

**Minutes of Sustainable Now: Staff Trainee Programme:  
Woking (COE) and Miskolc (COL)  
Woking, England: 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> August 2010**

**Participants:** Woking Borough Council: Lara Curran, Tim Lowe. Municipality of Miskolc: Zoltan Papai.

**Day 1: 10<sup>th</sup> August**

| Time  | Theme   | Woking Staff          |
|---|---|-----------------------|
| 1pm – 2pm   | Welcome to Woking and Aims of Staff Trainee Programme             | Tim Lowe, Lara Curran |
| <b>MINUTES:</b><br>The partners met at Woking Civic Offices to provide an introduction to the agenda and a brief tour of Woking Civic Offices. The partners agreed that the agenda would provide a useful training experience for Miskolc, with potential to follow up any actions and next steps within the timeframes of the Sustainable Now project. Some initial feedback about the training programme had been provided by ICLEI and Climate Alliance which had been incorporated within the programme.  |   |                       |
| 2pm – 4:30pm  | Exchange of Woking and Miskolc LEAP Policy and project documents. | Tim Lowe, Lara Curran |
| <b>MINUTES:</b><br>The partners presented details of documents that could assist Miskolc in the development of a LEAP: The Woking Borough Council Climate Change Strategy was tabled as an example of how a city LEAP could be developed, presented and structured:<br><a href="http://www.woking.gov.uk/environment/climate/Greeninitiatives/climatechangestrategy/climatechange.pdf">www.woking.gov.uk/environment/climate/Greeninitiatives/climatechangestrategy/climatechange.pdf</a><br>The Woking Borough Council Climate Change Strategy Action Plan was presented as an example of a process to manage implementation of a LEAP:<br><a href="http://www.woking.gov.uk/environment/climate/Greeninitiatives/climatechangestrategy/ccsap.pdf">www.woking.gov.uk/environment/climate/Greeninitiatives/climatechangestrategy/ccsap.pdf</a><br>The Miskolc Energy Saving Regulations document was discussed. This document had been prepared by the Miskolc District Heating company. The regulations set out a range of suggestions for reducing energy consumption and improving energy efficiency amongst Miskolc institutions. The partners agreed that this document contained material that would be relevant for inclusion in the Miskolc LEAP.<br>The Miskolc Energy Concept document was considered by the partners. The document presented some specific recommendations for the city's future energy management. The partners agreed that some of these recommendations should be incorporated into the Miskolc LEAP. |   |                       |
| <b>ACTIONS:</b>   |   |                       |
| <ul style="list-style-type: none"> <li>• Miskolc to consider adopting Woking Borough Council Climate Change Strategy and Climate Change Strategy Action Plan as a model for the development of the Miskolc LEAP.</li> <li>• Miskolc and Woking to arrange translation of agreed chapters of the 'Energy Saving and Regulations' document and 'Miskolc Energy Concept' document.</li> </ul>  |   |                       |
| 6pm   | Dinner  |                       |

**Day 2: 11<sup>th</sup> August**

| Time   | Theme   | Woking Staff   |
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| 9:30am – 12pm  | Presentation and Site visit to the Hoe Valley redevelopment project.<br><a href="http://www.woking.gov.uk/environment/hovalleyintro">http://www.woking.gov.uk/environment/hovalleyintro</a> . | Ian Draper, Hoe Valley Project Manager, Woking Borough Council |
| <b>MINUTES:</b><br>Zoltan met with Ian Draper for a site visit to the Hoe Valley river basin in Woking. The basin is subject to frequent flooding, which causes significant disruption in the Woking Borough. Woking Borough Council and Thameswey subsidiary 'Thameswey Developments Ltd' had developed the Hoe Valley project to address the flooding concerns, to remediate contaminated land, provide new community facilities and affordable housing, and to improve the local environment. The partners noted parallels with Miskolc, which also experiences flooding issues. Appendix 1 was provided to Miskolc as an overview of the project, and as a means to introduce the project to the city. |   |  |

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| <b>ACTIONS:</b>  |   |  |
| <ul style="list-style-type: none"> <li>Miskolc to inform Woking if more detailed information about this project would be useful.</li> </ul>  |   |  |
| 12pm – 2pm   | Lunch and Travelling Time   |  |
| 2pm – 5pm  | Visit to Milton Keynes to experience the Thameswey Milton Keynes Energy Station and associated housing developments.<br><a href="http://www.thamesweyenergy.co.uk/pages/about_us.php?id=12">http://www.thamesweyenergy.co.uk/pages/about_us.php?id=12</a> | Matthew Carlisle, Project Officer, Thameswey |
| <b>MINUTES:</b>  |   |  |
| <p>Zoltan met with Matthew Carlisle for an informative discussion about the application of Combined Heat and Power (CHP) in Milton Keynes. The project was being managed by the Council's Energy Services Company, Thameswey Energy Ltd. The partners agreed that CHP offered an efficient and viable energy solution in this situation. A local bylaw had been applied whereby new developments in the area were required to connect to the CHP station, thus ensuring the long term viability of the project. A key consideration for any city is to ensure that there is a mix of residential, commercial and industrial customers. The partners agreed that there could be scope for some feasibility work to be undertaken in Miskolc to evaluate the potential of CHP as an energy solution for the city. Appendix 2 was provided as an explanation of CHP technology.</p> |   |  |
| <b>ACTIONS:</b>  |   |  |
| <ul style="list-style-type: none"> <li>Miskolc to inform Woking if some detailed feasibility work to evaluate CHP as an energy solution would be desired.</li> </ul>   |   |  |
| 5pm - 7pm  | Dinner and Travelling Time  |  |

### Day 3: 12<sup>th</sup> August

| Time   | Theme   | Woking Staff                                       |
|--|---|--|
| 9:30am – 12pm  | Detailed discussion to agree Miskolc requirements based on Woking's targeted learning document  | Tim Lowe, Lara Curran                              |
| <b>MINUTES:</b>  |   |  |
| <p>The partners met to complete the Targeting Learning document (Appendix 3) which was circulated prior to the Staff Trainee Programme. The partners spent some time discussing Woking's proposed learning areas and decided that it would be sensible to prioritise the areas that were most likely to be included in the Miskolc LEAP. Miskolc indicated that most of the areas would be of interest for targeted learning. Several areas were being dealt with as part of the Staff Trainee Programme, although the partners agreed that they would find alternative methods to complete the remaining learning.</p>  |   |  |
| <b>ACTIONS:</b>  |   |  |
| <ul style="list-style-type: none"> <li>Miskolc and Woking to complete learning through exchange of documents and correspondence, within the scope of the Sustainable Now project and budget.</li> </ul>  |   |  |
| 12pm – 1:30pm  | Meeting at the new Thameswey Advice Centre in Woking including presentation of the Action Woking project.<br><a href="http://www.actionwoking.org/">http://www.actionwoking.org/</a>      | Ben Wood, Project Officer, Thameswey               |
| <b>MINUTES:</b>  |   |  |
| <p>Zoltan met with Ben Wood to learn about the Action Woking project. This project is supported by a demonstration house (Oaktree House) and the Thameswey Advice Centre, which is located in Woking Town Centre and is open to Woking residents Monday – Friday to provide impartial energy advice. The project is also supported by the comprehensive Action Woking web site. The project focuses on four steps which a household can take to reduce Carbon emissions. The first step comprises cheap and simple measures, with the subsequent steps increasing in cost and complexity. The project aims to take Woking households on a journey to become low-carbon homes. Zoltan felt that the Advice Centre was a concept that would be valuable in Miskolc if there were sufficient resources to replicate this.</p> |   |  |
| <b>ACTIONS:</b>  |   |  |
| <ul style="list-style-type: none"> <li>Miskolc to explore opportunities to operate a similar advice service to the Action Woking project.</li> </ul>   |   |  |
| 1:30pm – 2pm   | Lunch   |  |
| 2pm – 4pm  | Visit to the new Brookwood Farm development of Code for Sustainable Homes Level 5 housing.<br><a href="http://www.thamesweygroup.co.uk/a-new-">http://www.thamesweygroup.co.uk/a-new-</a> | Jim Walter, Clerk of Works, Woking Borough Council |

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|   | <a href="#">development-of-sustainable-homes-at-brookwood-farm</a> )   |          |
| <p><b>MINUTES:</b><br/>Zoltan met with Jim Walter for a presentation and site visit of the recently completed Brookwood Farm development (Appendix 4). The scheme is understood to be the first 'live' development of its type to achieve Code for Sustainable Homes Level 5, the 5 or 6 previous projects of this standard having been demonstration-builds. These homes are to be occupied 'for real'. Jim Walter described the process by which the original housing scheme was 'upgraded' to meet Level 5 of the Code for Sustainable Homes whilst keeping within the limitations of the 2004 planning approval. This approval imposed limitations, for example, on any idea of altering the roof pitch or the site layout for the better use of solar energy. The scheme had been due to proceed in compliance with Building Regulation standards in 2007, but a step up to Level 5 was decided upon in 2008. Although actions for new housing developments were not a top priority for the Miskolc LEAP, Zoltan suggested that this example would be of interest to Planners and Developers in Hungary.</p> |  |          |
| <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>Miskolc to forward training materials concerning this project to interested parties.</li> </ul>   |  |          |
| 4pm – 5pm   | Update visit to Oaktree House Low Carbon. ( <a href="http://www.actionwoking.org/house">www.actionwoking.org/house</a> ) | Tim Lowe |
| <p><b>MINUTES:</b><br/>Tim and Zoltan visited Oaktree House low carbon demonstration home, and venue of Woking Borough Council's energy weeks. This visit was a repeat of the activity that had previously been undertaken during the Sustainable Now study visit to Woking. Tim described enhancements that had been made to signage in the house and explained the range of events that had taken place since the previous visit. It was agreed that Oaktree House was a good example of the possibilities offered by retrofitting energy solutions.</p>  |  |          |
| <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>Miskolc to explore opportunities to operate a similar demonstration service to Oaktree House.</li> </ul>  |  |          |
| 5pm - 7pm   | Dinner / Free Time   |          |

#### Day 4: 13<sup>th</sup> August

| Time  | Theme   | Woking Staff          |
|---|---|-----------------------|
| 9:30am – 11am   | Presentation about Energy and Emissions data collection based on UK National Indicators 185/6. ( <a href="http://www.decc.gov.uk/en/content/cms/statistics/indicators/ni185/ni185.aspx">www.decc.gov.uk/en/content/cms/statistics/indicators/ni185/ni185.aspx</a> ) | Tim Lowe, Lara Curran |
| <p><b>MINUTES:</b><br/>Tim, Lara and Zoltan discussed the challenges presented around data availability and methodology to accurately. Zoltan explained that there was good energy consumption data availability from both the Municipality and District Heating Company, and that this data had been recorded for several years in some cases. For the purpose of setting LEAP benchmarks and targets, a particular challenge for Miskolc would be to apply a suitable methodology to the data to denote CO<sub>2</sub> and equivalent emissions. Lara presented the NI 185 methodology and emissions tool (Appendix 5) which all English Councils were required to complete as a yearly performance indicator. The emissions tool was reviewed and Lara demonstrated the process for completing the recording sheets, and the automated calculations that resulted. It was agreed that this was a useful example for Miskolc, although it was recognised that the conversion factors may not be suitable or accurate for Miskolc.</p> |   |                       |
| <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>Zoltan to review the NI 185 methodology with colleagues from the Municipality and District Heating Company to evaluate their relevance to Miskolc.</li> </ul>   |   |                       |
| 11am – 12pm   | Review of Staff Trainee Programme and agreed next steps for Woking and Miskolc.   | Tim Lowe, Lara Curran |
| <p><b>MINUTES:</b><br/>Tim, Lara and Zoltan reviewed the Staff Trainee Programme. It was agreed that several elements could be of direct relevance to the Miskolc LEAP, whilst other examples may become more useful in future years. It was also suggested that the training materials (presented as appendices) could be relevant to other Sustainable Now partners. A photo record of the training was retained (Appendix 6).</p>  |   |                       |