

Climate Emergency Action Plan - Last Updated 23 November 2022

TARGETS	
1	Switch all energy accounts to 100% renewable sourced energy
2	Upgrade all lighting to LED throughout the Council's buildings and facilities
3	Harvest rainwater from Council buildings and facilities
4	Reduce petrol/diesel consumption of grounds maintenance machinery/operation
5	Reduce carbon from staff commuting to work by car
6	Tree planting
7	Reduce waste sent to landfill
8	Reduce/eradicate single use plastics throughout Council operation and service areas.
9	Carbon Neutral Events
10	Encourage behaviour change
11	Eradicate carbon release from burning/bonfires
12	Participate in and promote wider initiatives e.g. Wokingham Borough Council Climate Emergency Plan
13	Assess and reduce carbon impact of purchasing goods and services;
14	Ensure on-going commitment and consistent approach

	PRIORITY SCORING (*)		
	1	2	3
Cost	High (£? - £?)	Med (£? - £?)	Low (£0 - £?)
Achievability / Gain	Hard / Long term	Ok / Medium term	Easy / Short term
Environmental Benefit	Low Impact	Med Impact	High Impact

ACTION	PRIORITY MATRIX <i>(Mark 'X' against appropriate score)</i>		
	1	2	3
Cost			
Achievability			
Environment Benefit			
TOTAL	0		

(auto-populates)

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

** Priority scores are set with the intention of indicating which actions are the Highest priority to undertake; for example, because they provide the best impact (e.g. carbon reduction) to cost ratio.*

The Council should target undertaking the highest priority actions first to make the greatest / easiest gains in terms of reducing the Council's climate impact, before moving onto lower priority actions. However, all priorities remain valid and should provide a benefit.

1. Switch all energy accounts to 100% renewable sourced energy								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score (Auto- populated)				
Move to 100% 'green' gas - from renewable sources - when the contracts come up for renewal.	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.	
Investigate potential to move away from air conditioning units at Woodford Park Leisure Centre – consider fan banks.	1	2	1	4			No realistic alternatives available at this time. Consider removal of item from the Action Plan	
Investigate potential for installation of Solar Panels at Coronation Hall.	2	2	2	6				
Move to 100% renewable or offset electricity contracts when these come up for renewal.				N/A	Complete	Apr-21	Electricity provided from 100% renewable sources	
Install Solar Panels at the Oakwood Centre				N/A	Complete			
Install Solar Panels at the Oakwood Centre				N/A	Complete			

Priority
High
Medium
Low

2. Upgrade all lighting to LED throughout the Council's buildings and facilities								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Install LED Lighting at The Oakwood Centre	2	2	2	6			Amenities Manager obtaining quotes to upgrade OC lighting on a zoned / phased basis. Some other electrical works already required. Phase 1 works carried out - LED lighting installed in corridors, toilets, café, meeting rooms. Strip lighting in offices, halls and cafe being costed. Theatre lighting will need changes to infrastructure and needs further investigation.	
Install LED Lighting at WPLC (Sports Hall)				N/A	Complete			
Install LED Lighting at WPLC (Flood Lights)				N/A	Complete			
Install LED Lighting at Chapel Hall				N/A	Complete			
Install LED Lighting at Coronation Hall				N/A	Complete			
Install LED Lighting at WPLC (gym / reception / refurbished office)				N/A	Complete			
Convert all Street Lights to LED				N/A	Complete			
Install LED Lighting at Grounds Depot Tractor Shed				N/A	Complete			

Priority
High
Medium
Low

3. Harvest rainwater from Council buildings and facilities								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Install harvesting system at Coronation Hall	2	2	1	5			Amenities Manager costing up	
Installing water butt at Woodley Bowls Club	2	2	1	5		Nov-22	Part of new irrigation system project	
Install harvesting system at Chapel Hall	2	2	1	5			Limited benefit as no reuse of water in that area/building. Consider removing from Action Plan	
Instal harvesting system at WPLC	2	2	1	5			Need to consider the feasibility / benefit, then cost up	
Install modular units for the allotment site	1	2	1	4			Need to consider the feasibility / benefit, then cost up	
Move to using grey water for flushing toilets, irrigation etc	1	1	2	4			Need to consider the feasibility / benefit, then cost up. Cost likely to be quite high but opportunity to consider potential when as part of toilet refurb in Oakwood Centre.	
Install harvesting system at north end of Oakwood Centre building (Area of most use)				N/A	Complete			
Install harvesting system at Grounds Depot				N/A	Complete		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 new vehicle storage building in Maintenance Yard				N/A	Complete			
Investigate other locations at The Oakwood Centre for potential harvesting systems				0	Suspended	N/A	No other locations considered suitable CE SC agreed (4/10/22) to suspend this action, pending any future review	

Priority
High
Medium
Low

4. Reduce petrol/diesel consumption of grounds maintenance machinery/operation								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Move to electrical trimmers / mowers	2	1	1	4			No suitable machines available fro commercial use on the market at present. Most have very limited power/size/durability. More appropitae machines likely to become available going forwards.	
Move to electrical maintenance vehicles	2	1	1	4			Viability and cost to be considered as vehicles come to the end of their life - to consider the option for leasing electric / hybrid vehicles.	
Investigate option for low intensity land management areas (ie grass areas which are not mown to encourage wildlife)	3	2	2	7			Need to consider the feasibility / benefit, then cost up	
Cease burning green waste				N/A	Complete		No green waste is burned – all is reused on site or disposed of in green waste skip.	

Priority
High
Medium
Low

5. Reduce carbon from staff commuting to work by car								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Investigate the possibility of introducing cycle to work schemes	3	1	1	5			Deputy Town Clerk to canvass staff and assess potential take up of cycle to work scheme for staff that drive to work.	
Investigate the long term potential for home working / reduced & flexible office working				N/A	Complete		Most staff that are able to effectively work from home are doing so and combining this with office working to suit the needs of the role/business.	

Priority
High
Medium
Low

6. Tree planting								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Plant further trees on Council land	2	2	2	6			A tree planting policy based on the principle of planting more trees than are removed in any one year and taking into consideration the type of trees, locations etc would be beneficial. Opportunities for large scale planting are very limited. We are now offering an option for memorial trees in Woodford Park.	
Encourage individuals / organisations in the community to plant trees (through WBC / Woodland Trust / Sponsorship)	2	2	2	6		Ongoing	Local and national initiatives to be publicised through the Council's media channels.	
Use of moss for carbon capture	2	1	1	4			Need to consider the feasibility / benefit, then cost up	
Create green / living walls & lamp columns				0	Not preceeded with	N/A	High cost/limited benefit. CE SC agreed (4/10/22) to not proceed with this action.	

Priority
High
Medium
Low

7. Reduce waste sent to landfill								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Develop plan by service / building to move toward zero waste to landfill	2	2	2	6			Deputy Town Clerk to review waste from WPLC with Leisure Services Manager.	
Introduce recycling points in the parks - outside Council buildings	2	1	1	4				
Use segregated litter bins in parks and buildings	2	1	1	4				
Plastics / Cardboard recycling at the Oakwood Centre / WPLC				N/A	Complete			
Food waste recycling centre in Council Offices at the The Oakwood Centre				N/A	Complete		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				N/A	Complete		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.	

Priority
High
Medium
Low

8. Reduce/eradicate single use plastics throughout Council operation and service areas.								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Identify and investigate areas for reduction	3	2	2	7		ongoing	DTC to review plastics use with Venues Manager and Leisure Services Manager and Amenities Manager Plastic cups provided for clients are recycled. Recycling bins are located in the office areas and plastics recycled with cardboard (mixed recycling)	
Work with Catering Partner to reduce/eradicate single use plastics and achieve consistent approach	3	2	1	6			DTC / Venues Manager to discuss with catering provider.	
Educate staff / customers to change practices / habits	3	2	2	7				
Provide internal / external water points for refilling water bottles	1	2	2	5			Need to consider the feasibility / benefit, then cost up	

Priority
High
Medium
Low

9. Carbon Neutral Events								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Liaise with Town Centre Manager to develop plan for reducing/offsetting carbon related to running events including markets	3	2	1	6				
Develop carbon checklist for events booking.	2	2	1	5				
Consider possible carbon offsets in relation to funfairs etc	2	2	1	5				

Priority
High
Medium
Low

10. Encourage behaviour change								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Work with Wokingham Borough Council with a view to organising a Woodley Carbon Reduction Community Conference.	2	1	1	4				
Enhance WTC webpage to include Borough and nationwide initiatives and information.	2	2	2	6		Ongoing	Climate Emergency Action Plan published on the Council website. DTC/Communications Manager to review website page/presence. Include link to WBC climate press releases and information and government initiatives. Relevant news releases/social media posts e.g. from Wokingham Borough Council are reposted.	
Work with Woodley Town Centre Partnership on local busines initiatives and involvement				0		Ongoing		
Conduct an online survey to obtain suggestions from residents on carbon reducing activities and use as a means of raising awareness and developing engagement.				N/A	Complete	Aug-20		
Promote behaviour change with suppliers				N/A	Complete		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				N/A	Complete			
Publish 'Herald' dedicated to the Climate Emergency				N/A	Complete			
Hold Annual Town Meeting dedicate to the Climate Emergency				N/A	Complete	May-22		

Priority
High
Medium
Low

11. Eradicate carbon release from burning/bonfires								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Prohibit bonfires at allotment site	3	2	1	6			Bonfires at the allotment site restricted in the summer months. but could be prohibited entirely. This will require education and consultation with tenants and the Tenant's Committee, along with promotion of composting alternatives.	
No green or other waste burned as part of Council service delivery / operations				N/A	Complete			

Priority
High
Medium
Low

12. Participate in and promote wider initiatives e.g. Wokingham Borough Council Climate Emergency Plan

Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Consider promoting a cycle to school / work scheme or campaign	3	2	1	6				
Meet with WBC Climate Officers				N/A	Complete		Officers have attended WBC Climate Emergency meetings to make presentations / share information.	
Set up Cycling in Woodley Working Party				N/A	Complete			
Engage with Wokingham Borough Council's Climate Action Working Group				N/A	Complete		WTC has a representatives on the Working Group	

Priority
High
Medium
Low

13. Assess and reduce carbon impact of purchasing goods and services								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Investigate potential for plastic free procurement	2	2	1	5		Ongoing		
Investigate procurement from local / lowest carbon producing suppliers	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.	
Move to a paper free office environment	2	2	1	5		Ongoing	Carbon neutral officer paper is now purchased. Printing is being reduced where possible through changes in practices and more effective electronic working.	

Priority
High
Medium
Low

14. Ensure on-going commitment and consistent approach

14. Ensure on-going commitment and consistent approach								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Develop detailed, realistic and achievable targets in the Action Plan – with progress reported back to the Working Party/Strategy & Resources Committee.	3	2	2	7		Ongoing		
Involve all staff in the process and make aware of the content of the Action Plan. Consider and include staff suggestions and feedback where appropriate as part of the on-going process.	3	2	2	7		Ongoing		
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.	2	2	1	5		Ongoing		
Consider a Councillors 'Sign Up' to gain active support of the plan from individual Town Councillors.	3	2	1	6				
Approve the Climate Emergency Action Plan through the Leisure Services Committee.				N/A	Complete			
Declare Climate Emergency				N/A	Complete	Oct-19		
Set up Climate Emergency Working Party				N/A	Complete		Climate Emergency Working Party appointed – reporting to the Leisure Services Committee.	

Priority
High
Medium
Low