

Appendix 1: Climate Emergency Action Plan (2020) - Action Monitoring (by Theme)

[Priority actions identified in bold and italic text]

Corporate Action

Action	Update
Throughout timeline	
<p><i>Ensure the implications of the climate emergency are taken into account in all Council strategic and policy documents, as well as in service planning and decision making processes</i></p>	<p>The Service Plan preparation process includes consideration of climate change, with committee report templates also incorporating a section on sustainability and climate change. Performance Boards, that monitor progress in Service Plan delivery, include consideration of sustainability and climate change.</p> <p>The COVID-19 Recovery Plan and Green Space Strategy are examples of recently developed strategy that have taken into account the climate emergency. The interim Economic Development Strategy also reflects on the alignment between the climate emergency and growth in the low carbon economy.</p> <p>For all new projects by the Property & Asset Management Service, as part of the tendering process marks are given for any sustainable solutions and improvements for the works required. Contractors are also encouraged to work sustainably.</p>
<p><i>Take opportunities to lobby the government to encourage action on the transition towards carbon neutrality</i></p>	<p>In responding to relevant consultations by the Government, climate change considerations have been highlighted (e.g. consultation response to the Planning White Paper). The Council has also supported the five priority recommendations by a coalition of organisations seeking to provide a blueprint to accelerate climate action and a green recovery¹.</p>
<p><i>Work closely with partners to share best practice and work</i></p>	<p>Council officers are part of the Hampshire Climate Change</p>

¹¹ See: <https://www.adeptnet.org.uk/news-events/climate-change-hub/show-your-support-five-immediate-priorities-green-recovery>

Action	Update
<i>jointly on initiatives</i>	<p>Officers Group which enables sharing of information with other authorities in the county. There are further specific working groups that allow the exchange of information between authorities. Such groups can also have a role in supporting project delivery, for example we are helping to raise awareness of a scheme being progressed by Hampshire County Council to support homeowners purchase solar panels at a competitive price through a group-buying scheme².</p> <p>Work undertaken and information shared by the Local Government Association (LGA) is also used. For example, the Council is signed up to the LGA's Green Economic Recovery Forum of local authorities.</p> <p>There are also wider opportunities for joint working and sharing best practice through a number of additional partnerships the Council is part of, this includes Romsey Future and Andover Vision, with some examples of initiatives set out separately.</p>
<i>Identify and learn from leading carbon neutral employers</i>	Officers have joined relevant webinars which provide an opportunity to learn from others, including through sharing information on projects and strategies.
<i>Facilitate behaviour change of staff and members to put reducing carbon emissions at the centre of our approach, reducing our carbon footprint both at work and in wider life.</i>	No updates directly on this action however some work related to other actions may have implications for this.
<i>Update the Procurement Strategy in the context of the Climate Emergency and build ethical, sustainable criteria into the procurement process</i>	Work has not yet commenced on this review. The update in the context of climate emergency is part of a wider review of the Procurement Strategy and the Council's Contract Standing Orders

² For more information on this scheme, see: www.solartogether.co.uk/test-valley

Action	Update
	(CSOs). Government guidance is currently being reviewed in light of leaving the European Union. The intention is to address any implications on the Procurement Strategy and CSOs at the same time. It is likely that this will be completed early in the next financial year.

Property & Energy

Action	Update
Throughout timeline	
Review and reduce energy loss associated with windows, including through draft proofing and, where relevant, assessing the feasibility of the installation of new double glazed windows or secondary glazing	A condition survey template has been prepared and is ready to roll out, however the review has yet to commence. The Covid-19 pandemic has impacted this programme.
Short term	
<i>Review and improve energy data collection and monitoring</i>	Officers are working with our electricity supplier to review the availability and access to data including through automatic meter readings for Council buildings and online energy monitoring. At present there is access to data for 5 meters, with the programme of installation of additional meters paused due to the Covid-19 pandemic.
<i>Carry out an audit of the office waste produced in Council owned and occupied buildings</i>	Details of the existing arrangements for management of specific waste streams at different sites has been collated as a first step in this process.
Review energy purchasing and procurement	Review has been completed. As at 1 October 2020, electricity is bought from a REGO ³ backed tariff. At this stage, the additional price of purchasing gas from 'green' sources is prohibitive.
Deliver measures to improve energy efficiency and reduce our energy consumption, including: <ul style="list-style-type: none"> Review lighting within and external to the Council's buildings Replace boilers at Beech Hurst 	<ul style="list-style-type: none"> In terms of lighting, the Chantry Centre car park lights are being upgraded to energy efficient LED units with movement sensors to reduce power consumption. The replacement of boilers at Beech Hurst has been

³ Renewable Energy Guarantees of Origin (more information at: <https://www.ofgem.gov.uk/environmental-programmes/rego/about-rego-scheme>)

Action	Update
<ul style="list-style-type: none"> Investigate heating controls and optimum start controls to the heating system at Beech Hurst Review and install pipework insulation Assess the feasibility of installing more energy efficient water heaters 	<p>completed.</p> <ul style="list-style-type: none"> Optimised heating controls have also been installed at Beech Hurst. High level pipework insulation is yet to proceed. The survey in relation to usage of point of use water heaters is yet to commence as there is little usage at present.
Undertake a general review of buildings and removal of redundant equipment	Work on this action is yet to commence. It will form part of condition surveys and be an ongoing activity.
<i>To consider an integrated waste collection contract across all sites that maximises the range of materials that can be separated and recycled</i>	Work on this action is yet to commence.
To develop an office based system that ‘dovetails’ with the range of materials that can be collected	Work on this action is yet to commence.
Establish a network of staff champions, looking at energy and recycling	This action has not yet progressed.
Medium term	
Review the estate energy strategy	Work on this action is yet to commence.
Assess the feasibility of the use of voltage optimisation in all buildings	Voltage optimisation is already installed at Beech Hurst. Initial investigations show no discernible energy reduction but full energy analysis is yet to be carried out.
Investigate opportunities to reduce the unnecessary use of disposable / single use materials	This is yet to be investigated. For information, Council agendas and papers are now supplied to Members without the single use plastic previously provided.
Assess the feasibility of the collection of rainwater from our buildings for reuse	Work on this action is yet to commence.
Assess the feasibility of installing living walls and green roofs	Work on this action is yet to commence.
Long term	
Review the need for and install new boilers or suitable alternatives, and assess the feasibility of heating control, anti-dry cycling and optimum start control to the heating system in our buildings	Work on this action is yet to commence. It will form part of condition survey activity.
Re-assess the feasibility of installing solar panels at Beech Hurst,	Work on this action is yet to commence.

Action	Update
Bourne House, the FMC and the Chantry Centre car park. Include a review of battery storage options	

Smarter working and use of technology

Action	Update
Short term	
<i>Install video conferencing facilities at Beech Hurst and other Council offices to facilitate meetings and appointments, where there is a business need</i>	Video conferencing facilities are available within Beech Hurst, with Conference Room 1 available and used for Council meetings. Further work is underway on this project to look at the options available and improvements needed.
<i>Investigate the digital casting of meetings</i>	This is linked to the item above and is being included as an option to take forward a hybrid meeting solution. Options and costings are currently being investigated.
<i>Seek to minimise travel except where there is a specific business or training need</i>	Increase in the use of virtual meetings as a result of the Covid-19 pandemic, which has resulted in a reduction in the vehicle travel by those participating remotely.
<i>Reduce the unnecessary use of paper including through: Reducing internal printing of documents and agenda papers Reducing internal forms and roll out payroll / HR self-service to all employees and members Challenging the Government around any statutory requirements for hard copy papers Analysing and reduce paper coming into the Council Enabling digital signing</i>	<p>In September 2019 printers were replaced in Council buildings, these came with improved reporting and management tools. In terms of total pages printed, monitoring indicated that in December 2019 we printed 147,895 pages, while in December 2020 we printed 77,236 pages. Monitoring will continue along with work to understand printing requirements of Services.</p> <p>E-billing through Revenues reduces the proportion of bills that use paper and require less resourcing requirements (reported to OSCOM in September 2020 that 17% of Council Tax and 32% of Business Rates bills are issued via E-billing).</p> <p>There has been an increase in printing for democratic meetings as</p>

Action	Update
	a result of the Covid-19 pandemic to enable tablets to be used for the video conference calls for the meeting so cannot also be used for accessing agenda and papers at the same time.
Review of future IT equipment and what is available in the market to enable the Council to equip people with the right tools and kit to enable flexible and sustainable working. Evaluate further roll out of mobile devices/tablets within the wider business.	This action will be taken forward as part of the wider modernisation agenda and included when considering the organisation's new ways of working.
Medium term	
Expedite the focus on channel shift, moving residents to digital communication channels, reducing printing and postage and increasing self-service.	Since the start of the Covid-19 pandemic we have seen an increase in the number of customer contacts via our online, self-serve method. Since March 2020, we have seen a 10-15% increase compared to the previous year.

Housing, Development & Infrastructure

Action	Update
Short term	
<i>Promote and raise awareness of grants available to residents to improve their homes, including in terms of energy performance</i>	Information is shared via the Council's website and Test Valley News publication. Some details have also been shared using the Council's social media platforms. It is intended that the stock condition database will be used to target contact on grant promotion to those identified as low energy efficiency properties, with low income and owner occupiers. This has been delayed due to the Covid-19 pandemic. In some cases we are able to direct those who contact the Council to others (such as the Environment Centre) who can assist with other grants.
Complete the review of the potential for renewable and low carbon energy sources in the Borough and use to inform the next Local Plan	A renewable and low carbon energy study was completed by consultants to help inform the next Local Plan. A Member briefing session on this work was held on 8 February 2021 and the study

Action	Update
	is now available on the Council's website ⁴ .
Continue to support Government's proposals to increase energy performance requirements for new development through national Building Regulations	Responded to government consultation on increasing energy performance standards through Building Regulations. The Government published its response to this on 19 January 2021 indicating an interim uplift in energy efficiency standards would be introduced, prior to the introduction of the Future Homes Standard in 2025. A further consultation is now underway related to this matter.
Medium term	
Target action on enhancing energy performance of existing private rented homes in the Borough	There are obligations on landlords to comply with minimum energy efficiency standards which the Council has a role in enforcing. A project focusing on rented properties is due to commence in the next financial year. Where relevant, information and advice can be shared via the Private Landlords Forum – meetings are currently on hold due to the Covid-19 pandemic but information has been sent out via the email mailing list.
In relation to historic buildings, share available advice on how to reduce energy consumption whilst conserving the heritage assets	Advice would be largely dependent on the specific building under consideration. Wording has been updated on the energy efficiency webpages to highlight alterations to listed buildings may require consent and that pre-application advice can be sought for such works. A link to Historic England guidance documents on energy efficiency and historic buildings has been added to the Council's webpage on listed buildings.
<i>Through the preparation of the next Local Plan, ensure policies are written to facilitate the move towards carbon neutrality, in the context of national legislation and policy</i>	Consultation on the Refined Issues and Options stage of local plan in the summer of 2020 highlighted this matter and some of the policy options available.
Raise awareness of best practice examples within the Borough to share insight	Work on this action has not yet started.
Long term	
Develop promotion scheme to provide advice to owners on energy efficiency improvements and trusted installers	Work on this action has not yet started. Processes for the Government's Green Home Grant Local Authority Delivery

⁴ Available from: <https://testvalley.gov.uk/planning-and-building/planningpolicy/evidence-base/evidence-base-environment>

Action	Update
	scheme may assist with this and the Council is exploring with local partner organisations how we may be able to deliver this.

Transport, Travel and Plant

Action	Update
Throughout the timeline	
<i>For refuse vehicles, before 2025 undertake an assessment and trial of the practicalities of introducing electric or alternative fuel vehicles. This assessment would ensure that such vehicles would meet the service needs. From 2025 there will be a phased programme of replacing current fleet with electric or alternative fuel vehicles with the intention that this will be completed by 2035.</i>	In relation to the Council's fleet, electric vans have been ordered to replace existing diesel versions where possible, and this will bring the total number of full electric vehicles to 11 by May 2021. At present, 9 of our 19 small vans are electric (i.e. about 47% of the small vans).
Short term	
In conjunction with relevant partners, continue to support the delivery of infrastructure to support the use of sustainable modes of travel. This will include the preparation of a Walking and Cycling Strategy and promoting the availability of sustainable modes of travel.	<p>There has been involvement in a range of projects relating to sustainable travel, including supporting Hampshire County Council, community groups and other partners.</p> <p>Officers have been working with colleagues at Hampshire County Council on the production of Local Cycling and Walking Infrastructure Plans (LCWIP) for Andover and the south of Test Valley (area around Romsey and links to Southampton). Work has continued with Hampshire County Council to implement highway improvements in the Borough that have been secured through legal agreements linked to planning permissions. This has a focus on sustainable transport.</p> <p>Officers have been continuing to work with the Romsey Future Cycling and Walking work stream looking at the implementation of cycling and walking routes in Romsey. The Council has supported</p>

Action	Update
	a Community Infrastructure Levy (CIL) bid that seeks to deliver improvements to a cycling / walking route to make it more accessible.
<i>In conjunction with relevant partners, continue to support the delivery of infrastructure to support the use of Electric Vehicles including the installation of EV charging points at public car parks and council offices.</i>	During 2019/20, 18 22kW fast chargers were installed in the Council's public car parks, comprising 6 in Romsey and 12 in Andover ⁵ . The charge points were part funded by a grant from the Office of Low Emission Vehicles, on the basis of providing public charge points in locations where residents do not have off street parking on which to provide their own charge points, which is a potential barrier to electric car ownership. The Council's car parks are well located for this purpose in town centre locations where the properties often do not have off street parking.
Consider viability of electrically operated bin lifts for refuse collection vehicles by the end of 2020	3 refuse collection vehicles with electrically operated bin lifts were delivered in January 2021. These are in operation.
Medium term	
<i>To investigate the infrastructure required for a fleet that may become increasingly reliant on electricity as its source of power by the end of 2022</i>	Work commenced in early 2020, with a preliminary survey having been carried out to consider feasibility. There have been some delays due to the Covid-19 pandemic but work is ongoing.
To transition to electrically operated hand plant by the end of 2023	Some trials / demonstrations have been undertaken to identify particular makes that meet necessary criteria for the hand plant we use. In light of these trials for certain hand plant, including long pole hedge trimmers, loop handle strimmers, and hand held blowers, we are moving from petrol to electric products when replacing end of life machines.
To ensure that end of life vehicles and plant are disposed of in an environmentally friendly way	Vehicles and plant are part exchanged where possible. When it is required to send equipment to auction, they are sent to the nearest municipal specialist. Items are generally collected in multiples on a low loader to reduce individual vehicle journeys.

⁵ An interactive map showing the location of electric vehicle charge points, including those in the Council's car parks, is available at: <https://www.zap-map.com/live/>

Supporting Communities and Businesses

Action	Update
Short term	
Identify and support climate change initiatives that emerge through communities undertaking local action planning, for example through Andover Vision and Romsey Future, or through rural action planning in the Parishes.	There are actions proposed through the Green Space Strategy that support this action, including exploring opportunities for a tree planting grant, as well as wilder Andover / Romsey projects. The Council is also working alongside partners to contribute to the Andover Climate Day of Action referred to below.
Contribute to the Andover Vision-led Day of Action including high profile involvement on the day.	The Climate Day of Action was originally scheduled to take place in April 2020. This was postponed because of the Covid-19 pandemic. This event is now scheduled for June 2021, subject to review nearer the time of the Covid-19 restrictions. The Council is continuing to work alongside partners through the Andover Vision to help contribute this event.
Work with partners to deliver a business event to offer best practice, networking and promote access to Hampshire and Isle of Wight Sustainable Business Partnership support for businesses.	Completed through a virtual event.
Specialist learning event for Parish and Town Councils and community organisations who have well developed local climate activities (what worked and what didn't, how could we share to all)	A survey was sent out to parish councils in January 2021 to request information on climate change and sustainability activities that are underway. The feedback from this survey will help us to formulate this event.
Business event at University of Southampton Science Park to highlight innovative carbon reduction techniques in business and industry	This has not been progressed to date due to the Covid-19 pandemic.
All Parish / Town Council event, following on from learning event, to celebrate and share best practice, inspiring other Councils and groups to follow suit. Also highlighting resources available (officer support and grants).	This event will follow on from the specialist learning event for Parish and Town Councils. Through the Test Valley Association of Parish and Town Councils (TVAPTC), there has already been some discussion and sharing of information regarding projects being undertaken between Parish and Town Councils (for example at the TVAPTC/TVBC Annual Conference in 2020).
Recycling Behaviour Change Project – working in two specific areas to explore best ways to improve recycling behaviour	Background research was undertaken including an online survey and workshops. The project was scheduled to take place between March and July 2020 but was postponed because of the Covid-19 pandemic. We are now working with Solent University to develop

Action	Update
	the project. A number of work packages have been identified which will be used to apply for appropriate funding calls when they become available, hopefully in summer 2021.

Natural Environment

Action	Update
Throughout the timeline	
Continue to explore opportunities for land acquisition for small scale woodland creation.	There is an action proposed in the Green Space Strategy that supports this. Opportunities for land acquisition, including in relation to potential for tree planting, continue to be explored.
Short term	
Work with Hampshire County Council to review the management of roadside verges which will positively contribute to carbon capture and/or reduce cutting frequency, operational carbon emissions and increase wildlife value. A network of connected verges will be prioritised	The Covid-19 pandemic has slowed progresses on this project. Officers have identified plans to discuss with Hampshire County Council in the context of this action. This could involve reduced mowing frequency in such locations and looking at reseeding to help establish biologically rich roadside verges. Subject to agreement, the proposals could start being implemented in spring 2021.
Through management of green spaces, continue to develop ways to reduce operational carbon emissions across our green spaces whilst improving value of wildlife. A network of linked wild meadow / pollinator corridors will be prioritised.	Areas where there will be a change in the mowing regime have been identified by officers. This will be implemented from spring 2021.
<i>Develop a Tree Management Strategy which will detail overarching management principles and replacement planting across Council property</i>	This is scheduled to be prepared in 2021.
<i>Develop a Tree Planting Strategy to provide a basis for planting in appropriate places across the borough</i>	This is scheduled to be prepared in 2021.
Medium term	
Work with partners to secure appropriate large scale opportunities for wilding and nutrient mitigation which will contribute to carbon sequestration	Work on this action is ongoing, with no such opportunities having yet been secured.
Long term	

Action	Update
Explore the inclusion of policies for woodland creation to increase urban canopy cover within the next Local Plan	Consultation on the refined Issues and Options stage of next Local Plan in the summer of 2020 highlighted this option. This will be further explored as the preparation of the next Local Plan progresses.

Other Updates

- Microsoft Teams has been rolled out to be available for all staff and Members to facilitate video conferencing.
- The Council is one of several Hampshire local authorities to sign up to the Low Carbon across the South East (LOCASE)⁶ business energy reduction programme. This scheme seeks to help provide grant funding for small and medium enterprises looking at 'green' projects, which may include retrofitting buildings (e.g. LED lighting to renewable energy).
- The Council is also working with another energy reduction scheme called Greentech South⁷. This includes opportunities to access energy efficiency grants & research and innovation support and grants for low carbon projects (all up to 36% of costs), as well as free energy efficiency audits for businesses. Support has been provided to a number of businesses across the Borough through this scheme already, with over £100,000 of grant support awarded.
- Business Improvement Grants have been offered to two tech start-ups at the University of Southampton Science Park concerned with energy reduction technology and grant funding is also being provided to the Catalyst Centre at the Science Park.

⁶ More detail available at <https://locase.co.uk>

⁷ More information at <https://greentechsouth.com/emphasis3>