

**COUNCILLORS ARE HEREBY INVITED TO ATTEND A
MEETING OF THE CLIMATE EMERGENCY 2030 WORKING GROUP**

to be held on

MONDAY 16th MARCH 2020 AT 2.00 PM

**THE COUNCIL CHAMBER
TOWN HALL
HENLEY-ON-THAMES**



Sheridan Jacklin-Edward
Town Clerk
10 March 2019

Chairman, Tony Hoskins
Vice Chairman, Councillor Donna Crook
The Mayor, Councillor Ken Arlett
Councillor Kellie Hinton
Councillor Ian Reissmann
Suzy Bannon
Rebecca Chandler-Wilde
Patrick Fleming
Dick Fletcher
Joseph Nicholson
Jackie Walker

**MEETING OF THE CLIMATE EMERGENCY 2030 WORKING GROUP
16th MARCH 2020 AT 2.00PM
TOWN HALL, HENLEY ON THAMES
AGENDA**

- 1. APOLOGIES FOR ABSENCE**
To receive and consider for acceptance apologies for absence.
- 2. DECLARATIONS OF INTEREST**
To receive any interests relating to the business to be transacted at the meeting.
- 3. MINUTES** **Page 5-7**
To approve the Notes of the Meeting of the Climate Emergency 2030 Working Group held on 22 January 2019. (Notes attached)
- 4. PUBLIC PARTICIPATION**
To receive questions and comments from members of the public on any item included on the agenda. **NB: attention is drawn to the Council's Public Participation Scheme attached**
- 5. COMMUNITY BENEFIT SOCIETY** **page 9-13**
To receive an update on the setting up of the Community Benefit Society (CBS).
- 6. CLIMATE EMERGENCY DECLARATION**
To note Henley Town Council's Climate Emergency Declaration.
- 7. IMMEDIATE PROJECTS**
To receive updates on the following projects:
 - i. IDDEA – Rebecca Chandler Wilde
 - ii. SALIX – Tony Hoskins
 - iii. Connected Kerb / EV charging points – Tony Hoskins
 - iv. Retrofit Support – Patrick Fleming
 - v. Trees – Patrick Fleming
- 8. SODC COMMUNICATIONS**
To receive information on recent discussions relating to climate emergency projects with SODC.
- 9. NEIGHBOURHOOD PLAN AND CLIMATE EMERGENCY ACTIONS**
To receive an update on climate emergency actions within the Neighbourhood Plan agenda.

10. PROGRESS REPORT

Page 15

To note the Progress Report. (Document attached)

11. NEXT MEETING

To agree a date for the next meeting of the Climate Emergency Working Group.

Henley-on-Thames Town Council

Public Participation Scheme

The Council will set aside a period at the commencement of each meeting when members of the public can ask questions or make statements. The following rules shall apply:

1. This scheme applies to meetings of the Council, its committees, and sub-committees.
2. There will be a Public Participation Session at the start of every meeting to which this scheme applies. At Full Council, members of the public, including Councillors who may have a personal and Pecuniary interest on any item included on the agenda, may ask questions or make a statement on any matter which affects the town. The session will last for a period of up to 20 minutes (but capable of being extended at the Chairman's discretion).
3. Members of the public may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda.
4. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
5. All speeches shall last for no more than 2 to 3 minutes.
6. If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
7. If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
8. The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
9. The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
10. Questions which require the disclosure of exempt or confidential information will not be answered.
11. The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

**NOTES OF MEETING OF THE CLIMATE EMERGENCY
WORKING GROUP HELD AT
7.00PM ON WEDNESDAY 22ND JANUARY 2020
IN THE TOWN HALL, HENLEY ON THAMES**

Present: Tony Hoskins (Chair)
Rebecca Chandler-Wilde
Councillor Donna Crook
Patrick Fleming
Jackie Walker

In attendance: Cath Adams – Planning and Project Manager
Kirsty Waterman – Project Officer
1 member of the press
1 member of the public – Ancastle Green Resident Association
representative and member.

46. APOLOGIES

Apologies were received from The Mayor Councillor Ken Arlett, Councillors Ian Reissmann and Kellie Hinton, Joseph Nicholson and Dick Fletcher. Suzy Marshall's absence was noted.

It was noted that Ruth Lindup is to step down as a member of the Working Group. Ruth would very much like to keep up to date with projects and will be invited to join actions as and when possible.

47. DECLARATIONS OF INTEREST

There were no declarations of interest.

48. MINUTES

It was noted that: the Notes of the meeting held on 20th November 2019 be approved.

49. PUBLIC PARTICIPATION

A resident and representative of Ancastle Green Residents Association spoke of the Green's desire to be included in Electric Vehicle Charging Points (EVCP) schemes in Henley. The Chair agreed to follow up their interest with a personal discussion.

50. COMMUNITY BENEFIT SOCIETY

The Committee received an update on setting up the Community Benefit Society (CBS). Companies have been interviewed with a view to them setting up a CBS in Henley on Thames. Expanding the geographical area the CBS would cover has been discussed as going beyond Henley and therefore the name would need to reflect a wider area. Chiltern Hills CES has been suggested. Discussions have been held with Marlow and Thame about them joining the CBS. Thame are positive about being

involved. E4All have been invited to submit a full proposal for setting up the CBS, after which time the society can be set up.

51. CLIMATE EMERGENCY DECLARATION

Members of the group recommend to Planning Committee: that the recommendation that Henley Town Council change their status on the Climate Emergency from it being “acknowledged” to being “declared”.

52. IMMEDIATE PROJECTS

The committee received updates on the following projects:

- i. IDDEA – Solar Streets is being launched on 27 February 2020 in Henley. There will be meetings on 27th February 2020 in the Town Hall for people to attend to find out about the scheme and sign up should they decide to. Adverts will be in the Henley Standard, a market stall with information will be present on 27th February 2020 and leaflets will be delivered to relevant addresses. Parishes and SODC who attended the Climate Emergency workshop are to be invited to the event on 27th January 2020.
- ii. SALIX – The Town Hall has received their energy audit from the audit which occurred at the end of 2019. Discussions will take place to implement recommendations where possible.
- iii. Connected Kerb / EV charging points – tenders have been received for the supplying and installing of EVCP in Henley. These will be assessed and scored to establish which company to form a contract with.
- iv. Retrofit Support – A resident in Henley with retrofit consultancy experience has met with members of the CE2030WG. Her skills will be utilised to move retrofit projects on. Business retrofits must be included with the use of Oxfutures through the Low Carbon Hub in Oxford. The Low Carbon Hub are hoping to receive further funding in the near future to enable this project.

Trees were discussed. It was agreed that Henley doesn't have large parcels of land to plant on a mass scale however four sites are being looked into. Patrick Fleming is to send information onto TH/KW on the tree planting need and speak at the SODC (Climate Emergency Action Committee) CEAC meeting on 28 January 2020 concerning trees.

53. SCHOOL AUDIT FUNDING

The Committee considered the proposal that schools in Henley on Thames receive an energy audit to be funded by CE2030WG. It was recommended to send a report to Planning Committee asking that HTC fund energy audits for 4 schools in Henley. It was agreed that schools need to commit to implementing recommendations from a funded audit. Badgemore Primary School has received an energy audit funded by the Low Carbon Hub Oxford.

54. COMMUNICATING ACTIONS AND TIMINGS

See updates on item 52 above.

55. COMMUNICATION VIA SOCIAL MEDIA

The Committee received an update on the Working Group's Social Media training. It was reported the training was useful. The Working Group now has a Facebook page and Twitter account. RCW is to post an initial tweet and Facebook message.

56. COMMUNITY ENGAGEMENT

The Committee received an update on the community meeting held on 27th November 2019. It was reported that it was well received and attended by representatives of local councils. Attendees reported they were inspired to encourage Climate Emergency projects in their Parishes and happy to be kept informed. Attendees are to be invited to the IDDEA Solar Streets event at Henley Town Council on 27th February 2020.

57. PROGRESS REPORT

The progress report was amended as following:

University Research Projects – It is unlikely to receive substantial reports this year. The item to remain. PF is to meet with Head of Social Studies Henley College to discuss similar. To report back.

Carbon Offset Pricing – to be raised at the SODC CEAC meeting to be held on 28 January 2020.

58. NEXT MEETING

The date of the next meeting was agreed as Monday 16 March 2020 at 2.00pm.

THIS PAGE IS LEFT INTENTIONALLY BLANK

E4A Proposal – New Community Energy Societies

March 2020



Introduction

This proposal summarises how Energy4All (“E4A”) is able to support new community benefit societies and provides an indication of associated charges.

Background

E4A is a non-profit distributing co-operative owned by the community energy organisations it supports. Its mission is to deliver more community-owned renewable energy/low carbon organisations and to support the work of and development of its members. The surplus it makes on its fees for administering its member community energy organisations and delivering projects support its work on seeking to develop and deliver new projects.

Key Principles

E4A currently supports 28 operating community renewable energy **co-operatives (“co-ops”)** and **community benefit societies (“bencoms”)**. We are working with several community organisations that have new projects in the pipeline. We are a small organisation with limited resources and have to be selective in the projects we support. Typically, 2 or 3 new organisations join each year. We provide support on the understanding that:

1. It is the responsibility of the new groups to identify projects and progress the initial agreements with building, site and land owners. E4A is not obliged to begin detailed development work and financial modelling etc until we are satisfied that the proposed projects offer sufficient potential for future successful development, fund-raising and operation. E4A will consider aspects such as number of projects, scale, quality, innovation and risks. The decision to progress a project or project portfolio is reached by mutual agreement but E4A will not commit resources to projects if we consider it unlikely, in our experience, that a successful share offer can be launched or that the project will reach sufficient scale in a reasonable period of time.
2. E4A manages the initial fundraising and the subsequent financial management and administration, manages the share registers, and normally manages the day to day operation of the project (such as electricity sales, billing). The delivery of the project and maintenance may be done by E4A or jointly with the project team/community group. E4A membership guarantees long term support, so any succession issues are minimised.
3. E4A members are selected on the basis that they are of, or are expected in a reasonable period to grow to, a sufficient scale to meet their operating costs and contribute towards the development of more community energy. As a guide, currently community renewable energy organisations that are members of E4A are expected to be of sufficient scale to contribute a minimum annual sum of around £10,000 for their administration (with larger members paying more). In practice, this presently appears to limit members to those with a capital base of around £800,000 or more. Comparatively few community energy organisations reach this scale in practice. E4A will support organisations that it believes have realistic plans and a strong team to reach that scale, and if they do not succeed (as is sometimes the case) then will continue to support them; and will also support innovative projects which are much smaller to support the development and delivery of that innovation. E4A will also have more flexible criteria for groups in areas where we do not



currently have a presence or for technologies/outputs which we wish to have within our membership.

4. Serious consideration is given to working with other established community energy groups in order to achieve critical mass in terms of project scale and for cost-effective fund-raising and on-going operation and administration. Where possible and mutually beneficial, we encourage groups to work together. This maybe with another E4A co-op or bencom or with a neighbouring community energy group also seeking to start-up. We think this is the most appropriate route for most groups that wish to undertake roof top solar projects since it is rare for them to reach sufficient scale otherwise. Margins in community energy are very tight which is why scale is essential and long-term financial viability and volunteer succession can often best be obtained by working with other groups. See Annex for more information.

E4A Support and Costs

Early Stage

E4A can provide model rules and help with registering a bencom. There is a registration fee of £40 charged by the FCA. This fee increases if changes to the model rules are required.

E4A will charge a fee of £200 to undertake the registration process subject to review from time-to-time, although many groups do the registration themselves.

A return to the FCA must be lodged each year. This is to be done by the group.

It is also assumed that the founding Directors of the bencom will set up their own bank account.

Project Development

During the early phase of a new community benefit society, E4A is only able to provide limited active support. If the Founders/Directors of the bencom bring forward project opportunities and agree with E4A that a project or project portfolio constitutes a viable community energy opportunity in the context of the principles above, then E4A will commence providing development support to the bencom. This will comprise:

- Outline design
- Project planning
- High-level financial modelling
- Identifying sources of development funding
- Support with tendering for and contracting specialist support

Through to

- Detailed financial modelling
- Securing planning and other consents
- Preparation and management of public share offer
- Securing loan finance
- Contracting for detailed system design and installation
- Project management of the installation

It should be noted that E4A does not normally provide development funding (other than for its own time) at risk, so delivering a number of these actions is likely to be dependent on risk finance being



secured. One of E4A's members, Energy Prospects, can provide risk capital, but it has to be highly selective in the projects it takes on and it tends to focus on larger projects.

Once E4A has committed to supporting the bencom, E4A fees are only charged on completion of a successful share offer. Hence, E4A's time provided to the project is risk free for the bencom.

On completion of a successful share offer, E4A will charge a Development and Share Offer fee. This will be agreed in advance with the bencom. The amount will vary depending on the amount of work required to get to share offer stage and the size and profitability of the project.

E4A aims to ensure that the project is charged a fair fee for its services whilst ensuring that the project can go ahead providing a fair return to members and community.

Operational Support

As well as payment of the Development Fees on completion of successful fund-raising, E4A also expects the bencom to enter into a long-term administration and monitoring contract with E4A. Under this arrangement, E4A provides all the necessary administration and member management services to the bencom as well as supporting the board of Directors to effectively undertake the operation of the energy project, including electricity sales, operation and maintenance arrangements, insurance, etc.

As stated earlier, for on-going admin support, E4A currently expects roof-top solar bencoms to contribute a minimum annual sum of around £10,000. If the initial share offer is small, we may consider agreeing a minimum charge for the early period of operation. Larger projects will be expected to contribute a higher annual sum if they can afford to do so.

Future Expansion

Depending on the nature and scale of the bencom and community energy project, E4A will expect that the bencom seeks to widen its portfolio of projects and develop the activities it undertakes with its members and the local community.

E4A can provide support and links to its other co-ops and bencom to assist with this.

E4A Capability and Benefits and Membership

E4A is a co-operative of community energy co-ops and bencoms. Once a community benefit society has developed its first projects and has an administration agreement with E4A then the bencom becomes a member of E4A.

E4A member co-ops and bencoms work together to learn from each other, transfer best practice and provide practical and financial support wherever possible. New members often benefit particularly from funding support in the form of loans in their early stage of development.

E4A can provide a wealth of project development, fund-raising, community engagement and other experience and resource (including access to its team of experienced project managers, financial modellers etc) to ensure your project is successful. E4A latest Annual Report (to August 2019) summarises some of E4A's achievement.

Contact

Phone: 01229 821028; E-mail: info@energy4all.co.uk; Web: www.energy4all.co.uk



Annex

Suggested model for community energy group collaboration (For discussion and subject to verification of compliance with bencom guidance.)

In the case of Henley and District Climate Action Working Group and the proposed community benefit society, an opportunity exists to establish a working relationship with Reading Community Energy Society. RCES is already established with 20 operating solar roofs and other projects in development. It has raised almost £500,000 in capital.

RCES is considering changing its name and opening up to collaboration with neighbouring groups. If this does happen then all new assets brought forward by any group would be owned and managed by the existing, but renamed, community benefit society. RCES itself is managed and administered by E4A under the direction of the board of RCES.

This renamed CES would raise funds through future share offers to finance construction of new projects identified by Henley and any other collaborating groups.

The board of Directors of the CES continues to be elected by the membership. There is no attempt to ensure that each local group has board representation, as this would run contrary to coop/bencom principles. However, once local groups have been successful in establishing renewable projects, funded by share offers issued by the CES, new Members from those areas will be encouraged to stand for election as Directors. In addition, until that time, members of local groups can participate as advisers on specific project areas e.g. contributing to pricing of renewable projects and also be on subcommittees e.g. communications.

Nevertheless, the renamed CES will set up a community benefit committee ("CBC") and each local group nominates at least one representative here. This committee also nominates a rep to the bencom board to scrutinise how payments to the community benefit fund ("CBF") are handled – the CBC being seen as a key organisation for the bencom. The committee assesses all applications for funding and ensures fair play in the distribution of the CBF across the various groups. This would be based on "ring fencing" the net surplus created annually, on the basis of the income generated from renewable projects in each of the locations.

Henley and other local groups are the presence of the (central) bencom in their own area, identifying new buildings, marketing share offers and soliciting CBF applications, representing CES, engaging with the host sites, etc. The CES may operate under a number of local trading names to reflect its local presence. This local work can in practice only be done by the local groups who, as active citizens, know their area and are well connected with it; and they are supported by the CES and E4A to deliver this satisfying role.

The partnership model described in this Annex is designed to enable the cost-effective development and long-term operation of community energy by achieving the benefits of scale and professional management and support whilst maintaining, benefiting from and enhancing the local presence and the work of the local volunteers. It should enable the work of the volunteers to be more effective and satisfying and the long-term support and succession available can provide comfort to the host buildings and the public, as well as the volunteers themselves.

RCES and new community groups – the benefits to new community groups

E4A has had several enquiries from community groups to establish community energy societies in communities in Berks, Bucks and Oxon with a view to raising funds and installing renewable energy schemes such as solar panels. E4A is already providing services to Reading Community Energy Society (RCES), which is a community benefit society.

The challenge for these groups is that, with the closure of the Feed in Tariff, finding buildings suitable for renewable schemes may take longer than previously and the potential fund raising may be smaller than is economically viable as an independent scheme. E4A may find such schemes financially nonviable for its own preattentive perspective.

To meet the needs of these groups, E4A with RCES is proposing the following:

- RCES will change its name to “*Thames Clean Energy Society*” (TCES);
- TCES will extend its geography to include groups that have approached E4A;
- These community groups would work with TCES to identify suitable buildings for renewable energy schemes;
- TCES would undertake the fundraising for these installations (combining as many of the schemes from the community groups) and these community groups encourage local residents to invest in this fundraising;
- The schemes would follow the already existing models e.g for solar panels, building users would get an electricity price at or below current prices and this price would be fixed for 20 years, after which time the building users would acquire the solar panels free of charge. The surplus after operating costs from the sale of the electricity would be put into a community fund for distribution to programmes such as community energy efficiency projects;
- The community groups would have the surplus generated from their own building installations ring-fenced for distribution among their own community;
- To manage these ring-fenced community benefit funds, the community groups would establish their own community fund committee.

The benefits to the community groups of this approach are that they would benefit from:

- Not having to bear the costs of establishing their own community benefit society;
- The economies of scale of TCES to reduce the administrative costs of their own society, which would also increase the size of the community benefit scheme;
- TCES’s track record of successful fundraising, and the aggregated fundraising with other community groups;
- TCES’s experience (with E4A) in successfully installing renewable energy schemes;
- Any grants or donations available to the community groups could be paid (if desired) into the ring-fenced community benefit fund, which as part of TCES as an incorporated body, may be more acceptable to donors.

Management of TCES would be the responsibility of the current directors, but as new fundraising is undertaken, any investors from community groups would become members of the society and could be nominated to be TCES directors. However, there will be a need to create advisory committees (e.g. pricing, communications, property installations monitoring).

THIS PAGE IS LEFT INTENTIONALLY BLANK

Agenda item 10

PROGRESS REPORT – CLIMATE EMERGENCY WORKING GROUP 16 March 2020

Minute Number and date	Subject	Progress
13 28.08.19	Good Practice Research	Dick Fletcher collating further info from members on other Parish Council's work on their climate emergency declaration
16 28.09.19 31 09.10.19 44 57	University Research Projects	Reading University are happy to work with HTC /CEWG. Further meeting held 3 rd week in September 2019 with Geography and Environment departments. The University of Reading are ready to meet with some of their students and members of CEWG to discuss topic ideas and move forward with securing projects. (PF & RCW) 3 projects may be taken up by students. DF happy to mentor. It is unlikely to receive substantial reports this year. The item to remain. PF is to meet with Head of Social Studies Henley College to discuss similar. To report back.
18 28.09.19 31 09.10.19 57 22.01.20	Carbon Offset Pricing	To be monitored TH and KW to discuss this point to clarify and establish detail and actions required. To be raised at the SODC CEAC meeting to be held on 28 January 2020.
19 28.09.19 31 09.10.19 44	Working group resource request	A recommendation on staffing resources was taken to FS&M on 17.09.19 The Planning and Project Manager stated that a recommendation had been approved at Full Council on 8 October 2019 to fund a Full Time, Temporary Officer who will add 37 hours a week to the team resource, of which some will be allocated to CEWG. Exact details are to be confirmed. Current recruitment will enable 21 hours to be dedicated to CE2030WG and Transport Strategy Working Groups combined.