

## Annex 1: Climate Emergency Action Plan – Action Monitoring

## Corporate Action

Action	Update
Throughout timeline	
<p>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</p>	<p>This action is progressing. As part of developing the evidence base for the emerging corporate plan, the council undertook extensive public engagement to understand the priorities of local residents. This included a survey which featured a specific question around environmental sustainability, as well as deliberative engagement workshops which residents were able to delve deeper into the issues.</p> <p>This process highlighted a wide range of priorities linking to the Climate Emergency Action Plan (CEAP), though, key principles which emerged included protecting and conserving nature &amp; green space and being considerate of the environment &amp; sustainability. At the time of writing, the corporate plan is due to be presented to the Council in April for consideration.</p> <p>Additionally, a range of committee reports have highlighted sustainability and climate change considerations where relevant, including on the Asset Management Plan and the Rural England Prosperity Fund.</p>
<p>Take opportunities to lobby the government to encourage action on the transition towards carbon neutrality</p>	<p>This action is ongoing. In responding to relevant consultations by the government, the council has highlighted the importance of climate change considerations to help achieve government targets. The council responded to the government's Review of Net Zero: Call for Evidence in October 2022 and more recently a consultation on the government's proposed approach to updating to the National Planning Policy Framework.</p>
<p>Work closely with partners to share best practice and work jointly on initiatives</p>	<p>Council officers are part of the Hampshire Climate Change Officers Group which meets quarterly to sharing best practise and partnership working on county wide initiatives. The <a href="#">Solar Together Hampshire Scheme</a> is an example of a project promoted through this partnership.</p>

Action	Update
	<p>Officers regularly attend webinars with partnership and governmental organisations to ensure they are up to date with government policy, funding opportunities and initiatives.</p> <p>The council has developed strong partnerships to enable exploring opportunities for joint working and sharing best practice through Romsey Future, Andover Vision and Test Valley Partnership.</p>
Identify and learn from leading carbon neutral employers	This action is ongoing as part of the council's continued investment in staff training and professional development, with officers able to attend various webinars to learn from others. This enables the sharing of information and lessons learnt on various carbon saving projects and decarbonisation strategies.
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.	<p>This action is progressing.</p> <p>The staff sustainability intranet page is regularly updated. News items are shared via staff &amp; member bulletins as appropriate.</p> <p>The council's management team and the Portfolio Holder for Climate Emergency &amp; Countryside undertook Carbon Literacy training and were certified as Carbon Literate in 2022. A pilot group of officers underwent Carbon Literacy training and have been certified as carbon literate. Based on feedback from the pilot session we are reviewing the council's approach to training and behaviour change with staff.</p>
Update the Procurement Strategy in the context of the Climate Emergency and build ethical, sustainable criteria into the procurement process	<p>This action is progressing with the review of the Procurement Strategy underway – input from external consultants and officers has been provided. This feedback has allowed us to review the strategy as it stands with a view to including the consideration of environmental and sustainability impacts in the procurement process, where relevant.</p> <p>A number of services already include green and social credentials in their tendering and the strategy will seek to encourage this practice going forwards.</p>

**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	<p>This action is progressing. Condition surveys of the council's buildings are carried out as part of the council's asset management plan. These will help to identify any thermal and energy efficiency works required to ensure that buildings meet required standards. A thermal imaging camera is being purchased to be used as part of the condition surveys.</p> <p>The windows at the Former Magistrates Court, Romsey have been upgraded to double glazing - the windows installed are of a higher thermal performance than required through Building Regulations.</p>
Short term	
Review and improve energy data collection and monitoring	No further automated meters reading (AMR) devices have been installed since March 2022. This is being reviewed, and the roll out of automatic meters will continue across council owned sites, as this assists with energy monitoring, identifying energy saving opportunities and data collection for determining our annual greenhouse gas emissions.
Carry out an audit of the office waste produced in Council owned and occupied buildings	<p>Details of the existing arrangements for management of specific waste streams has previously been collated as a first step in this process. Due to resources and capacity, the audit has not commenced.</p> <p>There has been an increase in confidential paper waste within Beech Hurst, this has been produced as a result of the ongoing review of office accommodation and agile working. There is now a mixed recycling bin at Crosfield Hall, Romsey.</p>
Review energy purchasing and procurement	Action complete. As of 1 October 2020, electricity for all Council sites (where we pay the bills) is bought from a REGO backed tariff. This remains the case.
Deliver measures to improve energy efficiency and reduce our energy consumption, including:	Items relating to the boilers and heating systems at Beech Hurst are complete.

Action	Update
<ul style="list-style-type: none"> <li>• Review lighting within and external to the Council's buildings</li> <li>• Replace boilers at Beech Hurst</li> <li>• Investigate heating controls and optimum start controls to the heating system at Beech Hurst</li> <li>• Review and install pipework insulation</li> <li>• Assess the feasibility of installing more energy efficient water heaters</li> </ul>	<p>10 energy audits of some of the council's highest energy consuming assets have been undertaken. This has helped to identify potential projects to reduce energy consumption and decarbonise these assets. Recommendations include projects that will improve the thermal and energy efficiency of the buildings, as well as retrofitting low carbon technologies.</p> <p>The council keep all assets and their energy performance certificates under review as part of its asset management plan – this links to the condition surveys referred to above.</p> <p>The council has an obligation as a landlord to ensure that leased assets meet the government's minimum energy efficiency standards. Projects will be prioritised to ensure these requirements are met.</p> <p>The council successfully submitted a funding bid to the Public Sector Decarbonisation Scheme Phase 3b to enable heat decarbonisation and energy efficiency measures at Bourne House Depot, Romsey. This is being implemented.</p>
Undertake a general review of buildings and removal of redundant equipment.	Work on this action will form part of condition surveys and be an ongoing activity.
To consider an integrated waste collection contract across all sites that maximises the range of materials that can be separated and recycled	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	Work on this action has yet to commence. Key staff have undergone Carbon Literacy training and have been certified as carbon literate.

Action	Update
Medium term	
Review the estate energy strategy	<p>Work on this action is ongoing. As part the council's asset management plan, works have been identified and are planned to improve the EPC (Energy Performance Certificate) ratings of our buildings, which includes upgrades to various thermal elements. Buildings currently rated as E or below are being prioritised in the context of the Minimum Energy Efficiency Standard legal requirements for certain commercial buildings.</p> <p>Officers have access to an online energy management system to monitor energy use in 6 council owned properties that have been installed with automated meter reading (AMR) devices, with the relevant officers being trained to help identify energy saving opportunities.</p> <p>As noted above, the plan is to continue to roll out of AMR devices across council owned sites, as this assists with energy monitoring, identifying energy saving opportunities and data collection for determining our annual greenhouse gas emissions.</p>
Assess the feasibility of the use of voltage optimisation in all buildings	Beech Hurst offices has voltage optimisation installed. Based on a review of assets it unlikely to be suitable for the majority of the council's buildings. The focus is to prioritise energy efficiency projects which will have a greater energy and carbon saving impact. Therefore, it is not intended to pursue this further at this time.
Investigate opportunities to reduce the unnecessary use of disposable / single use materials	This is yet to be fully investigated. For information, Council agendas and papers are now supplied to Councillors without the single use plastic covers previously provided. The staff canteen at Beech Hurst uses biodegradable food packaging and cutlery.
Assess the feasibility of the collection of rainwater from our buildings for reuse	Due to prioritising energy efficiency projects across our assets this will not be progressed at this time.
Assess the feasibility of installing living walls and green roofs	The current focus is to deliver energy efficiency projects to reduce our greenhouse gas emissions and become carbon neutral as soon as possible. This proposal has been considered and it is not feasible at this time.

Action	Update
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 ongoing. Ten energy audits of some of the council's highest energy consuming buildings have been undertaken. This has helped to identify potential projects that could reduce energy consumption for heating these buildings. Projects have also been recommended to decarbonise the heat source for these buildings in the longer term. As noted above, one scheme is progressing to replace the heating system at Bourne House in Romsey. More work needs to be undertaken to review the viability of these proposals and put forward a business case for these sites at the appropriate time.
Re-assess the feasibility of installing solar panels at Beech Hurst, Bourne House, the FMC and the Chantry Centre car park. Include a review of battery storage options	The above mentioned energy audits include the sites listed in this action. This has helped to consider the potential for solar photovoltaic (PV) projects. More work needs to be undertaken to review the detailed feasibility and viability of these proposals. It is intended to proceed with a project to install solar PV panels at Bourne House as part of the Public Sector Decarbonisation Scheme phase 3b.

### Smarter working and use of technology

Action	Update
Short term	
Install video conferencing facilities at Beech Hurst and other Council offices to facilitate meetings and appointments, where there is a business need	This action is complete, it was implemented as a result of the coronavirus pandemic and enabling new ways of working. Video conferencing facilities are available at Beech Hurst. For smaller meetings, Microsoft Teams can be used, with Bluetooth speakers available for hybrid meetings.
Investigate the digital casting of meetings	This action is progressing. Following the motion that was resolved at Council on 7 September 2022, officers have been working with a cross-party group of Members to develop a set of principles and requirements for a broadcasting system for democratic meetings across council sites. Further information is being sought from the market to understand systems available and how they can meet our requirements.

<b>Action</b>	<b>Update</b>
Seek to minimise travel except where there is a specific business or training need	<p>This action is progressing as part of its modernisation agenda, the council is looking at smarter and more agile working, including the use of technology. The climate emergency has been identified as a strategic influence for this.</p> <p>Availability of Microsoft Teams enables more virtual meetings which will have a role in reducing business travel. Some staff training is being delivered virtually. Most Member training is now undertaken virtually, as well as a number of internal group and panel meetings.</p>
<p>Reduce the unnecessary use of paper including through:</p> <ul style="list-style-type: none"> <li>Reducing internal printing of documents and agenda papers</li> <li>Reducing internal forms and roll out payroll / HR self-service to all employees and members</li> <li>Challenging the Government around any statutory requirements for hard copy papers</li> <li>Analysing and reduce paper coming into the Council</li> <li>Enabling digital signing</li> </ul>	<p>We continue to monitor printing volumes. For 2022, the average remained around 105,000 pages per month. We are currently drilling down into reports to be able to provide actionable intelligence for services to challenge their own working practices.</p>
<p>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.</p> <p>Evaluate further roll out of mobile devices / tablets within the wider business.</p>	<p>The review has been undertaken and we have now adopted technologies and equipment which enable smarter and agile working from various locations, such as laptops. We are currently reviewing IT equipment within council buildings to ensure it is compatible with the laptops (i.e., docking stations, shared desk arrangements etc).</p>

Action	Update
Medium term	
<p>Expedite the focus on channel shift, moving residents to digital communication channels, reducing printing and postage and increasing self-service.</p>	<p>This action is progressing. We have been engaging with staff, members and third parties to educate ourselves on the trends and opportunities around digital channels and self-serve facilities. There will be a renewed focus on improving our website over the coming months whilst we seek to understand the needs of our residents and the technologies now available when considering online forms and digital platforms.</p> <p>As of 3 April 2023, 25.9% of Council Tax and 41.7% of Non-Domestic Rates bills were issued via e-billing. Opportunities continue to be taken to promote the uptake of e-billing when talking to customers and through mail outs.</p> <p>The level of customer self-service remains about the same as previously reported (at about 50%), which is higher than the pre-pandemic level (around 35%).</p> <p>GovDelivery (council's e-newsletter system) is proving to be a real success and is steadily growing with around 13,350 subscribers across two topics. The majority of subscriptions comes from our website overlay, where we have seen more than 450 additional subscribers in the last 4 months.</p>

### Housing, Development & Infrastructure

Action	Update
Short term	
<p>Promote and raise awareness of grants available to residents to improve their homes, including in terms of energy performance</p>	<p>This action is ongoing. The Sustainable Warmth (LAD3 and HUG1) scheme has closed for new applications and the original deadline for measures to be installed was 31 March 2023. There was a targeted mail out to households believed to be in poorer performing properties in areas of lower income (based on Index of Multiple Deprivation levels), as well as publicity on refuse vehicles, within Test Valley News, the Council's e-newsletter and social media.</p>



Action	Update
Complete the review of the potential for renewable and low carbon energy sources in the Borough and use to inform the next Local Plan	This action was completed through a renewable and low carbon energy study in to inform the Local Plan in December 2020. A Member briefing session on this work was held on 8 February 2021 and the study is available on the Council's <a href="#">website</a> . This study was referred to as a case study in a Royal Town Planning Institute and Town and Country Planning Association guide for local authorities on planning for climate change (2021).
Continue to support Government's proposals to increase energy performance requirements for new development through national Building Regulations	An uplift in Building Regulations to make sure homes emit less carbon, protect against over-heating and improve ventilation was introduced in June 2022 with transitional provisions ending in June 2023 ahead of the implementation of the Future Homes and Future Buildings Standards in 2025. Guidance is provided to the building industry on an ongoing basis regarding changes to Building Regulations.
Medium term	
Target action on enhancing energy performance of existing private rented homes in the Borough	All incoming tenant complaints are checked against Energy Performance Certificate (EPC) register. Reactive work is currently at a seasonal high, so the level of proactive work is low.
In relation to historic buildings, share available advice on how to reduce energy consumption whilst conserving the heritage assets	<p>This action is ongoing. There remains continual liaison between the Conservation team and Building Control team, with technical solutions discussed to ensure, where possible, appropriate upgrading is incorporated to improve energy efficiency in historic buildings.</p> <p>As previous, advice is site-specific and dependent on a number of factors, taking account of whether works would affect the asset's special interest and weighing the public benefits against any potential harm to that significance. It is important to look for a holistic approach to the building and seek alternative solutions. Pre-application enquiries are encouraged. There is also a suite of guidance on the Historic England website which is continually expanded and updated – a link to this is provided on the Council's website.</p>

Action	Update
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	This action is progressing. The Local Plan, Regulation 18 Stage 1 consultation document included a strategic policy on Countering Climate Change setting out at a high level the measures development will need to take to deliver net zero carbon development. Climate change runs throughout the Local Plan as it is identified as a strategic priority through the objectives which will feed through to the strategic policies. More detailed policies will be developed at the next stage of the Local Plan (Regulation 18 Stage 2), which is scheduled for consultation in Q3 of 2023.
Raise awareness of best practice examples within the Borough to share insight	This action has yet to commence. Through the council's community grant schemes we are beginning to put together case studies to showcase examples of green projects and highlight some of the wider benefits.
<b>Long term</b>	
Develop promotion scheme to provide advice to owners on energy efficiency improvements and trusted installers	The council have been inputting to a Hampshire wide scheme that is being proposed to link people with advice specific to their property and through to trusted installers.

### Transport, Travel and Plant

Action	Update
<b>Throughout the timeline</b>	
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.	<p>Action progressing, we are continuing to analyse whole life costs of electric and diesel options and replace small vans with electric as part of the procurement process.</p> <p>Subject to approval of the budget, it is intended to switch to an alternative fuel HVO (hydrotreated vegetable oil) with effect from April 2023. Using HVO will have significant benefits in terms of reducing carbon emissions across the fleet and is regarded as a 'stepping stone' towards alternative technologies as they are developed and mature.</p>

Action	Update
<b>Short term</b>	
<p>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>	<p>This action is progressing. The Southern Test Valley Local Cycling and Walking Infrastructure Plan (LCWIP) has been adopted by Hampshire County Council and work has commenced on the preparation of the Northern Test Valley LCWIP. This sets out potential improvements / implementation of new pedestrian and cycle links.</p> <p>Romsey Future has submitted a successful Community Infrastructure Levy (CIL) bid to enable greater accessibility for walking and cycling in the Woodley area.</p> <p>Work is continuing with partners to scope out the feasibility and identify future sustainable transport schemes in the borough.</p>
<p>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.</p>	<p>We are continuing working with our supplier (JoJu) who have reviewed market data to assess medium and high priority sites for the installation of electric vehicle (EV) charging points in the borough.</p> <p>The Property and Asset Management (P&amp;AM) Service continue to share best practice with other local authorities in the Electric Vehicle Charge Points District Council Liaison group.</p>
<p>Consider viability of electrically operated bin lifts for refuse collection vehicles by the end of 2020</p>	<p>This action is complete. 3 electrically operated bin lifts for refuse collection vehicles were installed in January 2021 and are in operation.</p>
<b>Medium term</b>	
<p>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</p>	<p>At this current time, electrically powered refuse collection vehicles are not an option due to the significant cost of purchase and some operational limitations, especially for a rural borough. Therefore, further work on investigating infrastructure is on hold.</p>
<p>To transition to electrically operated hand plant by the end of 2023</p>	<p>Charging cabinets for large quantities of batteries to power hand plant equipment are now installed at both depots. This ensures that operationally the batteries are ready for use as and when required.</p>

Action	Update
	At present, this action is complete as far as currently feasible to do so. Officers are continuing to monitor market availability of batteries. More options available for suitable manufacturers now being considered and purchased following appropriate procedures.
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. Processes are kept under review in case additional opportunities arise.

### 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.	<p>This action is progressing. Wilder Romsey have actively engaged with the local community, giving trees to local residents and community groups and have organised multiple volunteer days.</p> <p>Officers attended and supported Romsey Green Energy Day in May 2022.</p> <p>Officer attended launch meeting for a community energy organisation in the Borough in September. This group has also received some funding through the Community Councillor Grant.</p> <p>Andover Vision and partners led and delivered a week of Climate Action activities in Andover.</p> <p>The guidance for council community grants has been reviewed to better encourage applications from community groups, schools and parish councils for projects which address climate change and / or improve the environment.</p>

Action	Update
Contribute to the Andover Vision-led Day of Action including high profile involvement on the day.	This action is completed. Following the first event in 2021, Andover Vision and partners led and delivered a week of Climate Action in Andover as part of the national big Green Week from 24 September to 1 October 2022. Residents were encouraged to pledge actions that could help towards reducing their carbon footprint, protect our environment and help tackle climate change.
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)	This action is completed. The council has organised and delivered a number of specialist learning events for parish and town council (also see action below). We will continue to engage with parish and town councils to share learning and best practise about carbon saving and climate change initiatives.
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 action is completed. Following on from events in the last two years, the Test Valley Association of Parish & Town Councils conference on 1 October 2022 included a workshop session on energy. This focused sharing information on actions that can be taken (by community groups and individuals), information sources and some of the available funding opportunities. We will continue to look for ongoing opportunities to promote innovative practise to parish and town councils.
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.	This action was completed through a virtual event with the Sustainable Business Partnership in April 2020.
Business event at University of Southampton Science Park to highlight innovative carbon reduction techniques in business and industry	The council has run a number of events with businesses over the last few years, but these were not undertaken at the University of Southampton Science Park. We have had approval from UK Shared Prosperity Fund which includes a rural net zero business support programme. This includes business advice and grants.
Recycling Behaviour Change Project – working in two specific areas to explore best ways to improve recycling behaviour	Work on this project is being reviewed and will be key in helping with the implementation of the forthcoming changes in kerbside collection.

## Natural Environment

Action	Update
Throughout the timeline	
Continue to explore opportunities for land acquisition for small scale woodland creation.	<p>This action is progressing. Approximately 6,000 trees were planted in the 2022/23 season, this included replacement planting<sup>1</sup> of 2,460 trees and just over 3,550 new trees. For the 2021/22 season there was approximately a 70% success rate. Cumulatively, over the two years we have planted over 22,800 trees.</p> <p>This year there has been an increase in community participation in the council's planting schemes. 1,500 trees were planted by 1,500 school children at Bury Hill with the project undertaken and led by Andover Trees United. Community Orchards have been planted in Woodley and across 6 sites in Valley Park.</p>
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 council's pilot and management of roadside verge sites in partnership with Hampshire County Council is set to continue. No issues have been raised. Going forwards the council will look to increase this pilot to include additional areas where it is safe to do so.
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.	The urban meadows initiative has been run for a second year, with a larger area covered through this scheme than in the first year. This has incorporated some Hampshire County Council highway verges (noted above) and land at Bury Hill. A total of over 15 hectares has been managed, focusing on locations in Andover, Romsey and Valley Park. A further review is being undertaken, taking into account amenity and biodiversity impacts, to inform roll out in future years.

<sup>1</sup> This was replacement planting of those planted in 2021/22, following the particularly dry summer. There were 19,325 trees planted in the 2021/22 season.

<b>Action</b>	<b>Update</b>
Develop a Tree Management Strategy which will detail overarching management principles and replacement planting across Council property	The development of the strategy has been delayed with arboriculture capacity focussed currently on the management of ash dieback, tree survey and tree planting. A revised date for the draft document is November 2023.
Develop a Tree Planting Strategy to provide a basis for planting in appropriate places across the borough	The strategy has been delayed with arboriculture capacity focussed on managing ash dieback, tree surveys and tree planting. A revised date for the draft document is November 2023. As noted above, over 6,000 trees were planted in the 2022/23 season, including 2,460 replacement trees. Over the last two seasons, over 22,800 trees have been planted.
<b>Medium term</b>	
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.
<b>Long term</b>	
Explore the inclusion of policies for woodland creation to increase urban canopy cover within the next Local Plan	The climate emergency section in the Local Plan, Regulation 18 Stage 1 identifies the potential for more detailed policies around tree retention and tree canopy cover. This will be explored at the next stage of the Local Plan (Regulation 18 Stage 2). As noted above, this scheduled for consultation in Q3 of 2023.