



## **SUSTAINABLE DEVELOPMENT ADVISORY PANEL**

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN,  
ON WEDNESDAY, 7TH NOVEMBER 2012 AT 5.00 P.M.**

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### **PRESENT:**

Councillor K. James - Chairman  
Councillor C.P. Mann - Vice Chairman

### **Councillors:**

M. Adams, Mrs A. Blackman, Mrs D. Ellis, D. Havard, J.A. Pritchard.

### **Together with:**

P. Cooke (Team Leader, Sustainable Development & Living Environment), L. Jones (Operations Manager, ICT), W. Turner (Network Development Officer), K. Silcox (RDP Sustainable Energy Officer), S.M. Kauczok (Committee Services Officer).

### **APOLOGIES**

Apologies for absence had been received from Councillors Mrs P. Cook, K. Dawson, C. Elsbury and S. Kent; A. O'Sullivan (Chief Executive), N. Liversuch (Manager Countryside & Landscape Services), M. Williams (Building Consultancy Manager), P. Rossiter (Energy & Water Officer) and M. Phillips (RDP Sustainable Energy Officer).

### **1. DECLARATIONS OF INTEREST**

There were no declarations of interest made at the beginning or during the course of the meeting.

### **2. MINUTES**

The minutes of the Sustainable Development Advisory Panel meeting held on 26th September 2012 (minute nos. 1-4; page nos. 1-3) were approved and signed as a correct record.

### **3. MATTERS ARISING**

Minute No. 3 - Presentation by SSE

Members were advised that it had been decided to defer the visit to the Maes yr Onn off-grid project near Manmoel until the spring, by which time all the work should have been completed and fully operational.

Paul Cooke agreed to chase up the information packs that SSE had offered to provide at the

last meeting.

Minute No. 4 - Biomass

Officers had visited organisations that had installed biomass heating systems and would follow-up the request for information on the effectiveness of the biomass heating system at Ysbyty Ystrad Fawr.

#### **4. SUSTAINABLE DEVELOPMENT AND ICT**

The Panel received an update from Wayne Turner, Network Development Officer, ICT Services, on progress with the implementation of sustainable development within ICT.

It was noted that 245 Multi Function Printers (MFP) had been deployed to date. The last remaining copiers in libraries were to be replaced in December 2012. An average of 350,000 sides of paper were printed per week, 80% in mono and 20% in colour. The duplex rate of 68% has saved 14.3 million pages (equivalent to 1700 trees or 71 tonnes of paper) since MFPs were introduced in 2008. The centralisation of paper and toner processes had led to a reduction in ordering and invoicing for the Authority and a reduction in photocopier leases and contract management.

ICT had been working closely with Welsh Government's (WG) Chief Information Officers Team on testing out a revolutionary toner saving software product called "PretonSaver" and drafting a print strategy report for the public sector in Wales. Following visits to several public sector organisations, Officers from WG had been highly impressed with the level of management and analysis of data that CCBC had developed as part of its print strategy and as a consequence, Caerphilly had been selected to lead the tests of the PretonSaver software.

Based on a unique patented Pixel Optimizer technology, PretonSaver uses advanced algorithms to identify and delete pixels that are not necessary to maintain high quality level printing, thereby dramatically reducing toner and ink usage. Consumable levels are monitored across network printers and page costs are constantly calculated and reported, allowing visibility and monitoring of saving levels.

Wayne advised the Panel that CCBC had carried out significant testing of the product over a number of months using scientific weighing scales. At 50% and above the reduction in quality of the printed output was noticeable; at 35% the quality was slightly degraded but not significantly so and at 25%, the quality could not easily be differentiated from the original print. The Authority had subsequently procured the product via a framework agreement and it is now deployed on all CCBC's PCs, realising savings in toner usage of approximately 20%. The PretonSaver product included an option for power management, which has also been deployed onto all Caerphilly PCs and is currently collecting data to establish the potential savings on power management.

In terms of the next steps, the Authority is looking to sustain savings by continual improvement and review. Officers will continue to analyse applications, especially their average page coverage. Currently 204 CCBC applications are being monitored as to their printing activity. Restrictions of colour and implementation of rules based printing has been introduced and better use can be made of PDF documents and electronic delivery methods eg. email to reduce printed output and external mail.

The Chairman thanked the Officers for the informative presentation and invited questions and discussion on the issues raised.

Members were advised that the leased photocopiers that have been replaced with MFPs have been returned to the manufacturer as per the lease agreement. Printers and scanners that have been collected have been cleaned and redistributed into schools where the devices are in good working order and are supportable. If the devices have been deemed unsuitable for redistribution or would not be cost effective to support, they have been disposed of utilising our contracted third party secure disposals company.

Members sought further information on the responsibility for paper procurement within the Authority. Officers advised that ICT work with Facilities Management who replenish paper stocks in the main offices on a daily basis from large pallets. Smaller deliveries of paper to outside offices are combined with deliveries of other goods. In terms of the number of MFPs available within the Authority, officers advised that they were not aware of any issues where officers had to queue to use them and if there was a fault on a particular machine, the system allowed employees to use a machine located in another office.

In terms of control of the quality level and restrictions on colour printing, it was noted that the control of the quality level could be factored in and at the present time the decision whether or not to print in colour was left to the user. Managers receive statistical information on the quantity and type of printing undertaken by each member of staff within their area. With regard to the level of duplex printing undertaken, Officers advised that some documents only contain one page and would therefore not qualify. Members were advised that there had been a one off capital cost for the PretonSaver software and from next year there would be an annual maintenance cost.

The Panel congratulated Officers on the progress they had made with the development and implementation of sustainable development within ICT in the Authority.

## **5. SUSTAINABLE ENERGY AND THE RURAL DEVELOPMENT PLAN (RDP)**

Paul Cooke, Team Leader Sustainable Development and Living Environment and Kelly Silcox, RDP Sustainable Energy Officer, provided an update on the sustainable development element of the Rural Development Plan (RDP). The Chairman advised the Panel that there would be a more detailed presentation from officers on this issue in the New Year.

The RDP is a European funded programme designed to support the regeneration of rural areas. The programme focuses on 4 areas known as Axes. Welsh Government is managing axes 1 and 2 centrally. Areas 3 and 4 are being managed and implemented at a local level with support targeted at specific rural areas. The Vibrant Villages Axis 4 project aims to connect communities with the local countryside by reducing rural/urban perceptions and issues; promoting the benefits of local food and building local supply chains and providing support for local events.

Two RDP Sustainable Energy Officers were appointed in 2011 with an aim to engage with farming and rural businesses in the county borough to identify energy and climate change issues; to raise awareness of the implications of climate change and to promote sustainable energy solutions to help support the local economy and improve the quality of life of local people.

Officers had consulted with the local farming community to identify key issues. The majority of farmhouses are considered to be 'hard to treat' with 78% of solid wall construction. Most are of pre 1900 build, off the gas grid and use oil for central heating. More than half of the farmers believe they spend more than 10% of their income on fuel.

Following the consultation a three-tier business plan was devised showing the support that could be provided to farms and businesses. Level 1 consisted of information and advice on energy efficiency and renewable energy; information on grants/loans and signposting to

external organisations; desktop solar power assessments and factsheets. Level 2 - surveys and support. As part of the process of promoting energy efficiency and renewable energy to businesses, the RDP Sustainable Energy Team are able to offer free energy surveys to businesses whose bills are under £30,000 a year and provide links to other support eg. NEST, the Welsh Government's fuel poverty scheme. Officers have also been implementing recommendations from the BRE Renewable Energy Feasibility study for the village of Hollybush and are organising a Renewable Energy Workshop, which will explain the financial incentives and technology and will identify the factors affecting the choice of technology. In addition to this, the Farmhouse Energy Challenge was set up to assess whether having an in-home energy display will help farm households reduce their electricity consumption. The third tier - Mentoring and exemplar projects - involved detailed support on specific projects from the Sustainable Energy Officers.

Officers briefed members on progress with the Maes Yr Onn off-grid project at Manmoel and some of the challenges that had been faced with the timeframe and balancing technologies. It was hoped that the tenants would be in situ by Christmas and arrangements would then be made for Members of the Panel to visit the project in the spring.

Officers had also been looking at opportunities for possible hydro viability studies in the county borough in partnership with the Carbon Trust. Whilst there were surprisingly few potential sites in the county borough, a preliminary specification had been drawn up for an EA high priority site to improve fish passage at Gibbs Weir. The proposal was currently being evaluated by Engineers and Officers would report back on the outcome of the study in due course.

Consultants had been employed to undertake a desk-top study of the impacts of climate change on agriculture and rural businesses within Caerphilly. Through engagement with farmers, three key areas had been identified i.e. crops, livestock and buildings. A workshop to look at possible solutions and support for farmers was being set up and a final report would be produced in due course.

The Chairman thanked the Officers for their informative presentation and a full discussion ensued on the issues raised. Members were reminded that arrangements would be made for a site visit to Maes Yr Onn to take place in the spring 2013.

The meeting closed at 6.28 pm.

Approved as a correct record and signed by the Chairman of the Sustainable Development Advisory Panel subject to any amendments being recorded in the minutes of the meeting held on 17th January 2013.

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CHAIRMAN