network and its system. There are damages where the Council fails to conform to certain standards.
- **Retail** – The Council will have to maintain a contact and support service – effectively a retail function. The approach to this is being developed.
- **Costs** - The most important issue for homeowners/businesses is the charges under this HSA. Below are the costs that will be included in the HSA for Swaffham Prior customers.

2.7 *Customer costs* – as with all aspects of the HSA, these will be subject to final consideration and development over the commercialisation phase of the project. The key customer costs include:

2.7.1 Cost per kWh of Heat consumed (Volumetric Charge)

The current forecast cost in 2020, is 5.18p/kWh. This price is indexed every year and subject to review against a cost comparator once every five years (to provide a continuing assurance to customers in respect of oil prices). For example, if a home connects for heat off-take in 2022 the tariff will be 5.18p/kWh multiplied by the indexation and then benchmarked in 2027. The project is working on the basis that the community heat tariff must be better than the cost of oil for heating and hot water. This comparator is subject to on-going commercial development.

2.7.2 Standing charges

At the start date of the HSA, the standing charge will be 82.19 p/kWh. This charge is calculated to be approximately 30% lower than the equivalent charges modelled for an oil boiler. The charges modelled include annualised cost of boiler replacement (average lifecycle is 15 years), annual service maintenance fees and two emergency call outs every five years. The standing charge does not include the radiators and plumbing in homes – this is the householder's tertiary system and their responsibility. The standing charge will be increased by 2.5% annually and subject to review against a cost comparator once every five years (to provide a continuing assurance to customers for value for money). This comparator is subject to on-going commercial development.

2.7.3. Connection fees

For households/businesses signing up to the project pre-construction, the cost of the connection is waived. The final date for this waiver of connection fees will be decided as part of the investment decision. For homes/businesses signing up post-construction, the connection fee will be £1,000 plus VAT per property and this fee can be paid flexibly through agreement with the Council. This fee does not reflect the full cost of connecting the property to the network, this is much higher, but reflects the additional costs to administer, procure, manage and install the connection.

2.7.4 Cancellation

There is an inherent risk if a customer leaves the project as it affects the viability of the scheme. This may arise where a customer moves home or defaults on payment (cancellation may also occur where the Council has failed in its obligations). If a customer has signed an HSA agreement and wishes to exit, the HSA cancellation fee will apply (unless cancellation is due to the Council's fault) on the following basis:

- If a customer has signed an HSA agreement and wishes to exit the HSA, a £2,000 cancellation fee will apply. The cancellation fee will reduce to zero over the lifetime of the project. If a cancellation request is received in advance of works commencing on site, the notice period for no cancellation fee to apply will be agreed as part of our ongoing commercialisation work. For all other cases, a £2,000 cancellation fee will apply.
- The £2,000 cancellation fee will only apply to the vendor if the new owner chooses not to take over the HSA. If the new owner does take up the HSA, no cancellation fee will be charged to the previous owner.

2.7.5 Obligations on the householders

Householders will have a number of obligations under HSAs. They will be required to consent to the Council carrying out works on their properties to connect to the network, and for maintenance as required (e.g. Heat Interface Unit maintenance). Householders will also agree not to interfere with Council equipment and to pay the charges above.

2.7.6 Form

The form of the HSA described here is for freeholders and long-term leaseholders. Bespoke arrangements will be needed for other residents and businesses in the village. However, to the extent possible the risk allocation shall remain similar.

2.8 *Consultation with the community.*

The draft HSA will be published for customer consultation and review between mid-July and 1st September 2020. This six-week period will give potential customers an opportunity to review the driving principles, commitments, and detailed contract prior to signing. It is planned to share the draft Heat Supply Agreement legal document in a number of different formats including a set of short video-presentations describing key elements of the contract posted on the project website, direct contact via emails, links to a Frequently Asked Questions (FAQ) document, a webinar presentation and a visual summary document of the contract. All feedback and queries will be enabled via online forms, telephone or paper and queries logged to track questions from potential customers during this period. The feedback will be reviewed to inform contract updates and finalisation. From September, the HSA will be available for customers to sign up to the project.

- 2.9 The HSA will be finalised post-consultation and a full risk assessment presented at that stage and in the report on the investment decision. Appendix B highlights some of the core risks and mitigants (some of which are currently under discussion and under development during this commercialisation phase).

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 A good quality of life for everyone

There are more than 10,000 homes and businesses in Cambridgeshire dependent on oil for heating and hot water. The Swaffham Prior Community Heat Project is a solution for communities to shift from oil onto renewables. This project is developing a blueprint for retrofitting homes in oil dependent communities. The Heat Supply Agreement is of particular interest to other communities, as it will inform their project development and project business cases.

3.2 Thriving places for people to live

The heating project will provide Swaffham Prior community with all its heating and hot water needs from renewable heat extracted from the ground and air. This will help build the community's understanding of sustainable energy and provide an example for others.

3.3 The best start for Cambridgeshire's children

Young people in Swaffham Prior have learned how ground source and air source heat pumps work and created a video to explain this to others. Air quality monitors have been installed in the village during June 2020 to measure air pollution generated from burning fossil fuels. The results will be compared to further readings taken post project installation to see how the air quality has improved. This is of particular value as young people are particularly sensitive to air quality due to their growing respiratory systems.

3.4 Net zero carbon emissions for Cambridgeshire by 2050

This project is an exemplar for retrofitting a village and reducing Cambridgeshire's carbon footprint by 1,200 tonnes of carbon emissions per year for the next forty years.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

In February 2020, the Council was awarded £232,000 funding from the Government department of Business Energy and Industrial Strategy (BEIS) and its Heat Network Delivery Unit (HNDU). This grant was for detailed project development and initial project commercialisation of the Swaffham Prior Community Heat Project. The Council has match funded this and previous HNDU grants with £97,500.

In addition, the Council is likely to receive grant from the Heat Network Investment Project (HNIP) of £2,146,000. If the project does not proceed the HNIP grant will need to be repaid. The forecast expenditure of grant ahead of the investment decision could be £250,000. Should committee decide not to proceed with the project later this year, this cost will need to be repaid.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

No significant implications

4.3 Statutory, Legal and Risk Implications

Please see Appendix B, Table 1 and 2.

4.4 Equality and Diversity Implications

An equality impact screening was completed in May 2020 for the report to Commercial and Investment Committee. This was found to have no negative impact. All homes in the village of all tenures have the opportunity to join the scheme with no charge to connect if signing up ahead of project construction. The Heat Trust sets service standards for the heat project with particular care for the vulnerable in our community.

4.5 Engagement and Communications Implications

Please see paragraph 2.8

4.6 Localism and Local Member Involvement

The local member has been engaged.

4.7 Public Health Implications

The project will bring public health benefits through air quality improvements, carbon emissions reductions to mitigate climate change and provision of affordable heating for homes.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Jonny Trayer
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes or No Name of Officer: Gus Da Silva
Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law?	Yes or No Name of Legal Officer: Fiona MacMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Elsa Evans
Have any engagement and communication implications been cleared by Communications?	Yes or No Name of Officer: Sarah Swift
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Emma Fitch
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Iain Green

Source Documents	Location
Outline business case and project commercialisation for Swaffham Prior Community Heat Project, report to Commercial and Investment Committee, May 2020	Committee Report 22 May 2020
Risk register, Appendix F to 22 nd May 2020 report to Commercial and Investment Committee	Committee report 22 May 2020
The Heat Trust Guidance document	https://heattrust.org/images/docs/Scheme_Rules.pdf
Draft <i>Full</i> Heat Supply Agreement for Swaffham Prior developed by Sharpe Pritchard for the Council	Held in the Energy Investment Unit files and can be provided on request
Heat Network Investment Project, Swaffham Prior Finance Model submitted April 2020	Held in the Energy Investment Unit files
Counterfactual modelling data for Swaffham Prior Community Heat Project, April 2020	Committee Report 22 May 2020

	Held in the Energy Investment Unit files
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SWAFFHAM PRIOR DISTRICT HEATING SCHEME

SUMMARY OF THE KEY TERMS OF THE HEAT SUPPLY AGREEMENT

The HEAT SUPPLY AGREEMENT is a document for Cambridgeshire County Council ('us') to agree with Swaffham Prior homeowners/businesses. The agreement is for us to provide a supply of heat to your Home/Business.

PLEASE READ the detailed Heat Supply Agreement carefully. To help you we have set out below the **IMPORTANT** points covered in the Heat Supply Agreement. If you are unsure of any points please contact info@heatingswaffhamprior.co.uk or seek legal advice.

- ✓ You will be consenting us to carry out works at your Home to connect you to our heating system. This will include installing new equipment at your Home and removing your oil boiler.
- ✓ You will be agreeing to receive a supply of heat from our heating scheme and to pay the Charges billed to you by us for the supply of heat and hot water to your Home.
- ✓ You will be agreeing not to cause any malfunction of or damage to our heating system. If any damage occurs, you agree to notify us immediately and pay our reasonable costs for attending to such damage that is caused by you.
- ✓ If you sell your Home or an interest in your Home whilst connected to our heating system, you understand that the new owner must enter into a new heat supply agreement with us. If the new owner does not sign up, you will be charged a Cancellation Charge of no more than £2,000
- ✓ The Charges for your heat supply will vary throughout the duration of this Agreement in line with inflation (see illustration below). However, every five years we will compare prices and ensure that your Charges are cheaper than the oil comparator price.
- ✓ We are committed to upholding customer service and customer protection standards set by the Heat Trust and will keep abreast of their development to ensure that we continue to comply with industry best practice. For more information on the Heat Trust, please see <https://heattrust.org/the-scheme>. You also have the right to complain and the complaints procedure is set out in full in the Heat Supply Agreement.

Charges – Illustration

The Charges under the Heat Supply Agreement include a regular variable and standing charge.

As at the start date for this Heat Supply Agreement these charges will be as follows:

- Variable Charge = 5.18 p/kWh
- Standing Charge = 82.19 p/day

Assuming usage of 10,000 kWh, your annual bill will be approximately £818.

Assuming usage of 17,000 kWh this means your annual bill would be approximately £1,181.

These prices have been set such that we consider this is cheaper than fueling your home using oil. In doing this we have assumed:

- Kerosene retail price based on current published Government statistics
- An average boiler efficiency of 85%
- Annual servicing costs and annualised cost of boiler and tank replacement based on quotes provided by local tradespeople

Each year the above charges will be indexed. This means that the charges will increase with inflation. The variable charge will be indexed based on changes in average electricity prices and the standing charge will be increased by 2.5% annually.

This means that 5 years from today your charges will be as follows:

- Variable Charge = 5.63 p/kWh
- Standing Charge = 93.0 p/day

Assuming usage of 10,000kWh, your annual bill will be approximately £902.

Assuming usage of 17,000 kWh this means your annual bill will be approximately £1,297.

This is an estimate and may vary with variation of relevant indexes and any changes in legislation which impact the costs of delivering the scheme.

However, every 5 years we will carry out a comparator against the cost of oil. This comparator will cap the price of your charges. This will be done based on the following assumptions:

- Kerosene retail price based on most recent published Government statistics (2 year average taken)
- Any changes in legislation, including climate change levies and taxes which increase the costs of oil-fired heating

Charges – Illustration (continued)

Comparator assumptions continued:

- Quotations for servicing, call outs and oil boiler replacement sought from local tradespeople assuming:
 - 20kW boiler capacity, 500L oil tank capacity
 - Standard boiler maintenance servicing on an annual basis
 - Annualised costs of boiler replacement at 15 years
 - Three hours of callout charges incurred over a 5 year period

Cancellation Charge – Illustration

If you sell your Home or an interest in your Home whilst connected to our heating system, you understand that the new owner must enter into a new heat supply agreement with us, or you will be charged a Cancellation Charge. The reason for this is that the Council has incurred significant upfront costs to make this project work and such costs are only viable if people are committed to the Project.

If you sell your Home or an interest in it and arrange for the new owner to enter in to a Heat Supply Agreement with us you will not be charged a Cancellation Charge at all.

If the New Owner fails to enter in to a Heat Supply Agreement with us you may be charged a Cancellation Charge. This is based on the cost of the equipment we have installed at your Home. This Cancellation Charge reduces over the useful life of the heat supply network – namely a 40 year period.

Examples of Cancellation Charge

Home sale 10 years after entry in to the Heat Supply Agreement without arranging for the New Owner to enter in to a replacement agreement with Us	Cancellation Charge of £1,500
Home sale 20 years after entry in to the Heat Supply Agreement without arranging for the New Owner to enter in to a replacement agreement with Us	Cancellation Charge of £1,000
Home sale 30 years after entry in to the Heat Supply Agreement without arranging for the New Owner to enter in to a replacement agreement with Us	Cancellation Charge of £500

Appendix B

Table 1: Signup risks

Risk	Management action/Mitigants	Outcome
Homeowners/businesses do not understand the HSA and therefore choose not to sign up for renewable heat as uncertain of what they are signing up for. . This may result in a lack of demand for the Project that will make it undeliverable	Consult on the details of the draft HSA with the community as set out in paragraph 2.7	Residents feel confident they know the contents of the HSA and sign up to the project.
Acceptability of the key terms of the HSA to Swaffham Prior residents and businesses. This may result in a lack of demand for the Project that will make it undeliverable	<p>The purpose of consultation is to gain understanding of committed support for the project.</p> <p>Joining the Heat Trust provides the best practice standards and processes for community heat projects. The community will gain confidence that the agreement is compliant with their standards. Sharing the heat tariff and other costs at this early point will customers to plan for their heating in next year's winter whilst making the most of this winter to manage their oil usage in their tanks.</p>	As above and plan for the financial commitments from 2021/22 for heat and minimise over-buying for oil during 2021.
Publishing the tariff cost now to consult with the community is a risk to the Council ahead of finalisation of the full commercialisation case for the project.	Providing costs now will give comfort to customers that the project can live up to its pledge of a better price than oil however, the Council must carry some risk on the price as once this is offered it will be unacceptable to the community to increase the first year's cost. However, not all project costs are yet known therefore, there is some residual risk. We will flag that variances may arise and if they do arise, a full explanation will be made so to why.	Providing an indication of tariff and other costs now will encourage more signup to the project as it provides the opportunity for customers to plan ahead.
Insufficient number of residents/businesses signing up to the HSA in advance of the Council's Autumn Investment Decision	The community consultation will provide the project with greater understanding of the barriers to customer sign up to the project and allow 'customer support'	Greater confidence in the number of early sign ups and therefore the level of Council risk dependent on the sign up process.

	plans to be developed.	
Forecast estimates of post construction HSA sign ups	More accurate position on sign ups can be established and further interventions planned to encourage sign up.	The consultation will provide information on reasons why customers may not be early adopters. Once the system is constructed, these issues can be discussed in more detail with individual homes.

Table 2: Key HSA Risks for the Council

Risk	Management action/Mitigants	Outcome
Damage to customer property or person in carrying out works or from supply equipment.	Use of expert contractors. Specification of safety standards. Council will put in place insurance arrangements. Council will hold contractors to account under design and build (D&B) and operations and maintenance (O&M) agreement. Some residual risk may sit with Council. This is to be considered in commercialisation phase.	Low risk of damage or injury and appropriate risk mitigants.
Council fails to carry out works – customers leave the scheme.	If delays occur, the Council will be liable to pay delay damages to customers. After a certain period, customers may opt to leave the scheme. Damages risk will be a contractor risk under the D&B contract. Some residual risk may sit with Council. This is to be considered in the next commercialisation phase.	Council to consider and present on deliverability prior to sign ups. Council only to proceed once confident of the scheme.
Council fails to supply and is required to meet costs including damages and other costs under HSA.	Council will hold contractors to account under Design and Build and Operations and Maintenance Contracts. Some residual risk may sit with Council. This is to be considered in commercialisation phase.	Council to consider residual risk and technical likelihood of error.
Customers leave the project (whether by choice or disposal of property) – Council has to wind up project as a result.	Council will aim to make project attractive so that residents wish to remain members. However, customers may leave. Where this arises, customers will have to pay a cancellation charge but this will not cover Council's full costs.	This is a residual risk for the Council as the equity owner of this project
Risk	Management action/Mitigants	Outcome
Demand/use of heat is low. The result is that the Council may not adequately recover	This is a Council risk. The Council may not recover expected levels of volumetric	This is a residual risk for the Council as the equity owner of this project

volumetric costs.	charges if usage is not sufficiently high.	
Council to provide retail services. Failure to provide services may result in consumer loss of confidence and/or compensation	Council to provide in-house retail function with billing and customer support.	This is a residual risk for the Council as the equity owner of this project
Customer's premises are not compatible with heat network. This may affect customer satisfaction and sign up.	Legally Council's obligation is to supply to point of supply and the Council is not responsible for customer premises.	Further technical information may be required to encourage sign ups.
Future costs of project may exceed oil comparator	Council charges are capped by the oil comparator. The terms of this are therefore critical.	This is a residual risk for the Council as the equity owner of this project.

CAMBRIDGESHIRE COUNTY COUNCIL'S RESPONSE TO COVID-19

<i>To:</i>	Environment and Sustainability Committee
<i>Meeting Date:</i>	9th July 2020
<i>From:</i>	Steve Cox, Executive Director – Place and Economy
<i>Electoral division(s):</i>	All
<i>Key decision:</i>	No
<i>Outcome:</i>	<p>The Council's response to COVID-19 and our strategies for county-wide recovery will have a significant impact on outcomes for individuals and communities.</p> <p>This report provides an update on the Council's ongoing response to the current Coronavirus pandemic;</p>
<i>Recommendation:</i>	<p>Committee is asked to note the progress made to date in responding to the impact of the Coronavirus.</p>

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Steve Cox	Names:	Cllr Josh Schumann
Post:	Executive Director – Place and Economy	Post:	Chairman of the Environment and Sustainability Committee.
Email:	Steve.cox@cambridgeshire.gov.uk	Email:	Joshua.Schumann@cambridgeshire.gov.uk
Tel:	01223 715660	Tel:	01223 706398

1. BACKGROUND

- 1.1. The coronavirus pandemic has affected every part of life - in Cambridgeshire, across the UK and globally. In the UK, over 220,000 people have been infected by the COVID-19 virus, more than 32,000 have sadly died and the country has been in lockdown for over 7 weeks. Thousands of business are currently closed across Cambridgeshire, with staff furloughed or working from home and every single person in our County has had to change the way they live their lives.
- 1.2. In these very challenging circumstances, the Council has reacted quickly with the dual focus of responding to the crisis and keeping critical services running. Our workforce and our councillors have moved to working from home if possible and, where face to face services are critical, these are being carefully planned and safely delivered. We have changed almost overnight to work in different ways to support the most vulnerable people in our communities, developing new responses and maintaining all critical services.
- 1.3. Local Government around the UK, and indeed around the world, is beginning to think about the longer term impact of the COVID-19 pandemic –the detrimental effects on more vulnerable individuals and groups but also the opportunities for positive change. Officers and Councillors are working with their professional networks to determine the ‘right’ way to tackle recovery, sharing ideas and good practice. To ensure that the Council takes a strategic approach to recovery and redesign, a Recovery Framework has been developed.
- 1.4. The Council’s recovery framework will be built towards ambitious definitions for individual, community and county wide outcomes. It will determine both the immediate and longer term steps the Council needs to take to play its part in achieving these outcomes across Cambridgeshire. Further details of the Council’s Recovery Framework can be found here: [COVID19 and Recovery Report May 20](#)

2. ONGOING RESPONSE

- 2.1 In April, a report to the predecessor to this Committee gave details of the initial response to the Coronavirus pandemic, nationally and locally. Reporting structures and governance were detailed as well as the immediate priorities for the Council, which included:
 - Supporting the NHS, particularly through quick and effective response to new Hospital Discharge Guidance.
 - Supporting our care homes.
 - Establishing a county-wide coordination hub so that shielded and vulnerable self-isolators are supported with supplies of food, medicine, and other essential support.
 - Ensuring that vulnerable children are supported during the pandemic.
 - Implementing measures to protect and support our workforce.
 - Managing our supply chain.
 - Maintaining public trust and confidence by providing good and regular communication and by amplifying public health and government guidance.
- 2.2 During the last few weeks, work has continued in all of these critical areas as it has become increasingly clear that many of our emergency response activities will need to stay in place for several months, at least. Further details on immediate response and how we are shifting

from emergency to 'new normal' services is included in this month's reports for each Directorate, which are available here: [COVID 19 Weekly Reports](#)

2.3 Since the last committee cycle, we have also set up a response to deal with tracking and tracing and are awaiting further guidance on our role in this work. We have set up a Track and Trace sub-group to ensure that we have a robust local system which meets the requirements of the national contract tracing programme. Initial information suggests that contact tracking will predominantly be done at a regional/national level through Public Health England our local role appears to fall into 4 areas:

- Support for people who are told to self-isolate after testing positive who have no immediate support from family/friends.
- Support for local outbreaks, from Public Health and Environmental Health colleagues, working alongside the regional PHE Health Protection Team.
- A role in the flow of data around this activity – from testing, through contact tracking, to local support for those who need it.
- Communications to amplify the national messages around take up of the NHS app/online reporting of symptoms, getting tested and self-isolation for those with symptoms and for those who have tested positively.

2.4 We are currently reviewing "OUR PLAN TO REBUILD: The UK Government's COVID-19 recovery strategy" which was published on 11th May, considering implications for our services and workforce and planning accordingly with our partners.

3. COMMITTEE SPECIFIC HIGHLIGHT REPORTS

3.1 Key highlights in activity that relate to this Committee are as follows. Some elements that are the responsibility of the Highways and Transport Committee have been included as they relate to the sustainability agenda for Committees information.

- A booking system has been introduced for the HRCs at Thriplow, Alconbury and Bluntisham and from w/c 29th June, this was extended to Milton and St Neots;
- All general traffic management across the HRCs has been removed except at Thriplow where there are no waiting signs in place and Milton and Witchford where a single operative is at each to monitor queues;
- The van and trailer permits seem to be operating well at the HRCs;
- The list of Active Travel measures to provide temporary cycle and pedestrian infrastructure and for the reallocation of road space was approved by Highways and Transport committee on the 16th June. At the time, the indicative allocation for Cambridgeshire was £419k and the eventual award from Government happily has increased to £468k. These schemes need to be delivered within 8 weeks. Over the past week, the team has been prioritising this list, working closely with district colleagues and implementation will commence w/c 6th July. Link officers for each district have been identified and will work closely with district and Greater Cambridge Partnership (GCP) colleagues on the implementation. This will be a challenging project given the number of individual schemes and their complexity. In many cases, Experimental Traffic Regulation Orders will be used.
- There have been 15 expressions of interest for the 'School Streets' to date within Cambridgeshire, as part of the Active Travel fund.

- Traffic levels continue to increase further following the opening of all non-essential retail and are now close to 70% of pre Covid levels.
- The Mill Road, Cambridge closure project is now in force and traffic levels have reduced significantly and more pedestrian space has been provided.
- Work is progressing to help shape and drive forward a green led economic recovery from Covid through work with partners in the Local Resilience Forum and through the County Council's Covid Recovery strategy work that will be continuing through the Summer.
- The Council recently adopted its Outbreak Control Plan. This sets out the measures, including, Track and Trace, that will be followed to manage outbreaks of Covid 19. The intention is to reduce the spread when cases are detected and it requires individuals to self-isolate and notify of contacts if they test positive. This process has the potential to disrupt services such as highways if a significant number of staff or operatives within the Council or our supply chain are affected.

4. FINANCIAL IMPLICATIONS

- 4.1 The estimated financial impact on the Council has been submitted to MHCLG in two returns, in common with other Councils. In many areas these remain indicative and uncertain estimates contingent on the length of disruption and the impact on activity levels, and it is expected that these will be further refined and validated, in the run-up to the July GPC meeting. GPC will be asked to approve any necessary budget revisions or grant allocations at that stage. The following table presents the summarised estimated impact, at this stage, for this Committee, as submitted to MHCLG. These do not necessarily relate to what the request in budget revision will be:

		<i>Headline full-year estimates for this Committee submitted to MHCLG in late June 2020 £630K</i>					
May commitments	Committee name	New commitments	Income forgone	Impaired savings	Gross Total	Specified funding	Net Total
£360K	E&S	£570K	£60K	£0	£630K		£630K

- 4.2 The £60K income forgone relates to planning income, and the £570K commitments relates to additional waste pressures.

5. ALIGNMENT WITH CORPORATE PRIORITIES

- 5.1 The current Coronavirus pandemic will have both an immediate and a longer term effect on all of the Council's priorities. The impacts will be monitored and managed through our risk logs and recovery plans and will feed into the annual review of Council strategy.

6. SIGNIFICANT IMPLICATIONS

- 6.1 Despite the devastating effects of the Covid 19 virus, as noted by the Covid 19 Environment sub Group, there have also been some positive implications around air quality and the potential for changed long term habits. The challenge will be how to lock these in as recovery develops.
- 6.2 It is likely that we will see a rise in referrals to children's services both locally and nationally as the pressures on families increase. Demand may also grow in adult services as the

effects of interrupted care on chronic conditions emerge. It is therefore essential that we plan for an extended period of response and that the recovery programme rapidly identifies interventions which may minimise detrimental impacts.

- 6.3 In spite of the additional funding that has been allocated by the Government, the Council is still facing a deficit of nearly £8m which, if not supported through further Government funding rounds, will have to be met by considering all options available to this council . A range of scenarios will need to be developed and tested to support business planning. As patterns of demand and behaviour become clearer following the immediate response stage, the organisation will need to have a range of options and contingency plans in place to anticipate and mitigate against financial pressures.
- 6.4 Our COVID-19 response has relied not only on the commitment and hard work of our own workforce and providers but also on the huge number of volunteers and community organisations who have come forward to help in their communities. As part of recovery and redesign work we will be learning from this fantastic community and partner response and further developing our Think Communities approach.
- 6.5 As a Council, our greatest asset is our people. Our workforce has mobilised in many different ways, working wherever they are needed to deliver critical services, often under very challenging circumstances. We continue to work carefully across all teams to ensure our workforce is well equipped, stays resilient and feels supported as we tackle this crisis together.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	YES Chris Malyon
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	YES/NO
Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law?	YES Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	YES/NO
Have any engagement and communication implications been cleared by Communications?	YES Christine Birchall
Have any localism and Local Member involvement issues been cleared by your Service Contact?	YES/NO
Have any Public Health implications been cleared by Public Health	YES Liz Robin

Source Documents	Location
None	