

# Agenda



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Date: 29 May 2020  
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Listening Learning Leading

## A MEETING OF THE

# Climate Emergency Advisory Committee

WILL BE HELD ON MONDAY 8 JUNE 2020 AT 6.00 PM

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### Members of the Committee:

Sue Roberts (Chair)

Sam Casey-Rerhaye  
Sue Cooper  
Stefan Gawrysiak  
Sarah Gray

Kate Gregory  
Simon Hewerdine  
Lynn Lloyd  
Caroline Newton

David Rouane  
Ian White  
Celia Wilson

### Substitutes

*Ken Arlett  
Robin Bennett  
Elizabeth Gillespie  
Lorraine Hillier*

*Kellie Hinton  
Mocky Khan  
Axel Macdonald  
Jane Murphy*

*Andrea Powell  
Jo Robb  
Anne-Marie Simpson*

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## **1 Chairman's announcements**

To receive any announcements from the chairman and general housekeeping matters.

## **2 Apologies for absence**

To record apologies for absence and the attendance of substitute members.

## **3 Minutes** (Pages 3 - 7)

To review the minutes of the last meeting and for the Chair to sign them as an agreed record of the meeting.

## **4 Declarations of interest**

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

## **5 Urgent business**

To receive notification of any matters which the chairman determines should be considered as urgent business and the special circumstances which have made the matters urgent.

## **6 Work programme update and the impact of the Covid-19 response on progress.** (Pages 8 - 22)

Committee to receive a report that provides an update on the status of the Climate Emergency Work Programme since the most recent Climate Emergency Advisory Committee meeting on 28 January 2020 in the context of COVID-19.

## **7 Public participation**

To consider written statements from members of the public, submitted before the meeting.

MARGARET REED

Head of Legal and Democratic

# Minutes



Listening Learning Leading

OF A MEETING OF THE

## Climate Emergency Advisory Committee

HELD AT 4.30 PM ON TUESDAY 28 JANUARY 2020

MEETING ROOM 1, 135 EASTERN AVENUE,  
MILTON PARK, MILTON, OX14 4SB

### Present

Sue Roberts (Chair)  
Sam Casey-Rerhaye (Vice Chair), Sue Cooper, Stefan Gawrysiak, Sarah Gray, Kate Gregory, Lynn Lloyd, Caroline Newton, David Rouane and Celia Wilson

### Officers

John Backley, Paul Bateman, Chloe Bunting, Liz Hayden, Candida Mckelvey, Heather Saunders, Michelle Wells

### 23 Chairman's announcements

None.

### 24 Apologies for absence

Councillors Ian White and Simon Hewardine sent apologies for absence.

### 25 Minutes of previous meeting

RESOLVED:

To adopt the minutes of the committee meeting held on 20 November 2019 as a correct record and agree that the Chair signs them as such, subject to correcting a typographical error for minute number 18, under the paragraph "Future meetings of the advisory committee".

### 26 Declarations of interest

Councillor Rouane declared that he is a Director of the climate action charity, Possible.

### 27 Urgent business

No urgent business

## 28 'Deep Adaptation' article

Committee Chair urged members to read the “Deep Adaptation” article, but it was not going to be discussed as part of the agenda.

## 29 Public participation

Four members of the public were present with three minutes each to present to the committee.

The first speaker was Giles Cattermole, Councillor for Wallingford, but speaking as a private individual. Mr Cattermole discussed what he considered to be the two main sources of CO2 emissions in the area – Gas and electricity for household heating, and transport emissions. Ideas included for the heating issue are: improving thermal efficiency of housing – new build and old, with nothing below code six. Revocation of the EU “REACH” Directive against copper wood arsenic treatment of windows and doors, and LED lighting. For transport emissions, Mr. Cattermole suggested reducing the need for residents to commute out of area for work, and promotion of electric vehicles with subsidised parking, charging zones and various incentives for switching to electric.

The second speaker was Patrick Fleming. Patrick thanked the three officers who attended a meeting with Henley Town Council. He discussed wilding trees and a move back to holistic agriculture, reducing nitrates and increasing grazing. The Chair asked for a future committee agenda item on collaboration with local farmers, which was regarded as key to climate awareness success.

### **RESOLVED** to:

Include an item to a future committee agenda on collaboration with local farmers.

The third speaker was Guy Wilkin of harBUG – a local cycling group. He discussed cycling outcomes in the new housing developments, stating that the connections with towns were poor. He suggested challenging County Council to support cycling in planning. The committee noted that Full Council already passed a motion that it would work closely with County whilst planning the Didcot network. Further discussion confirmed that landowners were helped to create cycle paths. The idea of replicating cycle to train commutes with cycle to bus was mentioned.

A fourth speaker was given permission to speak. John Broad is involved in the local motorcyclist action group. Mr. Broad was talking in support of motorcycles as a smaller alternative to cars, which create less congestion and take up less parking space. He mentioned an example of Northamptonshire, who include motorcycles in their strategy to fight pollution and congestion. He raised the point that motorcycles were much better for people who cannot pedal cycle for health reasons or have to travel long distances.

## 30 Oxfordshire Electric Vehicle Infrastructure Steering Group

The Committee was asked to nominate a representative for the Oxfordshire Electric Vehicle Infrastructure Steering Group.

### **RESOLVED:**

To nominate Councillor Caroline Newton to represent the Council at the Oxfordshire Electric Vehicle Infrastructure Steering Group.

## 31 Climate Emergency -Year One Work Programme

The Committee Chair gave an address, which is attached in the appendix to these minutes.

The committee read through the report of the Head of partnership and insight. Officers were present to answer questions. The committee reviewed the year one work programme.

Cllrs Newton, Robb and Roberts are part of the task and finish group who reviewed all the initiatives and prioritised them for the programme. The focus was on the projects that were deemed to have the biggest impact. These were split into themes and priority levels. Priorities included electric pool cars for business use, the new Crowmarsh office build and operation, and low carbon new homes and retrofitting. The report included a budget request for a dedicated climate change officer lead, on a twelve month fixed-term basis. The committee commended the task and finish group.

### Theme: Council business

On the subject of electric vehicles, the committee discussed charging facilities at Milton Park. The group were informed that the proposal is to have some dedicated staff charge points, but public charge points would be in liaison with MEPC rather than a cost to the council. The committee considered that a report was required on distribution of electric car charge points per area.

Councillors discussed with officers the merits of having a carbon emissions model, following on from the baseline review. Officers explained that having a model helps inform the committee's decision making for future plans. The model would be a one-off investment to help the committee make choices, so would not constitute being over-consultation, and would tie into ongoing consultancy fees. The model would help enable committee actions. It was agreed that preparation was needed. The budget for this item was supported.

### Theme: Housing

The committee discussed Cosy Homes. Councillors would like to see more information available to the public. Under the behavioural change theme – there was a proposal of £1,000 to inform and communicate with the public, and officers were asked to include retrofit as a feature. The Super Homes programme was cited as something to replicate. An item for the task and finish group is to work on a new build and retrofit housing criteria. The committee supported in principle the production of a booklet for residents suggesting changes that could be made to different styles of housing.

A planning design guide by the Planning Policy team is being created to act as a guide for new homes. Officers explained that this would include a section on climate emergency. The project initiation document is working its way through governance and would be brought to the committee. This would be a future item for the committee to consider.

### Theme: Behaviour change

The committee debated the classification of projects in the grants programme, as environmental impact now received a heavier weighting. For example, children's playgrounds and village halls could be disadvantaged. These could score more poorly for environmental issues, despite being very much needed for social cohesion and health. It could be argued that there is environmental benefit as these facilities could prevent parents from driving their children somewhere for entertainment. A community hall could

receive funding for insulation yet be denied funding for a new community facility. Some concern was expressed about grant funding moving to climate emergency from community health.

Therefore, it was agreed that the word “solely” requires removal from the paragraph on page 51, as it disadvantaged some projects. It was added that awarding any amount, no matter how small, actually was a gateway to further funding streams. Officers would review how new weighting for energy-saving criteria affects applications. This would be considered by the committee at a future meeting.

### Theme: Ongoing Projects:

With reference to table 31, Park and Charge Project – the wording required changing from ‘council’ to ‘county’, for clarity that the car parks are across the county.

The Crowmarsh council office building was discussed and committee Chair stated that her opinion was that the new office should be zero carbon in its build and operations, without off-site carbon off-setting.

### Theme: Businesses

It was suggested that OxLEP should lead on training. It was agreed that the South Council Leader should write to OxLEP about this and request the Council consider this.

There was agreement that some key representatives should be invited to the planned staff conference, such as OxLEP. The task and finish group would consider this as part of their conference scoping work.

### Theme: Biodiversity

Chiltern Conservation Board was mentioned as an important potential partner.

Regarding planting trees, there needed to be consideration of tree type, avoidance of monoculture and the fact that maintenance is the expensive aspect. Advice sheets on tree planting and care could be useful. It was noted that town and parish councils had land availability to progress this activity. Officers would amend the wording of this project to include a planting and maintenance programme.

It was considered that activities such a tree planting had a financial implication, and cost reductions could be achieved through working with volunteer groups.

An officer for the Nature Recovery Network would likely be housed at West Oxfordshire district council, and South Oxfordshire could possibly contribute to the funding of this post as part of this project.

### **RECOMMENDATION:** to Cabinet;

To adopt the climate emergency work programme 2020/21.

The committee Chair asked for an inclusion into the work programme - for a minimum of code four enforcement (at least for sustainable new homes) as part of the core strategy.

**RESOLVED:** to scope an indication of the cost of this option, before the budget presentation on 30 January 2020, if possible.

### **RESOLVED:** to;

Send comments to the committee Chair regarding Future Homes, who will share them with committee members.

### **32 Communications and Engagement update**

Officers will circulate a written update to the Chair.

### **33 Forward Programme for the Committee**

Actions were given to the committee secretary – to circulate the minutes draft as soon as possible, and to find a date for a March/April committee meeting.

### **34 Exclusion of the public**

**RESOLVED:** to exclude members of the press and public from the meeting for the following item of business under Part 1 of Schedule 12A Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraphs 1-7 Part 1 of Schedule 12A of the Act, and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### **35 Car Parking Fees and Charges**

The committee reviewed a car parking charges proposal and gave comments for Cabinet.

The meeting closed at 6.37 pm

Chairman

Date

# Climate Emergency Advisory Committee



Report of Acting Deputy Chief Executive – Transformation and Operations

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To: Climate Emergency Advisory Committee

DATE: 08 June 2020



## Climate Emergency Work Programme update

### Recommendation(s)

(a) Committee to note the progress on the Climate Emergency Year One Work Programme with consideration to the context of COVID-19 and its impacts on the progression and steer of this programme.

### Purpose of Report

1. This report provides an update on the Climate Emergency Work Programme since the most recent Climate Emergency Advisory Committee meeting on 28 January 2020.

### Strategic Objectives

2. Work is currently being undertaken to develop the Corporate Plan 2020-2024 and update priorities, which provides an opportunity to embed climate emergency related goals. Climate change and the environment are already emerging as strong priorities in the initial draft for the Corporate Plan 2020-24, however this has currently been delayed due to Covid-19. It is still considered appropriate to continue to progress the Climate Emergency Year One Work Programme, as a sensible response to the emerging priorities in the Corporate Plan 2020-2024, acknowledging some projects may be delayed, re-focused or re-prioritised.



## Background

3. The most recent meeting of the South Oxfordshire Climate Emergency Advisory Committee (CEAC) took place on 28 January 2020. The agenda for the CEAC meeting on 28 January included the proposed Climate Emergency Year One Work Programme for recommendation to Cabinet.
4. At their January meeting, South Cabinet approved the year one work programme and additional budget request proposed by the CEAC. The programme will begin to tackle climate change and provide a strong foundation towards the adopted carbon neutral targets. The programme included an additional budget request of £106,262.63 for 20/21 to support delivery and to resource the programme with a Climate Change Lead.
5. The subsequent Climate Emergency Advisory Committee (CEAC) scheduled for 18 March 2020 was cancelled due to the Covid-19 outbreak. Since 23 March 2020, a number of council staff have taken up volunteer roles within the Covid-19 Community Hub for South Oxfordshire District Council including key officers who were previously focussed on the creation of the Climate Emergency Year One Work Programme. This has led to limited resource and capacity across the whole council to further this area of work.
6. Officers in the Insight and Policy team held two internal meetings on 4 and 18 March to review the agreed one-year work programme and prepare a provisional timetable for project delivery. The provisional timeline, prepared before the coronavirus outbreak, is noted in the table below.
7. National statistics and reports have shown that the Covid-19 lockdown has subsequently cut carbon emissions across the UK. Officers will continue to monitor this and work closely with partner organisations to harness this trend and review the opportunities to boost low-carbon businesses through the development of economic recovery plans. The council will also seek opportunities to support safe walking and cycling and improve air quality; walking and cycling are forms of transport which have been further encouraged by the Government as part of their Covid-19 response. These issues are likely to impact on the work programme set out below.

## Work programme review

8. Updates on projects in the Climate Emergency Work Programme are given below

	Project	Progress	Budget	Original Proposed Timeline (March 2020)	Status
<b>Items postponed from March Climate Emergency Advisory Committee</b>					
1	Define the scope of carbon emissions across the District to be included in the Climate Emergency target. Establish a baseline of district wide energy consumption and CO <sub>2</sub> e emissions	Aether have completed a report reviewing the potential scope of emissions to be included within our district wide target. Aether's methodology and recommendations are summarised in a presentation, which was due to be presented to the CEAC on 18 March. The presentation also includes draft baseline data based upon the recommended scope. The scope of emissions requires input from the CEAC, and this piece of work is still outstanding however forms part of the agenda for the virtual South CEAC meeting on 08 June 2020.	2019/20 budget	March/ April 2020	In progress
2	Creation of a vision for a future low carbon South Oxfordshire	On 4 March, a CEAC Task and Finish Group meeting was held to draft a South Oxfordshire Climate Emergency Vision based on Bioregional's One Planet principles. The draft Vision was due to be reviewed and ratified at the CEAC meeting on 18 March, so this piece of work is still outstanding. In the meantime, Bioregional have commenced the process of mapping the South Climate Emergency Work Programme onto the Vision and carrying out a gap analysis.	2019/20 budget	March/April 2020	Paused

	Project	Progress	Budget	Original Proposed Timeline (March 2020)	Status
<b>Completed reports</b>					
3	South Oxfordshire Greenhouse Gas Emissions report 2018/19	The Greenhouse Gas Emissions report for South Oxfordshire District Council 2018/19 has been completed and uploaded onto the council's website. This report would normally be published in August each year. This is the first year that the Insight and Policy Service have taken over responsibility for this work, and it has taken more time than usual to finalise and check data and review the report.	Existing resources	n/a	Completed
4	Baseline review of council energy consumption and CO <sub>2</sub> e emissions	<p>Concept Energy have completed a review of the council's Carbon Footprint Data Collection Processes and submitted a report. The main conclusion is that our system of compiling energy data is unfortunately not sufficiently robust now we are looking to increase and enhance the monitoring of this data in light of the Climate Emergency.</p> <p>A key issue to be addressed is the establishment of an audit trail, especially when we are receiving data from contractors, when meter readings are taken and when units are converted.</p> <p>Insight and Policy will prepare an action plan to take this forward.</p>	2019/20 budget	March/April 2020	In progress

	Project	Progress	Budget	Original Proposed Timeline (March 2020)	Status
5	Heating options appraisal for Faringdon Leisure Centre	<p>This is a Vale of White Horse District Council project but could be of interest to South Oxfordshire in line with our intention to identify opportunities for renewable energy in council buildings.</p> <p>The gas boilers in the Faringdon Leisure Centre dry side are in urgent need of replacement, hence this project has been initiated in advance of the main review of the council estate.</p> <p>A report has been received from Concept Energy and is currently being reviewed by the Leisure Team.</p>	Vale project	April 2020	In progress
<b>New Projects</b>					

	Project	Progress	Budget	Original Proposed Timeline (March 2020)	Status
6	Oxfordshire Tree Mapping project	<p>The council will be participating in a project to produce a tree-planting opportunities map for the County. The 'Tree Opportunity Map' will show where tree cover might be increased, assessing a range of current land uses and habitats such as existing woodland, arable and pastureland or parks and golf courses. This map can then be used as a basis for the formation of public policy and strategy, and to guide individual plantings. In order to ensure that the recommendations of the map are as widely adopted as possible, a wide range of groups will be engaged in its formation.</p> <p>The Tree Mapping project is led by a management group including Oxfordshire County Council, the Trust for Oxfordshire's Environment (TOE), Nicholson's Foresters, Oxford University Environmental Change Institute and Oxford Friends of the Earth and is also supported by Cherwell and Oxford City Councils.</p>	£1,000	Project due to commence June 2020 and be completed by December 2020	In progress, (however timescale may be impacted by Covid-19 response)

	Project	Progress	Budget	Original Proposed Timeline (March 2020)	Status
7	Identify opportunities to invest in solar energy off site	<p>This project will review opportunities to invest in solar energy offsite in Oxfordshire and produce a business case. The aim of this work would be to generate renewable electricity that could then be matched to the council's electricity demand through a commercial Power Purchase Agreement, reducing our carbon emissions. This is also a revenue generation opportunity for the council.</p> <p>The project specification has been finalised and reviewed by the Procurement and Legal teams. A quotation to deliver this work has been received from the Low Carbon Hub. We aim to complete project sign off as soon as possible. Timescale of sign-off is dependent on key officer capacity and pending advice from Legal on the appropriate level of authorised sign-off.</p>	£2,500	April/May 2020	In progress
8	Oxfordshire Greentech	<p>The council wishes to enter into a contract to become a member of Oxfordshire Greentech, Oxfordshire's network for low carbon and cleantech companies, to develop a comprehensive support package for growing the low carbon economy in South Oxfordshire</p> <p>Oxfordshire Greentech is the only local business network of its nature therefore we are seeking an exemption from the council's procurement rules as a Specialist Contract. The necessary paperwork has been approved by the council's Procurement Officer and is currently under review by the Legal Team.</p> <p>The membership of Oxfordshire Greentech would be led by the Economic Development Team.</p>	£2,500	April/May 2020	Paused (Economic development team fully committed with Covid-19 business support activities)

	Project	Progress	Budget	Original Proposed Timeline (March 2020)	Status
9	<p>Staff intranet page on the Climate Emergency</p> <p>General public information on the Climate Emergency including retrofitting for residents</p> <p>Policy and Strategy review and workshop</p>	<p>Quotations for these pieces of work have been received from Bioregional and are to be delivered as part of the One Planet Oxfordshire project, using match funding from the KR Foundation. The KR Foundation is a not for profit grant giving body that awards grants to address the root causes of climate change and environmental degradation</p> <p>As these projects have attracted 50 per cent match funding, we are seeking an exemption from the council's procurement rules as a Specialist Contract. The necessary paperwork is being completed</p>	<p>£375</p> <p>£1,000</p> <p>£1,200</p>	May/June 2020	In progress
<b>Ongoing projects</b>					
10	Grounds Maintenance and Public Toilet Cleaning services	Feedback has been provided to the Technical Services Team relating to the potential insourcing of these services.	Existing resources	Ongoing	In progress
11	Crowmarsh offices	The council is engaging with the Greater South East Energy Hub (GSEEH) to review the plans for the new council offices and identify any funding opportunities. GSEEH and the Public Sector Energy Efficiency team within the Government department BEIS are also keen to promote this as a Flagship Public Sector Estate Project, including to other countries as part of COP 20, the United Nations Climate Change Conference.	Existing resources	Ongoing	In progress

	Project	Progress	Budget	Original Proposed Timeline (March 2020)	Status
12	Oxfordshire Electric Vehicle Infrastructure Strategy	The Oxfordshire Electric Vehicle Infrastructure Strategy Project Board met on 2 April 2020 and agreed the project Scope and Vision document, and Governance and Terms of Reference.	Existing resources	Ongoing	In progress
13	Park and Charge	This project aims to ensure that those people who live in houses with no access to off street parking have access to electric vehicle charging points. Hubs are being established within suitable car parks, both owned by the district council and by other organisations. The Technical Services Team have identified a number of our car parks suitable for this project. A pilot car park in Cherwell district will test out the Oxfordshire-wide project. Installation of this pilot is planned for July 2020. Once a short evaluation has been undertaken, car parks through the district will have EV chargers installed over the next nine to 12 months.	Innovate UK funding	Ongoing	In progress



	Project	Progress	Budget	Original Proposed Timeline (March 2020)	Status
14	Planning Design Guide	This project is being led by the Specialist Planning team; a GW1 form for the project has been submitted to SMT and approved, a GW2 form will be submitted mid-June. It is anticipated that this project will have an 18-month timeline, with delivery of the project being in September 2021. It is suggested that a CEAC Task and Finish Group session is held to support the establishment of the guide's principles in respect of addressing the climate emergency, before a draft of the guide is reviewed at a future CEAC meeting. Further, Planning Policy have produced two documents that outline current planning policies that seek to address climate change, and these are being reviewed by Specialist Officers within the planning team and Heather Saunders in order to identify where the gaps may be.	Existing resources	Ongoing	In progress
<b>Communications and Engagement</b>					

	Project	Progress	Budget	Original Proposed Timeline (March 2020)	Status
15	<p>Engagement with residents, parish councils and community groups</p> <p>Support town councils in delivering Climate Emergency plans and projects</p> <p>Residents' survey on climate change</p>	<p>In January we wrote to parish councils and community groups informing them of our Climate Emergency work and invited them to respond with any suggestions on how we can work together to help tackle climate change. We also approached residents as part of the Turn It Off campaign flier sent out with the annual council tax. Twenty-three responses have so far been received. As the information for residents accompanied the Turn It Off campaign, there was a focus on transport related themes in the responses, including requests for more electric vehicle charge points and safe cycle lanes. Another key theme was the request for solar panels on all new buildings, as well as heat pumps where appropriate.</p>	<p>Existing resources</p> <p>2019/20 budget</p> <p>Existing resources (scoping of survey options)</p>	<p>Review March/April 2020</p>	<p>Paused – Towns, Parishes and community groups directly supporting Covid-19 efforts</p>
<b>Consultations</b>					
16	<p>Oxfordshire Pension Fund Consultation on Investment Strategy Statement</p>	<p>Councillors were invited to a Climate Change Policy Workshop held by the Oxfordshire Pension Fund back in November 2019. Oxfordshire County Council have now commenced a consultation on the Oxfordshire Pension Fund Investment Strategy Statement including Climate Change Policy. On 8 April this consultation was circulated to councillors for their comments and responses were due by Friday 15 May 2020.</p>	<p>Existing resources</p>	<p>Initiated externally</p>	<p>In progress</p>
<b>Further work</b>					

	Project	Progress	Budget	Original Proposed Timeline (March 2020)	Status
17	Recruit Climate Change Lead	The 2020/21 budget for the Climate Emergency includes the provision of a Climate Change Lead post for 12 months, shared jointly with the Vale of White Horse. A job evaluation has been requested for this post.	£31,798	March 2020	Ongoing (Job evaluation required before being advertised)
18	Launch work programme	Internal 'low key' launch of year one work programme through a workshop/session with internal stakeholders	Existing resources	April 2020	Paused
19	Electric pool vehicles for staff business travel. Initial pilot for testing and evaluation	A Gateway 1 form will be drafted to initiate this project	£5,000	Initiation (GW1) April 2020  Delivery March 2021	Initiation scheduled to start Q1, year 2020/21
20	Low carbon council estate work package including energy saving opportunities and renewable energy in council buildings	An Invitation to Quote and project specification will be drafted to initiate this project	£7,880	Procurement initiation April/May 2020	Scheduled to start Q1
21	Council reports	Council reporting and decision-making templates to include climate and biodiversity impacts section	Existing resources	April 2020	Paused - Democratic Services directly supporting establishing virtual meeting protocols

	Project	Progress	Budget	Original Proposed Timeline (March 2020)	Status
22	Biodiversity theme projects	Specialist Planning Officer to provide project plan	£22,000 + Existing resources	Initiation April 2020 Delivery March 2021	Paused
23	Business breakfast event	An event to support and inspire local business to act in respect of the climate emergency; a project plan will be drafted by the Economic Development Team	£2,000	April/May 2020	Paused
24	Conference	Full day conference for officers and members on the subject of climate change; a CEAC task and finish group was held 17 January 2020 to discuss the desired outcomes for the event and capture speaker/subject ideas from South and Vale CEAC members	2019/20 budget	June 2020	Paused
25	Green travel plan	Implement a green travel plan for officers and members (support established from Milton Park Sustainable Travel Advisor)	Cost not yet available but expected within existing resources	Initiation June 2020 Draft Plan Sept	Paused
26	Electric vehicles for council fleet	Project plan will be drafted in line with carbon neutral target (2025)	Cost not yet available	Initiation June 2020 Delivery Feb 2021	Paused
27	South grants programme	Refocus of the grants programme to support community led initiatives which address climate change and review the previous year's scheme with a case study impact report on the addition of energy points	Existing resources	July 2020	Paused

	Project	Progress	Budget	Original Proposed Timeline (March 2020)	Status
28	Officer training	Training for officers on South Oxfordshire's target and work to address the climate emergency	2019/20 budget	Initiation August 2020  Delivery October 2020	Scheduled Q2
29	Cosy Homes (Oxfordshire retrofitting scheme)	Officers to review the scheme and assess referral confidence prior to promotion of the Cosy Homes	Existing resources	September 2020	Scheduled Q2
30	Single use plastic  Plant based diets	'Single-use plastic free' pledge and action plan  Promotion of low carbon (plant based) diets within council facilities and buildings, and action plan	£2,250  £2,250	One project in October 2020 and one in January 2021	Scheduled Q3 and Q4
31	Town-based energy data	Provision of summary data on energy use for towns in the district, including maps	£3,340	October/ November 2020	Scheduled Q3
32	District wide emissions model	Development of a model to estimate how future district-wide carbon emissions will reduce on implementation of range of projects, demonstrating how South Oxfordshire can move towards the adopted district-wide target	£12,500	Review October 2020	Scheduled Q3
33	Electric vehicle hire facility	Feasibility study	Not yet available	November 2020	Scheduled Q3
34	Enforcement officer	Enforcement of minimum energy standards for private rented homes	£30,000	To be confirmed by Private Sector Housing	Paused

## **Conclusion**

This report gives an overview of key activities that have been progressed, and those that have been paused largely due to the Councils' essential refocus on the Covid-19 response, since the most recent Climate Emergency Advisory Committee meeting on 28 January 2020.