

## Annex 1: Action by action update on CEAP (2020)

## Corporate Action

Action	Progress Update – Summer 2023	Position
<i>Throughout timeline</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	The Council's latest corporate plan now includes a reference to the Climate Emergency Action Plan under the environment priority.	Ongoing
Take opportunities to lobby the government to encourage action on the transition towards carbon neutrality	This action remains live.	Ongoing
Work closely with partners to share best practice and work jointly on initiatives	A further round of Solar Together Hampshire has been launched, which the Council has a role in promoting to residents.	Ongoing
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.	Ongoing
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.	This action is progressing. The staff sustainability intranet page is regularly updated. News items are shared via staff & member bulletins as appropriate.	Ongoing
Update the Procurement Strategy in the context of the Climate Emergency and build ethical,	There have been discussions on the approach to sustainable procurement within the forthcoming Procurement Strategy, with the intention to include the recommendation to consider green credentials. A decision has been	Commenced – currently on hold

Action	Progress Update – Summer 2023	Position
sustainable criteria into the procurement process	taken to wait for forthcoming changes on procurement process (due next year) to further consider the strategy. Some tendering proposals already include some green credentials taking account of the existing Procurement Strategy.	

### Property & Energy

Action	Update	Position
<i>Throughout timeline</i>		
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	Approximately 20-25 properties are being selected for condition surveys to be carried out this financial year. While they do not specifically focus on energy and thermal efficiency, such projects may be identified through this process.	Ongoing
<i>Short term</i>		
Review and improve energy data collection and monitoring	Energy monitors have been purchased for the main distribution board at Beech Hurst to enable further investigation of the electricity consumption to inform option identification for means of reducing usage. Sensors are being installed.	Ongoing
Carry out an audit of the office waste produced in Council owned and occupied buildings	Details of the existing arrangements for management of specific waste streams has previously been collated as a first step in this process and are being reviewed.	Ongoing
Review energy purchasing and procurement	This was completed in 2020. At present, electricity for all Council sites (where we pay the bills) is bought from a REGO backed tariff.	Complete
Deliver measures to improve energy efficiency and reduce our energy consumption, including: <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> </ul>	As previously reported, items relating to the boilers and heating systems at Beech Hurst are complete.  As of September this year, fluorescent lamps are being phased out so it will not be possible to purchase replacement lamps. Therefore, we have started replacing fittings with LED equivalents as they fail across our property stock.	Part complete/ part ongoing

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<ul style="list-style-type: none"> <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>		
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.	Not commenced
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.	Not commenced
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.	Not commenced
Establish a network of staff champions, looking at energy and recycling	An internal officer group has been established whose roles relate to delivery of Council services and work practices.	Not commenced
<i>Medium term</i>		
Review the estate energy strategy	Currently all vacant buildings are above EPC level E, in the context of the Minimum Energy Efficiency Standard legal requirements for certain commercial buildings.	Ongoing
Assess the feasibility of the use of voltage optimisation in all buildings	In line with the previously reported position, it is not intended to pursue this action at this time.	Not commenced
Investigate opportunities to reduce the unnecessary use of disposable / single use materials	Measures have been introduced such as the use of biodegradable food packaging and cutlery in the staff canteen at Beech Hurst. Further opportunities will continue to be investigated.	Not commenced

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Assess the feasibility of the collection of rainwater from our buildings for reuse	In line with the previously reported position, it is not intended to pursue this action at this time.	Not commenced
Assess the feasibility of installing living walls and green roofs	In line with the previously reported position, it is not intended to pursue this action at this time.	Not commenced
<i>Long term</i>		
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	No change in position on this matter.	Ongoing
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 delivery of the Public Sector Decarbonisation Scheme for Bourne House is underway. Further considering options at the Romsey FMC alongside roof replacement.	Progressing

### Smarter working and use of technology

Action	Update	Position
<i>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	In addition to the Bluetooth speakers and existing video conferencing facilities at Beech Hurst, a full Microsoft Teams solution is being installed in a meeting room in Beech Hurst as a proof of concept. If successful, consideration will be given to other locations where there is a business need.	Complete
Investigate the digital casting of meetings	Detailed investigation is underway with suppliers who will be undertaking site visits to fully understand the requirements and limitations of each location. Once specifications and costings have been provided by the	Progressing

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	suppliers, a detailed options appraisal can be undertaken and presented to Councillors for consideration of next steps.	
Seek to minimise travel except where there is a specific business or training need	Agile working and the use of Microsoft Teams is embedded in our day-to-day work. Hybrid meeting facilities are available in various locations including Ganger Farm and Beech Hurst. As noted above, full Microsoft Teams certified hybrid-meeting equipment has been installed as a pilot.	Ongoing
Reduce the unnecessary use of paper including through: <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>	Average printing volumes over the past 12 months rose slightly to 110,000 pages per month. Analysis of this shows a reasonable proportion of this is due to our statutory service such as planning and legal action.	Ongoing
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.	The review has been undertaken and we have now adopted technologies and equipment that 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). This will be completed in 2023.	Ongoing
<i>Medium term</i>		
Expedite the focus on channel shift, moving residents to digital	We have been continuing to engage with staff, Councillors and third parties to educate ourselves on the trends and opportunities around digital	Ongoing

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communication channels, reducing printing and postage and increasing self-service.	<p>channels and self-serve facilities. There will be a renewed focus on improving our website during 2023 and we will be commissioning a review and procurement exercise for our online digital services (currently My Council Services) in early 2024.</p> <p>New self-service processes have been launched covering some licensing functions. Existing processes have been reviewed and improvements made based on customer and staff feedback. A new style customer portal, based on the government digital service design principles, is currently being tested and will be launched in the coming months.</p> <p>We are creating a plan to set ambitious new targets for GovDelivery (the Council's e-newsletter). 'Green Test Valley' has been launched, which includes updates on climate emergency matters. Test Valley News is being reviewed with a view to making recommendations on this printed product.</p> <p>The Council continues to actively promoting e-billing for Council tax and Non-Domestic Rates. This is done in the following ways:</p> <ul style="list-style-type: none"> <li>• E-billing is advertised on the front of all our ad hoc and annual paper bills – so every household is prompted to sign up at least once a year. In addition to this, discount and exemption reviews are undertaken once a year, and offer e-billing on this.</li> <li>• We also encourage e-billing whenever we implement any national government schemes.</li> </ul> <p>As of 3 July 2023, 26.5% of Council Tax and 42.6% of Non-Domestic Rates bills were issued via e-billing.</p>	

### Housing, Development & Infrastructure

Action	Update	Position
<i>Short term</i>		

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Action	Update	Position
Promote and raise awareness of grants available to residents to improve their homes, including in terms of energy performance	The Council has joined the Warmer Homes scheme (led by Portsmouth City Council) for the latest government funding (HUG2). This is a 2-year funding scheme and a marketing plan is in place to raise the profile across the borough. Targeted mail outs will be sent out centrally from the scheme. This scheme is only for those off-gas for heating.	Ongoing
Complete the review of the potential for renewable and low carbon energy sources in the Borough and use to inform the next Local Plan	No change in position on this matter. The Renewable and Low Carbon Energy Study remains a case study in relation to the latest version of the Royal Town Planning Institute and Town and Country Planning Association guide for local authorities on planning for climate change. The study is being used to inform the preparation of the Local Plan and formed the basis of an application for funding to undertake a feasibility study in Andover town centre.	Part complete / part in progress
Continue to support Government's proposals to increase energy performance requirements for new development through national Building Regulations	No change in position on this matter. The Government is intending to consult on the Future Homes Standard later this year – there will be an opportunity for the Council to comment on this.	Ongoing
<i>Medium term</i>		
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. Additional staff resource is being investigated to increase capacity within private sector housing team.	Ongoing
In relation to historic buildings, share available advice on how to reduce energy consumption whilst conserving the heritage assets	The Council's webpage content on heritage assets highlights guidance from Historic England on this matter.	Complete
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	Additional policy content is proposed on this matter in the next stage of the Local Plan (Regulation 18 Stage 2).	Ongoing

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Raise awareness of best practice examples within the Borough to share insight	Advice through the Council's community grant programme gives applicants details of previous successful projects.	Ongoing
<i>Long term</i>		
Develop promotion scheme to provide advice to owners on energy efficiency improvements and trusted installers	The Hampshire wide scheme is continuing through its development phases and the Council is inputting as required.	Ongoing

### Transport, Travel and Plant

Action	Update	Position
<i>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.	<p>We introduced HVO (an alternative to diesel) from 26 April 2023 and have been using this across all our fleet and plant. This has the potential to reduce the associated 'scope 1' carbon emissions by up to 95%.</p> <p>This is considered for all plant and machinery when working through procurement options to ensure compatibility going forward.</p>	Ongoing
<i>Short term</i>		
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	<p>The Council has been working with Hampshire County Council and Romsey Future to deliver accessibility improvements in Romsey using the Active Travel Fund and Section 106 contributions.</p> <p>For the northern Test Valley Local Cycling and Walking Infrastructure Plan (LCWIP), stakeholder engagement was undertaken in March 2023</p>	Ongoing



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the availability of sustainable modes of travel.	with preparation now focusing on the next stage, which is public consultation.  Work is continuing with partners to scope out the feasibility and identify future sustainable transport schemes in the Borough.	
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.	Working with Hampshire County Council, in relation to their Local Electric Vehicle Infrastructure (LEVI) capital and capability funding to support the roll out of EV infrastructure for residents without off-street parking. HCC will be working with officers at each lower tier authority to discuss locations for rolling out such infrastructure.	Ongoing
Consider viability of electrically operated bin lifts for refuse collection vehicles by the end of 2020	This action was completed with the subsequent purchase of three refuse collection vehicles with electrically operated bin lifts. This remains under consideration for future procurement and tendering but the switch to HVO may affect the approach going forward on this.	Completed
<i>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	Further investigation work currently on hold as electrically powered refuse collection vehicles are not an option at present due to the significant cost of purchase and some operational limitations.	On hold
To transition to electrically operated hand plant by the end of 2023	At present, this action is complete as far as currently feasible to do so.	Completed
To ensure that end of life vehicles and plant are disposed of in an environmentally friendly way	We always consider part exchange where necessary and seek to review the best value when considering auction options to sell any fleet on.	Completed

### Supporting Communities and Businesses

Action	Update	Position
<i>Short term</i>		
Identify and support climate change initiatives that emerge through	The launch of the community energy project with Community Energy South provides a mechanism for engaging with communities on this topic.	Ongoing

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<i>Short term</i>		
communities undertaking local action planning, for example through Andover Vision and Romsey Future, or through rural action planning in the Parishes.		
Contribute to the Andover Vision-led Day of Action including high profile involvement on the day.	The Council has contributed to the Andover Climate Day of Action events, led by Andover Vision partners.	Complete
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)	Original actions complete through a slightly revised approach. Officers continue to engage with communities on these matters.  Representatives of Dragonfly attended the Test Valley Association of Parish and Town Council's annual event on 30 September.	Complete
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).		
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 was completed through a virtual event with the Sustainable Business Partnership in 2020. Subsequently, an online session was held in November 2021 and there was an in person event in September 2022.  The Council convened the Manufacturing in Andover group in September 2023 which considered decarbonisation, sustainability from businesses such as Stannah, Ocado and Bowyer Engineering. These businesses shared experience and best practice on the day. The aim is that a peer support group is created.	Complete

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<i>Short term</i>		
Business event at University of Southampton Science Park (USSP) to highlight innovative carbon reduction techniques in business and industry	The Council supports the USSP catalyst programme and their future town innovation hub work which both could have indirect benefits to securing energy efficiencies. Also, see other business initiatives.	Complete
Recycling Behaviour Change Project – working in two specific areas to explore best ways to improve recycling behaviour	This project has closed.	Complete Closed

### Natural Environment

Action	Update	Position
<i>Throughout the timeline</i>		
Continue to explore opportunities for land acquisition for small scale woodland creation.	We will look to hit a target of 30,000 trees planted for the three year period by the end of the next planting season. This will be reported in Spring 2024.	Ongoing
<i>Short term</i>		
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 Hampshire County Council Agency Agreement for management is being reviewed.	Ongoing
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	The total to date is as follows for the urban meadow initiative: South - 2.46 ha North - 25.25 ha Total 27.71 ha	Ongoing

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of linked wild meadow / pollinator corridors will be prioritised.	Areas, including the new additions, are being monitored. This will be reviewed again in the autumn / winter. Focus going forward will be on how space are being linked and how to improve the ecology value/connectivity with other stackable benefits e.g. public access.	
Develop a Tree Management Strategy which will detail overarching management principles and replacement planting across Council property	A first draft is due in 2023. The development of the strategy had been delayed with arboriculture capacity focused on other matters including ash dieback, tree surveys and tree planting.	Commenced
Develop a Tree Planting Strategy to provide a basis for planting in appropriate places across the borough		
<i>Medium term</i>		
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.	Ongoing
<i>Long term</i>		
Explore the inclusion of policies for woodland creation to increase urban canopy cover within the next Local Plan	No change in position on this matter. This will be explored at the next stage of the Local Plan (Regulation 18 Stage 2).	Ongoing