Climate Emergency Action Plan 2024-25

Version	1.0
Created by	Matthew Filmore – Deputy Town Clerk
Date approved	16 April 2024
Approved by	Strategy & Resources Committee

CONTENTS

1. Background

At the Full Council meeting, held on Tuesday 1 October 2019, the following motion was adopted:

> This Council notes that:
>
> 1. The impacts of climate breakdown are already causing serious damage around the world.
> 2. Limiting Global Warming to 1.5°C (Intergovernmental Panel on Climate Change, October 2018) may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector.
>
> This Council therefore:
>
> 1. Commits to a declaration of a 'Climate Emergency' with the aim of becoming a carbon neutral organisation by 2030.
> 2. Welcomes the declaration by Wokingham Borough Council of a 'Climate Emergency' and will actively participate in the creation of the Borough-wide climate change strategy to ensure Woodley Town Council is fully engaged in its creation for the benefit of its residents.
> 3. Will explore, with all parts of the community, the development of a local action plan in support of, and to complement, the Borough Council's climate change strategy plan for those parts relevant to Woodley Town.

A Climate Emergency Declaration (CED) is an action an organisation may take to acknowledge that the world is in a climate crisis. As of 24 January 2024, around 2,353 CEDs have been issued by government organisations around the world, 597 of which are in the UK[1].

This document sets out what we (Woodley Town Council) are doing to reduce the impact of climate change on our community through reducing carbon emissions, improving biodiversity and supporting a greener economy.

Our aim is to achieve positive outcomes for Woodley's residents, businesses, visitors and the natural environment.

[1] https://www.cedamia.org/global/

2. Our Commitment

In 2019, the Town Council made a commitment to reduce the organisation's carbon footprint, with the aim of being 'carbon neutral' by 2030.

To be considered 'carbon neutral', an organisation must balance the carbon dioxide released into the atmosphere through their everyday activities with the amount they absorb, offsetting any remaining, unavoidable emissions.

The Town Council also committed to working with Wokingham Borough Council, as the Principal Authority, and Woodley residents to support the Borough Council's climate change strategy plan in Woodley.

3. WBC's Climate Emergency Action Plan

In July 2019, Wokingham Borough Council declared a climate emergency, committing the Borough Council to do as much as possible to achieve carbon neutrality as a borough by 2030[2].

The Borough Council has developed its own Climate Emergency Action Plan, identifying 10 key priority areas and 102 actions to mitigate CO2 emissions and achieve their goal of becoming a carbon neutral borough. This is reviewed regular to track progress.

The 10 key priority areas are:

[2] Wokingham Borough Council – Climate Emergency Action Plan – Fourth Progress Report - 2023

4. How we will achieve our Objectives

To achieve carbon neutral status as an organisation, we must measure, track and reduce our carbon emissions, before offsetting any remaining, unavoidable emissions through certified carbon offsetting projects. By accurately measuring and assessing the Council's carbon footprint, we can effectively target the steps we need to take to work towards carbon neutrality, and report on these in a transparent manner.

To support the Borough Council's Climate Change strategy, we must engage with the projects and initiatives they develop. The Council also commits to appointing representatives to relevant sub committees and working groups, where invited, and to taking an active part in these committees.

We must also do what we can to disseminate relevant information to Woodley residents which can help them manage their own impact on the climate. This includes listening and engaging with our community; establishing and maintaining partnerships; empowering people and groups; providing support, funding and information; representing, through advocating for change, and looking after the interests of vulnerable people.

Individual Councillors will play a key role in offering vision and direction to local groups. Councillors will also represent local concerns and views, and encourage residents and businesses to participate in, and facilitate, coordinated action.

5. Carbon Footprint Reports

As and when appropriate, the Council will commission an independent carbon footprint report to assess the emissions produced by the Council's activities. This report, provided at **Appendix A**, will enable the Council to track progress against a baseline, as well as targeting areas where emissions can be reduces, thus enabling us to provide a clear pathway to becoming a carbon neutral organisation by 2030.

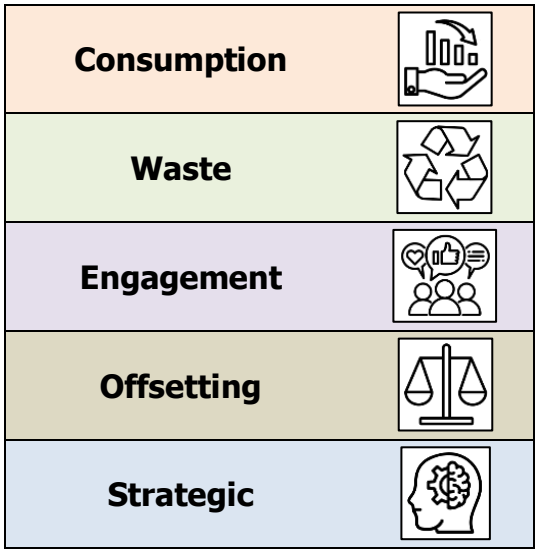
Annually, the Council will also access an updated community carbon footprint report using the Impact Community Carbon Calculator[3], to help assess the overall progress of the community as a whole in reducing its carbon emissions. This is provided at **Appendix B**.

6. Action Plan

This Action Plan has been developed to capture, record and report the key areas we will target, and the actions we will take to achieve our objectives. This, along with reporting our carbon footprint, will provide transparency and accountability regarding our progress.

[3] https://impact-tool.org.uk

The Council's key target areas have been defined in the Action Plan as:



Actions, identified against each key target area, are given a priority score based on three factors:

Cost - How comparably expensive it is to achieve

Achievability – How easy / quickly it can be achieved

Benefit – How impactful the action will be

By prioritising in such a way, the Council aims to identify the actions which are likely to make the greatest / cheapest / fastest gains; undertaking those actions first before moving onto lower priority actions.

	PRIORITY SCORING		
	1	**2**	**3**
Cost	High	Medium	Low
Achievability	Hard / Long term	Ok / Medium term	Easy / Short term
Benefit	Low Impact	Med Impact	High Impact

Score	**Priority**
8 to 9	High
5 to 7	Medium
3 to 4	Low

Where an action links to reducing emissions caused by the Council's activites, a 'Scope' will be provided. The Greenhouse Gas Protocol[4], which provides the most widely recognised accounting standards for greenhouse gas emissions, categorises emissions into the following:

Scope 1 Direct emissions from owned or controlled sources; those for which the Council has the highest level of control

[4] https://ghgprotocol.org

Scope 2 Indirect emissions from the purchase / use of electricity, steam, heating and cooling; those for which the Council can control the amount of energy consumed but not how the energy is produced of the emissions intensity

Scope 3 All other indirect emissions that occur in the upstream and downstream activities of an organisation; those emissions for which the Council has the least control

Outstanding actions are provided at **Appendix C**, whilst completed or discarded actions are provided at **Appendix D**.

7. Consumption

'Consumption' covers the actions the Council aims to take to ensure the resources we consume during our everyday activities are reduced and delivered in a climate conscious manner, whilst maintaining service standards.

This will include the use of energy and supplies to maintain our buildings, parks and open spaces, as well as for the wider delivery of our services.

8. Waste

'Waste' covers the actions the Council aims to take to reduce, re-use and recycle waste products, created as part of the Council's activities, in the most sustainable manner possible.

9. Engagement

'Engagement' covers the actions the Council aims to take to engage with the local community, both residents and businesses, to feed in to the Council's own action plan, as well as to promote and encourage participation in climate initiatives and sustainable actions, including Wokingham Borough Council's Climate Strategy.

10. Offsetting

'Offsetting' covers the actions the Council aims to take to remove or offset carbon emissions from the atmosphere.

This will include ways in which the Council can improve biodiversity and increase carbon capture on our own land, as well supporting appropriately certified carbon offsetting initiatives and projects further afield.

11. Strategic

'Strategic' covers the actions the Council aims to take to ensure a consistent approach is taken in our decision making and activities which puts the climate emergency at the core of our planning.

12. Delivery and Monitoring

Council Officers will deliver against the actions defined in this action plan, with a progress report on the outstanding actions presented to the Strategy & Resources Committee at each scheduled meeting.

This Action Plan will be fully reviewed by Officers and presented to the Strategy & Resources Committee for adoption each year, with the final version made publicly available on the Council's website[5], along with the Town Council's carbon footprint report and the community carbon footprint report.

[5] https://woodley.gov.uk/climate_emergency

centre for sustainable energy

Carbon Footprint Report:

Woodley

Civil parish

02/04/2024

1. Your Footprint Report

Welcome to your carbon footprint report!

This report tells you about your community's carbon[1] footprint – both the scale of emissions and the main activities responsible for the emissions. This information comes from *Impact* – an online community carbon footprint calculator: https://impact-tool.org.uk/.

The tool was developed by the Centre for Sustainable Energy and the University of Exeter, initially to make carbon footprinting at parish level possible. Since its inception a number of improvements have been made, including the ability to look at different-sized geographical areas.

Your report shows both 'consumption based' and 'territorial' emissions, and also shows how your footprint compares with the district average and the national average.

It shows your 'territorial' *and* 'consumption' footprints.

There are two ways of viewing a community's carbon footprint: territorial-based, or consumption-based.

Territorial footprints consider the emissions produced within a geographical boundary – such as from heating buildings, transport, industry, and agriculture – regardless of whether the residents within the community are engaged in or demand those activities. For example, if a factory lies within the boundary of a local authority, then regardless of whether what is produced in the factory is consumed locally or exported to other parts of the country (or world), the factory's emissions would still be counted as part of that local authority's territorial footprint. A territorial footprint is largely created by taking national and local authority datasets and cutting these down to the local geography in as accurate a way as possible.

A consumption footprint captures all the emissions produced from the activities that the area's residents engage in, regardless of where geographically they occur. For example, emissions resulting from the food they eat, the clothes and household items they buy, the leisure activities they engage in, their travel behaviours, and the heating of their homes. The consumption-based footprint is based on household and address-level data, which is then aggregated up to the community level (rather than cutting down from a higher geography as with the territorial approach).

[1] A 'carbon' footprint, includes carbon dioxide as well as other gases which impact the climate.

Apples and pears.

Showing both territorial and consumption footprints gives you useful information, but it is important to recognise that the two footprints cannot be directly compared as they look at the question of 'where do our emissions come from' in different ways, using different methods, and with different datasets.

Take your footprint as a guide, not as complete fact.

The carbon footprints are modelled, drawing on data from more than 30 datasets (some of which are themselves made up of multiple further datasets!). As with all models, decisions have been taken in terms of what data is used, and how the data is 'cut' and analysed. The Impact footprints have been developed with the intention that they are as useful as possible, but remember to take them as a guide, not as complete fact.

If you would like more detail about the method and datasets, please read the Impact methodology paper: https://impact-tool.org.uk/static/doc/Impact-methodology-paper-v2.2.pdf.

You can also download the raw data here: https://impact-tool.org.uk/download

How does knowing our carbon footprint help us tackle climate change?

Footprint information can guide us to where we should target our efforts to reduce emissions and have the greatest impact. To help you think about what to do next with your footprint information, in each section of this report there are change targets for reaching net zero, and some questions to help you think about possible areas for action.

Note that these footprints are intended to raise awareness and improve understanding of the types of activities which contribute to emissions in any given area in order to stimulate individual and collective action. Local Authorities may well have carried out their own analysis and have made climate emergency declarations, drafted action plans, set out policies or be delivering schemes. We hope that the Impact tool can be used to complement this activity.

2. Your Community's Consumption Footprint

Your whole footprint

This figure shows the annual carbon emissions (measured in tonnes CO_2e[2]) emitted as a result of the different activities that residents within your parish's boundary engage in – from heating to eating.

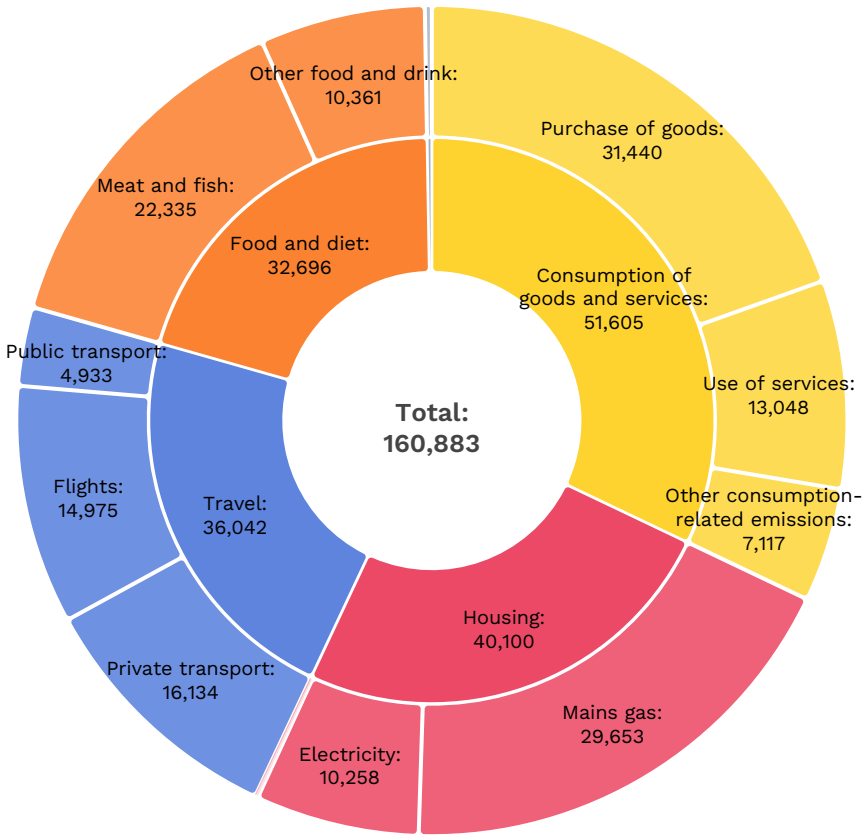
Housing
Emissions resulting from residents' use of energy in their homes.

Food and diet
Emissions resulting from the consumption of food and drink products by residents.

Travel
Emissions resulting from the transport choices & behaviours of residents.

Waste
Emissions resulting from the management of waste generated by residents.

Consumption of goods and services
Emissions resulting from the purchase of goods and the use of services by residents.



Goods – all household goods (not food), including homeware, toiletries, medicines, furnishings, electronic goods, appliances, & large items such as cars.

Services – use of services, including the maintenance and repair of home, vehicles and other equipment, banking and insurance, medical services, treatments, education costs, communications (e.g. TV, internet and phone contracts), and other fees and subscriptions.

Other – leisure, entertainment, sporting or social activities.

A breakdown of the numbers

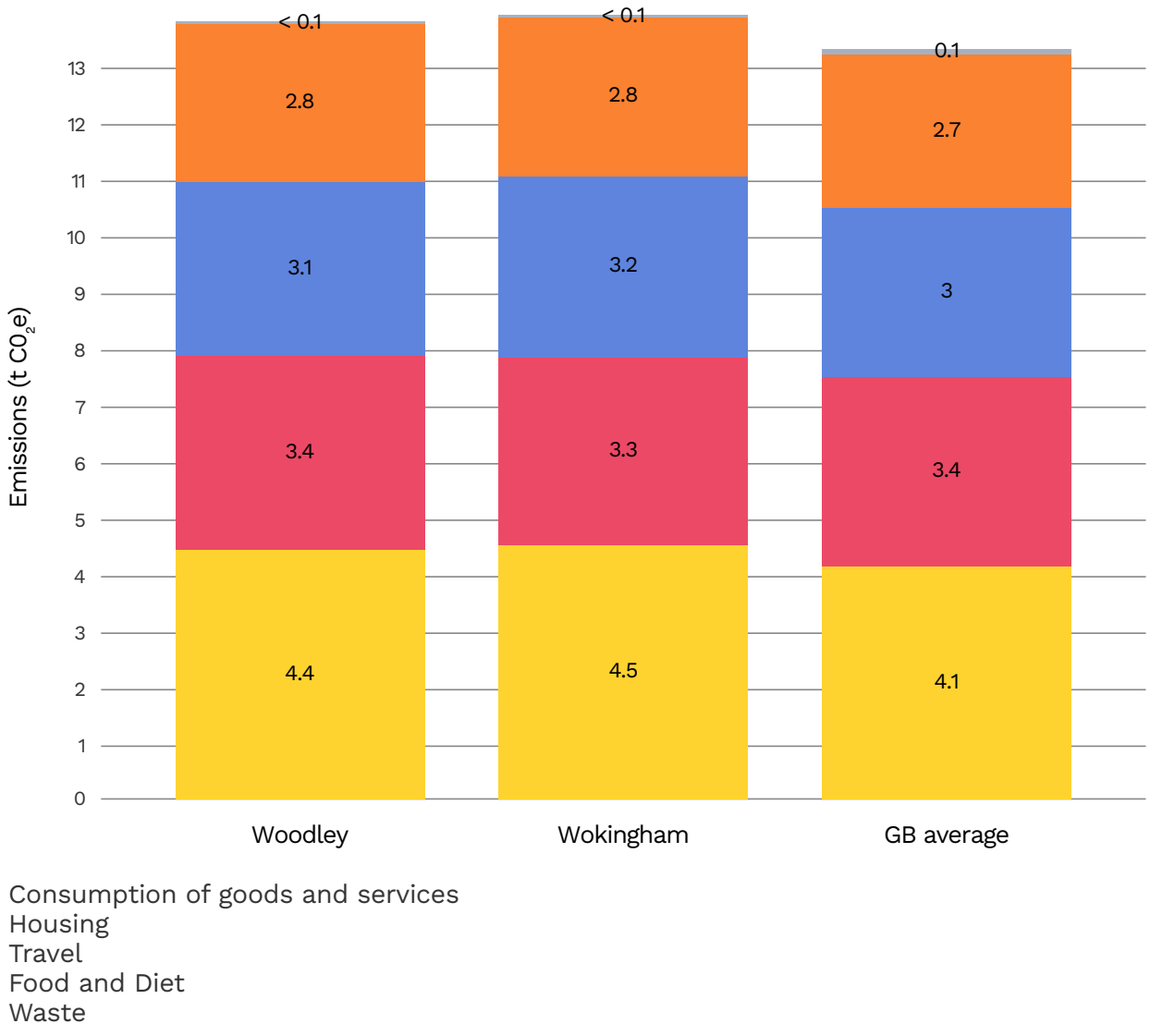
The table below shows your area's consumption footprint – total estimated emissions and per-household averages – so that you can see a breakdown of the numbers.

[2] CO_2e stands for "carbon dioxide equivalent" and is a standard unit of measurement in carbon accounting. It expresses the impact of a number of different gases collectively as a common unit.

	Total emissions (t CO_2e)	Per-household emissions (t CO_2e)	%
Total emissions	**160,883**	**14**	**100**
Consumption of goods and services	51,605	4.4	32
Housing	40,100	3.4	25
Travel	36,042	3.1	22
Food and diet	32,696	2.8	20
Waste	440	< 0.1	< 1

How does your area compare?

Here is what the average consumption footprint for your area looks like per household, and how this compares with the district average and the national average. Note that these per household footprints are averages. Within a larger (e.g. local authority) area you may have neighbourhoods with very different per household consumption footprints and it will be worth looking at more granular data if you are planning area-specific initiatives or messaging.



Housing

Change targets:

- Hugely reduced energy demand from existing buildings, including heritage and older buildings
- Smarter and more flexible energy demand patterns, including uses of batteries for excess renewable energy to be stored for later use
- Decarbonised heat generation (this means using heat that has not been generated from fossil fuels e.g. instead is generated by a heat pump)
- New buildings and developments achieve net zero emissions (including associated new transport)

Your community's residents' use of energy in their homes results in annual carbon emissions per household of 3.4 t CO_2e. This compares with 3.3 t CO_2e at the district level and 3.4 t CO_2e at the national level. In the average UK home, 64% of energy is used for space heating, 17% for heating water, 16% for lighting and appliances, and 3% for cooking[3]. As such a large proportion of household energy is used for heating, the type of heating system (i.e. is it low carbon?), and how well the home retains heat, are critical factors shaping the scale of a home's emissions. How well a home retains heat depends on anumber of factors, including: when and how it was built; how much insulation has been installed; how draughty the home is; the efficiency of the windows; and the behaviour of the residents.

Carbon footprints covering a large geographical area will encompass a range of smaller communities with different housing types and demographics. This will influence the types of activities which are most likely to be successful and have the greatest impact in terms of reducing emissions from housing.

Below are some questions to help you to start to think about the implications of your community's household footprint information.

- How does your community's household energy use compare with the the district and national averages? What might the reasons be for the differences?
- What type of housing is there in your community? And what is the main heating fuel (oil, gas, electricity, etc.)?
- Is the housing easily retrofitted to improve how well it retains heat and install low carbon heating? Do you know if residents are doing this? Are there already initiatives to increase demand and encourage and support residents to take action?

[3] Energy facts from: Energy consumption in the UK, BEIS (January 2021)

- What opportunities are there to retrofit community buildings?
- Many homes, public and commercial buildings have an Energy Performance Certificate (EPC) which measures the energy efficiency of the property. You can look at the EPCs of the buildings in your community here: https://epc.opendatacommunities.org
- Could you identify homes and buildings where the residents / owners have already made improvements, and showcase these – for example with an event?
- Have you explored local potential for renewable energy generation schemes, such as a solar farm, rooftop solar, or wind? Could a community owned (or jointly owned) initiative be possible?
- Are there opportunities to shift households, community buildings and businesses in your area onto green energy tariffs, where energy is generated from renewable sources?

Transport

Change targets:

- Reduced private car travel and a comparable increase in active travel (walking and cycling) and public transport use
- A complete shift to electric vehicles for remaining road mileage, after shifting a large proportion of private car journeys to other modes (public transport/active travel)
- Massively reduced air travel, particularly among frequent flyers

Car use: Residents' car use results in annual carbon emissions per household of 1.4 t CO_2e. This compares with 1.5 t CO_2e at the district level and 1.4 t CO_2e at the national level.

Air travel: Residents' air travel results in annual carbon emissions per household of 1.3 t CO_2e. This compares with 1.3 t CO_2e at the district level and 1.1 t CO_2e at the national level.

Public transport: Residents' use of public transport results in annual carbon emissions per household of 0.4 t CO_2e. This compares with 0.5 t CO_2e at the district level and 0.4 t CO_2e at the national level.

Below are some questions to help you to start to think about the implications of your community's transport footprint information.

- How do your community's car use-related emissions compare to public transport emissions? And how do these both compare with the district and national averages? What might the reasons be for the differences?
- Could existing or new community schemes help residents shift their transport behaviours to using public transport (if this is a choice) or more active travel options (e.g. electric bike hire or subsidised purchase schemes)? How could the impact of local initiatives be increased?
- Is there scope more strategically to influence provision of public transport (e.g. routes, frequency, fares, subsidies, low carbon fleets)?
- What is the provision of walking and cycling routes like? How accessible are local service centres and facilities to residents in different neighbourhoods? Is it possible for most households to access what they need without needing to use a car?
- What do you think are the key reasons for air travel in your community? Are there likely to be differences between residents of different neighbourhoods? It is worth noting that about 10% of England's population take more than half of all international flights – so trying to address 'frequent flying' is a good way to target any activities or communications campaign.

Food & diet

Change targets:

- Altered dietary patterns, especially reduced meat and dairy consumption, and a massive reduction in food waste
- Widely adopted land management practices that reduce emissions, increase soil carbon and protect and promote biodiversity

Meat and fish: Residents' consumption of meat and fish results in annual carbon emissions per household of 1.9 t CO_2e. This compares with 1.9 t CO_2e at the district level and 1.9 t CO_2e at the national level.

Other food and drink items: Residents' consumption of other food and drink items results in annual carbon emissions per household of 0.9 t CO_2e. This compares with 0.9 t CO_2e at the district level and 0.9 t CO_2e at the national level.

So, where do the emissions from our food actually come from? Without understanding this it can be difficult to know what we can do to change the carbon footprint of what we eat and drink.

Research shows us that changing ***what*** we eat will have a greater impact on carbon emissions than changing ***where*** our food has travelled from – although, of course, eating locally-produced food brings multiple other benefits such as supporting local economies, having more control over mandating more ethical and environmentally-beneficial growing practices, and creating opportunities for people to better understand where the food they eat comes from and how it's grown or made.

Whilst the emissions from a food item can really vary depending on how it is grown or reared, it is clear that animal products, and most significantly beef and lamb, account for the largest proportion of food-related emissions. Explore the BBC's Climate Change Food Calculator to better understand how food and drink items compare: https://www.bbc.com/future/bespoke/follow-the-food/calculate-the-environmental-footprint-of-your-food.html[3].

Below are some questions to help you to start to think about the implications of your community's food and diet footprint information.

- How do your community's food and diet-related emissions compare with the district and national averages?
- Could you establish or support a behavioural change campaign to encourage people to reduce the amount of meat and dairy they consume? (It is critical that any community-based activity or communications campaigns around dietary changes is sensitive to concerns about farmers' livelihoods and people's cultural and traditional links to meat-eating).
- The amount of food wasted 'post-farm-gate' in the UK is equivalent to 22% of food purchased. What initiatives could raise awareness about food waste and encourage unwanted food to be redistributed (e.g. through a 'community fridge')?

Goods & services

Change targets:

- Decarbonised power generation (this means using electricity that does not come from fossil fuels e.g. instead is generated from solar panels)
- Hugely altered consumption patterns, buying less and re-using & repairing more

Goods & services: Residents' consumption of goods and use of services results in annual carbon emissions per household of 4.4 t CO_2e. This compares with 4.5 t CO_2e at the district level and 4.1 t CO_2e at the national level.

[4] For further information, you can also read this Our World in Data (Oxford University) study: https://ourworldindata.org/food-choice-vs-eating-local

All goods that we buy will have had carbon emitted in their making (including the sourcing of raw materials), packaging, shipping and sale. Without clear carbon labelling, it is difficult to know the scale of emissions resulting from each item, but it is clear that with every new product made, more carbon is emitted (and more resources are extracted and sourced – which itself can have huge environmental and social impacts). Reducing how many *new* goods we buy in the first place is the best place to start in terms of reducing goods-related emissions; and then of course re-using and repairing items where goods are needed.

Carbon emissions from the services we use will relate to the energy used by that service provider (e.g. heating in a leisure centre, pub or hospital), as well as the carbon emitted as a result of goods they buy and use (e.g. gym equipment, vehicle repair machinery).

Here are some questions to help you to consider ways to reduce emissions attributable to goods and services:

- How do your community's goods and services-related emissions compare with the district and national average? What might the reasons be for the differences?
- Are there opportunities to: grow the second-hand market; enable residents to upcycle and repair household items; share larger/more expensive/rarely used items, such as power tools?
- Are there opportunities to encourage businesses to switch to green energy tariffs (where energy is generated from renewable sources), or to support local businesses who want to reduce their emissions (e.g. with cargo bike deliveries to replace vans; energy efficiency improvements to buildings to reduce heat demand; low carbon procurement policies; local sourcing and carbon-conscious materials?

Waste

Change targets:

- Greatly increased recycling rates, achieving a 'circular economy', and taking unnecessary plastics and other packaging out of the waste stream.
- Widespread, actively managed and planned carbon capture and storage strategies.

Waste: The management of residents' waste results in annual carbon emissions per household of 0.04 t CO_2e. (Emissions associated with waste management are distributed out evenly across the population.)

The waste ‘wedge’ in your carbon footprint may look small, but remember that emissions from the *management* of waste only represent a small fraction of the total emissions associated with every item that ends up in our bins or recycling boxes. So reducing waste in the first place is critical.

> - What sort of messaging could be effective in helping to reduce the amount of waste being generated (e.g. avoiding plastic packaging, water bottle refills, home composting)?
> - What initiatives are likely to be popular (e.g. local food boxes, repair cafes, swap shops)?

3. Territorial Footprint

Your whole footprint

This figure shows the annual carbon emissions (measured in tonnes) emitted as a result of activities taking place within your parish's boundary.

While these figures should give you a reasonable indication of the major sources of emissions within your parish's boundary, they should be taken with a small pinch of salt, as some sectors are difficult to apportion territorially. For example, emissions from international shipping are calculated for the whole country and apportioned to each parish based on its population. For more information, see the Impact methodology paper.

Road Transport
Emissions from road vehicles within your parish.

Housing
Emissions from domestic energy consumption.

Aviation

Industrial and commercial
Emissions from industrial processes and energy consumption.

Shipping
Emissions from international shipping.

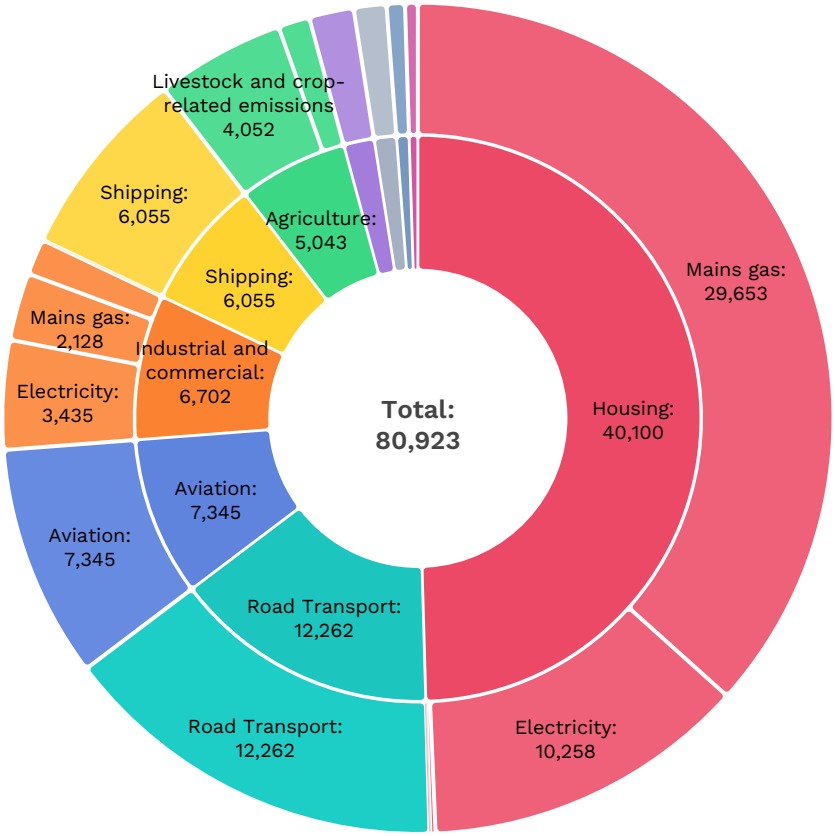
F-gases
Release of 'f-gases' into the atmosphere.

Waste management

Diesel fuelled railways

Other Transport

Agriculture
Emissions from livestock, crops and agricultural vehicles and machinery.



A breakdown of the numbers

The table below shows your parish's territorial footprint – total and per-household averages – so that you can see a breakdown of the numbers.

	Total emissions (t CO_2e)	Per-household emissions (t CO_2e)	%
Total emissions	**80,923**	**7**	**100**
Housing	40,100	3.5	50
Mains gas	29,653	2.6	37
Electricity	10,258	0.9	13
Oil	163	< 0.1	< 1
Biomass	18	< 0.1	< 1
Coal	4	< 0.1	< 1
LPG	3	< 0.1	< 1
Road Transport	12,262	1.1	15
Aviation	7,345	0.6	9
Industrial and commercial	6,702	0.6	8
Electricity	3,435	0.3	4
Mains gas	2,128	0.2	3
Other Fuels	1,133	0.1	1
Large industrial consumers	6	< 0.1	< 1
Shipping	6,055	0.5	7
Agriculture	5,043	0.4	6
Livestock and crop-related emissions	4,052	0.4	5
Fuel	992	0.1	1
F-gases	1,409	0.1	2
Waste management	1,028	0.1	1
Diesel fuelled railways	576	< 0.1	1
Other Transport	402	< 0.1	< 1

Below are some questions to help you to start to think about the implications of your community's territorial footprint information.

- Are there particular sectors which account for a high proportion of the territorial emissions in your community?
- Based on your knowledge, are these sectors surprising or are they what you would expect?
- Who are the key stakeholders you would need to engage with to address the emissions from the highest emitting sectors?
- For example – for agricultural emissions can you engage with local land owners, or the NFU/other farmer groups to understand what is happening in your area to reduce emissions from agriculture? For industrial and commercial emissions, are there ways that businesses could be supported with reducing their emissions? For road transport what changes would be needed to improve public and active travel links?

4. Sources of information

There are lots of sources of support and information on how to reduce carbon footprints – too many to list here! Here is an introductory range of resources that we hope will help you take your next steps now that you know your carbon footprint. Most of these contain many other links relevant to the topic under discussion:

CSE resources

- Support for town and parish councils: https://www.cse.org.uk/my-community/support-for-town-and-parish-councils
- Future Energy Landscapes: a community consultation method to start a conversation about renewables in your area: https://www.cse.org.uk/my-community/community-projects/future-energy-landscapes-community-consultation-method
- Community Retrofit Guide: https://www.cse.org.uk/resource/community-retrofit-guide
- Funding for your community project or building: https://www.cse.org.uk/resource/funding-for-your-community-project-or-building-2
- Climate action support for town and parish councils: https://www.cse.org.uk/my-community/support-for-town-and-parish-councils
- Home energy factsheets: https://www.cse.org.uk/resource/home-energy-fact-sheets
- Neighbourhood Planning in a Climate Emergency guide: https://www.cse.org.uk/my-community/engagement-planning/neighbourhood-plans

Engaging and communicating

- Britain Talks Climate is an evidence-based toolkit designed to support any organisation that wants to engage the British public on climate change: https://climateoutreach.org/britain-talks-climate/
- Place standard tool. This is an engagement tool developed by Public Health Scotland provides a simple framework to structure conversations about place, based around 14 questions. There is a climate focused version of the tool as well. https://www.ourplace.scot/About-Place-Standard

Other resources

- The National Association for Local Councils has also produced a list of case studies of local councils doing work on the climate emergency: https://www.nalc.gov.uk/library/our-work/climate-change/3297-climate-change-case-studies/file
- Ashden Trust, tools for councils: https://ashden.org/sustainable-towns-cities/tools-for-councils
- The Community Works, offering links to expert advice on local change and climate action: https://www.thecommunityworks.co.uk
- Hubbub, climate action resources: https://hubbub.org.uk
- Possible, climate action resources and case studies: https://www.wearepossible.org
- Community Energy England: https://communityenergyengland.org

APPENDIX C – Outstanding Actions

CONSUMPTION 

C1 - SWITCH ALL ENERGY ACCOUNTS TO 100% RENEWABLE SOURCED ENERGY							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Install Solar Panels at Coronation Hall.	2	2	2	2	**6**	By 2027	No progress at this stage. Aim to consider solar panels & battery to make building self-sufficient
Move to 100% 'green' gas - from renewable sources.	2	3	3	3	**9**	Feb-23	All gas accounts changed to 100% carbon offset from February 2020 on a 36-month contract. Although this contract is technically 100% carbon neutral, the energy is only partially sourced from renewable sources. The remainder is carbon offset through projects elsewhere. Continuing to aim to move to 100% 'green' energy.

C2 - UPGRADE ALL LIGHTING TO LED THROUGHOUT THE COUNCIL'S BUILDINGS AND FACILITIES							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Install LED Lighting at The Oakwood Centre	2	2	2	2	**6**	By 2026	Phase 1 works carried out – LED spot lighting installed in corridors, toilets, café, meeting rooms. Phase 2 – Wall uplighters in offices, halls and café – planned for 2024/25.

C2 - UPGRADE ALL LIGHTING TO LED THROUGHOUT THE COUNCIL'S BUILDINGS AND FACILITIES							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
							Phase 3 – Strip lighting across building – planned for 2025/26. Theatre lighting to be considered separately.

C3 - HARVEST RAINWATER FROM COUNCIL BUILDINGS AND FACILITIES							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Install harvesting systems in all possible locations at the Oakwood Centre.	3	1	3	2	**6**	By 2023	Harvesting tank installed – 2022. Monitoring capacity of tank; will consider other locations / increased capacity if tank does not meet demand.
Install modular units at the allotment site	3	2	1	1	**4**	By 2026	Modular units £1k-1.5k per unit (2022) – 3 or 4 needed. Investigating other, more suitable / beneficial harvesting options, including personal water butts / bore hole.
Move to using grey water for flushing toilets, irrigation etc	3	1	1	2	**4**		Unable to use grey water at the Oakwood Centre due to nature of the building. Will ensure consideration is given in other buildings.
Install harvesting system at Coronation Hall	3	1	2	1	**4**	By 2026	Will be considered in light of potential future project to refresh the community orchard.
Install harvesting system at WPLC	3	1	2	1	**4**	By 2029	To be considered as part of wider redevelopment plans at WPLC.

C4 - REDUCE PETROL/DIESEL CONSUMPTION OF GROUNDS MAINTENANCE MACHINERY/OPERATION							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Move to electrical strimmers / mowers	1	2	1	1	**4**	By 2029	Electric models currently cost-prohibitive, when comparing power/size/durability with petrol models, but will continue to be considered as and when replacements are needed.
Move to electrical maintenance vehicles	1	1	2	2	**5**	By 2030	Viability and cost to be considered as vehicles come to the end of their life - to consider the option for leasing electric / hybrid vehicles.

C5 - REDUCE CARBON FROM STAFF COMMUTING TO WORK BY CAR							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Introduce cycle to work schemes	3	3	1	1	**5**	By 2025	Review potential cycle to work schemes for staff that drive to work.
Install EV charging points in Council car parks	3	1	2	3	**6**	By 2028	Review government grant opportunities

C6 - ASSESS AND REDUCE CARBON IMPACT OF PURCHASING GOODS AND SERVICES							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Ensure plastic free procurement	3	2	2	1	**5**	Ongoing	Already take into account environmental impact when considering purchases, including avoiding plastic where possible.
Move to a paper free office environment	3	2	2	1	**5**	Ongoing	Carbon neutral officer paper is now purchased. Printing is reduced where possible through changes in practices and more effective electronic working.

C6 - ASSESS AND REDUCE CARBON IMPACT OF PURCHASING GOODS AND SERVICES							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Procure from local / lowest carbon producing suppliers	3	3	2	1	**6**	Ongoing	All managers now request environmental policies from suppliers and contractors. All tender invitations now contain a climate emergency statement and require submissions to address this.

WASTE

W1 - REDUCE WASTE SENT TO LANDFILL							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Develop plan by service / building to move toward zero waste to landfill	3	2	2	2	**6**		The Council has changed waste contractor and we are working with them to increase our recycling rate.
Introduce recycling points at Council buildings (ie Terracycle)	3	2	3	2	**7**	By 2024	Considering signing up to teracycle schemes and utilising Council buildings as recycling hubs for non-household recyclables.
Install segregated litter bins in parks and buildings	3	2	1	1	**4**	By 2025	Segregated litter bin trialled successfully in Malone Park in 2023. Plan to install across other parks in phases.

W2 - REDUCE/ERADICATE SINGLE USE PLASTICS THROUGHOUT COUNCIL OPERATION AND SERVICE AREAS.							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Work with Catering Partner to reduce/eradicate single use plastics and achieve consistent approach	3	3	2	1	**6**	By 2025	No progress to date.
Eradicate use of plastic cups	3	3	3	1	**7**	By 2024	Plastic cups provided for clients - Recycling bins located in the office areas and plastics recycled with cardboard (mixed recycling).

W2 - REDUCE/ERADICATE SINGLE USE PLASTICS THROUGHOUT COUNCIL OPERATION AND SERVICE AREAS.							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Provide internal / external water points for refilling water bottles	3	1	2	2	**5**	By 2025	Water refill station to be installed at WPLC during 2024/25.
Provide staff with 'keep cups'	3	3	3	1	**7**	By 2024	

W3 - ERADICATE CARBON RELEASE FROM BURNING/BONFIRES							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Prohibit bonfires at allotment site	1	3	2	1	**6**		Tenancy agreement changed for 2025 to prohibit bonfires, but consultation ongoing with tenants to re-consider this, and explore options and alternatives.

ENGAGEMENT

E1 – RUN CARBON NEUTRAL EVENTS							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Reduce / offset carbon related to running Town Centre events including markets	3	3	2	1	**6**	By 2025	Need to review with Town Centre Manager.
Consider impact of events, including those run by external hirers (ie funfairs), on Council land, and consider possible carbon offsets	3	2	2	1	**5**	By 2025	No progress to date.

E2 - ENCOURAGE BEHAVIOUR CHANGE							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Work with Wokingham Borough Council with a view to organising a Woodley Carbon Reduction Community Conference.	n/a	2	1	1	**4**	By 2024	Discussions taking place with WBC to run joint climate exhibition on late autumn, 2024.
Work with Woodley Town Centre Partnership on local business initiatives and involvement	n/a	3	2	2	**7**	Ongoing	No progress to date.

E3 - PARTICIPATE IN AND PROMOTE WIDER INITIATIVES E.G. WOKINGHAM BOROUGH COUNCIL CLIMATE EMERGENCY PLAN							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Continue to promote initiatives on Council's Climate Emergency Information Hub, and ensure this is kept up to date.	n/a	3	3	1	**7**		

E4 - ENSURE ON-GOING COMMITMENT AND CONSISTENT APPROACH							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Involve relevant staff in the preparation of the action plan, and ensure all staff are aware of its contents and take ownership of actions in their area of responsibility.	3	3	2	2	**7**	Ongoing	Staff involved in the creation of this action plan, and all staff provided with plan. More work to be done to ensure on-going ownership of items, including regular catch-up meetings.
Involve residents in the process and make aware of the content of the Action Plan. Consider and include suggestions and feedback where appropriate as part of the on-going process.	n/a	2	2	1	**5**	Ongoing	More work required to publicise Council's new Climate Emergency Information Hub, and to encourage residents to feed into this.
Provide a Councillors 'Sign Up' to gain active support of the plan from individual Town Councillors.	3	3	2	1	**6**	By 2025	No progress as yet.

OFFSETTING

O1 – INCREASE TREE PLANTING							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Plant trees on Council land	n/a	2	2	2	**6**	Ongoing	Option to purchase memorial trees in Woodford Park provided. Trees planted regularly. Consider introduction of formal bio-diversity plan.
Encourage individuals / organisations in the community to plant trees (through WBC / Woodland Trust / Sponsorship)	n/a	2	2	2	**6**	Ongoing	Local and national initiatives to be publicised through the Council's Climate Emergency Information Hub.
Use of moss for carbon capture	n/a	2	1	1	**4**		Need to consider the feasibility / benefit, then cost up

STRATEGIC

S1 – INTRODUCE APPROPRIATE POLICIES & STRATEGIES TO SUPPORT THE CLIMATE EMERGENCY DECLARATION							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Develop detailed, realistic and achievable targets in the Action Plan – with progress reported back to the Strategy & Resources Committee.	n/a	3	2	2	**7**	Ongoing	
Implement a Council Strategy for Cycling, with the aim of improving infrastructure and encouraging cycling.	n/a	2	2	2	**6**	By 2024	Strategy for Cycling adopted by Council (via Leisure Services) in 2023. Working group set up in 2024 to consider implementation of strategy.
Create a Biodiversity Action Plan	3	3	2	1	**6**	By 2025	No progress as yet

S2 – PROVIDE SUITABLE TRAINING & ENCOURAGE A GREEN MINDSET							
Actions	**Scope**	**PRIORITY SCORING**				**Targeted Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Provide carbon literacy training for all Councillors and officers	3	2	2	1	**5**	By 2025	
Ensure any new buildings or major refurbishments are designed to include the use of sustainable materials, low operational energy and integration of renewable technologies.	2 & 3	1	1	3	**5**	Ongoing	

APPENDIX D – Completed / Discarded Actions

CONSUMPTION 

C1 - SWITCH ALL ENERGY ACCOUNTS TO 100% RENEWABLE SOURCED ENERGY							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Move to 100% renewable energy supply / offset electricity contracts when up for renewal.						Apr-21	Electricity provided from 100% renewable sources.
Install Solar Panels at the Oakwood Centre							Completed
Move away from air conditioning units at Woodford Park Leisure Centre.		1	2	1	**4**		No realistic alternatives available at this time.

C2 - UPGRADE ALL LIGHTING TO LED THROUGHOUT THE COUNCIL'S BUILDINGS AND FACILITIES							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Install LED Lighting at WPLC (Sports Hall)							Completed
Install LED Lighting at WPLC (Flood Lights)							Completed
Install LED Lighting at Chapel Hall							Completed
Install LED Lighting at Coronation Hall							Completed
Install LED Lighting at WPLC (gym / reception / refurbed office)							Completed
Convert all Council Street Lights to LED							Completed

C2 - UPGRADE ALL LIGHTING TO LED THROUGHOUT THE COUNCIL'S BUILDINGS AND FACILITIES							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Install LED Lighting at Grounds Depot Tractor Shed							Completed

C3 - HARVEST RAINWATER FROM COUNCIL BUILDINGS AND FACILITIES							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Installing water butt at Woodley Bowls Club		2	2	1	**5**	Mar-23	Part of new irrigation system project
Install harvesting system at north end of Oakwood Centre building (Area of most use)							Completed
Install harvesting system at Grounds Depot							Rainwater is being harvested and stored for reuse at the grounds depot. This will be used for watering plants/trees, jet washing bus shelters, cleaning down the yard and washing vehicles.
Install harvesting system at Chapel Hall		1	2	1	**4**		Removed from action plan - limited benefit as no reuse of water in that area/building.
Install harvesting system at new vehicle storage building in Maintenance Yard							Completed

C4 - REDUCE PETROL/DIESEL CONSUMPTION OF GROUNDS MAINTENANCE MACHINERY/OPERATION							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Cease burning green waste							No green waste is burned – all is reused on site or disposed of in green waste skip.
Introduce low intensity land management areas (ie grass areas which are not mown to encourage wildlife)		3	2	2	**7**	By 2024	Low intensity areas now introduced – more will be considered as and when they appear suitable.

C5 - REDUCE CARBON FROM STAFF COMMUTING TO WORK BY CAR							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Investigate the long term potential for home working / reduced & flexible office working							Most staff that are able to effectively work from home are doing so and and combining this with office working to suit the needs of the role/business.

C6 - ASSESS AND REDUCE CARBON IMPACT OF PURCHASING GOODS AND SERVICES							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		

WASTE

W1 - REDUCE WASTE SENT TO LANDFILL							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Plastics / Cardboard recycling at the Oakwood Centre / WPLC							Implemented
Food waste recycling centre in Council Offices at The Oakwood Centre							Staff implemented - food waste bin installed, food waste taken home to be recycled by staff
Move to using 100% recycling material for litter bin / dog bin liners							All purchased public litter bin / dog bin liner bags are now produced from 100% recycled material. Bag use is currently unavoidable but from recycled sources.

W2 - REDUCE/ERADICATE SINGLE USE PLASTICS THROUGHOUT COUNCIL OPERATION AND SERVICE AREAS.							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		

W3 - ERADICATE CARBON RELEASE FROM BURNING/BONFIRES							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
No green or other waste burned as part of Council service delivery / operations							Completed

ENGAGEMENT 

E1 - CARBON NEUTRAL EVENTS							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		

E2 - ENCOURAGE BEHAVIOUR CHANGE							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Conduct an online survey to obtain suggestions from residents on carbon reducing activities and use as a means of raising awareness and developing engagement.						Aug-20	Completed
Promote behaviour change with suppliers							All managers now request environment policies from suppliers and contractors. All tender invitations now contain a climate emergency statement and require submissions to address this.
Create dedicated Climate Emergency webpage on WTC website							Completed
Publish 'Herald' dedicated to the Climate Emergency							Completed
Hold Annual Town Meeting dedicate to the Climate Emergency						May-22	Completed

E2 - ENCOURAGE BEHAVIOUR CHANGE							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Enhance WTC webpage to include Borough and nationwide initiatives and information.		2	2	2	**6**	By 2024	Climate Emergency Information Hub published on website March 2024. Information / initiatives will continue to be added

E3 - PARTICIPATE IN AND PROMOTE WIDER INITIATIVES E.G. WOKINGHAM BOROUGH COUNCIL CLIMATE EMERGENCY PLAN							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Meet with WBC Climate Officers							Officers have attended WBC Climate Emergency meetings to make presentations / share information.
Set up Cycling in Woodley Working Party							Completed
Engage with Wokingham Borough Council's Climate Action Working Group							WTC has a representatives on the Working Group
Promote WBC's Climate Emergency Action Plan, and work with WBC to assist with promoting their initiatives.		3	2	1	**6**	By 2024	Initiatives publicised as part of Council's Climate Emergency Information Hub (website) and re-posted on social media. Engagement with WBC's Climate Emergency Team in March 2024 regarding future joint working opportunities.

E4 - ENSURE ON-GOING COMMITMENT AND CONSISTENT APPROACH							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Approve the Climate Emergency Action Plan through the Leisure Services Committee.							Completed
Declare Climate Emergency						Oct-19	Completed

E4 - ENSURE ON-GOING COMMITMENT AND CONSISTENT APPROACH							
Actions	**Scope**	**PRIORITY SCORING**				**Completion Date**	**Comments**
		Cost	**Achievability**	**Benefit**	**Score**		
Set up Climate Emergency Working Party							Climate Emergency Working Party appointed – reporting to the Leisure Services Committee.

OFFSETTING

O1 – TREE PLANTING							
Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		

STRATEGIC 

S1 – INTRODUCE APPROPRIATE POLICIES & STRATEGIES TO SUPPORT THE CLIMATE EMERGENCY DECLARATION							
Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		

S2 – PROVIDE SUITABLE TRAINING & ENCOURAGE A GREEN MINDSET							
Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		