

# Environment and Sustainability Panel Meeting

**Grand Jury Room, Town Hall, High Street,  
Colchester, CO1 1PJ**

**Thursday, 22 July 2021 at 18:00**

**The Environment and Sustainability Panel** explores methods of conservation of natural habitats and biodiversity through adapting existing practices or creating new ecologically diverse environments. The Panel encourages renewable energy generation and carbon footprint reduction in both the public and private sectors by examining air and water quality, plastic and waste reduction and renewable energy generation. The Panel monitors the progress and implementation of the Council's Emergency Climate Action Plan and regularly reports to Cabinet and Full Council.

## Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published. Dates of the meetings are available here:

<https://colchester.cmis.uk.com/colchester/MeetingCalendar.aspx>.

Most meetings take place in public. This only changes when certain issues, for instance, commercially sensitive information or details concerning an individual are considered. At this point you will be told whether there are any issues to be discussed in private, if so, you will be asked to leave the meeting.

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### Facilities

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Colchester Borough Council

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e-mail: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)



## **Environment and Sustainability Panel - Terms of Reference (but not limited to)**

1. To acknowledge our “Climate Emergency” and translate aspirations into actions.
2. To explore methods of conservation of natural habitats and biodiversity, whether through adapting existing practices and places or creating new ecologically diverse environments with sustainable practices built in.
3. To engage, communicate and collaborate with strategic partners, external bodies, Parish Councils and local communities, to encourage biodiversity enhancement and sustainable practices through their work.
4. To encourage environmental stewardship focusing on carbon footprint reduction by improving air quality, water quality, plastic and waste reduction and renewable energy generation in both public and private spheres across the Borough
5. To be a leading voice for environmental sustainability, promoting innovative environmental practices, having influence across the borough and beyond, including public and private sector policy, at regional and national levels.
6. To promote, monitor and regularly report to Cabinet and Full Council upon progress and implementation of the Council's Climate Emergency Action Plan and it's goal to be net carbon neutral by 2030.

**COLCHESTER BOROUGH COUNCIL**  
**Environment and Sustainability Panel**  
**Thursday, 22 July 2021 at 18:00**

**The Environment and Sustainability Panel Members are:**

Councillor Julie Young  
Councillor David King  
Councillor Lewis Barber  
Councillor Peter Chillingworth  
Councillor Mark Cory  
Councillor John Jowers  
Councillor Lee Scordis

Chairman  
Deputy Chairman

**The Environment and Sustainability Panel Substitute Members are:**

All members of the Council who are not Cabinet members or members of this Panel.

**AGENDA**  
**THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING**  
**(Part A - open to the public)**

**Please note that Agenda items 1 to 6 are normally dealt with briefly.**

**1 Welcome and Announcements**

The Chairman will welcome members of the public and Councillors to the meeting and remind those participating to mute their microphones when not talking. The Chairman will invite all Councillors and Officers participating in the meeting to introduce themselves.

**2 Substitutions**

The Councillors will be asked to say if they are attending on behalf of a Committee member who is absent.

**3 Urgent Items**

The Chairman will announce if there is any item not on the published agenda which will be considered because it is urgent and will explain the reason for the urgency.

**4 Declarations of Interest**

Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other pecuniary interest or non-pecuniary interest.

## 5 Minutes of Previous Meeting

No draft minutes are submitted for approval to this meeting.

## 6 Have Your Say!

The Chairman will invite members of the public to indicate if they wish to speak or present a petition on any item included on the agenda or any other matter relating to the terms of reference of the meeting. Please indicate your wish to speak at this point if your name has not been noted by Council staff.

## 7 Environment Bill: Waste and Recycling

7 - 28

The Panel will receive a presentation from Rosa Tanfield, Group Manager Neighbourhood Services, on the waste and recycling aspects of the Environment Bill.

## 8 Climate Emergency Action Plan Update

29 - 74

The Panel will consider a report detailing key progress made with the Climate Emergency Action Plan (CEAP), and other relevant updates since the previous meeting on 24th June 2021.

## 9 Work Programme 2021-22

75 - 78

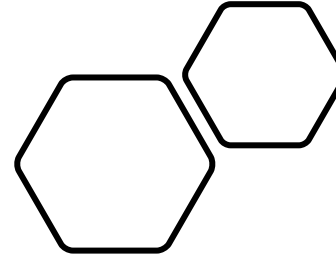
The Panel will consider a report setting out the current Work Programme 2021-2022 for the Panel.

10 **Exclusion of the Public (not Scrutiny or Executive)**

In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

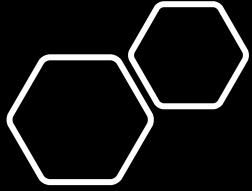
**Part B**  
**(not open to the public including the press)**

# Government Strategy Reforms



July 2021

Rosa Tanfield – Group  
Manager, Neighbourhood  
Services



# Agenda

- Extended Producer Responsibility for Packaging (EPR)
- Deposit Return Scheme (DRS)
- Consistency in household and business recycling



# 1. EXTENDED PRODUCER RESPONSIBILITY FOR PACKAGING (EPR)

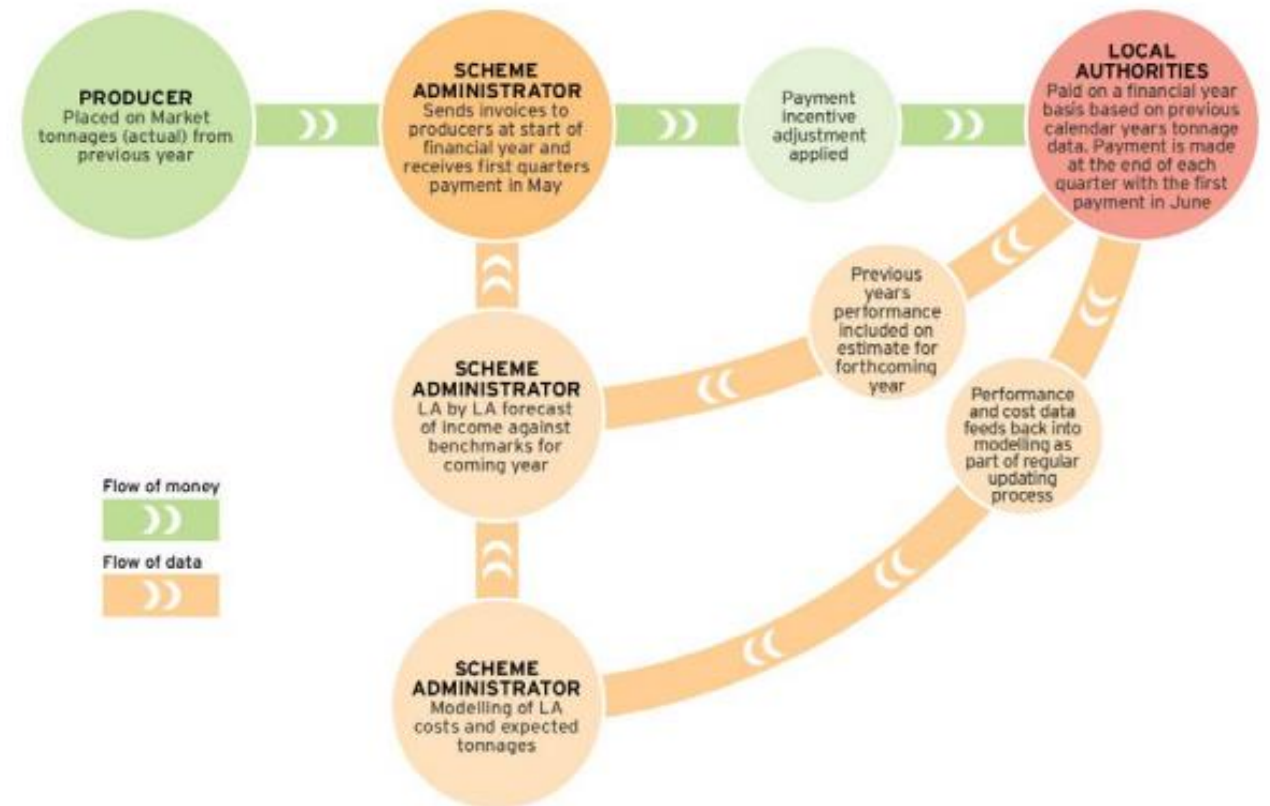
- Cost transfer
- Producer fees
- Quality of recycling material
- Labelling
- Littering



## Litter

1. Reduce the amount of packaging that is littered.
2. Increase the amount of 'on-the-go' packaging that is recycled or reused.
3. Ensure that, in accordance with the polluter pays principle, producers cover the costs associated with packaging that is disposed of in the litter stream

# Payments



## 2. DEPOSIT RETURN SCHEME (DRS)

- Increasing recycling rates of containers
- Increasing the quality of recycled material to encourage closed loop recycling and circularity to ensure materials remain in use for as long as possible
- Reduce littering of containers



## Scheme participants

- **Producers** - those who place on the market branded beverage products in drinks containers within the scope of the deposit return scheme
- **Retailers** - Retailers are all retailers selling in-scope drinks containers
- **Scheme administrator** - a new not-for-profit body, the Deposit Management Organisation, which will be appointed by Government to set-up and manage the operation of the deposit return scheme



# Containers

- Deposit item
- All-in
- On the go
- Material
- Labelling



# Funding

- **Deposit Management Organisation revenue streams**
  - Material revenue
  - Producer registration fess
  - Unredeemed deposits
- **Deposit level**



# Return points

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# Deposit return scheme and Local Authority waste streams

- Option 1: Do nothing. Local authorities redeem deposits of deposit return scheme containers in collection streams
- Option 2: The Deposit Management Organisation makes payments for deposit return scheme containers appearing in all local authority waste streams (Government preferred option)
- Option 3: Hybrid option. The Deposit Management Organisation pays a deposit value on containers that are returned and any additional deposit return scheme material in local authority waste streams is covered by a funding formula.

# 3. CONSISTENCY IN HOUSEHOLD AND BUSINESS RECYCLING

- Increase the quantity and quality of household and business recycling
- Make recycling easier for householders, helping them to put waste materials into the correct recycling bins
- Support comprehensive waste and recycling collections through establishing minimum service standards
- Give confidence to producers that an increased amount of quality recyclable material will be collected and returned to secondary materials markets to be reprocessed, which will support proposals under packaging Extended Producer Responsibility and Deposit Return Scheme for drinks containers
- Improve investor confidence and help increase UK-based recycling capacity and minimise dependence on overseas export markets for recycling
- Ensure an increased amount of separately collected food waste and garden waste can be recycled through anaerobic digestion and composting, respectively
- Improve estimates of the demands for future recycling and residual waste treatment infrastructure
- Ensure only what is necessary is sent for energy recovery or to landfill. This will help to reduce greenhouse gas emissions from residual waste disposal and be beneficial for the environment
- Significantly increase job creation in collection implementation, promotion and management of the new services

# Proposals for material

Core set of materials + food + garden (red = DRS, green = EPR):

- **Glass bottles and containers** – inc. drinks bottles, condiment bottles, jars
- **Paper and card** – inc. newspaper, cardboard packaging, writing paper
- **Plastic bottles** – inc. drink containers (PET), HDPE milk containers, detergent, shampoo and cleaning product containers (polymers to be collected to change over time)
- **Plastic pots, tubs and trays**
- **Steel and aluminium** – inc. food tins, drink cans, aluminium foil, aluminium food trays, steel and aluminium aerosols, aluminium tubes, metal jar/bottle lids
- **Food and drink cartons** – e.g. Tetra Pak
- **Plastic films** – e.g. bread bags, carrier bags
- **Food waste – including flats**
- **Garden waste - free**

# Food waste

- At least weekly
- Separate from household waste and dry recycling
- Sent for recycling or composting
- Can be collected in caddy liners

## Definition

- All food material that has become a waste, whether processed, partially processed or unprocessed, intended to be, or reasonably expected to be consumed by humans and including any substance, including water, intentionally incorporated into the food during its manufacture, preparation or treatment. This includes the following:
- Food scraps
- Tea bags
- Coffee grounds





# Garden waste

Unwanted organic material arising from a garden, including:

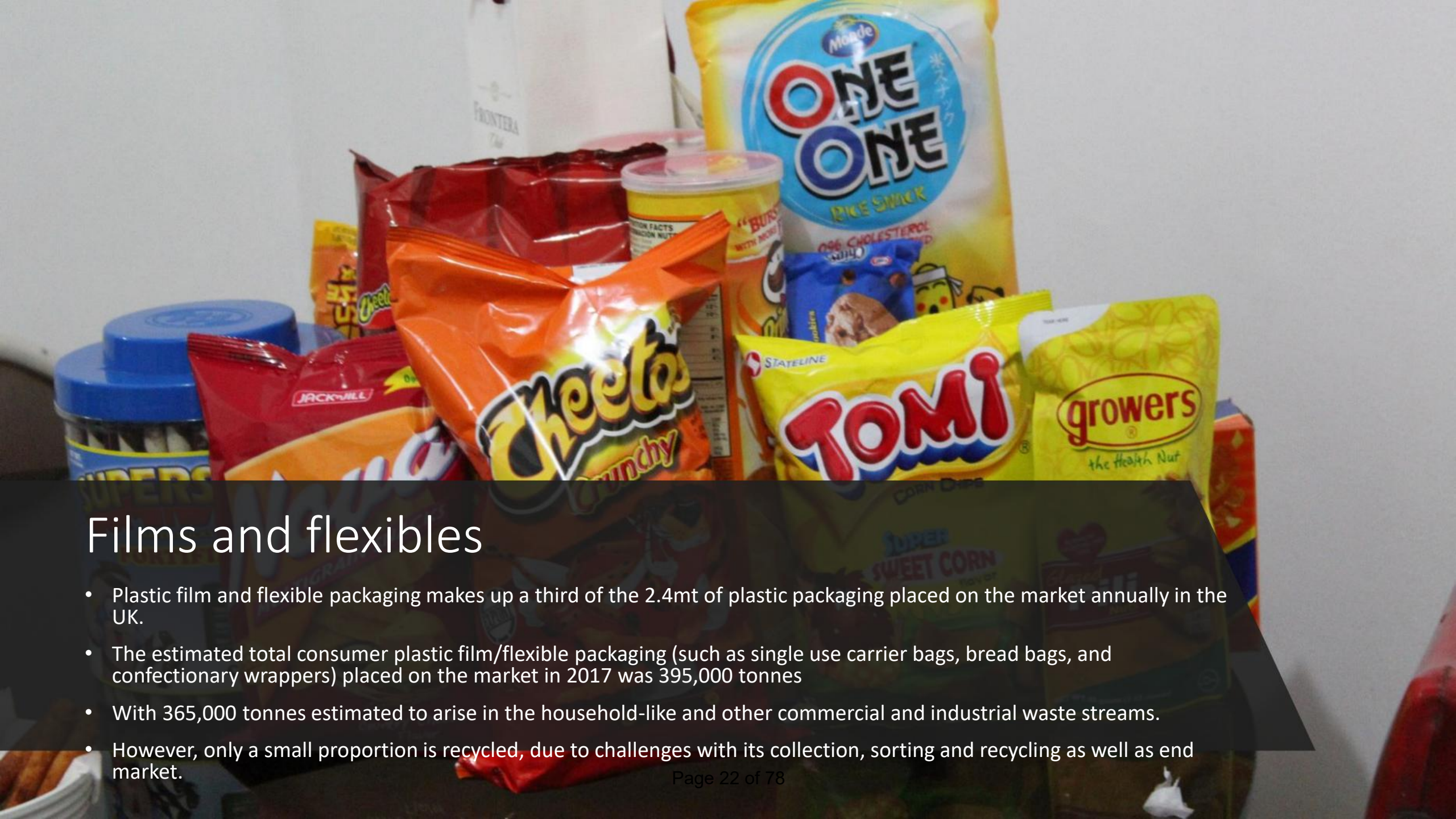
- Grass cuttings
- Garden weeds
- Plants and flowers
- Hedge Clippings
- Leaves
- Twigs and small branches

This excludes:

- Waste products of animal origin
- Bulky waste (including but not limited to garden furniture and fencing)
- Plant pots
- Garden tools or other gardening equipment
- Soil, stone, gravel or bricks







## Films and flexibles

- Plastic film and flexible packaging makes up a third of the 2.4mt of plastic packaging placed on the market annually in the UK.
- The estimated total consumer plastic film/flexible packaging (such as single use carrier bags, bread bags, and confectionary wrappers) placed on the market in 2017 was 395,000 tonnes
- With 365,000 tonnes estimated to arise in the household-like and other commercial and industrial waste streams.
- However, only a small proportion is recycled, due to challenges with its collection, sorting and recycling as well as end market.





# Business waste

# Business (non-household municipal waste)

## **GLASS**

- Glass bottles and containers – including drinks bottles, condiment bottles, jars

## **PAPER AND CARD**

- including newspaper, cardboard packaging, office paper

## **PLASTIC**

- Plastic bottles – including clear drinks containers, HDPE (milk containers), detergent, shampoo and cleaning products
- Plastic pots tubs and trays

## **METAL**

- Steel and aluminium tins and cans
- Aluminium foil
- Aluminium food trays
- Steel and aluminium aerosols
- Aluminium tubes, e.g. tomato puree tubes
- Metal jar/bottle lids
- Food and drink cartons, e.g. Tetra Pak
- Plastic films, e.g. bread bags, carrier bags

## **FOOD WASTE**





# Working with the business community





To be determined

- Money and Governance
- Timeline
- Garden Waste
- Deliverability



22 July 2021

<b>Report of</b>	<b>Assistant Director of Place and Client Services</b>	<b>Author</b>	<b>Ben Plummer and Maggie Ibrahim</b>
<b>Title</b>	<b>Climate Emergency Action Plan Update</b>		<b>☎ 508965</b>
<b>Wards affected</b>	Not applicable		

## 1. Executive Summary

1.1 This report details key progress made with the Climate Emergency Action Plan (CEAP), and other relevant updates since the previous meeting on 24<sup>th</sup> June 2021.

1.2 Progress includes:

- Branding has been produced for the Council's climate emergency work. This includes a logo and strapline developed through a staff competition gaining interest from across the Council. Design templates for key reports and documents are also now available which include images from across the sector area of work as well as aims to represent the diversity of residents. All Councillors are encouraged to make use of the banner as appropriate in their email signatures.
- The Council produced another infographic of achievements relating to the climate emergency in 2020-21. Additionally, the Council is proposing a refresh of the communications plan to simplify the message to residents as well as allow for dialogue through strategic blogging by appearing on other sites and a CBC blog, with managed feedback through polls/surveys for residents ensuring an avenue for engagement without the risk of communications overload. This updated communications plan for the Climate Challenge and Sustainability strategy and Action Plan is to update residents about the work on the climate emergency throughout the year. More detail to follow on the Council's communications plan developed through communications staff and climate related staff and will be shared with appropriate officers/board members and the communications portfolio holder.
- Supporting schools in Colchester to become more environmentally friendly through visits to Oxford House School and Unity Primary Academy, and production of air quality toolkit for schools.
- £248,700 received to extend Clean Air for Colchester project. In addition to extending the 'no idling' aims of the project, the funding will go towards further awareness about what types of pollution are in the air, promoting responsible home burning and encouraging the take up of low-emission transport. This latter activity will involve providing practical alternatives to the car such as shared electric bikes, eCargo bikes and electric car clubs in two resident areas.
- New signage to be installed on Brook Street/Eastgates to encourage no idling as part of 2<sup>nd</sup> phase of psychological signage study as part of Clean Air for Colchester.
- Presentation to Colchester Association of Local Councils to talk about the Council's work on the climate emergency and what town and parish Councils to take their own action.
- Presentation planned through Community 360 to tell residents more about our work, and how they can get involved in reducing their environmental impact. This will take place on 4<sup>th</sup> August from 10-11am.

- Updated Council Report template – section 14 on environment and sustainability is now updated to include more current guidance on how to include impact on sustainability and carbon reduction by including emissions information where possible for buildings, fleet and travel projects. The aim is that Cllrs are able to be informed on the proposals impact on sustainability and carbon reduction and to consider any uplifts in relation to multiple benefits/outcomes for health, wellbeing, environment and carbon reduction, as well as cost savings over the long term.
- Members briefing as well as a separate briefing to the Association of Parish Councils was delivered on the Council Sustainability and Climate Challenge with approximately a 50% turn out for each event. Interest and follow up sessions were requested on topics such as sustainable modes of travel, energy and sustainable development and planning.
- A new Active Environment Officer is to begin at the end of July to mainstream environmental assessments into planning and development as well as work with local organisations to facilitate active living. This is fully funded fulltime post for 2-year period by the LDP. This work will enable engagement for the Town Deal around transportation and other active modes of travel engagement plans.

## **2. Recommended Decision**

- 2.1 The Panel is asked to note the contents of the report and to provide any guidance on the progress being made with areas of the action plan, or ongoing work in these areas.

## **3. Reason for Recommended Decision**

- 3.1 To ensure that the Panel is content with the process made to date and has the chance to feedback on ongoing work.

## **4. Alternative Options**

- 4.1 Not Applicable

## **5. Background Information**

### **Supporting schools to become more environmentally friendly**

- 5.1 Council staff made a visit to Oxford House School on 28<sup>th</sup> June after receiving enthusiastic letters from pupils who were learning about climate change and the environment. Staff talked about some of the Council's projects to tackle the climate emergency and heard what students had been learning about.
- 5.2 On 8<sup>th</sup> July, an [Essex wide 'Green Day'](#) took place for schools in Essex to carry out activities to raise environmental awareness and show what they are doing to reduce their environmental impact. 7 schools in Colchester signed up to show their support for the day hosted by the [Multi Schools Council](#). The Council visited Unity Primary Academy to support activities being carried out at the school as part of the 'Go Green Schools' project. These included a marine wildlife talk, minibeast hunting, planting of a herb garden and a chance for the pupils to see one of the Council's eCargo bikes.
- 5.3 In addition to this, the Council has recently produced a [toolkit for schools](#) to take action on air quality. The toolkit includes quizzes, colouring sheets and other activities based around increasing awareness about air quality and has been shared with all councils in the borough.

## Clean Air for Colchester update

- 5.4 In March 2021, the Council received £248,700 to extend the Clean Air for Colchester project. In addition to continuing to raise awareness and promote action around no idling, the funding will go towards:
- **Raising awareness of what pollution is in the air and linking this to the promotion of responsible home burning** (woodburning stoves and coal fires are largest source of fine particulate matter in the UK). However, wet, unseasoned wood causes biggest contribution to air pollution, therefore the Council will work with local suppliers to promote the use of clean fuel.
  - **Promoting use of low-emission transport in Colchester for resident journeys that pass through the air quality management areas (AQMAs).** Changing journeys through shared bikes, electric and eCargo will be investigated. These will be set up in a pay as you go bike hub, and complemented by 2 electric pay as you go electric car club cars. The resident areas where this will be trialled are located off East Hill.
- 5.5 The 1<sup>st</sup> phase of the psychological study investigating the impact of signage on air quality recently finished. Two of the messages resulted in a **9% increase in vehicles** switching off their engines compared to before the signs went up. A third message proved ineffective and will be replaced with a brand-new Colchester specific message, developed in-line with the findings from our clean air public engagement back in 2020:
- ‘Exhaust fumes build-up in your car while you wait. Switch off your engine. Protect your health’.
- 5.6 Signage for study 2 is due to go up on 10 July, subject to planning permission being granted for an increase in the height of the signage, and will run until October 21. The three messages will be rotated every 3 weeks to understand if this has a greater impact on idling than if the message stays the same. The messages will then be reviewed ready for the third and final part of the study.

## Other updates

- 5.7 The Council recently presented at the Colchester Association of Local Councils, to speak about the Council’s work in relation to the climate emergency, as well as highlighting opportunities for Towns and Parishes to take action to reduce their environmental impact. The session went down well, with lots of questions and thoughts from attendees. The offer of a monthly/bimonthly drop-in session for Town and Parish Councils to ask questions about the Council’s work or get support with taking their own action was proposed to attendees as a follow up activity.
- 5.8 The Council has also planned to do a presentation about the climate emergency work which will be available for residents to view. This is planned for 4<sup>th</sup> August at 10-11am and will be advertised through Community 360 and other communication channels.
- 5.9 For further information see appendix 1.

## 6. Equality, Diversity and Human Rights implications

- 6.1 This report has no equality, diversity and human rights implications.

## 7. Strategic Plan References

- 7.1 All of the updates provided in this report contribute to the Strategic Plan 2020-2023 theme of 'Tackling the Climate Challenge and Sustainability'.

## **8. Consultation**

- 8.1 There are no consultation considerations for this paper, although several of the projects referenced have consultation elements within them and success in tackling climate change will involve engagement and education of others to influence behaviour change more widely.

## **9. Publicity Considerations**

- 9.1 There are no specific publicity considerations.

## **10. Financial implications**

- 10.1 There are no specific financial implications from this paper.

## **11. Community Safety Implications**

- 11.1 There are no specific community safety implications from this paper.

## **12. Health and Safety Implications**

- 12.1 There are no health and safety implications.

## **13. Risk Management Implications**

- 13.1 There are no risk management implications from this update.

## **14. Environmental and Sustainability Implications**

- 14.1 The updates mentioned in this report are all relevant to tackling climate change and/or improving the environment.



## **Climate Emergency Action Plan 2021-23 (22<sup>nd</sup> July 2021 update)**

[Theme 1 – Reduce carbon emissions from our buildings & fleet to help achieve a net zero Carbon footprint for Council Services by 2030](#)

[Theme 2 – Produce renewable energy](#)

[Theme 3 – Enhance biodiversity and protect our environment](#)

[Theme 4 – Facilitate walking, cycling and sustainable transport around Colchester](#)

[Theme 5 – Provide sustainable waste management and support residents to reduce, reuse and recycle](#)

[Theme 6 – Enable partnerships and community action for sustainability and low carbon development](#)

[Theme 7 – Ensure sustainable planning and development](#)

[Theme 8 – Change the way we work to achieve our climate commitment](#)

<b>1. Reduce carbon emissions from our buildings &amp; fleet to help achieve a net zero Carbon footprint for Council Services by 2030</b>				
<b>Action</b>	<b>How will action be achieved?</b>	<b>July 22nd Update</b>	<b>Date Started/ Finish</b>	<b>Measurement of Success (MoS)</b>
1.1 Development of a new Carbon Management Plan (CMP) based on insight and evidence gathered from a detailed pathway modelling of the current CBC footprint.	Work with the Carbon Trust to develop a new CMP for 2022-27	Consultancy work to inform basis of work for CMP started in May 2021 and will be completed in October 2021.	October 2021 – April 2022	New Carbon Management Plan produced by June 2022
1.2 Review CMP 2016-2020 to address any outstanding projects and see if these can be carried out	Review projects to identify technical feasibility and budget available	Actions will be reviewed at time when CMP work begins – November 2021	Jan 21 - Dec 21	Actions reviewed and identified for completion in new CMP if required
1.3 Continue to report on our emissions annually, and look to collect more refined data on our indirect emissions	Explore ways of accessing data from contractors on their emissions in relation to procured goods and services  Review other data sources and report annually, including calculating emissions associated with working from home.	Data collection started (including for WFH emissions) – Results likely published in August 2021	Emissions reported annually	Report on emissions, in better detail where possible.
1.4 Take steps to ensure the council's future electricity supply is provided by	Source Council's electricity from a supplier providing 100% renewable electricity	Green tariff procured	Dec 20-Apr 21	Get a 100% renewable electricity green tariff in new procurement of utility supplier

<b>1. Reduce carbon emissions from our buildings &amp; fleet to help achieve a net zero Carbon footprint for Council Services by 2030</b>				
<b>Action</b>	<b>How will action be achieved?</b>	<b>July 22nd Update</b>	<b>Date Started/ Finish</b>	<b>Measurement of Success (MoS)</b>
100% renewably generated sources	Explore opportunities for renewable energy generation such as solar PV that can be used to contribute directly to powering Council buildings (see 2.2)	See 2.2	May 2021 – April 2022	Business case produced for generating renewable energy to contribute to powering Council buildings (see 2.2).
1.5 Review our estate and assets to investigate means of increasing energy efficiency of heating, lighting and cooling systems	New Estate Asset Strategy to include decarbonisation plan	No update	April 2021- April 2022	Building Maintenance Survey & Programme includes carbon reduction assessment and activities.
1.6 Decarbonisation of Rowan House, the Council's main office	Replacement of existing heating and ventilation systems with heat pump. Also adding in extra roof insulation and LED lighting	Nothing to report	February 2021 – December 2021	Realization of predicted energy savings during first full year of operation.
	Installation of 18 electric vehicle (EV) charge points at Rowan House	Planning is ongoing prior to start of works in Summer 2021. Number of points reduced from 20 due to lack of space. Awaiting UKPN and NCC work programme	January 2021 – April 2022	Installation complete to support purchase of new EVs

<b>1. Reduce carbon emissions from our buildings &amp; fleet to help achieve a net zero Carbon footprint for Council Services by 2030</b>				
<b>Action</b>	<b>How will action be achieved?</b>	<b>July 22nd Update</b>	<b>Date Started/ Finish</b>	<b>Measurement of Success (MoS)</b>
1.7 Creation of an Asset (Housing) Management Strategy that will establish plans for reducing emissions from the housing stock	Reviewing plans for upgrading assets and setting an appropriate target for reducing emissions from the housing stock	No update	January 21 - September 21	Strategy produced which sets targets for carbon reduction
1.8 Increasing the energy performance of 100 Homes to reduce energy use and tackle fuel poverty	100 Homes Project – Purchasing 100 former Council homes to increase energy performance certificate (EPC) rating to an average of B.	Overall Average EPC Rating expected at B (84). Actual EPCs to be determined once the homes are ready for handover	September 2020 – March 2022	Increase EPC rating to average of B for the 100 properties
1.9 Decarbonising the housing stock through the Housing Improvement Programme (HIP)	<p>Housing Improvement Programme Works to upgrade most energy inefficient properties to an EPC of C or above.</p> <p>Replacement of heating system at Mary Frank House with an air source heat pump (ASHP)</p> <p>Installation of monitoring equipment in accordance with Heating regulations</p>	No update	April 2021 – March 2022	<p>40 properties to be raised above D in 12 months</p> <p>Installation of ASHP and working to design expectations</p> <p>To be compliant with Heat regulations</p>

1. Reduce carbon emissions from our buildings & fleet to help achieve a net zero Carbon footprint for Council Services by 2030				
Action	How will action be achieved?	July 22nd Update	Date Started/ Finish	Measurement of Success (MoS)
	Boiler replacement works – Replacement of outdated and inefficient boilers			405 boilers to be replaced, of which 20 will be air source heat pumps
1.11 Redevelopment of Elfreda House to reduce carbon emissions	Redevelopment of Elfreda House to Future Homes 2025 standard	Contract awarded to Kier Construction June 21	April 2021 – April 2023	Site built to standard to produce no more than 33.4 kg/m <sup>2</sup> CO <sub>2</sub> per year

<b>1. Reduce carbon emissions from our buildings &amp; fleet to help achieve a net zero Carbon footprint for Council Services by 2030</b>				
<b>Action</b>	<b>How will action be achieved?</b>	<b>July 22nd Update</b>	<b>Date Started/ Finish</b>	<b>Measurement of Success (MoS)</b>
1.12 Take a phased approach to the renewal of the fleet to meet our target of having a fully electric vehicle fleet by 2030	<p>Publishing of a first draft of a fleet transition programme towards 2030</p> <p>In 2021, 15 EVs and 4 hybrid vehicles will be purchased to replace existing small vehicles fuelled by diesel</p> <p>NEPP fleet review underway and to be published Summer 2021.</p> <p>Procurement of at least 1 EV for the Park Safe scheme in 2021.</p>	<p>No update</p> <p>No update</p> <p>No update</p> <p>Strategy planning and procurement discussions underway.</p>	<p>1<sup>st</sup> draft produced in December 2020 – reviewed regularly</p> <p>February 2021 – August 2021</p> <p>May 2021– September 2021</p> <p>May 2021- April 2022</p>	<p>Programme published and reviewed as technologies develop</p> <p>Procurement of electric vehicles and achievement of carbon emission savings</p> <p>Procurement of electric vehicles and associated charging infrastructure with achievement of carbon emission savings</p>
1.13 Creation of an EV charging Strategy to guide provision of EV charging at housing developments and in Council owned car parks	Production of an initial strategy to set out guidance for provision of EV charge points	Engagement with EST and ECC ongoing as part of research/ scoping phase.	March 21 – December 2021	Strategy approved and in place

1. Reduce carbon emissions from our buildings & fleet to help achieve a net zero Carbon footprint for Council Services by 2030				
Action	How will action be achieved?	July 22nd Update	Date Started/ Finish	Measurement of Success (MoS)
1.14 Investigate emissions of nitrogen dioxide from Crematorium and explore opportunity to purchase deNox equipment to reduce nitrogen dioxide emissions	<p>Install diffusion tubes upwind of crematorium to measure nitrogen dioxide concentrations in air. Measure nitrogen dioxide as part of cremator emissions testing.</p> <p>Depending on results look to purchase deNox equipment to help reduce nitrogen dioxide emissions from crematorium to improve air quality.</p>	<p>Diffusion tubes installed in The Willows and areas surrounding crematorium.</p> <p>Cremator testing taking place soon.</p>	<p>May 2021 – October 2021</p> <p>TBC</p>	<p>Nitrogen dioxide concentrations measured in air surrounding Crematorium and from cremators</p> <p>TBC</p>
1.15 Develop Milestones and Pathway to reach net zero for direct emissions by 2030.	Work with Carbon Trust to develop milestones for emission reductions between now and 2030.	Kick off meeting held on 27 <sup>th</sup> May – Timeline for work laid out	May 2021- November 2021	Several milestones developed for emission reduction between now and 2030 to ensure we stay on track to reach net zero emissions by 2030.

2. Produce Renewable Energy				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
2.1 Continued development of Northern Gateway Heat Network site to generate low carbon energy	Construction of the main energy centre and beginning to build connections to residential, commercial, health and leisure sites.	D&B tender progress	Q2 2021/Connections up until 2024	Heat Network site fully complete and operating
2.2 Explore the creation of a microgrid to link up new sites of solar PV generation to Council assets to decarbonise our energy use	Conduct feasibility study and development of a business case for a solar PV farm.	Stage 2 Feasibility in progress	2021	Business case produced for production of renewable energy from solar farm



3. Enhance biodiversity and protect our environment				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
3.1 Plant 200,000 trees by 2024 as part of the Colchester Woodland and Biodiversity Project to benefit biodiversity and for capturing carbon emissions.	Volunteer planting days in Autumn for residents to help with planting around 20,000 trees on 11 different Council sites	Parish Councils and local schools been contacted about tree planting	November 2021 – March 2022	Planting of 20,000 trees in 2021/22
	Work with relevant experts to ensure planting sites are chosen appropriately to ensure tree planting will benefit biodiversity. Environmental Impact Assessments will also be undertaken on new tree planting sites.	No update – Still working with Together We Grow and Colchester Natural History Society	Ongoing	Continue to work with experts/communities to ensure tree planting is carried out at appropriate sites
	Establishment of tree seed nursery	No update	Tree seed nursery established,	Management of nursery, so that future trees planted in the project can be sourced locally.

3. Enhance biodiversity and protect our environment				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
	<p>at Highwoods Country Park so trees can be grown from seed for future use in project.</p> <p>Vision, objectives and principles of project for Year 3 being drawn up based on learnings from previous 2 years</p>	<p>Work in progress – Clear emphasis on project for wellbeing (being in green space, improved physical health = improved mental health)</p>	just needs management	
3.2 Review the Council's Parks and Green Spaces Strategy, exploring opportunities to tackle climate change and to safeguard and enhance existing habitats and species.	Data and consultation will be used to inform the strategy	No update	April 2021 – April 2022	Approval of revised strategy

3. Enhance biodiversity and protect our environment				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
3.3 Improve the ecological and amenity value of the riverside lake and island near the Castle Park to enhance biodiversity, capture carbon and allow better access to the site.	Plans in early development and will be expanded on in future update of the action plan	No update	tbc	tbc
3.4 Ceasing the use of glyphosate herbicides in Council operations through a phased approach as a way to manage weeds, and encouraging other stakeholders to do the same	<p>Agreement reached to phase out glyphosate use for general maintenance by end of March 2021</p> <p>Alternative ways of managing weeds without glyphosate will commence at the start of the growing season</p>	<p>No update required – action complete</p> <p>Trials begun. Results emerging towards end of 2021</p>	<p>September 2020 - April 2021</p> <p>April 2021- April 2022</p>	<p>Significant reduction in glyphosate use. Increases in biodiversity found on Council green spaces.</p> <p>New methods adopted for managing weeds going forward.</p>
3.6 Trialling 'no mow' or reduced mow approaches to rewild	14 green spaces identified where areas of reduced	Trials underway	May 2021 – April 2022	Weed and verge maintenance policy agreed and implemented

3. Enhance biodiversity and protect our environment				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
Council green spaces and support biodiversity, particularly pollinators.	<p>frequency mowing will occur, allowing for the growth of grasses and wildflowers, with rewilding approach developed through engagement with Town and Parish Councils</p> <p>Engagement with local schools led to pupils producing designs for signs explaining why the Council is changing its mowing regimes.</p>	Some schools have helped to produce signage for the activity.	Ongoing	<p>Trial for no mow/reduced mow approaches leads to formally adopting new mowing regimes for Council green spaces going forward.</p> <p>Signs developed that help to explain reason for changes to mowing regimes.</p>

4. Facilitate walking, cycling and sustainable transport around Colchester				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
4.1 Continue to support local organisations to encourage active travel through the Travel Plan Club	Work and support local organisations to encourage active travel and reduce reliance on private car for commuting through creating workplace travel plans	No significant update	Ongoing action	Deliver annual plan of action with helping to review and refresh workplace travel plans
4.2 Implement the Electric Cargo (eCargo) bike project to reduce emissions from travel and operations of the Councils and local organisations	<p>Using eCargo bikes within Council operations to reduce emissions from travel</p> <p>Providing eCargo bikes to 10 organisations (project champions) to break down barriers to using eCargo bikes as a sustainable mode of travel for conducting deliveries and other operations.</p>	<p>5070 miles travelled using eCargo bikes (end of May 2021)</p> <p>Bikes provided and being used successfully by champions</p>	May 2020-May 2023	<p>eCargo bikes used for several routine Council services</p> <p>Normalisation of ecargo bikes in Colchester and businesses buying their own to replace cars/vans for their operations</p>

4. Facilitate walking, cycling and sustainable transport around Colchester				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
	Loaning eCargo bikes out to local organisations to promote this mode of travel, in a 'try before you buy' approach.	ECargo bikes are now being let out on short term loans as the insurance has been finalised. 2 ecargo bikes and 1 trailer are currently on loan, with a further 2 earmarked  Training for adult Bikeability to support the project has been secured through a further successful Defra grant		
4.3 Improve air quality in the borough by promoting the adoption of no idling and encouraging cycling and walking for shorter journeys	No idling behaviour change campaign led by the community.  Behaviour change work with a resident community and 4 schools to support walking and cycling for short journeys,	Clean Air Day public promotion went successfully on 17 <sup>th</sup> June (Clean Air Day) with coverage on ITV and in the gazette.	June 2019- June 2021 for behaviour change campaigns	Post project survey results which demonstrate increased awareness of pollution and its effects and a change in attitudes towards idling (including understanding effectiveness of different signage messaging)  Evidence of increased walking and cycling amongst target schools/resident group

4. Facilitate walking, cycling and sustainable transport around Colchester				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
	<p>particularly through air quality management areas (AQMA's)</p> <p>Psychological signage encouraging no idling to be installed in East Street/ Brook Street and monitored for effectiveness.</p>	See update in main progress report.	March 2021 – August 2022	Evidence of reduction in air pollution and idling (particularly in Brook St/East St)
4.4 Provide enabling policies and strategies to promote walking and cycling in Colchester	<p>Influence:</p> <p>Colchester Cycling Delivery Strategy</p> <p>Vehicle Parking Standards review</p> <p>ECC's Local Cycling and Walking Investment Plans (LCWIPs)</p> <p>Rail operators Integrated Transport Forum and liaison with Network Rail</p>	<p>No update</p> <p>No update</p> <p>Responded to LCWIP consultation</p> <p>No update</p>	<p>April 2021 – April 2022</p> <p>Ongoing</p>	<p>Influence future developments and lobby for funding</p> <p>Influence others to increase uptake for sustainable travel</p>

4. Facilitate walking, cycling and sustainable transport around Colchester				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
	Essex and South Suffolk Community Rail Partnership	No update	Ongoing	
4.5 Promote walking and cycling routes in Colchester through improving signage and wayfinding	<p>Introduce wayfinding signage along the University to Town Centre routes to encourage walking</p> <p>Making improvements to the wayfinding signage between:</p> <ul style="list-style-type: none"> <li>- Town centre and port</li> <li>- North Station and Colchester General Hospital</li> </ul>	<p>No update</p> <p>No update</p> <p>No update</p>	<p>April 2021 – April 2022</p> <p>April 2021 – April 2022</p> <p>April 2021 – December 2022</p>	Signage improved and more people using the routes on foot



4. Facilitate walking, cycling and sustainable transport around Colchester				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
4.6 Improve infrastructure along the route from North Station to Town Centre to encourage walking and cycling along this route.	Fixing the Link – Project to encourage those arriving at Colchester Station to walk the route to Town Centre through installing better wayfinding and public realm improvements.	No update	April 2021 – April 2022	Increased numbers of people walking the route, by clear wayfinding and enjoying a quality welcome experience.
4.7 Map and promote use of the Colchester Orbital	Mapping a circular walking and cycling route around Colchester and ensuring routes are accessible for all.  Adding greenery to orbital and expand	No update	Map already produced – Will be updated when required with new information	Map produced that can be used by residents and making changes to route where appropriate to ensure it remains accessible for all  Parts of orbital made more natural with added greenery along route.

4. Facilitate walking, cycling and sustainable transport around Colchester				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
4.8 Encourage the uptake of alternative sustainable travel methods for work and leisure purposes	Taking part in electric scooter (escooter) trial	Scooter trial proceeding well. Results still coming through that will feed into review by ECC of whether to continue of them.	February 2021 – October 2021	Learn how escooters could be used as a sustainable mode of travel for getting around Colchester
	Colchester Future Transport Strategy – Work with ECC to review consultation responses ready to finalise the Strategy and promote schemes which will help implement the initiatives contained within the Strategy.	No update	February 2021 – August 2021	Input into and influence ECC's Strategy to enable projects which promote sustainable travel are taken forward
	Influence Rapid Transit system linking Garden Communities, park and ride/choose site with town centre, hospital and Colchester Station, route and provision.	No update	April 2021 – April 2022	

4. Facilitate walking, cycling and sustainable transport around Colchester				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
	The Council's Scrutiny Panel to review bus operations in Colchester and to consider how to increase use of this sustainable mode of travel.	Waiting on Cabinet approval for recommendations on changes to promote bus travel.	Spring - Summer 2021	Encourage greater uptake of buses in Colchester
4.9 Facilitate walking and cycling in Colchester by providing suitable infrastructure.	<p>Identifying funding for, and a site in, the Town Centre to create a secure cycle parking facility, and plan how this will be managed.</p> <p>Working with ECC to support the introduction of infrastructure such as segregated cycle lanes and school streets along key routes in and around Colchester Town Centre</p> <p>Reviewing S106 funding to plan and work with others to install and improve a range of</p>	<p>Premises identified – Commenced negotiations with owner.</p> <p>Consultations on designs launched in May 2021 – CBC will help get as much feedback as possible.</p> <p>No update</p>	<p>January 2021 – December 2021</p> <p>January 2021 – January 2022</p>	<p>Secure cycle parking facility identified and created</p> <p>Improvement of cycling infrastructure in and around the town centre meaning greater uptake of cycling</p> <p>S106 identified and schemes promoted/designed ready for implementation.</p>

4. Facilitate walking, cycling and sustainable transport around Colchester				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
	<p>measures and infrastructure</p> <p>Wivenhoe Trail - identify funding for and implement improvements. Work with partners to agree future maintenance plan.</p> <p>Stanway to Tollgate - identify funding and working with others to initiate improved links</p>	<p>No update</p> <p>No update</p>	<p>April 2021- April 2022</p>	<p>Funding mechanism identified to implement schemes. Greater numbers of people walking and cycling along the Wivenhoe Trail.</p> <p>Better access between local communities and growing major retail area.</p>

4. Facilitate walking, cycling and sustainable transport around Colchester				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
4.10 Bring an electric vehicle car club to Colchester	Identify funding to create a network of electric car club vehicles in Colchester to support sustainable travel and move away from private car ownership	<p>Funding secured for 2 e carclub cars for the town centre through a 3<sup>rd</sup> successful Defra grant. 2 ebike/ecargo bike hubs for residents will also be set up.</p> <p>Due to start this project off with some community engagement to identify needs and interest in joining a working group to develop the project.</p>	January 2021 – December 2021	Car Club provider starts electric vehicle car club in Colchester
4.11 Develop actions as part of the Positive Parking Strategy that will help to reduce congestion in the town centre and promote sustainability.	<p>Park Active – A project to encourage people to park in car parks on the outside of the town centre – This will help encourage walking/cycling into town and reduce congestion.</p> <p>Installing electric vehicle charge points in Council owned car parks</p>	<p>No update</p> <p>No update</p>	April 2021 – April 2022 (for all projects)	<p>Fewer cars parking in the town centre and encouraging active travel</p> <p>Charge points installed to support a transition to electric vehicles</p>



4. Facilitate walking, cycling and sustainable transport around Colchester				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
	<p>Review usage and requirements of Council car parks to determine the quantity of parking required, where parking should be located and parking tariffs.</p> <p>Promotion of the Park and Ride service in Colchester</p>	<p>No update</p> <p>No update</p>		<p>Ensuring car parking is used more efficiently and in a way that promotes active, and greener forms of travel.</p> <p>More people using the Park and Ride service.</p>

## 5. Provide sustainable waste management and support residents to reduce, reuse and recycle

Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
5.1 Improve systems for collecting household waste, recycling, food and garden waste with a focus on waste minimization, increased recycling and composting	<p>Re-establishing textiles recycling collections</p> <p>Rolling out programme to encourage residents to separate cans and glass</p> <p>Improvements in data collection to track recycling collections and identifying where recycling rates can be improved</p> <p>Improving recycling equipment distribution to residents</p>	<p>Textile collections re-established</p> <p>Campaign through social media/stickers on containers started, building up to June 2021 when changes enforced</p> <p>No update</p> <p>Trial for 'click and collect' garden sacks collection set up.</p>	<p>Completed in April 2021</p> <p>April 2021 – April 2022 for rest of projects</p>	<p>Reintroduction of the service</p> <p>Reduced contamination of cans/glass and reduced operational time on these collection routes</p> <p>Improved information and engagement through the website on waste collection services</p> <p>Improve solutions for distributing recycling containers to residents, ensuring containers are used with care</p>

5. Provide sustainable waste management and support residents to reduce, reuse and recycle				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
5.2 Develop trade waste collection service to offer further commercial recycling collections for businesses	Establish profitability of current operations and identify new recycling options for businesses	No update	April 2021 – April 2022	Improved commerciality of trade waste collections  Improve customer experience based on customer need, demand and feedback
5.3 Improving communication with Colchester residents to improve participation in recycling and waste minimization work	Establishment of Community Education and Engagement team to deliver this work	New team restructure started in May related to this work	April 2021 – April 2022	Data insight captured and used to inform a communication and campaign plan
5.4 Work actively within communities to promote recycling, reuse, upcycling and	Introduction of new Community Engagement and Education Team within Neighbourhood Services, working collaboratively with	New team restructure started in May related to this work	April 2021 – ongoing action	Community group engaged and suitable campaign delivered around this topic

5. Provide sustainable waste management and support residents to reduce, reuse and recycle				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
repairing opportunities	the Community Engagement Team			
5.5 Explore trialling smart waste technology to improve efficiency of waste collections in the Borough	<p>Support the introduction of smart waste technology within new developments</p> <p>Explore funding opportunities for the introduction of 'smart' waste bins</p>	No update	October 2021 – April 2022	Incorporate smart waste technologies into Waste Strategy

## 6. Enable partnerships and community action for sustainability and low carbon development

Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
6.1 Support community organisations in the borough to help deliver environmental benefits within communities	Work with community organisations/individuals to help spread the message of their work and provide expertise where required.	New webpages developed that signpost to community groups providing support/information on environment/climate change.	Ongoing	Raise awareness of existing community groups that are acting to produce positive environmental change
	Support the Dedham Value Area of Outstanding Natural Beauty (AONB) and Stour Valley project team to produce a 5 year Management Plan to conserve and enhance natural beauty.	Habitat Management and creation (stag beetles/grass snakes) Controlled non-native plants such as Himalayan Balsam & Giant Hogweed  Meadow creation trial at Bures Mill using 'green hay' (mix of wildflowers/grasses that are shedding seeds)	Ongoing	Continue to support the project team to help protect the AONB site for future generations of people/wildlife.
	Support the delivery of Eco Festival 2021 with Council staff volunteering and contributing to the event where possible.	Council staff helping to facilitate organising the event for 4 <sup>th</sup> September 2021	March 2021 – September 2021	



6. Enable partnerships and community action for sustainability and low carbon development				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
6.2 Provide opportunities for residents to participate in Council decision making and action on environmental issues	<p>Provision and promotion of the 'have your say' option at the Environment and Sustainability Panel</p> <p>Provision of opportunities for residents to volunteer on Council environmental projects such as tree planting and monitoring air quality.</p>	<p>No update</p> <p>No update</p>	<p>Sept 2020 – Ongoing</p> <p>Ongoing action</p>	<p>Increased numbers of residents attending Panel meetings to have their say on what action they would like the Council to take on the climate emergency</p> <p>More opportunities provided for residents and increased numbers of residents taking part in this.</p>
6.3 Support the Colchester Business Centre (Colbea) to develop	Develop key performance indicators (KPIs) in Colbea's lease agreement for the North Colchester	Colbea agreed to include environmental impact / carbon reduction in its lease KPIs for the North Colchester Business Incubation Centre from 2021 onwards	Will be subject to annual review March 2021 – April 2022	Maximise use of resources and minimise the occurrence of activities that may cause negative environmental impacts.

6. Enable partnerships and community action for sustainability and low carbon development				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
policies and practices within their corporate strategy to include corporate environmental responsibility	Business Incubation Centre			
6.4 Collaborate with the University of Essex to ensure actions we develop are informed by academic expertise (where appropriate)	<p>Take part in a university 'challenge lab' to co-develop with researchers, solutions to a particular climate challenge in Colchester</p> <p>Build rapport with researchers on existing Council projects, and understand the expertise available at the University.</p>	<p>Initial conversation had with University of Essex about setting it up</p> <p>Several discussions happening about various projects, including organisational change and community engagement</p>	<p>September 21/2022</p> <p>Ongoing</p>	<p>1 challenge lab completed, with solutions developed to tackle a climate challenge in the borough</p> <p>Continue work with the University of Essex to inform design/operation of our projects and actions.</p>

## 6. Enable partnerships and community action for sustainability and low carbon development

Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
6.5 Work with anchor/key organisations in the borough to promote the uptake of sustainable actions across the borough and improve engagement on taking action on climate change.	Creation of a network of key organisations in Colchester to share learning on good practice and provide a platform for ideas developed to be informed by detailed resident engagement.	One Colchester sub-group created – First meeting occurred on 3 <sup>rd</sup> June 2021	April 2021 – April 2022	Network developed that is effective for sharing solutions to tackle climate related challenges, ensuring these are informed by resident views.
6.6 Increase engagement with schools in Colchester to promote and support awareness raising and behaviour change around	Pilot a project with one primary school in Colchester to understand the challenges with embedding environmental content into lessons and school life, and use this to better design resources	School identified. Interviews/surveys carried out with teachers to understand challenges and state of play.  Project activities starting late May 2021. Will be involved in Essex schools 'Green Day' on July 8 <sup>th</sup> 2021	January 2021 - October 2021	A document of 'learnings' produced that summarises the challenges schools face with engagement on environmental issues

## 6. Enable partnerships and community action for sustainability and low carbon development

Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
environmental issues	<p>to help schools reduce their environmental impact</p> <p>Conduct interviews/focus groups with other primary schools to understand challenges faced with becoming more environmentally friendly and to understand best practice that can be shared between other schools</p>	No update		Best practice collected which can then be shared with schools to help them become greener.

6. Enable partnerships and community action for sustainability and low carbon development				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
6.7 Develop a Climate Emergency communication s and engagement plan which will support the delivery of, and engagement around, the Council's Action Plan.	<p>Survey with residents to help understand how residents prefer hearing about work to tackle the climate emergency.</p> <p>Use survey insight to develop an external communications plan with key messages and content to deliver to our residents.</p>	<p>Survey completed – Insights noted</p> <p>Comms Plan with key dates being developed</p>	<p>March 2021 – April 2021</p> <p>May 2021 – ongoing</p>	<p>Survey completed with residents and used to inform Communication and Engagement plan</p> <p>External Communication Plan produced and is updated regularly.</p>
6.8 Collaborate with Essex County Council and other local authorities in Essex and those in the	Take part in Carbon Reduction Across Essex (CORE) meetings with other Essex local authorities.	No update	Ongoing action	Build up a relationship with Essex County Council and other Essex LA's to help share learning

6. Enable partnerships and community action for sustainability and low carbon development				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
UK to share learnings around work on the climate emergency	Where appropriate, join grant funding bids with ECC to increase access to funding for environmental projects	No update	Ongoing action	Opportunities utilised to collaborate with ECC on grant funding bids
	Participate in national local authority forums such as the Collective for Climate Action to share learning and ask questions about work on the climate emergency	No update	Ongoing action	Use forums to gain ideas, knowledge and experience from other LAs on how to tackle the climate emergency.
6.9 Communicate with Town and Parish Councils to understand how we can work together	Sharing resources with Town and Parish Councils that will help them reduce their environmental impact.	See below	Ongoing action	Successful collaboration and communication with Town and Parish Councils on climate emergency related work.



## 6. Enable partnerships and community action for sustainability and low carbon development

Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
to tackle the climate emergency and ensure this reflects the wishes of communities we serve	<p>Conduct a presentation with Town and Parish Councils to share our work, and show how they can take action on the climate emergency</p> <p>Provide opportunities to collaborate on Council projects e.g. eCargo bikes, Rewilding plans</p>	<p>Presentation to Town and Parish Councils went well on 24<sup>th</sup> June, with opportunities for Towns/Parishes to tackle the climate emergency highlighted in this.</p> <p>No update</p>	<p>June 2021</p> <p>Ongoing action</p>	

7. Ensure sustainable planning and development				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
7.1 Create a Planning Sustainability Checklist so decision makers can understand the sustainability of proposals	Planning Sustainability Checklist is drafted, brought to the ESP and then following consultation the Checklist will become a local validation requirement	ESP approved consultation on the Checklist in January 2021.	October 20 – May 2021	Checklist is required & used by decision makers  Greatest success will be if developers incorporate sustainability measures highlighted in the checklist
7.2 Create & adopt a new Supplementary Plan Document (SPD) on sustainability and carbon reduction	Creation of a new Supplementary Planning Document to provide guidance and encouragement to developers to consider carbon reduction and sustainable design within new developments (including biodiversity net gain)	A sub-group of the Climate Opportunities Working Group (COWG) has been set up to work on the SPD.	January 2022 – January 2023	Supplementary Planning Document adopted and used as a material planning consideration
7.3 Information on sustainable travel choices to be included in marketing of residential properties for developments where there are good sustainable transport options to encourage	Provision of leaflet detailing walking and cycling routes, as well as public transport options in the locality of the development  Research and training for members on car free developments in accessible locations	No update	April 2021 – April 2022	Information on sustainable travel options is included in all new homes

7. Ensure sustainable planning and development				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
reduced car use and ownership.				
7.4 Consideration given to car free developments and other approaches to reducing car parking provision and encouraging car free lifestyles	Adoption of new ECC parking standards, which includes car free developments	No update	April 2021 – April 2022	More developments in Colchester to become car-free in accessible locations and support car-free lifestyles

8. Change the way we work to achieve our climate commitment				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
8.1 Development of the Climate Challenge and Sustainability Strategy to provide oversight for the Council's work on the climate emergency	<p>Review previous Environmental Sustainability Strategy, Action Plan and Strategic Plan 2020-2023.</p> <p>Develop strategic themes for Strategy and to guide action plan</p> <p>Produce full strategy, detailing key outcomes and objectives for each strategic theme and provide opportunity for consultation on this</p>	<p>Action complete</p> <p>Strategic themes of this document created and shared on website and on social media.</p> <p>No update</p>	<p>Dec 2020 – March 2021</p> <p>March 2021 – June 2021</p> <p>May 2021 – December 2021</p>	New strategy created
8.2 Ensuring internal strategies and policies are consistent with the climate change emergency	Review of internal core strategies with at least 3 updated to show consideration of the climate emergency – This will include the Housing Asset Management Strategy	No update	February 2021 – February 2022	<p>At least 3 key strategies reviewed and updated by 2022</p> <p>Future workplans for these strategies to embed decarbonisation and sustainability as detailed in the supporting strategy</p>
8.3 Write and agree an internal data	Set up monitoring and reporting template for Climate Emergency Action Plan which will align with	Complete	January 2021 – March 2021	Monitoring and reporting plan produced

8. Change the way we work to achieve our climate commitment				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
management plan which sets out roles and responsibilities for data capture and verification as well as a timetable for reporting	reporting to Environment and Sustainability Panel			
8.4 Develop a learning and development programme for staff (and members) on climate change and environmental issues to help increase awareness and promote behaviour change	Utilise training for planning officers provided by ECC to help planners understand how they can mitigate environmental impacts within their role	No update	June 2021/Dec 2021	Planning staff become more aware of how to practically implement steps to reduce environmental impacts in the work they do e.g. with developers
	Deliver a presentation to councillors explaining the Council's climate emergency declaration and how councillors can support this work	Presentation produced and rolled out with members on 15 <sup>th</sup> June 2021	June 2021	
	Use resources developed by the Carbon Literacy Project to deliver sessions to staff to increase awareness of climate change,	No update	September 2021 – April 2022	

8. Change the way we work to achieve our climate commitment				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
	and the action we can take within our roles to reduce our environmental impact.			
8.5 Embed consideration of the environment and climate change within internal communications to promote awareness and behaviour change of environmental issues and the climate challenge	<p>Develop an internal comms strategy to plan out how to inform staff of environmental work and projects.</p> <p>Run a pilot behaviour change challenge to promote the uptake of environmentally friendly behaviours</p>	<p>No update</p> <p>Pilot run, and will inform future engagement with staff</p>	<p>Ongoing action</p> <p>March 2021 – April 2021</p>	<p>Strategy developed</p> <p>Pilot run successfully and insights used to inform future engagement with staff</p>
8.6 Strengthen assessment of environmental impacts in all levels of Council decision making	Develop sustainability and carbon reduction assessment (and associated guidance) to help staff consider and reduce the environmental impacts/emissions throughout their projects, drawing on learnings from the	New Sustainability & Carbon Reduction Assessment produced (with guidance) within project management, launched in May 2021.	February 2021 – May 2021	New assessment and guidance created that staff use effectively to increase their knowledge of environmental impacts/emissions from their projects and how these can be reduced.



## 8. Change the way we work to achieve our climate commitment

Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
	<p>environmental checklist originally developed.</p> <p>Creation of several internal KPIs linked to environmental performance to monitor how Council operations and projects are becoming more environmentally friendly e.g. emissions reporting, all staff completing sustainability and carbon reduction assessments.</p>	No update	Ongoing action	Progress seen regarding several KPIs - I.e. consistent reductions in emissions, 100% of staff completing sustainability and carbon reduction assessments

## 8. Change the way we work to achieve our climate commitment

Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
8.7 Improve our procurement processes so that environmental considerations are made within sourcing goods, service and works	<p>Develop guidance to help staff include more environmental considerations within procurement specifications.</p> <p>Review use of Social Value Portal (SVP) and its ability to help the Council work with greener contractors and recognise the positive env benefits delivered through specific contracts</p>	<p>No update</p> <p>Use of SVP for few initial contracts started – Summary of how it is working to be presented to Environment and Sustainability Panel in November</p>	<p>July 2021 – December 2021</p> <p>September 2021 – December 2021</p>	<p>Procurement specifications developed that support carbon reduction and sustainability</p> <p>The Council is more informed about the environmental credentials of the contractors it works with</p>
8.8 Reviewing the Council's Travel Plan to ensure this continues to promote sustainable travel to staff	Review the Council's Travel Plan in light of changes to staff working location patterns to ensure Travel Plan facilitates sustainable travel to staff going forward	<p>Currently being reviewed in co-ordination with changes to Rowan House.</p> <p>Ran events during bike week 2021 for staff (Dr Bike, eCargo bike trials, bike amnesty, gait analysis)</p>	Jan 21-Dec 21	Council Travel Plan reviewed and updated

8. Change the way we work to achieve our climate commitment				
Action	How will action be achieved?	July 22 <sup>nd</sup> update	Date Started/ Finish	Measurement of Success (MoS)
8.9 Reduce the environmental impacts of events organised by Colchester Events Company	Review the Events Policy and associated documents to see how events could be made more sustainable in the long term.	No update	July 2021 – December 2021	<p>Successfully pilot several ways to make an event more environmentally friendly in 2021</p> <p>A revised Events Policy and other documents that help to promote sustainability further in events.</p>
8.10 Ensure our ICT systems are environmentally sustainable	<p>Ensure that sustainability is considered in the lifecycle of using ICT equipment (from procurement to disposal)</p> <p>Use of the cloud to store files resulting in lower emissions than using a data centre (more efficient equipment used for operating cloud)</p>	No update	<p>Ongoing action</p> <p>Ongoing action</p>	<p>Council assesses need for ICT equipment and looks to dispose of equipment responsibly after use (e.g. getting it repaired, giving to other organisations to reuse, sending parts for recycling)</p> <p>Calculator provided by Microsoft to show and estimate our IT based emissions savings from storing files in the cloud.</p>



## Environment and Sustainability Panel

Item  
**9**

22 July 2021

Report of	Assistant Director Corporate and Improvement Services	Author	Matthew Evans ☎ ext. 8006
Title	Work Programme 2021-2022		
Wards affected	Not applicable		

### 1. Executive Summary

- 1.1 This report sets out the current Work Programme 2021-2022 for the Environment and Sustainability Panel. This provides details of the reports that are scheduled for each meeting during the municipal year.

### 2. Recommended Decision

- 2.1 The Panel is asked to note the contents of the Work Programme for 2021-2022.

### 3. Reason for Recommended Decision

- 3.1 The Work Programme of this Panel is kept under review throughout the municipal year to ensure that business is progressed and Members have the opportunity to review upcoming agenda items.

### 4. Alternative Options

- 4.1 This function forms part of the Panel's Terms of Reference and, as such, no alternative options are presented.

### 5. Background Information

- 5.1 The Environment and Sustainability Panel deals with existing and emerging environmental issues, and will focus on carbon footprint reduction and monitoring and supporting the Council's Climate Emergency Action Plan.
- 5.2 The Panel's Work Programme will evolve as the Municipal Year progresses and items of business are commenced and concluded. At each meeting the opportunity is taken for the Work Programme to be reviewed and, if necessary, amended according to current circumstances.

## 6. Standard References

- 6.1 There are no particular references to publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety, environmental and sustainability implications or risk management implications.

## 7. Strategic Plan References

- 7.1 Environmental Sustainability is integral to the delivery of the Strategic Plan's priorities and direction for the Borough as set out under the four themes of growth, responsibility, opportunity and wellbeing.

### WORK PROGRAMME 2021-22

<b>Environment and Sustainability Panel</b>
<b>Meeting date / Agenda items -</b>
<b>Environment and Sustainability Panel - 24 June 2021</b>
<ol style="list-style-type: none"><li>1. Work recap and plan for the year ahead.</li><li>2. Climate Emergency Action Plan – Progress Update.</li></ol>
<b>Environment and Sustainability Panel – 22 July 2021</b>
<ol style="list-style-type: none"><li>1. Waste &amp; Recycling and the Environment Bill</li><li>2. Climate Emergency Action Plan – Progress Update</li></ol>
<b>Environment and Sustainability Panel – 16 September 2021</b>
<ol style="list-style-type: none"><li>1. Woodland and Biodiversity Update</li><li>2. Climate Emergency Action Plan – Progress Update</li></ol>



Environment and Sustainability Panel – <b>25 November 2021</b>
<ol style="list-style-type: none"> <li>1. Social Value Portal and green procurement</li> <li>2. Climate Emergency Action Plan – Progress Update</li> </ol>
Environment and Sustainability Panel – <b>13 January 2022</b>
<ol style="list-style-type: none"> <li>1. Pathway for net zero emissions by 2030</li> <li>2. Climate Emergency Action Plan – Progress Update</li> </ol>
Environment and Sustainability Panel – <b>24 February 2022</b>
<ol style="list-style-type: none"> <li>1. Sustainable Modes of Travel Strategy &amp; Electric Vehicles</li> <li>2. Climate Emergency Action Plan – Progress Update</li> </ol>
Environment and Sustainability Panel – <b>22 March 2022</b>
<ol style="list-style-type: none"> <li>1. Summary of progress in 2021/2022</li> <li>2. Climate Emergency Action Plan – Progress Update</li> </ol>

