

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

to be held on

WEDNESDAY 20TH NOVEMBER 2019 AT 7.00 PM

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



Sheridan Jacklin-Edward
Town Clerk
13 November 2019

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

Members are reminded to sign the attendance book

**MEETING OF THE CLIMATE EMERGENCY WORKING GROUP
20 NOVEMBER 2019 AT 7.00PM
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**
To approve the Notes of the Meeting of the Climate Change Working Group held on 9 October 2019.
- 4 PUBLIC PARTICIPATION**
To receive questions and comments from members of the public on any matter affecting the town. **NB: attention is drawn to the Council's Public Participation Scheme attached**
- 5. REPORT TO PLANNING COMMITTEE**
To receive an update on the potential for setting up a Community Benefit Society. A report went to the Planning Committee on 5 November 2019 with a recommendation as to whether Henley Town Council fund and manage, just manage or act as a partner to the potential Community Benefit Society. The report was attached to the previous CEWG agenda for 9 October 2019.
- 6. IMMEDIATE PROJECTS**
To receive updates on the following projects:
 - i. IDDEA – Rebecca Chandler Wilde/Patrick Fleming
 - ii. SALIX – Tony Hoskins
 - iii. Connected Kerb / EV charging points – Dick Fletcher
 - iv. Retrofit Support – Patrick Fleming
- 7. TREES**
To receive an update on the planting of trees which are to meet 10% of Henley's Carbon Footprint. To discuss the use of Land registry in establishing large parcels of land to plant trees on, a call for sites, locations of smaller plots of land including OCC publicly maintained highways areas such as Reading Road near 3 Horseshoes pub.

- 8. COMMUNICATING ACTIONS AND TIMINGS** **pages 5-6**
To discuss the communications and timings sheet for projects the working group are progressing. (document attached)
- 9. FUNDING OPTIONS**
To receive a further update on research into grant options for the funding of project appraisals.
- 10. COMMUNITY ENGAGEMENT**
To receive an update on the Greener Henley event held on 16 November 2019 where the Climate Emergency Working Group had a stall.

To consider and agree arrangements and duties for the community engagement Parish meeting which is to be held on 27 November 2019 at 7-9 pm.
- 11. WORKING GROUP NAME**
To agree to recommend the working group name to be changed to include 2030 in the title; Climate Emergency 2030 Working Group (CE2030WG)
- 12. PROGRESS REPORT** **page 7**
To note the Progress Report and update accordingly. (Document attached)
- 13. 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.

Agenda item 8

CE2030WG – Communications

Audiences	Activities	Communications media sources	Comments	Timings
All	Awareness of personal and business actions to address climate change	Website for Henley & District CES; CES logo; CES email address; Face book page; Twitter; Council posters; Greener Henley publicity.		From January 2020
Homeowners	IDDEA - Solar Streets	Booster posts – Facebook; Twitter; Public meetings; local stalls; Fliers (hand delivered – provided by IDDEA); Henley press; Greener Henley	IDDEA first off, to build Twitter and Facebook followers, followed by Cosy Homes to use following	From 27th February
	Cosy Homes	Booster posts – Facebook; Twitter; Henley press; Greener Henley		From January 2020 (when its cold)
Vulnerable households	Better homes, better health	Leaflet from SODC(?) (for doctors, Townlands, Social workers, Schools, D2 over 60s club, Bluebells, Churches, residents’ associations e.g. Gainsborough). Use Citizens Advice as drop in for discussion.		From January 2020 (when its cold)
Residents and businesses	EV charging points	Henley press; Twitter; Facebook; website; Henley planning committee for new builds and refurb – consider how to approach apartments for charging points.		Announcing of trial from January/February 2020
Businesses	OxFutures (energy audits and 25% grant towards improvements)	SME lists for HTC email; Henley Business Partnership (HBP) -Nickie Schaffer; Henley media; Twitter and Facebook	Consider launching as a combined – since some commercial properties may not be able to invest in improvements.	Energy audits open again in April 2020 – so announcement in March 2020
	Henley & District Community Energy (installing solar panels)	Direct contact; HTC email; HBP; Twitter; Facebook		Interview potential admin/ technical short list – December 2019 and January

Agenda item 8

				2020 – launch February/March 2020
Public buildings (Council, SODC, OCC, NHS, Schools, Emergency Services)	SALIX (energy cost saving initiatives)	HTC to contact (CEWG to write)		HTC to get energy audit ASAP (so it can be seen to be leading the way), then HTC to write to other bodies in February 2020
	Less CO2 (energy audits in schools)	PF to advise status		Underway – but slow – think of getting energy audits funded for Henley schools
Nearby councils and their residents	Henley & District Community Energy (major projects)	Link with other groups through SOS to build the credibility and demonstrate it is not only Henley – arrange annual meetings; Henley media; HTC to contact other councils to build co-operation		27 th November 2019 – consider setting up joint working group to communicate via media e.g. HS

Key issues:

- Need to have a strong social media campaign – we will need a dedicated person;
- Writing the content should be the role of 2/3 people to ensure the messages are succinct and focused;
- both HTC and Greener Henley should be positioned as partners of CES, which has a single minded focus – zero carbon
- CES should be seen as apolitical to avoid any changes in the political scenery.

Agenda item 12

**PROGRESS REPORT –
CLIMATE EMERGENCY WORKING GROUP
20 November 2019**

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	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)
18 28.09.19 31 09.10.19	Carbon Offset Pricing	To be monitored TH and KW to discuss this point to clarify and establish detail and actions required.
19 28.09.19 31 09.10.19	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.