

Extending “Retrofitting your home” guidance Concept Paper

Submission Date	08/08/2024
Author	Maggie Pratt
Exec Director Signoff?	Judith Barker

Key Project Information

Project/Programme Name	Extending the “Retrofitting your Home” guidance across the CA		
Submitting organisation	Cambridge City Council		
CPCA Directorate	Place & Connectivity		
CPCA Service	Climate		
Primary Strategic Objective	Enabling resilient communities by retrofitting homes		
Accountable Owner	Judith Barker, ED of Place & Connectivity		
Delivery Responsibility	Cambridge City Council, as chair of the Cambridgeshire Retrofit Partnership		
Location of Project	Cambridge City, East Cambridgeshire. Fenland, Huntingdonshire, Peterborough, South Cambridgeshire		
Funding type	CPCA fully funded	Included in the MTFP?	<u>No. Coming forward as one of the projects within the MTFP approved at CA Board 2024 for the Climate Programme</u>

Brief Description Project/programme purpose: (single line only)

Review and extend the Cambridge City Council’s Retrofitting your Home Guidance to encompass housing archetypes so that this can be used by all authorities across the area. - [Retrofitting your home \(cambridge.gov.uk\)](https://www.cambridge.gov.uk)

Detailed Description of the project/programme purpose: (be as full and descriptive as you can)

The ‘Retrofitting your home’ Guidance, published in 2022, supports home owners to understand the types of measures and indicative costs to retrofit their property to improve energy efficiency and reduce energy bills. It established “building archetypes” allowing residents to explore retrofit ideas for their type of property and identify how these solutions should be staged/sequenced (taking into account the ‘energy hierarchy’ approach, and starting with building fabric measures first).

This project would expand this document to identify further archetypes that are applicable across the CA region and develop a guidance document that covers the majority of housing across Cambridgeshire and Peterborough.

It will support and empower owners to have the knowledge they need to make informed decisions on how to decarbonise their homes, how much it will cost, and what might be considered to be a cost-effective intervention in the ‘able to pay’ sector. Partners, businesses and academia have supported the guidance and want to build on its success for the wider area.

Alongside the guidance work the study will also provide a high level summary of the total capital costs for retrofitting private sector properties in Cambridgeshire and Peterborough to close to net zero carbon emissions, together with the annual maintenance costs for property owners and the annual running costs for occupiers

Timelines

Proposed Start Date	Expected Duration of Project	Details of factors driving start and duration (why proposed start and end date have been chosen)
November 2024	March 2025	<ul style="list-style-type: none"> Allows sufficient time for procurement for the additions to the current Retrofit Guidance Meet the ambitions of the Climate Action Plan to help residents and businesses access low carbon technologies in 2024/25

Impact of not proceeding

There would remain inconsistent support and access to information across the CA area for residents looking to retrofit their homes. The current guidance only focuses on building types found in Cambridge (as that was the scope of the original guidance). Whilst many of these building types are common across the CPCA area, there will be further types currently excluded.

Would not support the ambition of the Climate Action Plan to help residents and businesses access low carbon technologies.

No evidence based understanding of the capital cost to retrofit private homes and the scale of work required across the CPCA area.

Financials (Estimates)

Current Estimate for Total Cost of project/ programme	Funding structure and CPCA Contribution	Estimated cost for creation of business case
£60K	Fully funded by CPCA The project would not happen if it were not funded by the CPCA.	None

Cap ex?	No	Rev Ex	£60,000	Combination of Rev & Cap Ex?	No

Assumptions or risks that could increase or decrease the total cost

Defining the project scope will need to be undertaken in tandem with Soft Market Testing to ensure alignment of costs and market deliverability. The cost provided is based upon the costing for the original Cambridge City Council project.

Use existing resources in the Councils to deliver this project.

Agreement from Cambridge City Council to the use of their materials from which to develop this project.

Benefits (Benefits must be measurable)

Type	Description	Assumptions or risks that could increase or decrease the total benefits
Financial benefits	Reduced energy bills to residents through improved insulation, production of renewable energy and other energy saving measures	
Non-financial benefits	Engagement and support for property owners across the CA with trusted, costed advice on how to retrofit their home. Supporting energy efficiency, cost of living and carbon reductions.	Able to pay market initiate the work required to retrofit their home.

	Individual properties reduce their carbon footprint contributing to our area wide Carbon reducing target.	
--	---	--

Risk, Assumptions, Issues and Dependencies (RAID)

Known Risks	Cost is based on the cost to procure and develop the existing guidance. Soft Market Testing for Business Case could result in a higher cost to carry out this work					
Known Assumptions	That South Cambs DC provides an existing staff resource to be allocated to the project and will be funded within the above budget. Cambridge City Council is able to provide information on their procurement of the original study.					
Known Issues	None					
Known External Dependencies						
Known internal Dependencies (tick which shared service is required)	<i>Comms</i>	<i>Procurement</i>	<i>Legal</i>	<i>Finance</i>	<i>HR</i>	<i>Policy&Insight</i>
	x	[x]	x	x	[x]	x