



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **COUNCIL** will be held Virtual Meeting on
THURSDAY 23 JULY 2020 AT 7.30 PM

Susan Parsonage
Chief Executive
Published on 15 July 2020

Note: The Council has made arrangements under the Coronavirus Act 2020 to hold this meeting virtually via Microsoft Teams. The meeting can be watched live using the following link: <https://youtu.be/pFre-ULIHb0>

This meeting will be filmed for inclusion on the Council's website.

Please note that other people may film, record, tweet or blog from this meeting. The use of these images or recordings is not under the Council's control.



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, learn, work and grow and a great place to do business

Enriching Lives

- Champion outstanding education and enable our children and young people to achieve their full potential, regardless of their background.
- Support our residents to lead happy, healthy lives and provide access to good leisure facilities to complement an active lifestyle.
- Engage and involve our communities through arts and culture and create a sense of identity which people feel part of.
- Support growth in our local economy and help to build business.

Safe, Strong, Communities

- Protect and safeguard our children, young and vulnerable people.
- Offer quality care and support, at the right time, to prevent the need for long term care.
- Nurture communities and help them to thrive.
- Ensure our borough and communities remain safe for all.

A Clean and Green Borough

- Do all we can to become carbon neutral and sustainable for the future.
- Protect our borough, keep it clean and enhance our green areas.
- Reduce our waste, improve biodiversity and increase recycling.
- Connect our parks and open spaces with green cycleways.

Right Homes, Right Places

- Offer quality, affordable, sustainable homes fit for the future.
- Build our fair share of housing with the right infrastructure to support and enable our borough to grow.
- Protect our unique places and preserve our natural environment.
- Help with your housing needs and support people to live independently in their own homes.

Keeping the Borough Moving

- Maintain and improve our roads, footpaths and cycleways.
- Tackle traffic congestion, minimise delays and disruptions.
- Enable safe and sustainable travel around the borough with good transport infrastructure.
- Promote healthy alternative travel options and support our partners to offer affordable, accessible public transport with good network links.

Changing the Way We Work for You

- Be relentlessly customer focussed.
- Work with our partners to provide efficient, effective, joined up services which are focussed around you.
- Communicate better with you, owning issues, updating on progress and responding appropriately as well as promoting what is happening in our Borough.
- Drive innovative digital ways of working that will connect our communities, businesses and customers to our services in a way that suits their needs.

To: The Members of Wokingham Borough Council

ITEM NO.	WARD	SUBJECT	PAGE NO.
32.		APOLOGIES To receive any apologies for absence	
33.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Council Meeting held on 6 July 2020.	15 - 42
34.		DECLARATIONS OF INTEREST To receive any declarations of interest	
35.		MAYOR'S ANNOUNCEMENTS To receive any announcements by the Mayor	
36.		PUBLIC QUESTION TIME To answer any public questions A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of the Council Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Council or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
36.1	None Specific	Ed Pearson has asked the Executive Member for Highways and Transport the following question: Question Is Wokingham planning on taking part in the Electric Scooter trials proposed by the Department for Transport and if not, then why not? This is an affordable, socially distanced and environmentally friendly form of transport, and taking part in these trials would see Wokingham leading the way on commitments to fighting climate change.	

36.2 None Specific Kiran Nar has asked the Leader of the Council the following question:

Question:
 At a recent Council meeting, you said that equality and diversity were hardwired in WBC's DNA. You then proceeded to make public statements that have caused outrage to black residents, staff and the public. You have since launched a survey to understand racism more; despite saying, equality is being hardwired. Clearly the statements made by you about equality and diversity is contradicted by your offensive comments, is equality genuinely WBC's DNA. What research did you conduct on BLM before your statements were made and can you explain how and why such an important mandate on the Council's position was considered?

36.3 Emmbrook Llewelyn Reed-Jones has asked the Executive Member for Children's Services the following question:

Question:
 The warmer weather and lighter evenings have brought about, predictably, some instances of anti-social behaviour from young people in the Borough. I am particularly aware of a minority of the young people using the Emmbrook and Joel Park areas for enjoyment; engaging in nuisance behaviour, littering and underage drinking. This is causing distress, annoyance and intimidation to residents of the area. A more visible police presence in the area would of course go some way to deter this kind of behaviour, but my question is regarding youth provisions. Teenagers who have nothing to do will often take part in nuisance behaviour, which can lead to these children being put at risk of injury and exploitation from criminals. How does the Council intend to expand the provision of these services in a manner which is guided by the service users and youth workers and is free at the point of use?

37. **PETITIONS**
 To receive any petitions which Members or members of the public wish to present.

38. None Specific **CLIMATE EMERGENCY ACTION PLAN** **43 - 140**
 To receive the Climate Emergency Action Plan.

RECOMMENDATION: That the Council approves the detailed Climate Emergency Action Plan, endorsing the targets for carbon dioxide reduction

and the related actions proposed for Wokingham Borough Council to play as full a role as possible in achieving a net-zero carbon Borough by 2030.

- | | | | |
|------|-----------------|--|-----------|
| 39. | None Specific | <p>ANNUAL PAY POLICY STATEMENT
To receive the Annual Pay Policy Statement.</p> <p>RECOMMENDATION: That Council approve the draft Pay Policy Statement for 2020/21 for publication on the Council's website in accordance with the Localism Act 2011.</p> | 141 - 152 |
| 40. | Shinfield South | <p>POLLING DISTRICT CHANGES - SHINFIELD SOUTH
To receive a report regarding Polling District Changes – Shinfield South.</p> <p>RECOMMENDATION: That Council agree to create a new polling district for the electors living in the roads as set out in the table and as shown in the hatched area on the map within the report.</p> | 153 - 156 |
| 41. | None Specific | <p>FLAG FLYING POLICY AND ROOM NAMING PROTOCOL
To receive the Flag Flying Policy and Room Naming Protocol.</p> <p>RECOMMENDATION: To approve the Flag Flying Policy and Room Naming Protocol at Appendix 1 of the report.</p> | 157 - 164 |
| 42. | | <p>MEMBER QUESTION TIME
To answer any member questions</p> <p>A period of 30 minutes will be allowed for Members to ask questions submitted under Notice</p> <p>Any questions not dealt with within the allotted time will be dealt with in a written reply</p> | |
| 42.1 | None Specific | <p>Rachelle Shepherd-DuBey has asked the Executive Member for Climate Emergency the following question:</p> <p>Question
How will we actually measure that the Heathrow expansion is actually Carbon neutral; including the extra airplanes and additional petrol powered vehicles dropping people off or picking them up?</p> | |
| 42.2 | None Specific | <p>Michael Firmager has asked the Executive Member for Environment and Leisure the following question:</p> | |

Question

Wokingham Borough Council have engaged Consultants to advise on the road map for recycling. What is the brief?

42.3 None Specific

Emma Hobbs has asked the Executive Member for Children's Services the following question:

Question

How has WBC helped to improve children's access to technology?

42.4 Emmbrook;
Ewendons;
Norreys;
Wescott

Pauline Helliard-Symons has asked the Executive Member for Regeneration the following question:

Question

What is the recovery programme for Wokingham Town Centre?

42.5 None Specific

Angus Ross has asked the Chairman of the Planning Committee the following question:

Question

When can we go back to 'face to face' Planning Committee meetings; if not, are there any proposals for the public to speak at meetings?

42.6 Barkham

Jenny Cheng has asked the Executive Member for Children's Services the following question:

Question

What are the implications of Bohunt's wish to have a 6th form?

42.7 None Specific

Tahir Maher has asked the Executive Member for Health, Wellbeing and Adult Services the following question:

Question

I want to acknowledge what the Council has been and are doing to support the Borough over the COVID-19 pandemic. Unfortunately, it is now clear that members of the ethnic minority are likely to suffer more severe effects of COVID-19, resulting in higher than average mortality rates, as compared to non-ethnic minorities.

Have the Council considered this and what specific actions have they taken to protect and support their employees, and when working with the general public who are from ethnic minorities background?

- 42.8 Emmbrook;
Ewendons;
Norreys;
Wescott
- Graham Howe has asked the Executive Member for Highways and Transport the following question:
- Question**
Please can you update the Council on the works on Wokingham Town Centre roads and what affect they are having for residents?
- 42.9 None Specific
- Gary Cowan has asked the Executive Member for Health, Wellbeing and Adult Services the following question:
- Question**
The Government provided a fund of a £5 Million pot to Councils to enable care homes to get £1,000 cash incentive per patient if they took in hospital patients in order to free up beds in Hospitals. To qualify, the care homes, including Council run care homes had to admit the patient within 24 hours regardless of whether they had Coronavirus or not.
- The £1,000 per patient was designed to help pay for any additional costs care homes incurred including extra PPE, additional staff, additional cleaning so Covid-19 patients coming out of hospital into care homes could be isolated.
- My question is how much of this £5 million did Wokingham get and how was it distributed?
- 42.10 None Specific
- Daniel Sargeant has asked the Executive Member for Health, Wellbeing and Adult Services the following question:
- Question**
Can you please provide us with an update on the Council's Covid-19 track and trace plan?
- 42.11 Bulmershe and
Whitegates;
Coronation;
Hawkedon;
Hillside;
Loddon; Maiden
Erlegh; South
Lake
- Shirley Boyt asked the Executive Member for Highways and Transport the following question:
- Question:**
Children in year six in our primary schools usually have the opportunity to participate in level 3 of the Bikeability scheme, having completed levels 1 and 2 in the previous year. Unfortunately, due to Covid - 19 they have been unable to do so. This is a particularly important level as children get the opportunity to practice the route they will be taking to secondary school from September. I note from the My journey web page that level 3 courses are running during the

holidays in Twyford and Gorse Ride. Are there any further courses planned to enable Woodley and Earley children to participate in this essential training?

42.12 None Specific

Andy Croy has asked the Executive Member for Climate Emergency the following question:

Question:

The Climate Emergency Action plan is not fit for purpose. The plan will not cause the Borough to be Carbon Neutral by 2030. It has taken a whole year for this to be acknowledged. What changes to the Plan will be made to ensure the Borough reaches Carbon Neutrality by 2030?

43.

MINUTES OF COMMITTEE MEETINGS AND WARD MATTERS

A period of 20 minutes will be allowed for Members to ask questions in relation to the latest circulated volume of Minutes of Meetings and Ward Matters

44.

STATEMENTS BY THE LEADER OF THE COUNCIL, EXECUTIVE MEMBERS AND DEPUTY EXECUTIVE MEMBERS

To receive any statements by the Leader of the Council, Executive Members and Deputy Executive Members.

In accordance with Procedure Rule 4.2.23 the total time allocated to this item shall not exceed 20 minutes, and no Member shall speak for more than 5 minutes

45.

STATEMENTS FROM COUNCIL OWNED COMPANIES

To receive any statements from Directors of Council Owned Companies.

In accordance with Procedure Rule 4.2.24 the total time allocated to this item shall not exceed 10 minutes, and no Director, except with the consent of Council, shall speak for more than 3 minutes.

46.

MOTIONS

To consider any motions

In accordance with Procedure Rule 4.2.11.2 a maximum period of 30 minutes will be allowed for each Motion to be moved, seconded and debated, including dealing with any amendments. At the expiry of the 30-minute period debate will cease immediately, the mover of the Motion or amendment

will have the right of reply before the Motion or amendment is put to the vote

46.1 None Specific Motion 432 submitted by Clive Jones

This Council wants the political leadership to redouble their efforts to challenge the housing numbers which are being inflicted on this Borough by central government which we consider do not meet our local needs.

Since the beginning of the year, our lives have changed considerably and local circumstances are now very different to what they were in January and February. We would therefore like to invite Ministers and senior Civil Servants from MHCLG to come to Wokingham to see for themselves the beautiful semi-rural nature of our Borough.

We would like them to meet local residents, Borough Councillors from all political groups, Town and Parish Councillors from all parts of the Borough including Remenham to Swallowfield and everywhere in between; so they can understand for themselves the strength of feeling that residents have about the high housing numbers that are being forced on us by this Conservative Government.

46.2 None Specific Motion 433 submitted by Gregor Murray

At its meeting on July 18th 2019 the Full Council voted unanimously to declare a Climate Emergency across Wokingham Borough and to commit itself to being carbon neutral by 2030.

In order to achieve this crucial aim, and to live up to our environmental responsibilities we understand that it is essential we take steps to immediately reduce the amount of carbon we either directly or indirectly use each year.

It is clear that no responsible Council can take action on climate change without seeking to drastically reduce the amount of single use plastics consumed by both its residents and by the Council in its every day operations.

In face of the overwhelming evidence about the impact that single use plastics have on our lives, climate, seas, rivers and broader environments, Wokingham Borough Council commits to ensuring that – wherever possible – single use plastics are

eliminated from use within the Council, and all Council controlled environments, as soon as possible.

This would be achieved by:

- Phasing out the purchase of single-use plastic products through services commissioned by the Council where possible and as soon as practicable.
- Bringing regular reports to future committee meetings, describing the Council's plans to eliminate single-use plastic from the organisation, including a timetable for doing so.
- Working with Wokingham's businesses, community groups and residents to share advice, ideas and best practice on using sustainable alternatives
- Working with schools to support the aspiration of Wokingham's young people to eliminate plastic waste from our environment.
- Seeking to work with neighbouring Councils to tackle single use plastic use across the wider Berkshire area.
- Sign-posting on all Council buildings and properties to forbid the bringing of single use plastics onto the property.
- Sign-posting on all Council buildings and properties once it has become single use plastic free.

46.3 None Specific Motion 434 submitted by Sarah Kerr

This Council notes that:

- Air pollution poses a serious threat to the health of everyone and in particular the development of young people.
Epidemiological studies show that symptoms of bronchitis in asthmatic children increase in association with long-term exposure to pollutants, as well as stunting lung growth.
- Our residents and visitors are exposed to unsafe levels of pollutants, particularly outside of schools at peak times in the morning and afternoon, next to taxi ranks, at level crossings and along our major roads.
- Road transport is one of the biggest contributors to particulate matter and pollution in Wokingham Borough.
- While many of the policy interventions to rectify this problem would have to come from central Government, this Council can do more and needs to be proactive on this issue.
- Only a handful of areas across the country are

trialling “No Vehicle Idling zones” yet they bring many health benefits, and could be introduced around the Borough, particularly outside schools, taxi ranks and at level crossings.

- It is important to provide our residents and visitors with healthier and less polluting alternatives to move about the Borough, and in particular, parents taking their children to school. Therefore, the Council should invest more in walking and cycling.

This Council resolves to:

- Monitor the level of particulate matter 2.5 across the borough.
- Review the work done on No-Vehicle-Idling nationally in other local authorities and integrate this into an Action Plan for No-Vehicle-Idling zones covering the Wokingham Borough Council area with a view to implementing No-Vehicle-Idling zones, around as many schools in the Borough as possible, by the end of 2022, and in other identified areas such as taxi ranks and close to level crossings
- Encourage local businesses to sponsor green walls on school buildings and tree planting near schools and the Executive Member for Environment includes this in his action plan.
- Increase spending on active travel in future budgets, especially safe cycle lanes.
- Produce a strategy for implementing a car club scheme across the Borough.

46.4 None Specific Motion 435 submitted by Rachel Burgess

This Council will adopt the Council Tax Protocol agreed by Citizens Advice and the Local Government Association (June 2017) during the municipal year 2020/21.

This protocol includes, inter alia:

- Wokingham Borough Council will work with enforcement agencies and Citizens Advice to help people pay their council tax bills while accessing debt advice
- All communication with residents about council tax will be clear
- Wokingham Borough Council will use the Standard Financial Statement when calculating repayment plans
- Flexible payment arrangements will be offered to residents

- Wokingham Borough Council will not use enforcement agents where a resident receives Council Tax support
- Wokingham Borough Council will publish their policy on residents in vulnerable circumstances

The full protocol can be found here:

<https://www.citizensadvice.org.uk/Global/CitizensAdvice/campaigns/Council%20Tax/Citizens%20Advice%20Council%20Tax%20Protocol%202017.pdf>

46.5 None Specific

Motion 436 submitted by Rachel Bishop-Firth

EU nationals are our family members, parents, friends and colleagues. They care for our elderly and they teach our children. They are an integral part of a vibrant and thriving Wokingham.

In the Referendum campaign, we were promised that "there will be no change for EU citizens already lawfully resident in the UK and [they] ...will be treated no less favourably than they are at present".

This promise has not been honoured. Many EU27 citizens are unaware that if Brexit goes ahead, they risk deportation from their homes of many years unless they are granted settled status.

Home Office figures show that many EU nationals have not applied for Settled Status, or have applied but have been refused. We don't know how many Wokingham residents, perhaps elderly or vulnerable people, are unaware that they may become illegal immigrants. We risk a Windrush-style scandal here in Wokingham, with families broken up.

We also need to think of the 1.3 million British citizens who have made their homes in other EU countries, who may be forced to return to the UK, particularly if Brexit means they lose their access to healthcare. Many of these people are elderly, and many have made their homes overseas because of difficulties making ends meet on their pensions. How many will come to Wokingham, needing assistance with social housing and other support?

Therefore, the Council asks that Officers urgently undertake and publish a review of the how the Council can best mitigate the effects of Brexit on local residents including:

- a) How we can promote and assist with applications for settled status particularly for residents who face language or technology barriers.
- b) What we can do to help landlords and employers to be trained on immigration status, to avoid potential discrimination against EU27 nationals.
- c) How Brexit is likely to affect EU27 nationals accessing services provided by the Council, and steps that we can take to mitigate difficulties.
- d) The likely impact on Wokingham of British citizens returning to the UK and how we can best prepare for this

46.6 None Specific Motion 437 submitted by Pauline Helliard-Symons

On 22nd November 2018, this Council adopted a Sprinkler Policy centered on our schools. After work by Royal Berkshire Fire & Rescue Service, the Fire Authority's Management Committee on 22nd July 2019 adopted a wider policy, which they proposed be considered by each of the Berkshire Unitaries. This goes further to support promotion of Sprinklers in their Council areas and to put pressure on Central Government to legislate on Sprinklers, following the successful introduction of legal powers in Wales.

To be specific it is proposed:

That Wokingham Borough Council supports the proposals of the Royal Berkshire Fire Authority to extend the promotion of Sprinklers and to lobby central government to bring in legislation or regulations which make installations a necessary part of new builds and major refurbishments in the categories identified. The policy agreed by the Council on 22nd November 2018 regarding schools remains, but additionally:

Wokingham Borough Council:

- a. Recognises that Sprinklers and other Automatic Fire Suppression Systems (AFSS) save lives, protect property, reduce the impact of fire on the environment, reduce interruption to business and improve safety for individuals the community in general and firefighters, especially in the case of schools.

- b. Commits to installation of sprinklers or other AFSS within its own building stock when planning for and constructing new buildings or as a retrofitted solution when undertaking major refurbishments of existing buildings where the extent of the refurbishment makes the fitting of sprinklers viable.
- c. Through the planning application or building control process, promote and support the installation of sprinklers or other AFSS for all new or refurbished buildings and particularly those that present the most significant risk to the public and firefighters.
- d. Supports the National Fire Chiefs Council position on sprinklers and will write to Central Government to express support for the creation of a legal requirement to fit sprinklers or AFSS in buildings.

46.7 None Specific

Motion 438 submitted by Gary Cowan

The continued failure of recent Council meetings to conclude the agenda business suggests that the existing democratic process has failed. As a direct result of this Wokingham Borough's Residents and their Borough Council elected Members have been let down very badly. To correct this serious democratic failure and get the Council back on track this Council must immediately programme in as many additional Council meetings as is required to get Council business up to date.

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**MINUTES OF A MEETING OF
THE COUNCIL
HELD ON 6 JULY 2020 FROM 7.30 PM TO 10.35 PM**

Members Present

Councillors: Malcolm Richards (Mayor), Keith Baker (Deputy Mayor), Parry Batth, Rachel Bishop-Firth, Laura Blumenthal, Chris Bowring, Shirley Boyt, Prue Bray, Rachel Burgess, Jenny Cheng, UllaKarin Clark, Stephen Conway, Gary Cowan, Andy Croy, Richard Dolinski, Carl Doran, Lindsay Ferris, Michael Firmager, Paul Fishwick, Jim Frewin, Maria Gee, Guy Grandison, Charlotte Haitham Taylor, John Halsall, David Hare, Emma Hobbs, Graham Howe, Clive Jones, Pauline Jorgensen, John Kaiser, Sarah Kerr, Dianne King, Abdul Loyes, Tahir Maher, Charles Margetts, Adrian Mather, Ken Miall, Andrew Mickleburgh, Stuart Munro, Gregor Murray, Barrie Patman, Daniel Sargeant, Imogen Shepherd-DuBey, Rachelle Shepherd-DuBey, Caroline Smith, Chris Smith, Wayne Smith, Bill Soane, Alison Swaddle, Simon Weeks and Oliver Whittle

19. MINUTE SILENCE

The Council held a minute's silence to honour the memory of the three victims of the terrorist attack in Forbury Gardens, Reading, on 20 June 2020.

20. APOLOGIES

Apologies for absence were submitted from Pauline Helliard-Symons and Angus Ross.

21. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Council, held on 16 June 2020, were confirmed as a correct record and would be signed by the Mayor at a later date, subject to:

Minute 3: Point of Order - the final sentence of the first paragraph being amended to read: "He stated that block voting and proxy voting contravened this Rule."

Minute 4: Election of the Mayor for the Municipal Year 2020/21 Continued – "Home First Wokingham" to be amended to read "Home Start Wokingham".

22. DECLARATIONS OF INTEREST

Councillor Pauline Jorgensen declared a Personal and Prejudicial Interest in Item 31.1, Motion on the Expansion of Heathrow Airport, on the grounds that she was an employee of an airline that used the airport. Councillor Jorgensen withdrew from the meeting for the duration of this item.

Councillor Gary Cowan declared a Personal Interest in Item 31.1, Motion on the expansion of Heathrow Airport, on the grounds that he was formerly an employee of British Airways.

Councillor Maria Gee declared a Personal Interest in Item 31.4, Motion on the Council Tax Protocol, on the grounds that she was a Trustee of the Citizens Advice Bureau.

Councillor Jenny Cheng declared a Personal Interest in Item 31.4, Motion on the Council Tax Protocol, on the grounds that she was a Trustee of the Citizens Advice Bureau.

Councillor Andy Croy declared a Personal Interest in Item 31.4, Motion on the Council Tax Protocol, on the grounds that his mother was a volunteer at the Citizens Advice Bureau and acted as the organisation's campaign manager.

23. MAYOR'S ANNOUNCEMENTS

The Mayor gave a brief summary of his activities in recent weeks.

24. PUBLIC QUESTION TIME

In accordance with the agreed procedure the Mayor invited members of the public to submit questions to the appropriate Members.

24.1 Ann Dally asked the Executive Member for Finance and Housing the following question:

As Councillors may be aware, robust evidence is emerging that the use of bailiffs to collect CT arrears produces less revenue than other methods, such as signposting residents to local debt advice organisations. Has the Council been in contact with other Local Authorities for example Basingstoke and Deane, and Rushmoor, who have signed the LGA/CA CTP in order to understand their experiences and how they have benefited from this?

Answer

The Income service communicates regularly with other Local Authorities to discuss working practices. Each Local Authority adopts its own strategies and principles when it comes to collection of Council Tax arrears. However, there are 'best practice' synergies in respect of recovery action such as:

- Deferring payment plans;
- Close working relationships with voluntary and charitable sectors;
- Reviewing customers affordability to instalment plans;
- Working with the vulnerable and/or those in financial difficulty to ensure affordability;
- Debt advice agencies used where it is seen that customers have multiple debts, it is a positive that these are independent of the Council;
- Being honest and transparent about the next steps in debt recovery, customer centred approaches.

These practices will hold Wokingham Borough Council in good stead as we come out of Covid.

I can confirm we have robust processes and procedures based on meeting Council Tax legislation. Wokingham Borough Council works with those in arrears to agree affordable and sustainable repayment plans, taking into account personal circumstances. The notices sent out about Council Tax are in plain English and they clearly explain the collection process. We encourage customers to seek debt advice if they are experiencing financial difficulty.

Over the last year, the Service Manager has introduced 'surgery' days (every two months or so) where customers can come and talk to staff from Wokingham Borough Council and the Wokingham Citizens Advice Bureau to prevent unnecessary action – it is about reducing customers' stress and anxiety in relation to their Council Tax liability and in some cases acting earlier on in the recovery process to reduce or even mitigate additional recovery costs.

We only use Enforcement Agents as a last resort and, again, they are governed by legislation as well as our own internal arrangements which they adhere to. Where residents who are in receipt of Council Tax Reduction fail to act on notices sent and where

other methods of collection cannot be taken, such as applying deductions from earnings or state benefit, it is necessary for us to use Enforcement Agents in these cases. If information subsequently comes to light to show that a resident is vulnerable or in financial difficulty, the Enforcement Agent will always take this into consideration when managing the case. Protection for vulnerable residents is built into the law on enforcement of debt.

What we do need to consider is that the less we collect in taxes the bigger impact it will have on our local services and budgets.

Supplementary Question

I am pleased to hear that you are keen to reduce customer stress and anxiety and are aware of the importance of early action. Are the Council aware of the link between indebtedness and poor mental health? If so, what action do they intend to take to address this?

Supplementary Answer

Yes, we are. Any time that we feel there is an issue regarding mental health, or a history of mental health issues, that is taken fully into consideration.

24.2 Peter Must asked the Executive Member for Highways and Transport the following question:

In its Report to Council the Community and Corporate Overview and Scrutiny Committee says, with regard to a Borough-wide Parking Management Action Plan, that it had asked that the Executive Member for Highways and Transport engage with the Town and Parish Councils with regards to the developing plan, and the consultation be re-opened to both newly elected and existing Members. These actions were actually agreed by the Committee at its meeting on 17 June 2019. Can the Executive Member for Highways and Transport say what has been done since then to progress the preparation of a draft Action Plan with a view to it being submitted to the Executive and then put out for public consultation?

Answer

The Executive Member for Highways and Transport asked officers to engage with the Town and Parish Councils with regards to the developing Parking Management Plan and re-opened consultation to both newly elected and existing Members, as requested by the Scrutiny Committee, between June 2019 and December 2019.

The process of reviewing submissions commenced in February 2020, but was delayed by the impact of COVID-19 in March 2020. The review of consultation responses has recommenced and work to revise the Action Plan is expected to be completed by the end of July 2020, for consideration by the Executive Member.

Supplementary Question

In response to the draft Local Plan we, the Wokingham Society, could not find any reference to the Parking Management Action Plan and recommend that there should be such a reference. I wonder if you, as Executive Member, could have a look at that. It is important that the Parking Strategy should be mentioned in the Local Plan so that developers are aware of what the context is.

Supplementary Answer

Yes, I will be pleased to do that.

24.3 Mike Smith asked the Leader of the Council the following question:

I note from the published agenda for the full meeting on the 6th July 2020 that there are a very large number of agenda items, some of which have not been addressed despite being on the agenda since September 2019. In particular there are some ten Member questions of which eight, submitted by Conservative members of Council, seem to have little useful purpose and will consume time unnecessarily, and which will probably result in none of the later agenda items such as Motions being debated.

Indeed, five of these Member questions were on the agenda for the previous meeting but were withdrawn, as they were presumably deemed unimportant then and I doubt much has changed in three weeks.

As a more specific example, Item 27.3, is a question from the Deputy Executive Member for Climate Emergency to the Executive Member for Climate emergency asking "...how can this Council work to continue the huge benefits that the environment has received from lower carbon emissions ..." during lockdown – surely if they both attend their sub-committee meetings and read the various reports and plans prepared for those meetings, there is absolutely no need for such a question at full Council – surely a press release would be better?

So my question is, in the interests of ensuring the Council can efficiently discharge its duty to provide a public democratic process of debate on Motions raised by Members, should Agenda items 27.3 to 27.10 inclusive be moved to the end of the Agenda or better yet, be withdrawn?

Answer

The Council Meeting Agenda has evolved over a very long period and is a little arcane. I would say that it pre-dates me.

It is interesting that the thrust of your question is not consuming time unnecessarily and yet you ask a question which is very similar to 27.2. and does not the asking of the question – similar to 27.2 – in duplicate, have the effect of endangering the debate of any Motions?

I appreciate that you believe that Conservative Members' questions "have little useful purpose" but is that not disenfranchising most of the Members? You will appreciate that that there are five Motions, four of which are Lib Dem Motions, which is two and a half hours of debate for a meeting which should be three hours in total.

"The interests of ensuring the Council can efficiently discharge its duty" surely is an opportunity for members of the public and Councillors to ask questions, to enact whatever business needs enacting and for the Executive and Chairmen of other Committees to update Council on their activities.

Supplementary Question

You have just said that it takes two and a half hours to debate five motions on the Agenda. So, when can time be found for these motions to be debated? Otherwise, they will roll on forever.

Supplementary Answer

That is not a matter for me. As I said, the Agenda pre-dates me. It has evolved over a long time and is a little arcane. We have a Constitution Review Working Group to look at these questions and propose any variations for the Council to determine.

25. PETITIONS

No petitions were submitted.

26. ADDENDUM TO THE CONSTITUTION: PROTOCOL FOR HOLDING VIRTUAL MEETINGS

The Council considered a report from the Constitution Review Working Group (CRWG), set out at Agenda pages 49 to 72, which proposed a Protocol for Holding Virtual Meetings.

The report stated that the proposed Protocol provided guidance for the public on how virtual meetings would be conducted. It also included changes to the rules set out in the Council's Constitution, primarily relating to public participation at Planning Committee meetings and the adoption of different methods of voting.

The principal aim of the Protocol was to facilitate as many of the rules and procedures contained in the Council's Constitution as possible, whilst recognising the limitations and challenges presented by virtual meetings.

Section 6 of the Protocol set out specific rules relating to Member and public participation at Planning Committee meetings. These included proposals for members of the public to be able to provide input into the decision making process through written rather than verbal representations.

CRWG raised concerns about the proposed change to public participation at Planning Committee meetings and felt that verbal representations should continue. The Chairman of the Planning Committee had agreed that the rules around public participation would be reviewed at its meeting in August 2020, with a view to reporting back to the September 2020 Council meeting.

The recommendations in the report were proposed by Chris Smith and seconded by John Halsall.

It was proposed by Lindsay Ferris and seconded by Clive Jones that the proposed recommendations in the report be amended as follows (proposed changes in bold italics):

"The Constitution Review Working Group recommend that Council agree:

- 1) that the Protocol for Holding Virtual Meetings, as attached as Appendix A ***and with the addition of the following wording to Section 6: "To be in force until the Planning Committee decides otherwise at a Special Meeting of the Committee to be held in July"***, including changes to the rules contained in the Council's Constitution will be adopted for all Council meetings that are held virtually; and
- 2) that the Protocol for Holding Virtual Meetings will be confirmed as an addendum to the Constitution until such time as Regulations state that virtual meetings are no longer permissible;
- 3) ~~that it be noted that the Planning Committee intends to review its rules relating to public participation in August with a view to reporting back to Council in September.~~ ***That the Planning Committee discusses at a special meeting the restoration of speaking rights for applicants, objectors, town and parish councils and***

ward members and agrees how this would be managed, with a view to having the changes in place for its August meeting;

- 4) that Rule 4.2.15.3 of the Constitution, relating to the requirement to have a show of hands, be suspended to allow for the various voting methods contained in the Protocol to be utilised, if required, at this meeting.”

Lindsay Ferris stated that there was concern about the current lack of ability for applicants, objectors, Town and Parish Councils and ward Members to speak at the Planning Committee. It was felt that this facility should be restored as quickly as possible as it was an important part of transparency and an indicator of public confidence in an effective democratic process.

Simon Weeks, Chairman of the Planning Committee, stated that the current, interim arrangements would be reviewed at the meeting in August 2020. In the meantime, there was a risk that the proposals in the amendment could disadvantage members of the public who did not have reliable access to or confidence in using video conferencing technology.

Chris Smith stated that he did not accept the proposed amendment.

Prior to the vote being held, six Members, in accordance with Rule of Procedure 4.2.15.5, requested that a recorded vote be taken on the proposed amendment.

The voting was as follows:

For	Against	Abstained
Rachel Bishop-Firth	Parry Batth	Keith Baker
Shirley Boyt	Laura Blumenthal	Malcolm Richards
Prue Bray	Chris Bowring	
Rachel Burgess	Jenny Cheng	
Stephen Conway	UllaKarin Clark	
Andy Croy	Gary Cowan	
Carl Doran	Richard Dolinski	
Lindsay Ferris	Michael Firmager	
Paul Fishwick	Jim Frewin	
Maria Gee	Guy Grandison	
David Hare	Charlotte Haitham Taylor	
Clive Jones	John Halsall	
Sarah Kerr	Emma Hobbs	
Tahir Maher	Graham Howe	
Adrian Mather	Pauline Jorgensen	
Andrew Mickleburgh	John Kaiser	
Imogen Shepherd-Dubey	Dianne King	
Rachelle Shepherd-Dubey	Abdul Loyes	
	Charles Margetts	
	Ken Miall	
	Stuart Munro	
	Gregor Murray	
	Barrie Patman	
	Daniel Sargeant	
	Chris Smith	

	Bill Soane	
	Alison Swaddle	
	Simon Weeks	
	Oliver Whittle	

The Council then voted on the proposed recommendations in the report.

Upon being put to the vote, it was:

RESOLVED that:

- 1) the Protocol for Holding Virtual Meetings, appended to the report, including changes to the rules contained in the Council's Constitution, be adopted for all Council meetings held virtually;
- 2) the Protocol be confirmed as an Addendum to the Constitution until such time as Regulations state that virtual meetings are no longer permissible;
- 3) it be noted that the Planning Committee intends to review its rules relating to public participation at its meeting in August 2020 with a view to reporting back to the Council in September;
- 4) Rule 4.2.15.3 of the Constitution, relating to the requirement for voting through a show of hands, be suspended to allow for the various methods contained in the Protocol to be utilised, if required, at this meeting.

27. ANNUAL REPORT FROM THE OVERVIEW AND SCRUTINY COMMITTEES 2019/20

The Council considered the annual reports from the Council's Overview and Scrutiny Committees, set out at Agenda pages 73 to 90.

Alison Swaddle, Vice-Chairman of the Overview and Scrutiny Management Committee, introduced the reports and highlighted the range of issues scrutinised by the Committees during the year. Councillor Swaddle thanked the Officers and Members for their input into the Scrutiny process during the year.

It was proposed by Alison Swaddle and seconded by Guy Grandison that the annual reports from the Overview and Scrutiny Committees for 2019/20 be noted.

Upon being put to the vote, it was:

RESOLVED: That the 2019/20 annual reports from the Overview and Scrutiny Committees be noted.

28. AUDIT COMMITTEE ANNUAL REPORT 2019/20

The Council considered the annual report from the Audit Committee for 2019/20, set out at Agenda pages 91 to 94. The report gave details of the range of issues considered by the Committee during the year.

Bill Soane, Chairman of the Audit Committee, presented the report. Councillor Soane thanked the Officers and Members for their work in support of the Committee during 2019/20.

It was proposed by Bill Soane and seconded by Dianne King that the Audit Committee annual report for 2019/20 be noted.

Upon being put to the vote, it was:

RESOLVED: That the annual report from the Audit Committee for 2019/20 be noted.

29. STANDARDS COMMITTEE ANNUAL REPORT 2019/20

The Council considered the annual report from the Standards Committee for 2019/20, set out at Agenda pages 95 to 102.

John Halsall, Chairman of the Standards Committee, presented the report which gave details of the work of the Committee and the number and type of Code of Conduct complaints received during the year.

It was proposed by John Halsall and seconded by John Kaiser that the Standards Committee annual report for 2019/20 be noted.

Upon being put to the vote, it was:

RESOLVED: That the annual report from the Standards Committee for 2019/20 be noted.

30. WOKINGHAM BOROUGH WELLBEING BOARD ANNUAL REPORT 2019-20

The Council considered the annual report of the Wokingham Borough Wellbeing Board, set out at Agenda pages 103 to 118.

Charles Margetts, Chairman of the Board, presented the report which gave details of the issues considered by the Board in 2019/20.

It was proposed by Charles Margetts and seconded by John Halsall that the annual report of the Wokingham Borough Wellbeing Board for 2019/20 be noted.

Upon being put to the vote, it was:

RESOLVED: That the Wokingham Borough Wellbeing Board annual report for 2019/20 be noted.

31. REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

The Council considered reports from Members appointed to Outside Bodies, set out at Agenda pages 119 to 162.

The reports provided a summary of key issues covered by the Outside Bodies during the year.

It was proposed by John Halsall and seconded by John Kaiser that the reports from Members appointed to Outside Bodies be noted.

On being put to the vote, it was:

RESOLVED: That the reports from Members appointed to Outside Bodies be noted.

32. MEMBER QUESTION TIME

In accordance with the agreed procedure the Mayor invited Members to submit questions to the appropriate Members.

32.1 Gary Cowan asked the Executive Member for Highways and Transport the following question:

With reference to the proposed Coppid Beech Park and Ride how many buses will be scheduled to travel into Wokingham and how many to Bracknell on a weekly basis?

Answer

Discussions have been undertaken with Reading Buses around the diversion of the Lion 4/X4s into the park and ride site. If all Lion 4/X4s are successfully diverted into the site at pre-COVID-19 frequencies, and assuming a normal week with no bank holidays, this would provide 739 buses, of which 372 would be Reading bound and 367 would be Bracknell bound.

Supplementary Question

Park and Ride has many benefits, but every Park and Ride in Wokingham Borough incurs financial costs which local residents have to pay. When you look at the existing structures, Wokingham, Woodley and Lower Earley receive a very poor service from Park and Ride. Could more effort be made to try to get the Park and Ride routes to come into Wokingham, Woodley and Earley to benefit our residents, not just those in Reading and Bracknell?

Supplementary Answer

I am a bit confused by that point. Earley, Woodley and Winnersh are served by the Park and Ride at Winnersh Triangle, which serves Earley quite well. Also, the Park and Ride near the Thames at Broken Brow serves that end of Woodley well. So, although not in Earley or Woodley they are close by. There are Park and Ride facilities that service both towns and I am always happy to look at suggestions for improvement without spending a lot of ratepayers' money.

32.2 Prue Bray asked the Leader of the Council the following question:

The Liberal Democrats have become increasingly concerned about the fact that due to the time constraints artificially imposed on them, meetings of full Council do not manage to complete all the business that is on the agenda. This has gone on for some time and means that important issues do not get discussed.

In an effort to try to ensure this Council meeting is at least able to reach the Motions, which have been waiting some months to be debated, the Liberal Democrat group is submitting only this one written Member question, saving time but sacrificing our limited opportunities to hold the ruling group to account in the process. At Annual Council the Conservative leader withdrew Conservative questions to get the meeting finished in time. Our question is: what will the Conservatives do at this and future meetings to try to ensure we reach the end of the agenda?

Answer

Thank you for your question, especially as it is now 9.06pm, one and a half hours in.

As you know, the Constitution Review Working Group (CRWG) considers all requests from Members to ensure the Council meeting runs effectively and efficiently. This has included examining the time available for each item at the Council meeting to complete the business of the meeting. The Constitution allows for Council meetings to be extended for

an additional 30 minutes, meaning that the meeting can run for a maximum of three and half hours. In addition, the Council has agreed to introduce an additional meeting in the municipal year recognising the interest that both the public and all Members have in the work of the Council.

In short, it can be a difficult balance to strike – ensuring adequate time for public and Member participation, holding the Executive to account, full Council taking informed key decisions on important items that affect our community, and leaving time for the full debate of Motions. By means of example and not criticism, I note that since your question was submitted, your Leader has submitted an urgent question on a very important subject but this will necessarily take time away that otherwise could have been allocated to the debate on Motions.

Furthermore, there are five Motions, the first four of which are by Lib Dems which in total will take two and a half hours to complete if they were on their own without any other business.

The Conservatives have no control over what other parties seek to include in Council meetings and, therefore, cannot ensure that we reach the end of the agenda.

Supplementary Question

I think you are, perhaps deliberately, missing the point. The fact that we have already had more than one suggestion this evening that, in order to get through the business in the Council meeting we lose our opportunity to ask questions. That it has been suggested that it is a waste of time to debate how residents can be represented democratically at the Planning Committee. And you are objecting to four Motions, not that they were submitted for this meeting but were submitted as long ago as last September and we have not managed to get to them. All that indicates that we have a problem. We are not getting through all the things we need to do as a Council. Will you commit to at least, genuinely, having a cross-party discussion on what we can do to improve this?

Supplementary Answer

Genuinely, I have been trying to do that for the past 13 months.

32.3 Laura Blumenthal asked the Executive Member for Climate Emergency the following question:

Now that we are emerging from lockdown how can this Council work to continue the huge benefits that the environment has received from lower carbon emissions?

Answer

The response to the Covid-19 outbreak has provided evidence that in modern society we can do things differently. Before the start of the pandemic 1.7 million people in the UK regularly worked from home according to the Office for National Statistics. That represents about 2.5% of the UK population. The lockdown caused an instant shift in working habits and methods. An estimated 20 million people now regularly work from home (about 30% of the UK population). In Wokingham, the lockdown resulted in a significant reduction in transport. Workplace commuting went down by 54% during April alone, having direct effects on congestion and consequently on improving air quality and reducing carbon emissions.

As we move into the recovery phase, there is a great opportunity to help shape how we move forward in the medium and long-term. Within the Council, we are working towards

understanding the impacts on the employees from the extended home working experience. We are asking our employees to share their experiences and tell us what they have learnt from the last few months and how we can use this learning to shape the work environment of the future.

There are positive things we have learned about how we work and engage with each other, and we have the opportunity to shape a more flexible approach to the way the Council work and serve our customers. Until now, Officers have been allowed flexible working, as we recognise there are many advantages, such as time and money saved on commuting, and the positive impact on the environment. However, we also know that the right conditions need to be in place for it to succeed. In addition, specific working groups have been tasked with assessing the effects of the lockdown, collecting evidence and providing recommendations that will allow us to take evidence-based decisions relating to our staff and accommodation strategies.

More broadly, the Council has been engaging with businesses to understand their working practices and encourage them to consider these new ways of working in their recovery plans. We are working towards promoting 'Lift-share' schemes through My Journey to support businesses to develop bespoke travel policies as well as encouraging them to increase the uptake of cycling by promoting the Love to Ride scheme.

32.4 Pauline Helliar-Symons asked the Executive Member for Climate Emergency the following question. In her absence, the following written reply was provided:

Many local and national businesses are making significant progress in reducing their carbon footprint. What efforts have WBC made to engage with local and national businesses and learn from their efforts in reducing our own Carbon Footprint?

Answer

As you know, responding effectively to the Climate Emergency is something I am very passionate about. Engagement with businesses and the identification of best practice is indeed a priority for the Council to help identify how we can most effectively reduce the Borough's carbon emissions. This relates to both informing our own actions as an organisation and how we seek to influence the actions of others.

Of particular note, Wokingham Borough Council has already set up a Climate Emergency Advisory Board of experts in this field. This involves both national and local business organisations as well as representatives from the academic and charity sector. Acting as a 'critical friend', the Board sets out to use its members' expertise and experience to provide necessary advice and guidance at the strategic and project levels, bringing to bear knowledge of best practice, emergent technologies and a level of scrutiny on our plans and actions. Within the Borough this is supplemented by engagement with academics at the University of Reading to ensure the Council can learn from expert advice in the fields of Climate Science and Climate Justice. This will broaden understanding of the climate emergency, best practice for carbon dioxide reduction (both policies and practice) and allow the Council to find the most efficient methods of mitigation and adaptation.

In addition, of course, current exceptional circumstances are also providing a platform for extensive business engagement and learning. Whilst not belittling the enormity of the impacts of the Covid-19 epidemic, there has been a silver lining with regard to environmental impacts over the short-term, including reduced carbon emissions and a significant improvement in air quality for example, primarily linked to reductions and changes to business activity. To a degree some of these impacts may be transitory but the Council is keen to learn how far

positive changes might become embedded in new ways of working and an ongoing commitment to 'greening' the economy.

We are currently embarking on an extensive survey of local businesses that will incorporate getting a better understanding of how they are operating and adapting in the face of the Coronavirus pandemic and the likely longer-lasting changes they might implement that will support carbon reduction. We believe this information is vital in helping us work together to provide the best possible advice and support to the local business community as well as plan and deliver our own initiatives and services going forward. Linked to this we are also looking to repurpose and grow the Wokingham Borough Business Group into an effective 'Business Task Force' that can both advise and collaborate on economic recovery and on how we can ensure that this promotes a more sustainable future.

Finally, on a note of cautious optimism, Ernst and Young's recent survey of larger businesses confirms that 57% of those businesses surveyed considered that climate change and sustainable investment will be a renewed priority going forward – this is something we can build on locally.

32.5 Graham Howe asked the Leader of the Council the following question:

During the height of the emergency, it was understandable that normal meetings of the Council and Committees were suspended. In fact, they would not have been permitted within the regulations. During the shutdown a number of things were not done and other functions operated differently to pre-Covid. What has been learnt about doing things differently and what has the Council learnt to improve constitutional decision-making and scrutiny?

Answer

I recognise the importance of constitutional decision making and proper scrutiny. Democracy can only function with transparency and scrutiny. Face to face meetings were suspended nationally during the emergency and regulations permitting an alternative were awaited.

I am pleased to announce that since the Regulations were enacted in early April, allowing Councils to hold virtual committee meetings, several decision-making meetings have already taken place. This has included, for example, two Executive meetings, two Planning Committee meetings, an Audit Committee meeting, and the Annual Council meeting. These meetings were all held virtually and webcast live allowing anyone to view them.

We are, tonight, holding our second virtual full Council meeting which is an additional meeting to consider some of those items which had been due to be discussed at the postponed March meeting. It will also be possible for the public and Members to submit questions to this and other applicable Committee meetings.

Regarding scrutiny, the Overview and Scrutiny Management Committee met on 24 June and, together with its sub committees, are carrying out significant scrutiny relating to the Council's response to the Covid-19 emergency as well as the ongoing activities of recovery. This will be a key means of ensuring the Council is well-prepared should there be a second wave of Covid-19.

In the future, all the Council and its other decision-making Committees, will be held in accordance with the Timetable of Meetings which was agreed by Council in January 2020. As stated previously, it is the intention to webcast live all public meetings that are held virtually ensuring that residents can access and participate in the Council's democratic

processes.

Whilst the emergency exists, we shall have to hold meetings virtually or hybrid. Members and Officers have now become used to many of the benefits of virtual meetings and overcome many of the concerns. It is quite possible that the CRWG will consider proposing to Council moving to virtual meetings in some cases even when the emergency has ended.

It is a credit to our officers in Democratic Services, who have sought to overcome the issues involved so that meetings can be held and are continuously seeking to improve the functioning of them. As Members we need to examine what we want out of these meetings and ensure that we put into operation procedures democratically which will facilitate them.

32.6 Michael Firmager asked the Executive Member for Regeneration the following question:

What are your plans for regenerating Wokingham Town Centre after the Coronavirus?

Answer

Making sure our town centres can continue to thrive in a post-Covid world is incredibly important to this Council. This work will be supported by the Business and Economic Recovery Group.

Pre-Covid, Wokingham town centre was already seeing a real increase in popularity and footfall as the regeneration was nearing completion. Residents and visitors were attracted by the great new businesses and facilities such as the Everyman Cinema, the new square at Peach Place and the lovely new park and destination play area at Elms Field.

As with all town centres, the initial lockdown effectively closed all but essential businesses. However, in recent weeks, we have already seen signs of some recovery in Wokingham. People are returning to the town centres as the lockdown relaxes and more businesses open. Whilst it is early days, we know local people want to support their local town.

Strategically, we have been offering support to retailers throughout the restrictions with over £35m of support given out to local businesses since March. This includes business rates relief, the original small business and hospitality and retail sector grants, and the latest discretionary grant, which was focussed on supporting some of the hardest hit small businesses such as market traders who are so important to our town centres. We have also continued to work closely with other important groups such as the Thames Valley LEP, the Federation of Small Businesses and the Chamber of Commerce to look at what wider resources are available to support businesses and make sure they can access them easily.

Focusing on Wokingham town centre, the Council is working very closely with the Town Council and Love Wokingham to identify some of the local businesses main concerns, ideas and thoughts. We feel strongly that if recovery is to be a success, plans need to be developed in partnership with the businesses who also have their part to play in making sure the town is a safe place to shop over the coming months.

A range of actions have been put in place to help our centres recover, including targeted marketing and awareness campaigns to keep people updated about what is on offer in the town centre and how it is being safely managed.

Whilst we know there is still a lot of work to be done, and there are likely to be many changes over the coming months, we believe that the regeneration of Wokingham has created the ideal conditions for the town to continue to be resilient and become the success we know it can

be.

Supplementary Question

The Wokingham regeneration is also delivering new homes. Can you confirm the status of these new homes?

Supplementary Answer

We are delivering in excess of 200 new homes as part of the regeneration project. 22 apartments in Peach Place have already been let to key workers, providing much needed accommodation and adding vibrancy to the town centre.

Now that estate agents have reopened, I am happy to report a really positive level of interest in our houses and apartments above the retail areas in Elms Field, via our estate agent David Cliff. Viewings are under way in line with social distancing protocols and we are starting to receive offers as well.

Across the park, David Wilson Homes have reopened their site following the lockdown and are continuing to build out. They have continued to market the scheme and have also had a good level of interest which is continuing to pick up since the restrictions have been eased. We are also planning to build a further 55 apartments in the town, as part of Carnival Pool Phase 2. The planning consent has been agreed and construction will start soon. The contract will be tendered later this year.

32.7 Daniel Sargeant asked the Executive Member for Highways and Transport the following question:

Were we able to use the lockdown productively in improving our roads?

Answer

The lockdown enabled us to bring forward 17 difficult resurfacing schemes for delivery in April/May and June 2020, including some of the busiest sites the Borough such as the Showcase Roundabout, the Pound Lane Roundabout on the A4, the Finchampstead Road roundabout (outside the Ford Garage) and Molly Millars Lane. Initially these schemes had been scheduled to start in August 2020 and by bringing them forward we were able to take advantage of the much reduced levels of traffic and minimise the disruption to our residents.

In addition, we also managed to save some money as we were able to undertake more of the work during the daytime which is cheaper. Alongside these schemes we also started work on our annual surface treatment programmes. We completed all of the planned surface dressing programme on 9th June 2020. The Micro Asphalt programme is still ongoing and we are on course to have most of it completed by the end of June subject to weather conditions.

32.8 Dianne King asked the Executive Member for Regeneration the following question:

What are we doing to help the Towns and Villages recover from the emergency?

Answer

As set out in my earlier response to Councillor Firmager, a huge amount of work is going on in our local centres to help them recover from the impact of Covid-19. We are making sure local businesses are able to access the support they need, whether that is the £34m of financial grants we have already given out, access to the latest advice and information

or the retailer support packs we have been distributing to help them reopen as we move forward; there is lots on offer. We are also looking at a range of wider support for our centres such as temporary changes to the way spaces are managed and laid out. We have made a lot of those changes already but will continue to keep this under review and offer more marketing support.

Whilst the initial focus is on reopening the largest shopping areas at Wokingham town centre, Woodley and Twyford safely, the lessons learnt in making these centres safe spaces for shoppers and workers, as well as the materials generated and the information shared will be just as important for other areas such as our smaller villages and centres.

Over the coming period we will continue to work closely with all our towns and parishes, as well as local groups, business associations and communities, to help support them not only in recovering from the impact of Covid-19, but also in continuing to deliver on our shared long term vision for making Wokingham Borough a great place to live, learn, work and grow as well as a great place to do business.

32.9 Jenny Cheng asked the Executive Member for Health, Wellbeing and Adult Services the following question:

As the Wokingham Borough Council representative on the Royal Berkshire Hospital for the last two years I would welcome your views on how we worked together during the emergency and how we can build on this relationship in the future.

Answer

We continue to work operationally closely with Royal Berkshire Hospital (RBH) colleagues on a daily basis, seven days a week, facilitating discharges within the framework of the Hospital Discharge Requirements issued by Government in March this year. This has resulted in quicker discharges to ensure there is plenty of capacity in the hospital. The working relationship between all system partners (health and social care) is positive and solution focussed. We have a weekly system meeting attended by the three Berkshire West local authorities, RBH, Berkshire Healthcare Foundation Trust and the Clinical Commissioning Group. The purpose of the meeting is to ensure partners are fully briefed on matters of mutual interest, including capacity constraints and challenges which organisations are facing and to agree how to work together to support them.

The system is currently working together to further develop hospital discharge pathways to ensure that we learn the lessons and embed the positives from our response to Covid-19 into normal business and that everyone continues to comply with statutory requirements and, most importantly, that patients are discharged safely. Healthwatch are supporting us with this work by obtaining views from patients about what matters most to them when being discharged from hospital.

On a more strategic level we are fully engaged in the development of the Berkshire West ICP Urgent and Emergency Care Strategy which has been identified as a key ICP priority for 2020/21. This aims to deliver improved outcomes for patients, relieve pressure on all our services and create a more sustainable sector going forwards.

32.10 Abdul Loyes asked the Executive Member for Health, Wellbeing and Adult Services the following question:

Please could you update the Council on the situation in care homes?

Answer

We fully appreciate that the whole care home sector has been under immense pressure and the exceptional job that care homes and the health and social care system have done to meet the current challenge. It would not have been possible to respond in the way we have without the full support of our partners, especially those in care homes. We would like to thank all care home staff for the immense effort they have put in to keep people supported.

Locally, we established a protocol and Task Force with health and social care colleagues. This means infection control teams. This process works proactively with our care homes to prevent the spread of Covid-19, assess and support their readiness to take and manage positive cases and ensure they receive all the support they need. It also supports all the Council's safeguarding functions.

It is worth noting that, as of Friday 26 June and, indeed as of today, all care homes within the Borough are Covid-19 free. It is important to acknowledge, however, that suspected and confirmed cases of Covid-19 will continue to emerge. The staffing situation in care homes is reported as stable. Symptomatic staff continue to be able to access testing via WBC and asymptomatic staff can access testing via the national portal. Care homes have utilised the additional bank of staff provided by WBC, but use of this has tailed off as the position has stabilised. The Task Force continues to work with care home managers around advice and guidance on how to deal with Covid-19.

Many older people's homes have been able to access all system testing. Homes are reporting that they feel well supported and are ready for the ongoing challenges.

The Adult Social Care team has been working with local care homes. This has included:

- An improved funding deal for care homes WBC contracts with;
- Prepayments and support with cash flow and the ability to apply for temporary funding;
- Help with PPE (over 390,000 pieces of PPE have been provided);
- Regular advice and guidance, including financial sustainability and infection control;
- 400 phone calls to support care homes;
- Testing for staff with symptoms (250 staff tested);
- Offer of access to staff;
- Spiritual and emotional support via the community hub.

32.11 Shirley Boyt asked the Executive Member for Environment and Leisure the following question:

I note from Councillor Miall's report on the Wokingham Sport Sponsorship that this fund helps to provide equipment, kit and travel expenses for youngsters who are exceptional at a particular sport. As a member of the Arts and Culture Working Group I would like to ask whether the Council will consider a similar fund for young people who are exceptionally talented in the Arts.

Answer

As a member of the Arts and Culture Working Group you will know that I am hugely committed to promoting and developing cultural activities across the Borough, including the widespread involvement and engagement with young people. With regards to funding in a similar manner to the Sport Sponsorship Fund, I think that it is perhaps less straightforward to be able to define exceptional talent in an environment that isn't driven in the same way by competition with very clear performance parameters. I am also aware that there may be other funding sources available, for example I know that Berkshire

Maestros offer fee discounts and have a 'Sponsor a Child' fund for those struggling with affordability of lessons or instruments.

As you know the local authority is facing significant financial constraints in these challenging times and this provides a very difficult context within which to commit to new areas of expenditure. However, I am more than happy to explore further how we can collectively support talented young people in the cultural sector through the Arts and Culture Working Group and in taking forward the draft Arts and Culture Strategy.

Supplementary Question

There are a good many other ways for young and talented sportspeople to get funding, e.g. the Sports Lottery Fund and various other sources. For young people who are talented in the Arts there are options via the Royal Ballet School or the Guildhall School of Music. I know the cost of musical instruments and travel, etc. and I would implore the Council to consider giving equality to the Arts.

Supplementary Answer

I totally agree with that and, through the Arts and Culture Working Group, we will sit down and work together to find new sources of funding for these young people.

32.12 Lindsay Ferris asked the Executive Member for Health, Wellbeing and Adult Services the following question:

It has been identified that there are two sets of figures for Covid-19, one called Pillar 1, which covers NHS/Hospital figures, this represents about 10% of the overall tests and has been well known and available. However there is a second set of figures, known as Pillar 2, which represents about 90% of the total testing done in the UK (done by companies and at various sites across the UK). This figure has often not been made available to local Councils and others, where it has, it has been often late. This is extremely concerning. In Leicester for example Pillar 1 indicated around 28 cases, but Pillar 2 identified 944. Hence the lockdown now occurring there.

At the last O&SC Management meeting (June 24), I asked how many Wokingham Borough residents had had Covid-19 and was advised this was on the website and the figure was 430. I also asked the number of deaths associated with Covid-19 and the figure given was I believe 130. Can you advise whether this figure is only the Pillar 1 figure, or whether it includes, or omits the Pillar 2 figures and has WBC been advised of the Pillar 2 figures during the time testing has been taking place by these bodies?

This is an extremely worrying issue and needs to be understood, and what is more residents of Wokingham Borough need to be made clear what the position is in our Borough.

Answer

As everyone knows, testing was not widespread at the beginning of the pandemic, but is now widely available to everyone who needs it.

Pillar 1 and 2 gives us the information about WBC positive cases through antibody testing. Pillar 1 is swab testing carried out by Public Health England (PHE) and NHS labs. These are primarily hospital patients and key workers. Some of our care homes were tested in these labs. Pillar 2 is swab testing done by commercial labs on behalf of the Government. This is testing for the wider population through the NHS or Gov.uk websites. This includes our care homes who were tested using the on line portal. Pillar 2 testing started later than

Pillar 1 and has been gradually increasing.

Up to the 2nd July, 2,947,392 tests have been done in Pillar 1 (36%) and 5,130,686 tests done in Pillar 2 (64%).

Up to the 1st July WBC has been reporting just Pillar 1 data, with 485 cases reported. There have been no Pillar 1 cases in Wokingham since the 14th June.

Pillar 2 data was made available to Local Authorities and the general public on Friday of last week. Somehow, it made its way into the Daily Mail before then. PHE are now able to combine the data sets with a new methodology that enables them to remove duplicates and provide accurate data. The confirmed cases for Wokingham Borough are:

- Pillar 1 total cases: 458 (previously reported by WBC);
- Pillar 2 total cases: 126 cases;
- Total cases in Wokingham Borough is now 584.

As a comparison:

- The infection rate in Wokingham Borough is: 348 per 100,000;
- The infection rate average in England is: 436 per 100,000.

As a result of the new Pillar 2 data being available, it has emerged that the number of cases in Wokingham Borough did increase with one case in the week June 15 to June 21 and five cases in the week June 22 to June 28. This has increased the weekly rate from 0.6 to 3.

In relation to death data, this has not changed. This is reported by the ONS.

Up to 17th May there were 130 Covid-19 related deaths.

Up to 19th June there were 147 Covid-19 related deaths in Wokingham.

Supplementary Question

There was a press release on Friday which, I think, effectively answered my question tonight, which was submitted on Tuesday. The public need to be aware that there is a significant variance in certain parts of the country with regard to the number of cases reported to the council. Throughout, we have been given Pillar 1 data, but now we are finding that Pillar 2, which is the greater size and is now coming on stream. Was that information kept back or was it released as a result of pressure in the public domain for the past week?

Supplementary Answer

I agree with you fully. It is deeply frustrating to me and the Officers that this information just lands on us without warning. It was kept back, basically, because it was not ready, is what we are being told. We think that this is wrong. We think that this is very poor. If councils are being asked to plan for Covid-19 and the reaction locally, they should have accurate, honest and timely information. So, not only can they plan but they can also brief the public about the real situation.

33. MINUTES OF COMMITTEE MEETINGS AND WARD MATTERS

33.1 Stephen Conway asked the Executive Member for Finance and Housing the following question:

Can you assure me and the residents of Twyford and its surrounding villages that money for the new Twyford library will remain in this year's Capital Programme?

Answer

There have been no changes with regards to the allocation of money for the Twyford library. It is relatively small beer, I have to say that, but it is. We are looking at some of the larger projects at the moment which may not occur.

33.2 Richard Dolinski asked the Leader of the Council the following question:

In 2012 residents of my ward were promised that the restoration of the Bailey bridge across the River Loddon was to be done. Potentially this would have created a greenway linking Woodley to Twyford. The benefits are all too apparent and support the aspirations of the Council to promote alternative methods of travel to reduce congestion and improve our environment.

The cost in 2012 had been identified at £200,000. Funding was made available in the form of a £140,000 grant and the rest from developers' contributions. At the time this was widely reported in the media. Can you please tell Loddon Ward residents what happened to this money and guarantee now that the Bailey bridge will be finally restored?

Answer

Sadly, I can do neither of those today. I do promise to respond to both of these points in the future. I need to do a bit more research on the question. I am sorry, but I have not had sufficient time to bottom out the question.

33.3 Paul Fishwick asked the Executive Member for Highways and Transport the following question:

In relation to a ward question from my fellow Councillor Prue Bray on 19 September 2019, relating to Winnersh Triangle railway station, you said: "...so I have suggested to Highways that they bid for some money to improve Winnersh Triangle because its access is not good enough. I am happy to meet with you to see what we can do together to move this forwards."

In your response to a resident question, from Mike Smith, relating to Earley railway station at the annual meeting of the Council, held on 16 June 2020, you said: "We are looking at the moment at providing disabled access to Winnersh Triangle".

What are these plans and, while we are pleased that you are looking at accessibility for Winnersh Triangle station, why have you not contacted the ward Councillors as you promised?

Answer

I was waiting for Prue to contact me and don't think that she has. I have asked Officers to look into this and have not received the conclusions from that investigation. If you email me I will be happy to answer.

33.4 Barrie Patman asked the Leader of the Council the following question:

Can you confirm if the changes to the AWE Burghfield Emergency Planning Zone (EPZ)

have had any effect on my ward?

Answer

We first heard of the changes to the EPZ shortly before Xmas 2019, having been previously assured that there would be no changes. We have also been assured by the Atomic Energy Authority that the changes to the EPZ were purely technical and were not the result of anything happening in Burghfield. So, if we take them at their word, then it should have no effect on anybody in the Shinfield ward. I am not sure that this is true.

All the residents of the affected area and beyond have been advised of the emergency procedures. I think that we will have to see the extent to which it affects them, if at all. For the moment, we are assured that it is purely a technical arrangement process as a consequence of being a member of the EU.

33.5 Sarah Kerr asked the Executive Member for Environment and Leisure the following question:

Under the Council's policy for ongoing maintenance of Council-owned trees, woods and copses, the first part of the policy states that "the Council will aim to ensure that each Council owned woodland or wooded area will have an up-to-date management plan in place, which will be reviewed on a regular basis". This policy is in line with the Occupier's Liability Acts 1957 and 1984. During public question time at the annual Council meeting, on 16 June 2020, a member of the Friends of Fox Hill group requested a copy of the management plan for the woodland known as Fox Hill. The management plan has still not been provided. Can you confirm whether a management plan for this woodland actually exists? If so, please provide me with a copy. If not, please let me know when it will be available.

Answer

I think that I did intimate that the plan did not exist in my answer. I will liaise with Officers and provide an answer for you.

33.6 Guy Grandison asked the Executive Member for Highways and Transport the following question:

Residents have raised concerns about traffic in Beech Lane, including ignoring speed limits and an increasing number of HGVs which are causing significant vibrations in properties near to the speed bumps that were installed 30+ years ago by a different Council. What can the Council do to mitigate this and enforce the speed limit?

Answer

I have also received emails from residents in Beech Lane in relation to the speed bumps. It is a difficult problem. In the past we have done surveys down Beech Lane and anyone who lives near to the speed bumps doesn't like them because they create a lot of noise. People who did not live near to the speed bumps liked them because they slowed the traffic down. It is a difficult problem to solve. I will be happy to ask Officers to look into it.

Just to clarify, the speed humps were installed by the District or County Council following a request from Earley Town Council when the Lib Dems were in control.

33.7 Gregor Murray asked the Executive Member for Highways and Transport the following question:

Can you provide an update on the Wokingham town centre road closure that took place on Friday (market day) and whether or not it was a success?

Answer

I have not seen the actual performance report, so I can only go on what I have heard. I received an email from cyclists recently, saying that they were delighted with it and it really helped their ability to cycle through the town. I believe that the view from some of the motorists is mixed, possibly because we were shutting it for two days and, on the days it was open, people had gotten used to it. On the days it was closed they had already driven into town. It is definitely something that we should work on to see how we can do something that helps the traders (which the closure does) but also helps the pedestrians and cyclists and keeps the motorists happy. An interesting balancing act.

33.8 Rachel Shepherd-Dubey asked the Executive Member for Highways and Transport the following question:

Where is the Winnersh Park and Ride to be relocated while the double decking is under construction?

Answer

I do not know, but you have reminded me of something that I could have shared with your colleague (Paul Fishwick). One part of the plan for the Winnersh Park and Ride is to install a lift. That may help with accessibility to the station. I have asked to see plans to see if we can do that. That may be one solution. I am happy to email you about the relocation site.

33.9 Emma Hobbs asked the Executive Member for Highways and Transport the following question:

How is the new street cleansing contract coming along?

Answer

This contract is operated by Volkors who are our Highways contractor, having moved from the previous contractor. It is being tried out in a couple of areas in Earley and may have been tried out in other parts of the Borough. I know about the Earley works around schools. I have received some positive feedback and have seen excellent pictures showing the quality of their cleansing. I hope that they can keep it up and clean the rest of the Borough to the same standard.

33.10 Jim Frewin asked the Executive Member for Highways and Transport the following question:

You should be congratulated for bringing forward a number of highway resurfacing projects during the lockdown. Some of the work in my ward is excellent but there are a couple of cases where the quality is questionable. Fairmead Road is already developing potholes after just a few weeks of being resurfaced and residents of Elizabeth Rout Close tell me that they have a new water feature, which they describe as a small lake every time it rains, which has never happened before.

Will you visit these sites with me and provide reassurance for the residents who have raised these issues that we do monitor quality and value for money?

Answer

Yes I will be happy to visit if you invite me. Certainly, I believe that the highway repairs are warranted for a couple of years. So, if there is an issue it should be fixed at no cost to the taxpayer. Most repairs are good but faulty repairs should be fixed.

33.11 Imogen Shepherd-Dubey asked the Executive Member for Highways and Transport the following question:

I have residents in my ward who are unable to access Wokingham Town Centre because of the removal of the Blue Badge parking bays. The bays have been removed from Broad Street and Rose Street. The bay in Peach Street is largely used by lorries for unloading. The closure of Denmark Street removed most of the remaining bays. It is difficult for disabled people who cannot walk very far to use Wokingham town centre at the moment. Was there an Equality Impact Assessment and what measures are being put in place so that these people can still use Wokingham town centre?

Answer

Yes, there was an Equality Impact Assessment. I have received an email from Officers about the location of the alternative parking spaces, but I cannot locate it at the moment. I will update you as part of my Executive Member update.

33.12 Bill Soane asked the Executive Member for Highways and Transport the following question:

Colemansmoor Road in Woodley is a bus route and, since the opening of the pathways through to Dinton Pastures which is also the new cycleway, there has been a considerable increase in parking which causes congestion. When the buses are coming down the road it only allows single way traffic. It is also creating problems for residents. I have a list of residents who have signed a petition asking that something be done to restrict parking along that section of Colemansmoor Road. Is there anything that can be done?

Answer

I am happy to ask Officers to look into this for you.

33.13 Gary Cowan asked the Executive Member for Highways and Transport the following question:

Can the Executive Member send me the email on disabled parking in Wokingham town centre, mentioned earlier?

Answer

I will be happy to forward the email.

33.14 Parry Batth asked the Executive Member for Highways and Transport the following question:

In my ward, Falcon Avenue is a long road with a nasty bend in the middle. There are only two street lights, one at either end. There are some elderly people living in the middle section who find it difficult in the dark, particularly on winter nights.

I did ask the Executive Member about this some time ago. Officers have looked at the situation but nothing has happened. Please can you ask the Officers to look at providing a street light in the middle section of Falcon Avenue?

Answer

I am happy to offer my support. Hopefully, there will be light at the end of the tunnel.

34. STATEMENTS BY THE LEADER OF THE COUNCIL, EXECUTIVE MEMBERS AND DEPUTY EXECUTIVE MEMBERS

John Halsall – Leader of the Council

The senseless stabbings in the Forbury Gardens, Reading underline the fragility of life. One of the victims was a very popular Holt schoolteacher, James Furlong. It is difficult to find words to console in such dreadful circumstances. It is impossible to understand the motive for such actions. Thanks God for our emergency services.

James was a wonderfully talented and inspirational Head of History, Government and Politics at the Holt School in Wokingham. He was a very kind and gentle man. He had a real sense of duty and cared for every one of his students. He truly inspired everyone he taught with his passion for the subject and his dedication. He was determined that our students would develop awareness of global issues and, in doing so, would become active citizens and have a voice.

It is also very sad that James Box died suddenly last Monday evening. He represented Westcott Ward on Wokingham Town Council. My heart goes out to his wife and children.

I thank God that we have been spared the worst of the virus and it now seems to be at bay. Thanks also to you for helping your neighbours and heeding Government advice. Thanks to the Officers and volunteers who have been so dedicated, flexible and hard working. We are very lucky to live in such a great community. However, the coronavirus is still with us. It has the capability to kill whilst there is no vaccine. So, please resist the temptation to believe that it is over. Stay distant from one another and stay at home as much as possible.

The Borough Council is honing its outbreak plans which include prevention, effective tracking and tracing and outbreak management plans. We will be continuing with our measures to protect the vulnerable from coronavirus and, at the same time, progressing our recovery without creating the need for extra resources, conscious of the need to balance the Budget. Staff have shown their flexibility and willingness to work within this envelope. I ask all Members to be cognisant of this, not to create non-essential demand and to work through Executive Members. Using our resources wisely will save lives.

Your Council is dedicated to providing the best services and support we can give to our residents. Within the Borough, we are anti-racist, promote equality and celebrate diversity. We can and will do better on each. Stay alert and stay safe.

John Kaiser – Executive Member for Finance and Housing

Financially, councils across the UK have been badly affected by the Covid-19 pandemic. In fact, some councils would be considered to be in the unenviable position of declaring bankruptcy, or very close to it. Fortunately, Wokingham Borough Council is not in that position, even as the lowest funded unitary authority. Years of careful management by Conservative administrations means that our reserves are better than most, being rated the 10th highest unitary authority in the country. That said, most of the councillors here would also be aware that we have incurred expenditure and loss of income that already exceed the Government funding received so far to the tune of £6m, which will need to be funded by our reserves. This is, of course, an estimate and the impact could be worse.

We are still assessing the likely cost of the pandemic and, even with the Government support, the Council will have to call upon its reserves to a sustainable degree. How sustainable will depend on the outcome which no one can predict with any accuracy at the moment. The increasing weekly cost and the Borough taking on additional responsibilities such as track and trace, the policing of social distancing and ensuring that businesses follow Government guidelines, all make it even more difficult.

Interestingly, our reserves prior to the pandemic stood at less than one month's Council Tax. Even as I stated, our reserves are considered as prudent and more than adequate for councils of our size and level of responsibility. It would not take long with the current level of cost to use up these resources. One stark statistic is that the Council was responsible for the care of some 1,800 people. This has ballooned to 5,000 people.

The Council is currently working on a recovery plan as we come out of lockdown, which will mean assessing the situation. The recovery plan will also look to rebuild our reserves over a number of years to ensure that the Council is financially sound, prepared to meet the challenges of increasing demand and cost going forwards. On the matter of reserves, they are like a fire extinguisher. You use them when your house is on fire and, I can tell you, our house is currently burning. These are tough, sad and emotional times. It is the residents' money and, along with Government grants received, it is there to support the community, which has been done in a controlled and accountable way. We have used the money to support residents in their time of need.

Working as a team, we will pull through this. All the things the Parish, Town and Borough Councils have done to support the residents and the actions of the voluntary sector have helped to minimise the impact on the most vulnerable in our community. The fight continues and we are not out of the woods yet.

Charles Margetts – Executive Member for Health, Wellbeing and Adult Services

I wanted to pick up on a couple of points raised earlier. We talked about the Pillar 2 test tracing results being released last Friday. I want to reiterate to Members how unhappy we are to be continuously blind-sided by Public Health England. We have raised these comments firmly with our local MPs and complained strongly about this. If they want us to take responsibility for managing Covid-19 locally, we have to have the correct information. Otherwise, I just wanted to briefly refer Members to the Council-wide Track and Trace management plan which was released in public last week. The plan is 114 pages and covers every outcome that may happen when we get further Covid-19 cases in the community and how they will be managed. If anyone has concerns, questions or comments, please email me directly.

Pauline Jorgensen – Executive Member for Highways and Transport

I wanted to answer the question I was asked earlier. I have found the email from Officers relating to disabled parking bays in Wokingham. In Broad Street one disabled parking bay was removed due to Covid-19 and we are looking at whether we can tweak the measures to re-provide that space. In Rose Street there were three spaces removed but there are sufficient Blue Badge parking spaces in the car park adjacent to Rose Street. In addition, the Rose Street spaces associated with the Methodist Church, which is currently closed for services, are available. In Peach Street, no bays were removed and all three bays are available. In Denmark Street, no bays were removed and all four are available. In addition, Blue Badge holders are able to park on single and double yellow lines for up to three hours provided they do not obstruct the flow of traffic. For example, there is space for four disabled vehicles on yellow lines in Rose Street.

35. CONTINUATION OF THE MEETING

During the discussion of Agenda item 29, at 10.08pm, in accordance with Procedure Rule 4.2.12 (m), the Council considered a Motion to continue the meeting beyond 10.30pm for a maximum of 30 minutes to enable further business to be transacted, specifically the

Motions set out in Agenda item 31. The Motion was proposed by Andy Croy and seconded by Prue Bray.

Prior to the vote being held, six Members, in accordance with Rule of Procedure 4.2.15.5, requested that a recorded vote be taken on the Motion.

The voting was as follows:

For	Against	Abstain
Rachel Bishop-Firth	Keith Baker	Malcolm Richards
Shirley Boyt	Parry Batth	
Prue Bray	Laura Blumenthal	
Rachel Burgess	Chris Bowring	
Stephen Conway	Jenny Cheng	
Gary Cowan	UllaKarin Clark	
Andy Croy	Michael Firmager	
Richard Dolinski	Guy Grandison	
Carl Doran	Charlotte Haitham Taylor	
Lindsay Ferris	John Halsall	
Paul Fishwick	Emma Hobbs	
Jim Frewin	Graham Howe	
Maria Gee	Pauline Jorgensen	
David Hare	John Kaiser	
Clive Jones	Dianne King	
Sarah Kerr	Abdul Loyes	
Tahir Maher	Charles Margetts	
Adrian Mather	Ken Miall	
Andrew Mickleburgh	Stuart Munro	
Imogen Shepherd-Dubey	Gregor Murray	
Rachelle Shepherd-Dubey	Barrie Patman	
Caroline Smith	Daniel Sargeant	
	Chris Smith	
	Wayne Smith	
	Bill Soane	
	Alison Swaddle	
	Simon Weeks	
	Oliver Whittle	

The Motion was declared by the Mayor to be lost.

Note: Pauline Jorgensen and Alison Swaddle sought clarification as to whether it was acceptable for Members to make comments in addition to stating their voting preference. The Mayor confirmed that the Constitution did not prohibit brief comments from Members.

36. STATEMENT FROM COUNCIL OWNED COMPANIES

Due to time constraints, this item was not considered.

37. MOTIONS

37.1 Resumption of Motion 421 previously submitted by Ian Pittock

The Mayor reminded Members that this Motion had been proposed and seconded at the

meeting on September 29 2019. After 12 minutes of debate, the Motion had been adjourned as proposed by Andy Croy. In addition it had been agreed that a recorded vote would be taken on the Motion when debate resumed.

As the proposer of the adjournment, Andy Croy restarted the debate and stated that the proposed third runway at Heathrow Airport would fuel economic growth and also fuel demand for new housing development in the Borough. Consequently, he urged Members to support the Motion.

It was proposed by Gregor Murray and seconded by Laura Blumenthal that the Motion be amended as follows (proposed changes in bold italics):

“This Council does not support the expansion of Heathrow ***any airport unless it can be proven to be carbon neutral.***”

Lindsay Ferris queried whether the amendment was acceptable, as it appeared to negate the original Motion. The Mayor stated that the amendment was acceptable as it did not negate the original Motion.

Gregor Murray stated that 97 airports around the world had achieved carbon neutrality and the council should not oppose the expansion of Heathrow if it could be achieved in an environmentally sustainable manner.

Paul Fishwick (seconder for the original Motion) stated that the proposed amendment was acceptable.

In line with the Council’s earlier decision, a recorded vote on the substantive Motion took place. The voting was as follows:

For	Against	Abstain
Keith Baker	Shirley Boyt	Sarah Kerr
Parry Batth	Rachel Burgess	Adrian Mather
Rachel Bishop-Firth	Andy Croy	Malcolm Richards
Laura Blumenthal	Carl Doran	
Chris Bowring		
Prue Bray		
Jenny Cheng		
UllaKarin Clark		
Stephen Conway		
Richard Dolinski		
Lindsay Ferris		
Michael Firmager		
Paul Fishwick		
Jim Frewin		
Maria Gee		
Guy Grandison		
Charlotte Haitham Taylor		
John Halsall		
David Hare		
Emma Hobbs		
Graham Howe		

Clive Jones		
John Kaiser		
Dianne King		
Abdul Loyes		
Tahir Maher		
Charles Margetts		
Ken Miall		
Andrew Mickleburgh		
Stuart Munro		
Gregor Murray		
Barrie Patman		
Daniel Sargeant		
Imogen Shepherd-Dubey		
Rachelle Shepherd-Dubey		
Caroline Smith		
Chris Smith		
Wayne Smith		
Bill Soane		
Alison Swaddle		
Simon Weeks		
Oliver Whittle		

RESOLVED: That this Council does not support the expansion of any airport unless it can be proven to be carbon neutral.

37.2 Motion 428 submitted by Sarah Kerr

Due to time constraints, this Motion was not considered.

37.3 Motion 429 submitted by Rachel Bishop-Firth

Due to time constraints, this Motion was not considered.

37.4 Motion 430 submitted by Rachel Burgess

Due to time constraints, this Motion was not considered.

37.5 Motion 431 submitted by Pauline Helliard-Symons

Due to time constraints, this Motion was not considered.

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TITLE	Climate Emergency Action Plan
FOR CONSIDERATION BY	Council on 23 July 2020
WARD	None Specific
LEAD OFFICER	Deputy Chief Executive - Graham Ebers

OUTCOME / BENEFITS TO THE COMMUNITY

The detailed Climate Emergency Progress report presents a fully costed up action plan with carbon saving targets against individual projects.

As a live document, this detailed Climate Emergency Action Plan sets out ambitious targets for Wokingham Borough to becoming net-zero carbon by 2030, including positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.

RECOMMENDATION

That the Council approves the detailed Climate Emergency Action Plan, endorsing the targets for carbon dioxide reduction and the related actions proposed for Wokingham Borough Council to play as full a role as possible in achieving a net-zero carbon Borough by 2030.

SUMMARY OF REPORT

At a Council meeting on 23rd January 2020, Wokingham Borough Council approved the initial Climate Emergency Action Plan. The plan set out the key priorities for the Borough to reduce carbon dioxide emissions. At this meeting, it was agreed to return to Council within six months, with this progress report setting out a costed action plan with carbon savings quotas against individual projects.

Wokingham Borough's carbon footprint has been calculated to create a baseline of carbon dioxide emissions. Based on government data and reported two years in arrears, Wokingham Borough's carbon footprint is **580.9 ktCO₂e** (based on 2017 data). This is comprised of transport emissions (31.4%), emissions from the industrial and commercial sector (26.6%), and domestic sector emissions (43%). This Borough-wide carbon footprint will be used as a baseline against which future carbon dioxide emissions are measured.

This carbon footprint figure excludes sectors that are completely beyond the Council's scope of influence, namely the emissions from major transport links (M4) (175.5 ktCO₂e) as well as diesel rail transport (14.4 ktCO₂e), which are managed by Highways England and national rail companies, respectively. Embedded carbon emissions (also known as consumption emissions) are out of the scope of the Borough's carbon footprint. However, the Council will support behavioural change through the actions in this plan.

The trajectory of carbon emissions for Wokingham Borough has been steadily decreasing since 2012. This is partly due to Central Government targets to increase the renewable energy infrastructure resulting in a higher proportion of renewable energy feeding into the electricity supply, as well as technological advances leading to greater energy efficiency.

Assuming that the current levels of local carbon reduction activity and the decarbonisation of the electricity grid and transport continues at its current rate, the projected local carbon emissions target for 2030 will be approximately 274.45 ktCO_{2e}. Of this, Industry and Commercial will account for 45.40 ktCO_{2e}, domestic for 102.20 ktCO_{2e} and transport for 143.57 ktCO_{2e}. This reduction still requires a significant level of effort locally.

The methodology for calculating the carbon savings has been set out in the Carbon Accounting and Assumptions document attached.

The action plan sets out the targets for reducing carbon emissions in the Borough along with the actions identified to achieve them. Additional information including timelines, milestones and costs are also included where available. The priority areas were identified during the development of the Boroughs carbon footprint and shape how we can meet the commitment in the climate emergency declaration of on how we can play as full a role as possible, leading by example as well as by exhortation, in achieving a carbon-neutral Wokingham Borough by 2030. These are:

1. Reduce Carbon Dioxide Emissions from Transport
2. Reduce Carbon Dioxide Emissions from Domestic and Business Property
3. Generate more Renewable Energy in the Borough
4. Create a Local Plan that Specifies Net Zero Construction and Infrastructure
5. Increase the Levels of Carbon Sequestration in the Borough through 'Greening the Environment'
6. Engage with Young People and Support Sustainable Schools
7. Reduce Waste Sent to Landfill
8. Encouraging Behavioural Change

The action plan, which has been populated with ideas from residents, Town and Parish Councils, council officers, and local businesses, is not exclusively limited to these areas.

If all of the actions in the plan are implemented there will still be a shortfall of 72.67 ktCO_{2e} for achieving the aspiration of net-zero carbon by 2030. It is anticipated that new actions and initiatives will be introduced over the coming years, which will help to close this gap.

As the action plan forecasts ten years in advance, the targets in the action plan are the best estimates based on the information currently available. This means that in some cases it has not been possible to calculate the carbon savings for projects, as some of the information is not yet available. As a council, we are leading the way, in being bold and aspirational in publishing an action plan with a high level of detail about our carbon targets and how we are planning to achieve them. As projects develop, it will be possible to give more accurate carbon savings against individual actions.

It should be noted that despite the Council's best efforts many of the outcomes rely on factors which are outside the Council's control. The effective delivery of this action plan depends on the influence and support of multiple agencies, including the town councils and parish councils. The Council is committed to working in partnership to achieve these ambitious targets. These partners will not only help us to deliver but will take the responsibility for achieving targets to help close the gap.

Responsibilities will be made clear in future iterations of the action plan. Assumptions and conditions are also likely to change over time, for example, the predicted decarbonisation of the electricity grid may be to lesser extent than predicted.

This action plan is a working document and planning tool that allows understanding the council's trajectory, the scale of ambition and which actions need to be implemented to achieve the 2030 goal. It is expected that this will change significantly over time, as many of the actions will develop as new information emerges.

The development of the plan has been supported in principle by our partners in the Climate Emergency Advisory Board, which is formed with representatives from organisations including businesses, charities and academia including University of Reading, National Grid, Greater South East Energy Hub, Chairman of WBC Business Group, Sustrans, Scottish Southern Electric, Volker Highways, Reading Buses, South Western Railway, Great Western Railway, amongst others.

The Council has committed £50 million over the next three years to implement a number of actions in the plan. This funding has been allocated to the projects initially identified in the climate emergency plan approved by Council in January 2020. Additional funding streams will be required to support the delivery of the plan.

The Council has committed to updating the action plan and will publish it in July each year as part of an annual climate emergency progress report. The run rate for future performance will be calculated, so a more accurate performance assessment can be made in relation to the ten-year target.

Background

On 18th July 2019, a motion was passed at Full Council to declare a climate emergency in Wokingham Borough. In doing so, the Council committed to playing as full a role as possible in achieving a net carbon neutral Wokingham Borough by 2030. The Council also pledged to develop a climate emergency action plan to show how Wokingham Borough can achieve its ambitions as well as set up a cross-party working group to investigate and propose further recommendations to achieve a carbon-neutral borough.

The Wokingham Borough Climate Emergency Action Plan (CEAP) was approved at a Full Council on the 23rd January 2020. The plan set out the Borough's baseline emissions/carbon footprint along with a breakdown of carbon emissions by sector. This information was used to identify areas of priority where the most carbon savings could be made along with a high-level action plan setting out potential actions that the Council could lead on.

At this meeting, it was agreed to return to Council within six months, with this progress report setting out a costed action plan with carbon savings quotas against individual projects.

Analysis of Issues

In order to assess how the Borough can become net-zero carbon by 2030 and to understand the scale of the activity required, the starting point has been to calculate Wokingham Borough's carbon footprint to create a baseline of carbon dioxide emissions.

The carbon footprint is based on Government data from the Department for Business, Energy & Industrial Strategy (BEIS) and is reported two years in arrears. Emissions are expressed in kilotons of carbon dioxide or ktCO_{2e}. Total emissions are broken down into three sectors, commercial and industrial, domestic and transport sectors.

Wokingham Borough's carbon footprint is **580.9 ktCO_{2e}** (based on 2017 data).

The carbon footprint does not include areas that are outside the Council's area of influence such as carbon dioxide emissions from motorways and rail travel. Embedded carbon emissions (also known as consumption emissions) are out of the scope of the Borough's carbon footprint. However, the council will support behavioural change through the actions in this plan.

Analysis of the BEIS data has also identified the highest carbon-emitting sectors for the borough, which has helped the Council select its eight key priority areas where the focused activity will have the most impact.

The total carbon dioxide emissions for the borough are made of three sectors; transport (31.4%); industrial and commercial (26.6%), and the domestic (43%). Further analysis shows that transport is the highest emitting sector in the Borough, closely followed by the use of gas in the domestic sector.

Carbon offsetting/sequestration, where trees and other plant life absorb carbon dioxide from the atmosphere effectively reducing overall emissions, is also reported in the BEIS data. The amount of carbon dioxide being sequestered through trees and plants in Wokingham has been steadily increasing over the period that data has been reported.

Assuming that the current levels of local carbon reduction activity are maintained due to national policy that includes the decarbonisation of the electricity grid and transport, will mean that the projected local carbon emissions target for 2030 will be approximately 274.45 ktCO_{2e}. Of this, Industry and Commercial will account for 45.40 ktCO_{2e}, domestic for 102.20 ktCO_{2e} and transport for 143.57 ktCO_{2e}. This reduction still requires a significant level of effort locally.

The methodology for calculating the carbon savings has been set out in the Carbon Accounting and Assumptions document attached.

Wokingham Borough Council as a corporate organisation has a total carbon footprint of 11,156 tCO_{2e}, which accounts for 1.45% of the total Borough's footprint. The Council aims to continue to reduce these emissions by improving renewable generating infrastructure and energy efficiency become a net-zero carbon organisation by 2030.

The Council's Key Priorities for Reducing Carbon Dioxide Emissions to Net Zero by 2030

The analysis above has helped the Council to identify eight key priority areas (below) to focus on reducing carbon dioxide emissions. The action plan, which has been populated with ideas from local residents, Town and Parish councils, council officers, and local businesses, is not exclusively limited to these areas.

1. Reduce Carbon Dioxide Emissions from Transport

The Council will seek to reduce carbon dioxide emissions from transport by using technology to help improve traffic flows, reducing congestion by optimising the use of the existing road network and increasing the number of EV charging points across the borough. The council aims to encourage residents to take up more sustainable transport options such as walking, cycling, and bus and train travel.

2. Reduce Carbon Dioxide Emissions from Domestic and Business Property - Green Bank Project

There are around 72,000 dwellings in the Borough, of which an estimated 85% use fossil-fuel based natural gas. The Council will set up the Green Bank Project to help residents and businesses pay for the cost of converting from natural gas to other low carbon forms of energy. The Green Bank will help install energy efficiency improvements and renewable energy technology into homes and businesses across the Borough.

The council will implement the necessary measures to improve the current energy usage of its corporate properties and aims to become net-zero carbon by 2030.

3. Generate more Renewable Energy in the Borough

The Council plans to develop five largescale solar PV farms throughout the Borough over the next five years. This will not only increase the production of renewable energy but has the potential to generate an income, which will then be reinvested into delivering other carbon reduction projects.

4. Create a Local Plan that Specifies Net Zero Construction and Infrastructure

All major residential and commercial developments will be expected to deliver high sustainable construction standards. Policies to enable this will be embedded in the upcoming Local Plan Update (LPU). Major developments will embrace innovative sustainable design solutions for energy efficiency and low carbon energy generation and use.

5. Increase the Levels of Carbon Sequestration the Borough Through Greening the Environment

The Council will plant 250,000 new trees over the next five years. As well as increasing the capacity for carbon offsetting, afforestation will allow for a biodiversity net gain, an approach to development that increases levels of biodiversity at a greater rate.

6. Engage with Young People and Support Sustainable Schools

The Council will launch a sustainable schools programme. The programme aims to promote behavioural change amongst young people by engaging with schools to work with children to encourage the adoption of new 'climate-friendly' behaviours that will influence their families and communities.

7. Reduce Waste Sent to Landfill

The Council aims to achieve zero waste to landfill and 90% recycling by 2030. The council will reach the 2020 target to reach 60% recycling of waste produced in the borough. This step-change has been achieved by encouraging people in the Borough to change their behaviour. An example is the introduction of food waste collection which has been a great success Borough-wide. There remains great scope for future improvement with opportunities available regarding glass recycling and increasing the range of plastics that can be recycled.

8. Encouraging Behaviour Change

As a community leader, the Council will set an example and set high standards in becoming net-zero carbon. This includes its own estate but also its policies, service delivery and investment decisions. The Council will communicate and engage with all of its residents, businesses, schools, Town and Parish Councils, charities, the University of Reading, Thames Valley Berkshire Local Enterprise Partnership, the Greater South East Energy Hub and other local authorities to work together to initiate education programmes and encourage behaviour change

Finance

The Council will seek funding wherever possible to support the delivery of the actions in the Climate Emergency Action Plan. This will include bidding for funds but also some of the activities in the action plan will themselves generate income or make savings. This income will be ring-fenced to be reinvested on other projects in the Climate Emergency Action Plan.

The Council has already established a new role, the Climate Emergency Strategy Officer, and has committed £50 million over the next three years to implement a number of actions in the plan. This funding has been allocated to the projects initially identified in the climate emergency plan approved by council in January 2020. Other funding streams are likely to be needed in addition to this funding to support the delivery of the action plan.

Governance

The Council has set a Climate Emergency Working Group. Made up of a cross-party group of Members and representatives from Town and Parish Councils, the Working Group provides a high-level steer on policy direction in relation to carbon dioxide reduction.

A Climate Emergency Overview and Scrutiny Committee was set up in May 2020. The group will review the delivery and performance of key carbon-reduction projects by the council and progress toward the council's ambition to achieve net-zero carbon for Wokingham Borough by 2030.

The Climate Emergency Advisory Group. This group is made up of representatives from industry, academia and charities. The advisory board it is set out to use the expertise and experience from its members to provide a level of scrutiny and understanding that balances the needs of the response against the cost, effort and regulatory processes, explore how innovative technology can help to reduce carbon dioxide emissions in the borough.

The Climate Emergency Investment Board. The investment board is made up of relevant representatives who will assess each action in the Climate Emergency Action Plan in terms of carbon saved, income generated and costs to decide which actions will be invested in by the council. The route to apply for funding is through the Climate Emergency Investment Board. Projects need to prepare a business case which demonstrates the carbon savings, make savings or generate income as well as how they will meet service objectives.

The Climate Emergency Officers Group. It is attended by officers from across the Council and meets monthly. The officers' group delivers the activities set out in the Climate Emergency Action Plan, provides direction in relation to carbon dioxide reduction

initiatives, and co-ordinates the council's efforts to ensure a unified response to the climate emergency.

Next steps

An annual Climate Emergency Progress report will be developed and brought to Council for approval in July every year. This report will have a fully costed up action plan with carbon saving quotas against individual projects. The report will summarise the Borough's achievements and demonstrate the benefits of becoming net-zero carbon.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£16,060,000	Yes – subject to approval at Council	Capital
Next Financial Year (Year 2)	£15,595,000	Yes – subject to approval at Council	Capital
Following Financial Year (Year 3)	£18,830,000	Yes – subject to approval at Council	Capital

Other financial information relevant to the Recommendation/Decision

If implemented, the council may need to support the development of further strategies and projects that will result in carbon dioxide reductions. This may lead to additional resource implications to support the transition to net-zero carbon by 2030.

Cross-Council Implications

The Climate Emergency Action Plan is a council-wide project that requires all council services, investments and delivery projects to review and prioritise reducing carbon dioxide emissions where possible.

Public Sector Equality Duty

Please confirm that due regard to the Public Sector Equality Duty has been taken and if an equalities assessment has been completed or explain why an equalities assessment is not required.

Reasons for considering the report in Part 2

NA

List of Background Papers

Wokingham Borough Council Climate Emergency Action Plan
Carbon Accounting Methodology and Assumptions

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51

Work

Wokingham Borough Council Climate Emergency Action Plan Progress Report July 2020

Content

Introduction

Current Emissions Profile

Carbon Budgets for Wokingham Borough

Targets and Estimated Carbon Savings

Detailed Climate Emergency Action Plan

Appendix 1. Data Sources

Appendix 2. Glossary

Appendix 3. Carbon Accounting Methodology &

Assumptions

52

Working Document



Introduction

The Paris Agreement, adopted in November 2016 by the UK, was designed to limit greenhouse gas emissions to levels that would prevent global temperatures from increasing to more than 2°C above the temperature benchmark set before the beginning of the Industrial Revolution. This was considered, at that time, to be the tipping point that would trigger extreme weather events across the world. Resulting in risks to health, livelihoods, food security, water supply, human security and economic growth.

The 2018 Intergovernmental Panel on Climate Change (IPCC) report warned that the current global target of 80% cut in carbon emissions by 2050 is not enough to avert catastrophic temperature change. It said it is highly advisable that global temperature change is limited to 1.5 degrees Celsius and that rapid, far-reaching and unprecedented changes in all aspects of society are required to ensure this.

In July 2019, Wokingham Borough Council members unanimously declared a climate emergency. The declaration set out the commitment to play as full a role as possible, leading by example as well as by exhortation, in achieving a carbon neutral Wokingham Borough by 2030. In January 2020, the council published its first climate emergency action plan, establishing the eight key priority areas to focus on for reducing CO₂e.

The Climate Emergency Action Plan Report has been developed to set out the activities that will be undertaken in order to reach the 2030 net-zero carbon target. This is a collaborative effort supported by a consultative process since August 2019. It includes the views and ideas from our members, parish and town councils, schools, local businesses, charities, public and council staff.

This Climate Emergency Progress Report presents a costed up action plan with carbon saving targets against individual projects, where possible. The report

summarises the Borough's plans for the years ahead and demonstrates the benefits of becoming net zero carbon.

The achievement of the targets established by this action plan relies on the engagement and support of our residents, communities, town and parish councils, and local businesses. These partners will not only help us to deliver, but will take the responsibility for achieving targets to help become a net-zero carbon Borough by 2030.

This is a plan for right now and for the future, it is key that the plan engages with the next generation, for whom that future belongs, and contains areas of activity that young people can engage in.

The plan has been reviewed independently by our partners in the Climate Emergency Advisory Board, which is formed with representatives from organisations including businesses, charities and academia including University of Reading, National Grid, Greater South East Energy Hub, Chairman of WBC Business Group, Sustrans, Scottish Southern Electric, Volker Highways, Reading Buses, South Western Railway, Great Western Railway, amongst others.

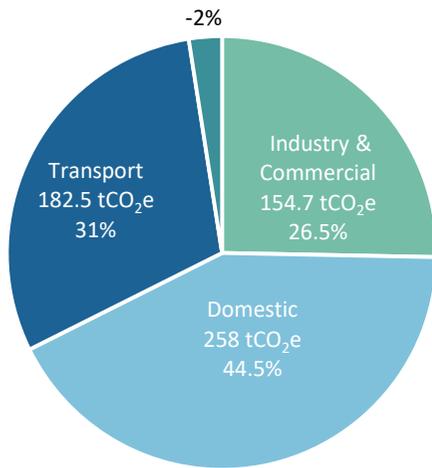
The targets set within this action plan allows us to understand the level of commitment that is required by all sectors and partners, and provides a clear path for the scale of the approach that is needed.

The council has committed to updating the action plan and will publish it in July each year, as part of an annual climate emergency progress report. The run rate for future performance will be calculated, so a more accurate performance assessment can be made in relation to the ten-year target.

Current Emissions Profile

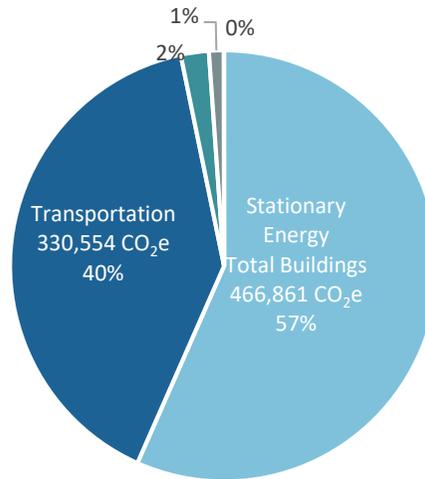
The figures and charts presented below summarise the emissions relating to Wokingham Borough Council. There are two methods used for this estimation; one uses BEIS Local Authority Emissions Data, the other uses the Anthesis' SCATTER tool. The differences between the two are explored overleaf (see Appendix 1. for full data tables).

Chart 1 . 2017 BEIS Wokingham Direct & Indirect Emissions tCO₂e



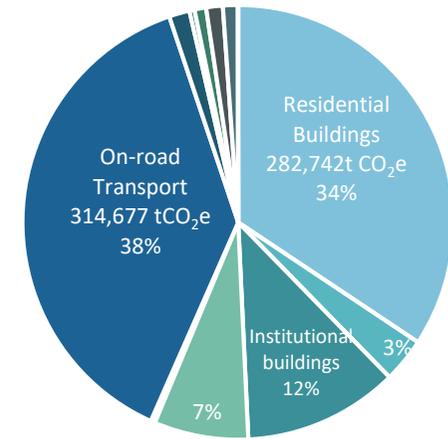
- Industry and Commercial
- Domestic Total
- Transport (minor roads)
- N. LULUCF Net Emissions

Chart 2. SCATTER Wokingham Direct & Indirect Emissions by Sector Summary ktCO₂e



- Stationary Energy 57% CO₂e
- Transportation 40% CO₂e
- Waste 2% CO₂e
- Industrial Processes and Product Use 1% CO₂e
- Generation of grid-supplied energy 0.02% CO₂e

Chart 3. SCATTER Wokingham Direct & Indirect Emissions by Sector Summary ktCO₂e



- Residential buildings 34%
- Institutional buildings & facilities 11%
- Agriculture 0.3%
- Rail 1.5%
- Solid waste disposal 0.8%
- Industrial process 1.1%
- CHP generation 0.02%
- Commercial buildings & facilities 3%
- Industrial buildings & facilities 7%
- On-road 38%
- Off-road 0.3%
- Wastewater 1.2%
- Industrial product use 0%
- Local renewable generation 0%

54

Current Emissions Profile

Wokingham Borough's carbon footprint has been calculated to create a baseline of carbon dioxide emissions. Based on government data and reported two years in arrears, Wokingham Borough's carbon footprint is **580.9 ktCO₂e** (BEIS 2017)¹. This is comprised of transport emissions (31.4%), emissions from the industrial and commercial sector (26.6%), and domestic sector emissions (44.5%). This borough wide carbon footprint is being used as a baseline against which future carbon dioxide emissions are measured.

Residential Buildings

Emissions from energy and fuel use in residential buildings is the greatest single contributor to Wokingham's carbon footprint accounting for 44.5% in total.

Table 1: Breakdown of domestic emissions ktCO₂e, (BEIS 2017)

Subsector (Building & Facilities only)	ktCO ₂ e	Total ktCO ₂ e	%
Domestic Electricity	71.47	258.9	44.5
Domestic Gas	177.23		
Domestic 'Other Fuels'	10.17		

Industrial and commercial Buildings and operations

Emissions from energy and fuel use in industrial and commercial buildings contributes to 26.5% of the total carbon emissions in Wokingham Borough.

Table 2: Breakdown of industrial and commercial emissions ktCO₂e, (BEIS 2017).

Subsector (Building & Facilities only)	ktCO ₂ e	Total ktCO ₂ e	%
Industry and Commercial Electricity	93.7	154.7	26.6
Industry and Commercial Gas	39.8		
Large Industrial Installations	0.01		
Industrial and Commercial Other Fuels	17.3		
Agriculture	3.9		

Transport

Emissions from transport contribute to 31.4% of Wokingham's carbon footprint.

Table 3: Breakdown of transport emissions ktCO₂e, (BEIS 2017)

Subsector (Transport)	ktCO ₂ e	Total ktCO ₂ e	%
Road Transport (A roads)	85.5	182.5	31.4
Road Transport (Minor roads)	88.7		
Transport Other	8.3		

* This figure excludes sectors that are completely beyond the council's scope of influence. For example the emissions from major transport links (M4) (175.5 ktCO₂e) as well as diesel rail transport (14.4 ktCO₂e), which are managed by Highways England and national rail companies, respectively.

Carbon sequestration

Presently, the Borough sequesters 15.2 ktCO₂e a year through forestry and natural land use (LULUCF). This accounts for 2% of the Borough's carbon footprint.

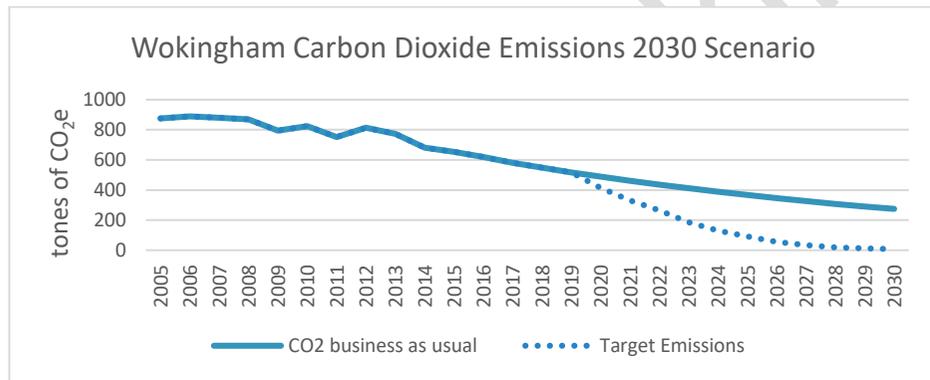
¹ UK local authority and regional carbon dioxide emissions national statistics: 2005-2017

Carbon Budgets for Wokingham Borough

The Borough wide carbon footprint of **580.9 ktCO₂e** (BEIS 2017) is being used as a baseline against which future carbon dioxide emissions are measured. This figure excludes sectors that are completely beyond the council's scope of influence, namely the emissions from major transport links (M4) (175.5 ktCO₂e) as well as diesel rail transport (14.4 ktCO₂e), which are managed by Highways England and national rail companies, respectively. Embedded carbon emissions (also known as consumption emissions) are out of the scope of the Borough's carbon footprint. However, the council will support behavioural change through the actions in this plan.

The trajectory of carbon emissions for Wokingham Borough have been steadily decreasing since 2012. This is partly due to Central Government targets to increase the renewable energy infrastructure nationally resulting in a higher proportion of renewable energy feeding into the electricity supply, and technological advances leading to greater energy efficiency.

Figure 2. Projection of current rate reduction of carbon dioxide emissions to 2030 in Wokingham Borough



Assuming that there is minimal action beyond current, national policy and nationally led decarbonisation of the electricity grid and transport through electric vehicles, the estimated carbon emissions by 2030 will be approximately **291.16ktCO₂e**. This figure excludes the carbon sequestration levels for the Borough that could potentially increase by -16.71ktCO₂e, providing a predicted carbon footprint of **274.45 ktCO₂e**.

Below is a table that provides more detail on how this carbon footprint is predicted and where this is distributed amongst the industry sectors.

Table 4: Predicted carbon dioxide emissions by 2030 assuming minimal action beyond current, national policy

Subsectors	ktCO ₂ e	Total Sector KtCO ₂ e
Industry and Commercial Electricity	27.50	Industry & Commercial 45.40
Industry and Commercial Gas	11.67	
Large Industrial Installations	0.00	
Industrial and Commercial Other Fuels	5.08	
Agriculture	1.15	Domestic 102.20
Domestic Electricity	28.22	
Domestic Gas	69.97	
Domestic 'Other Fuels'	4.01	Transport 133.11
Road Transport (A roads)	62.35	
Road Transport (Minor roads)	64.70	
Transport Other	6.05	
Carbon Sequestration	-16.71	

Targets and Estimated Carbon Savings

The priority areas of focus for the council's actions to reduce carbon dioxide emissions centre on, tackling emissions from transport, more efficient energy use in domestic properties, generating renewable energy, planting more trees and other green foliage, encourage more recycling and encouraging behavioural change.

This action plan establishes targets to achieve carbon dioxide reductions within all of these areas as outlined below. The carbon savings outline by each target, are the cumulative savings for the next ten years. Some targets will not directly represent in carbon savings, but are essential to the delivery of the other targets; these are identified as 'Neutral' in the carbon saving column.

57

TR	Transport	tCO ₂ e
1	Deliver a greenway network of over 37 Km across the Borough by 2030 with the ambition to deliver 60 Km by 2036	45
2	Double public transport use by 2030 from 2019 baseline	7,813
3	20% reduction in total distance travelled in private vehicles per individual per year by 2030.	19,624
4	The use of all cars, vans and motorbikes as a mode of transport decreases from 74% (current national/borough average) total miles to 56% in 2030	18,756
5	Leading by example - Reduce by 70% CO ₂ emissions produced by council related travel by 2030	73.2
6	Continue research and innovation programmes for the reduction of CO ₂	Neutral

EV	Electric Vehicles	tCO ₂ e
7	50% Electric Vehicles (EVs) registered in the Borough by 2030 will save around 45,000 tCO ₂ e	45,000
8	Council's car fleet becomes entirely ultra-low emission by 2028 producing 45 tCO ₂ e savings	45.2
9	100% new buildings are EV ready from 2022	Neutral
AQ	Air Quality	tCO ₂ e
10	Reduce NO ₂ concentration by 50% against 2019 baseline in the three AQ management areas by 2025	TBC
11	Educate the public on how they can actively improve air quality whilst reducing carbon emissions	TBC
Estimated Total Carbon Savings		59,356.9

The council will utilise its influence and collaborate with partners and residents to help ensure the achievement of these targets. However, the achievement of these targets is a collaborative effort and requires support from all areas of society.

RE	Renewable Energy Generation in Council's owned assets	tCO ₂ e
12	Increase the generation of renewable energy through investment in solar farms to power the equivalent of 25,000 homes within the Borough by 2030 generating 25,560 tCO ₂ e carbon savings	25,560
13	Increased renewable energy generation to generate equivalent to 1550 kWh per household in 2030	27,333.46
Estimated Total Carbon Savings		-52,893.46

The -52,893.46 tCO₂e carbon savings from renewable energy generation are expressed as negative emissions.

RT	Retrofitting existing and council development	tCO ₂ e
14	By 2028 All council buildings to be retrofitted to carbon neutral standards	6,612.30
15	From 2021 100% council new development is built to carbon neutral standards	Neutral
16	By 2029 all local schools to be retrofitted	5,034.08
RH	Retrofitting Households	tCO ₂ e
17	By 2030, 20% of households to be retrofitted	35,446.0
Estimated Total Carbon Savings		47,092.38

CS	Carbon Sequestration	tCO ₂ e
18	Plant 250,000 trees throughout the Borough by 2025 saving 3.5 ktCO ₂ per annum	3,500
19	Carbon sequestration by design - improving carbon sequestration rates in future land management decisions, approximately 0.5 ktCO ₂ e savings	620
20	Transition to low intensity (high carbon sequestration) land management approximately 0.05 ktCO ₂ e savings per annum	224
21	Implement a programme of carbon sequestration opportunities	TBC
Estimated Total Carbon Savings		-4,344

The -4,344 tCO₂e carbon savings from carbon sequestration targets are expressed as negative emissions because they generate carbon dioxide removal

SY	Schools and Young People	tCO ₂ e
22	Encourage and support school children in the Borough to take an active role in reducing carbon emissions	723.54
23	Celebrate schools achievements in climate emergency initiatives and inspire the future generations	1.59
Estimated Total Carbon Savings		725.13

WR	Waste & Recycling	tCO ₂ e
24	Recover 80% recycling in the form of wet paper by October 2020	262.8
25	re3 Pilot project on contamination in 2020	131
26	Achieve 70% recycling target by 2030	2,757.8
27	Zero waste going to landfill by 2030	2,259.2
28	Establish carbon based recycling targets	Neutral
Estimated Total Carbon Savings		5,410.80

ND	New Development	tCO ₂ e
29	From 2022, major residential development to be designed and built to achieve carbon neutrality	Neutral
30	From 2022, major non-residential development to be designed and built to achieve the BREEAM excellent standard	Neutral
31	Establish a spatial strategy and design framework which promotes active and sustainable travel, sustainable design and construction and enables biodiversity gain	Neutral
32	Support low carbon and renewable energy generation	Neutral
33	From 2022, all new residential and non-residential buildings to be designed and built to be EV ready	Neutral
Estimated Total Carbon Savings		Neutral

It is imperative that new homes in the council must be built to be low-carbon, energy and water efficient and climate resilient. Building new homes to net-zero carbon standards will not generate carbon savings: however, it will stop new carbon dioxide emissions being generated. New development targets are therefore preventative targets.

	Procurement	tCO ₂ e
34	By 2022, achieve sustainable procurement practice throughout the Council as part of Corporate Procurement Strategy	Neutral
35	By 2023, the Council will consider social value in all its procurement cycles	Neutral
	Estimated Total Carbon Savings	Neutral

Balancing the carbon budget

When all the actions in the plan have been implemented, the Borough will still fall short of its carbon zero target by 2030 by **72.67 ktCO₂e**. This figure has been balanced by accounting for renewable energy generation estimate of **-52.8 ktCO₂e** and the increase of carbon sequestration estimated to be **-4.5 ktCO₂e**.

We anticipate that new actions and initiatives will be introduced over the coming years, which will enable us to close the shortfall identified.

Considerations for the Delivery of the Action Plan

Because we are working ten years in advance, these targets are best estimates with the information we currently have. There is also an assumption that national policy will reduce carbon emissions to **274.45 ktCO₂e**. There is always a risk that these policies do not take place as anticipated.

The council is committed to provide an annual progress report and as more information becomes available it will continually update the targets and actions on how we can play as full a role as possible, leading by example as well as by exhortation, in achieving a carbon neutral Wokingham Borough by 2030.

We have not been able to calculate the carbon savings for all the projects, as some of the information is not available yet. As projects develop, we will be able to give more information on carbon savings per individual actions.

It is imperative that the council procurement and decision-making policies and procedures establish requirements for a low-carbon economy. Addressing the carbon emissions from our decision making process and the supplier chain would contribute to the reduction of carbon emissions embedded in the council operations, as this will stop new carbon dioxide from being generated. Procurement targets are therefore preventative targets.

C&E	Engagement and Behavioural Change	tCO ₂ e
36	Climate Emergency as part of the core communication strategy for the council	TBC
37	Active engagement with residents and local businesses with climate emergency initiatives	TBC
	Estimated Total Carbon Savings	

Engagement and behavioural change targets support the delivery of the climate emergency action plan. There is great need for significant changes to our consumption and behaviour patterns. Through active engagement programs we plan to encourage our residents to be part of this change; their buy-in to this plan is crucial in achieving a net-zero Borough by 2030.

This action plan is a predictive tool that allows us to understand generally, where we are heading and to implement new actions accordingly. Without this tool, we would not have a clear path on what the scale of the approach should be.

In an uncertain world, this plan has the potential to be affected by major global, national and local events. There is an appreciation that the council must be agile in how it responds to the climate emergency in order to fulfil its ambition of zero carbon Borough by 2030. For example, the COVID-19 pandemic has had major implications for the economy and society in general. A shift in behaviours during the lockdown resulted in a 54% reduction in commuting in Wokingham. This change in behaviour (which may be long-term) has resulted in a significant reduction in carbon dioxide emissions.

Working Document

Climate Emergency Action Plan

Transport

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
T1	Target 1. Deliver a greenway network of over 37 Km across the Borough by 2030 with the ambition to deliver 60 Km by 2036				4.34	7.5 M
1.1	Review and approve the Rights of Way Improvement Plan	The Rights of Way Improvement Plan is a document that summarises the community heritage green and blue infrastructure in the Brough and importantly establishes the program for creating the right of way network up to 2026 as well as improving signage & information	A coherent system of well signposted greenways that enable an increased take up of sustainable transport modes and sees a reduction of car usage.	Rights of Way Improvement Plan approved at Executive on March 2020	Neutral	Nil
62	Deliver a comprehensive and connected network of greenway routes to encourage active and sustainable transport modes	Greenways are a strategic network of traffic free, multi-user routes (pedestrians, cyclists and, in some instances, equestrians) that will connect the Strategic Development Locations to the existing communities as well as linking places of interest, employment and recreational value and provide a continuous traffic free route in the Borough. Overall, the network (SDLs) will provide 33.5 km of new and enhanced routes by 2030 and a total of 60 km by 2036.	Encouraging residents to become more active and utilise sustainable travel solutions that ultimately will reduce the amount of private vehicles on the roads. Overall, the network will provide a 33.5 km potential of 2.15 tCO ₂ e savings	Route A - South of M4 SDL - Arborfield - Barkham - 5.5. Km	2.15	TBC
				Route B - Arborfield SDL - Barkham - Wokingham - 7.6 km		570,000
				Route D - Arborfield SDL – Barkham – South Wokingham SDL - Wokingham - 7 Km		TBC
				Route E - River Loddon – Arborfield - 2.1 Km		TBC
				Route F - Arborfield – Arborfield SDL - 4.0 Km		TBC
				Route I - Arborfield SDL - Finchampstead - California Country Park - 1.9km		40,000
				Route J - Arborfield SDL - Blackwater Valley - 2.9 Km		TBC
				Route K - Arborfield Cross - 2.5 Km		TBC
		The River Loddon Long Distance Path (LLDP) will link between many of the Greenway Routes, particularly the greenways connecting to the Arborfield and the South of the M4 SDL. It aims to link the Thames Valley Path in the north of the Borough in Wargrave to the Blackwater Valley Path in the South of the Borough in Swallowfield.	Encouraging residents to become more active and utilise sustainable travel solutions that ultimately will reduce the amount of private vehicles on the roads Overall, the LLDP network will provide a potential of 2.15 tCO ₂ e 2 savings	LDP Section A - Blackwater Valley Path, Swallowfield to A327 Reading Road - 6.8 Km	2.15	TBC
				LDP Section B - A327 Reading Road to Showcase Cinema, Winnersh - 8.42 Km		TBC
				LDP Section C - Showcase Cinema, Winnersh to Waggon & Horses Pub, Twyford - 6.55 Km		612,000
				LDP Section D - Waggon & Horses Pub, Twyford to River Thames - 8.84 Km		TBC

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
		Overall, the LLDP network will provide 30.6km of new traffic free paths.				
T2	Target 2. Double public transport use by 2030 from 2019 baseline				7,813.13	
2.1	Improve the bus public transport network for Wokingham Town.	Identify the key transport needs for the public travelling between Wokingham and surrounding areas. Wokingham Town, Finchampstead, Winnersh, Twyford, and Woodley. Using this to procure an improved contract with Reading buses.	To achieve a 5% decrease in the number of people arriving in single occupancy vehicles at public transport interchanges (rail stations & P&R sites) in the Borough by March 2022. Potential of CO₂e savings TBC	Launch public consultation to understand demand for travel between Wokingham Town and surrounding areas using this information to help re-tender the public transport contract with reading buses.	TBC	TBC
2.2	Bus Stop Infrastructure Works to Support North Arborfield SDL Bus Strategy	Public Transport infrastructure enhancement includes more shelter from poor weather, more seating capacity and real time information displays.	Improved infrastructure will encourage more residents to use public transport/ bus network rather than using their car Potential of CO₂e savings TBC	Bus strategy for North Arborfield has been published. Implementation plan agreed Start works on site.	TBC	54,000
2.3	Increase peak-hour bus transport for Lower Early	A need has been identified to increase the capacity of bus transport between Lower Earley and Reading. Recent surveys suggest morning services are at capacity and leaving passengers at stops.	To achieve a 5% decrease in the number of people arriving in single occupancy vehicles at public transport interchanges (rail stations & P&R sites) in the Borough by March 2022. Potential of CO₂e savings TBC	Review contract with Reading buses	TBC	£0-250,000
2.4	Implement the South of M4 bus strategy	Increasing the frequency of the Leopard Bus services, serving the South of M4 SDL	To achieve at a 5% increase in the number of residents using the bus in the SoM4 SDL Potential of CO₂e savings TBC	Launch public consultation to understand demand for travel	TBC	£480,000
2.5	Investigate demand services opportunities and on-demand flexi-routes	Uber style public transport service which provides access to public transport for those people living in remote locations where a full service would be unviable	Improve public access to rural areas to achieve a 5% increase in the number of trips from our public transport interchanges by bus and rail by March 2022.	Twyford is being considered under the rural mobility fund bid as a pilot area.	TBC	TBC
2.6	Retender bus network operating in Wokingham Town Centre with low carbon engines	Specify a low carbon engine classification for buses for Wokingham Town to be a minimum of Euro 6 standard by the end of 2020 and ultra-low emission by 2028.	Reduce emissions from the operation of public buses.	Change specification in the tender documentation. Purchase new buses Communications campaign to promote new low carbon service.	TBC	TBC
2.7	Deliver the Winnersh Triangle Parkway parking projects. This will increase the amount of parking capacity at Winnersh parkway station	Creation of more parking spaces close to train stations and park and ride facilities to encourage uptake of public/sustainable transport	Winnersh triangle parkway to achieve a 10% increase in the number of Wokingham Borough residents who use a train or park & ride at least once a week	Design scheme Planning permission Choose contractor Start on site work Completion date	122.5	3,100,000

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost	
			by March 2026. 122.5 tCO ₂ e savings per year				
	Deliver transport infrastructure enhancement in Coppid Beech, includes the creation of more parking spaces		To provide addition park and ride capacity at Coppid Beech to achieve a 10% increase in the number of Wokingham Borough residents who use a train or park & ride at least once a week by March 2026. 30.1 tCO ₂ e savings per year	Design scheme Planning permission Choose contractor Start on site work Completion date	30.1	2,700,000	
T3	Target3. (Demand) 20% reduction in total distance travelled in private vehicles per individual per year by 2030.				19,624.04		
64	3.1	Engage businesses to promote homeworking and remote working when possible	Capitalise on the unintended consequences of the national lockdown by engaging with businesses to understand their working practices and encourage to consider the new ways of working in their recovery plans. Reduce by 30% the CO ₂ emissions caused by travel from workers of local businesses by 2022 4,200 tCO ₂ e could be saved annually	Engage business through a survey to assess their working practices during the national lockdown and encourage new ways of working as part of their recovery plans.	4,200	Nil	
				Deliver a communications campaign to encourage local business to learn from COVID-19 unintended consequences.		Nil	
64	3.2	Promote the Liftshare scheme through My Journey to support business develop bespoke travel policies	Liftshare is a car share platform, which helps companies / business parks to assess staff travel patterns and set up employee communities to promote car sharing, walking, cycling and the use of public transport. Reduce transport related CO ₂ e emissions, reduce congestion, improved road safety and air quality across Wokingham Borough. To achieve a 10% reduction in the number of single occupancy car trips to and from businesses within the Borough by March 2022 9,812.02 tCO ₂ e savings	Produce and submit proposal Procurement process Launch Liftshare scheme	9,812.02	TBC	
				Map commuter trips across the Borough and provide access to live data on how many miles/CO ₂ can be saved by people lift sharing across the Borough and for each individual business.		TBC	
				Set up CO ₂ emissions targets for local businesses Deliver a communications campaign to promote active and sustainable travel modes through competitions			
	3.3	Develop a domestic and industrial freight management policy	Freight management policy will support borough wide traffic distribution hierarchy, understanding traffic capacity, and traffic carrying routes. Improving operational logistics could reduce the number of vehicles on the road.	Improving operational logistics could reduce the number of 'empty runs' and consequently the number of trucks on the road.	Deliver the first draft freight management policy	TBC	TBC

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
		The framework will support decision making on the traffic distribution, based on air quality, carbon emissions and energy savings.	22% decrease in distance travelled by road freight – Carbon savings to be confirmed			
T4	Target 4. (Modal shift) The use of all cars, vans and motorbikes as a mode of transport decreases from 74% (current national/borough average) total miles to 56% in 2030				18,755.98	
4.1	To provide more primary school children with the opportunity to develop practical skills and an understanding of how to cycle safely.	To offer bikeability training to more primary school children in Wokingham Borough and provide more children with the opportunity for a higher level of bikeability training (Level 3). Improving cycle skills amongst children support the development of healthy and independent young people and improved local air quality.	Achieve a 5% reduction in the number of children being driven to Wokingham Borough schools by March 2022. 15.4 tCO ₂ e savings	Compile and deliver an annual events programme for Bikability courses. Monitor impact of programme on take up of cycling to school	15.4	£122,512
65	Encourage and support local schools to join Modeshift Awards scheme for active and sustainable travel	Modeshift Sustainable Travel Accreditation and Recognition for schools is a national awards scheme that rewards the work schools do to promote active and sustainable travel	Create a culture of active travel amongst school children, which has a direct impact on air quality, carbon savings and helps improve student health and concentration levels.	Eco - Officer will target six schools within the Wokingham Town, Finchampstead and Twyford areas (AQMA), to achieve Modeshift STARS accreditation at bronze, silver or gold level, as appropriate for the school.	137.7	£49,000
			A 10% reduction in the number of children being driven to school by March 2026.	Active travel officers will support schools across the Borough to achieve Mode Shift STARS accreditation as appropriate for each school		£40,000
			137.7 tCO ₂ e emissions could be saved each year	Promote the following campaigns in schools in the AQMA area: a car free day, an anti-idling campaign, national clean air day campaign, and Beat the Street		£101,101
4.3	Roll out the Healthy School Streets programme	Trial programme at school streets across the Borough to tackle congestion, road safety and air quality by restricting motor traffic at the school gates for a short period of time, generally at drop-off and pick-up times. The scheme will encourage people to walk	A 10% reduction in the number of children being driven to school by March 2026. This will not only reduce carbon emissions but contributes to reduce congestion, improved road safety and air quality around the schools in Wokingham Borough.	Design how the scheme will work. Select a school to pilot scheme. Review the results of the pilot. Role our scheme more widely.	137.7	£2,000

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
		and cycle to school and make it more difficult to drive to the school for the school run resulting in a reduction in the number of students being driven to school.	137.7 tCO ₂ e savings a year.			
4.4	Increase the uptake of cycling from local business by promoting the Love to Ride programme	Love to Ride is a programme that encourages people to choose cycling as their main mode for essential travel and as a fun, enjoyable form of daily exercise. Uptake on cycling will reduce transport related CO ₂ emissions, reduce congestion, and improved air quality across Wokingham Borough.	To reduce the CO ₂ emissions from employees of local businesses travelling to work by 10% by 2025. 1,240 tCO ₂ e savings a year	Ride anyway week campaign - 23 - 27 March 2020 Run 4 campaigns per year to promote cycling to work Work in partnership with local businesses to promote active travel breakfast	1,240	£50,000
4.5	Develop the Local Cycling and Walking Infrastructure Plan (LCWIP) to be Borough wide and implement 50% LCWIP by 2030	A comprehensive network across the Borough which is joined up and is based on evidence and data from the LCWIP process.	Increase cycle networks across the Borough will increase cycling modal share by 4%. 5,031.8 tCO ₂ e savings a year	Completion of first LCWIP report 2020. Roll out of further LCWIP studies across the Borough from 2021 to 2025. Implementation of measures from the reports ongoing to 2030.	5,031.8	5,000,000
		Investment in current/future walking networks in the Borough based on the LCWIP plan.	Increase walking networks across the Borough will increase walking modal share by 5%. 4,906 tCO ₂ e savings a year	Completion of first LCWIP report 2020. Roll out of further LCWIP studies across the Borough from 2021 to 2025. Implementation of measures from the reports ongoing to 2030.	4,906	3,000,000
4.6	Deliver engagement and cycle training events across the Borough	Deliver target events such as bike hubs, Dr bike checks, puncture repair classes, smoothie bike, cycling skills and bike obstacle course, Bike bonanza, Bikeability training levels 1, 2 and 3. Cycle training increases confidence, road safety awareness and skill level on bikes amongst new residents.	To achieve a 2% increase in the number of Wokingham Borough residents regularly cycling for leisure and utility by March 2022. 102.9 tCO ₂ e savings a year	Deliver events for Montague Park and a new one in Shinfield as planned in the Events Programme 2020 - 2021 Deliver Wokingham Bikeaton as planned in the Events Programme 2020 - 2021	102.9	£1,500
		Engage residents with active travel schemes by providing discounts for bikes & accessories.	To achieve a 1% increase in the proportion of adults in Wokingham Borough who walk at least once a week by March 2022. 110.3 tCO ₂ e a savings year	Deliver Cycle hubs for Woodley, FBC, Montague Park and Shinfield as planned in the Events Programme 2020 - 2021		110.3
		Shine over 60s cycling program, focus on encouraging outdoor cycling for people over 60.	More residents over 60 riding bikes for travel. A 3% reduction in car use by residents over 60. 1,757.8 tCO ₂ e savings a year	Deliver SHINE rides events as planned in the Events Programme 2020 - 2021	1,757.8	£1,500

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
4.8	Completion of the Cross Berkshire Cycle Route	The NCN 422 is a new national cycle route between Newbury and Windsor (approx. 30 miles), including a section within Reading, Wokingham Borough, West Berkshire, Bracknell Forest and Windsor & Maidenhead, and it is included within the Thames Valley Berkshire Local Growth Deal. Improved cycle network will encourage more residents to cycle by connecting people with key destinations.	This scheme will assist with increasing cycling modal share and has already seen an increase in cycling on the route. Carbon savings have therefore mostly already been captured.	Completion of route across Wokingham with a combination of shared use and on-carriageway cycle lanes on the A329. Phase 1-3 completed 2013-2018 Phase 4 underway May/June 2020	Neutral	1,000,000
4.9	South Wokingham Railway Crossings (Foot and cycle)	New foot and cycle infrastructure in the Borough.	Improved walking and cycling infrastructure will encourage residents to mode shift.		TBC	1,500,000
67 4.10	Promote active and sustainable travel modes amongst new residents in new developments.	Inform new residents of the alternatives to single occupancy car use, promote the wider benefits of active and sustainable travel and provide a local context. Welcome packs are provided with offers and discounts for sustainable travel like bus taster tickets and cycle shop discounts as well as localised cycle and bus maps and SANG walks.	Better informed residents regarding walking, cycling, public transport opportunities will help to achieve 25% of new residents travelling sustainably on a daily basis across the Strategic Development Locations each year by 2026.	Welcome pack for Deer Leap Park and Orchard Rise in the Spencerswood area	TBC	£1,000
				Welcome pack for Deer Leap Park and Orchard Rise in the Arborfield area	TBC	£1,000
				Welcome pack for Deer Leap Park and Orchard Rise in the Wokingham area	TBC	£1,000
4.11	Provide personalised travel planning to new residents	Travel planning advisors are employed to provide support and information to residents at new developments about alternative modes of travel.	All residents in new developments are offered transport advice, including free testing ticket and tailored travel packages To achieve 25% of new residents travelling sustainably on a daily basis across the Strategic Development Locations each year by 2026.	Personalise travel planning to new residents in Shinfield development	TBC	£25,000
T5	Target 5. Leading by example - Reduce by 70% CO₂e emissions produced by council related travel by 2030				73.2	
5.1	Deliver a strategy to reduce miles produced by council staff work related travel (grey fleet miles)	To investigate the possibility to introduce EV Car clubs for council staff between Monday to Friday and with the option to open to the public during the weekends.	To reduce grey fleet miles by 30% from transport related trips 13.75 tCO ₂ e savings a year	Carry out assessment for car clubs and produce a strategy	13.75	TBC

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
5.2	Promote homeworking and remote working practices amongst council staff	In addition to home working, expand remote working practices in other locations to reduce unnecessary travel and the need for central office accommodation. Capitalised on the unintended consequences of the national lockdown.	To reduce the CO ₂ emissions travelled from council staff to work by 40% by 2022.	Capitalise on the unintended consequences of the national lockdown by reviewing working from home practices in the council and consider new ways of working in the recovery plan for the council.	41.8	Nil
			41.8 tCO ₂ e savings a year	Deliver a staff survey to assess working from home preferences amongst council staff.		Nil
5.3	Incentivise council staff to mode shift to active and sustainable transport	Investigate incentives that can be given to council staff to commute to work more sustainably including 'salary sacrifice' schemes for bus, rail, tram and cycling to work.	To reduce the CO ₂ emissions from staff travelling to work by 10% by 2025. 10.4 tCO ₂ e savings a year	Review of system and potential alternatives to be identified in 2020	10.4	c£10k
5.4	Workplace EV Scheme	Support WBC employees that rely in private vehicles to transition to EV by assessing the potential of implementing schemes that make EVs more accessible and the preferable choice.	To reduce the CO ₂ emissions from staff travelling to work by 10% by 2030. 10.4 tCO ₂ e savings a year	Carry out an assessment to salary sacrifice schemes that could be offered to council employees	10.4	Nil
9.06	Target 6. Support research and innovation programmes for the reduction of CO					
6.1	Continue to research and use innovative techniques to manage traffic and encourage uptake of sustainable modes and ultra-low emission options	Research will continue and opportunities will be taken where appropriate.	Dependant on the outcome research. An arbitrary estimate of a 10% reduction in CO ₂ is assumed.	Low Emission Transport strategy to be completed in 2020/21 in advance of LTP4	TBC	TBC
6.2	Mobility as a service (MaaS) and future proofing the network	Mobility as a Service (MaaS) will contribute to reduce the need to own a car and link up the public transport and active mode options to make it easier to travel around the Borough.	This could result in a further reduction of private motor vehicle ownership of 10%	To be considered further in 2021/2022	TBC	TBC
6.3	Deliver the smart mobility projects within the Borough	The smart mobility project consists of a combination of operational and information technologies that assess growing traffic peak demand while attaining environmental and user-experience data. This will deliver smarter and more sustainable transport mobility.	Smart mobility can combine different modes and options (public transport, car sharing, car rental services, taxis and a bicycle system) to cater for mobility needs. Carbon savings will be attributed to the individual projects.	ITS strategy underway and to be completed in 2020. Investigate key locations to be included in the pilot. Special focus on Park & Ride sites and key gateways to the Borough.	TBC	TBC
				Gather C2 Cloud traffic data and put it in an open form to be utilise internally.		

Electric Vehicles

REF	Action	Description	Outcome	Milestone	Carbon savings tCO2e	Project Cost
T7	Target 7. 50% EVs registered in the Borough by 2030 will save around 45,000 tCO ₂ e				45,625	
69 7.1	To develop an EV strategy for Wokingham Borough	<p>Map the existing EV chargers across the Borough and on council property.</p> <p>Obtain a baseline on current electric vehicle market, current ownership, forecast growth and charging infrastructure technologically.</p> <p>Develop and agree policy for EV charge point provision, which will maximise uptake of EV in the Borough.</p> <p>Assess the potential for an integrated network of EV charge points. This would include encouraging the installation of EV charging points at motorway service areas and at large fuel retailers</p>	<p>Borough wide strategy to specify the infrastructure for EV charging point to encourage the uptake of EVs.</p> <p>Carbon savings cannot be achieved without a clear strategy to enable to uptake of EVs. Specific carbon savings cannot be attributed to the strategy as a document, but can be attributed to the actions that it sets out.</p>	Carry out initial assessment of the EV requirements for the Borough	Neutral	Nil
				Instruct consultant on requirements baseline and create a brief to commission expert work		Nil
				Create a business case for funding Consultant provides draft EV report		Nil TBC
				Consult on report - recommendations for determining the best approach to providing charging solutions for the public.		Nil
				Establish policy, processes and protocol for responding to requests for charge points and how they can be operated and maintained.		Nil
				Agreeing partnerships, income streams and service providers to ensure best uptake		Nil
				Produce EV strategy report and present to senior leadership teams for approval		Nil
				Present strategy for approval		Nil
7.2	Provide a uniform method of accessing public and private charge points	Making EV charges accessible and easy to use. WBC needs to provide accurate standardised public information on how to locate, use and pay for chargers in the Borough.	Set up the back office so that EV chargers are accessible and easy to use to encourage more people to use them. Carbon savings cannot be achieved without setting up the back office to enable to uptake of EVs.	Investigate the types of back office payment systems used by the industry and assess the best option to be implemented at WBC. Harmonised EV related contracts such as electricity, maintenance, service and back office.	Neutral	Nil
7.3	Review the residential charge point infrastructure for those who have communal parking	Currently, 27% residential buildings do not have off-street parking and therefore direct access to safely charging an EV	27% households, approximately 12,000 households do not have off-street parking.	First stage: Implement a pilot of EV charging points in selected location, aim at installing 18 new charging points for	77.6	TBC

REF	Action	Description	Outcome	Milestone	Carbon savings tCO2e	Project Cost
	facilities such as flatted developments	vehicle. This represents a barrier for these occupants to own an EV and so reduces the uptake of EVs in the Borough.	Initial pilot: 18 new charging points for residents generating an estimated of 77.6 tCO ₂ e annual savings	residents with communal parking facilities. Second stage: Based on the experience gained during stage 1, the council will seek to extend charging point facilities across the Borough.	77.6	TBC
7.4	Increase the amount of EV Transport used on education and social care services	Work with Education and Social Care transport providers to encourage/specify transition to ultra-low vehicles for use on HTST transport.	50% (which exceeds the statutory minimum of 35%) contract transport fleet will be hybrid or fully electric by 2028.	Review the contracts with our transport providers and establish requirements to transition to ultra-low emissions vehicles	TBC	Nil
7.5	Ensure that all EV charging points installed in the Borough are 'smart ready' to balance the electricity load demands on the grid.	Ensure that charge points are smart ready by setting requirements prohibiting installation of charge points unless they meet certain load management specifications. Establish the parameters for the management of available energy in an area through methods like dynamic load balancing or local storage systems.	Correct power infrastructure for all EV charging point network in place. This will ensure reliability of power supply in the system. Maintaining confidence in the network and increasing the uptake of EVs. Carbon savings cannot be achieved without a reliable power infrastructure in place to enable to uptake of EVs.	Identification of dynamic load balancing or local storage systems that could be implemented in WBC	Neutral	Nil
				Engage with service providers about generic support for WBC EV chargers through standards such as OCCP.	Neutral	Nil
7.6	Support local businesses, including commercial property owners, to transition their commercial fleets to EV. Also to encourage employees to switch to EV for private use	Consult with local businesses to understand needs, including taxi fleets, to develop the required charging infrastructure to support the uptake of EVs. This includes applying for grants and funding for purchase and installation cost, etc. Guide and advise local businesses about the benefits of transitioning to EVs.	Support the transition of 20% vehicles used for commercial purposes to ultra-low or electric 1,834.6 tCO ₂ e savings by the end of 2030	Engage local business with Workplace Charging Scheme	1,834.6	Nil
				Provide information on salary sacrifice schemes to support employees to transition to EV		Nil
				Assess opportunities to support the development of plug-in taxi programs within the Borough, considering the requirements for charge points.		Nil
				Deliver a sustained campaign to inspire residents and local businesses to 'Go Ultra Low' and transition to EVs		Nil
7.7	Promote uptake of EVs with our residents	Support and educate our residents about the benefits of transitioning to EVs. Make available information that will support residents in taking the decision to transition to EVs, including government	60% of residential buildings have parking facilities. 46,800 households. 10,732.72 tCO ₂ e savings by the end of 2030	Deliver a sustained campaign to inspire residents to 'Go Ultra Low' and transition to EVs.	10,732.72	Nil

REF	Action	Description	Outcome	Milestone	Carbon savings tCO2e	Project Cost
		schemes that will support residents in the installation of EV charging points.				
7.8	Coordinate the installation of EV charging points into private and commercial owned land in line with the EV network plan approved in the strategy.	Investigate the requirements to install EV charge points to commercial property such as business parks, shopping centres, etc.	Carbon savings to be confirmed	Align the EVs installation requirements to the building retrofitting programs.	TBC	TBC
7.9	Enable street lighting columns to be EV charging ready	All new street lighting columns in new developments have the capacity to include charging points, where appropriately located. Particularly in areas with on-street parking provision.	It will encourage more people to switch to EV. Carbon savings to be confirmed	Specification for lampposts charging. Align EVs installation requirements to Provide guidelines for developers	TBC	TBC
T8	Target 8. Council's car fleet becomes entirely ultra-low emission by 2028 producing 45t CO2e savings				45.2	
7.1	8.1	Ensuring 100% of the car fleet operated by the council is ultra-low emission by 2028	Leading the way by transitioning the 16 WBC owned and leased vehicles to EV or low carbon vehicles at the end of their leasing contract/life. Vehicles range from minibuses, cars and a tractor in Dinton Pastures. 45.2 tCO2e savings	Deliver the programme to transition WBC owned vehicles to be ultra-low vehicles by 2028	45.2	TBC
				Review lease contracts and establish a programme for transitioning leased vehicles to EV when engaging in new contracts		TBC
				Embed requirements for EV's or Low Emission vehicles in WBC Fleet Guidelines Policy and WBC Vehicle Procurement Guidelines.		Nil
				Update the Vehicle Procurement Application form to include the consideration of EV's or Low Emission vehicles as a standard with no sign off from the Board for any vehicle that does not meeting this requirement.		Nil
2.2	Installed EV charging points into council owned buildings in line with the EV network plan approved in the strategy.	EV network plan will have standardised EV charging point requirements to make charging easy to access across the Borough To support this ensure all council-owned assets comply with the standard. Include	Specific carbon savings can be attributed to the retrofitting of each building depending of the installation requirements of EV charge points.	Align the EVs installation requirements to the building retrofitting programs.	TBC	TBC

REF	Action	Description	Outcome	Milestone	Carbon savings tCO2e	Project Cost
		locations such as libraries, leisure centres, parks, etc.				
8.3	Establish contractual policies that promote the use of EV or ultra-low emissions vehicles as the council's preferable vehicles	Ensuring all our contractors use ultra-low of EV when possible will reduce emissions from contractors and suppliers vehicles working for and in partnership with the council	50% (which exceeds the statutory minimum of 35%) contract transport fleet will be hybrid or fully electric by 2028. Specific carbon savings can be attributed to each contractor depending of their size fleet and type of service provided. Carbon savings to be confirmed	Include in procurement policies considerations for EV/ultra-low emission vehicles as a standard.	TBC	Nil
				All buyers/commissioners to apply contractual policies when subcontracting services		Nil
T9	Target 9. 100% new buildings are EV ready from 2022					
9.1 72	Make all new houses electric vehicle ready by establishing requirements for EV charging points in new dwellings as described in the EV strategy	Establish the requirement for EV charging point infrastructure for new dwellings in the Borough where appropriate. Make sure that new homes planning applications submitted from 2022 and where appropriate, have a charge point available. This will ensure there is no barrier for new homeowners or occupants of new dwellings to own or leased an electric vehicle.	New residents will have the infrastructure to support the ownership of electric vehicles; this will stop new CO2e emissions.	Publish policy as part of the adopted Local Plan.	Neutral	Nil
				Developers to be informed of policy and requirements shall be listed in planning application New developers to ensure that there is sufficient power serving new developments.		
9.2	Make all non-residential buildings EV ready by establishing requirements for EV charging points in new construction as described in the EV strategy	The EV policy will request relevant charging provision in new non-residential buildings. This will ensure there is no barrier for occupants of new buildings to own or lease an electric vehicle. Developers will have to ensure there is sufficient power serving their developments.	New residents will have the infrastructure to support the ownership of electric vehicles. This will stop new CO2e emissions.	Publish policy as part of the adopted Local Plan. Developers to be informed of policy and requirements shall be listed in planning applications. New developers are to ensure that there is sufficient power serving new developments.	Neutral	Nil

Air Quality

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
T10	Target 10. Reduce NO₂ concentration by 50% against 2019 baseline in the three AQ management areas by 2025				TBC	
10.1	Continue air quality monitoring for NO ₂ concentration in air quality management areas	<p>There are 47 locations across the Borough. The Public Protection Partnership (PPP) set up a target to reduce Nitrogen Dioxide emissions from transport in Wokingham Town Centre and Twyford Crossroads.</p> <p>Monitoring allows us to assess the levels of pollution so we can increase the effort to reduce pollutants in the most affected areas</p>	Monitoring which is overseen by Defra has shown a reduction of NO ₂ levels in Wokingham Town Centre, Twyford Crossroads and the 60m either side of the M4 throughout the whole of the Borough over the last 6 years to 2018.	Continue implementing pollution prevention and control inspections required at Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995). The Air Quality Annual Status Report is published annually and provides an update of the monitoring results for the LAQM.	TBC	Nil
73 10.2	Changes to how we manage and control the traffic in the Borough	Use intelligent traffic systems to allow the traffic signals at Twyford crossroads to respond to air quality readings. If successful, this technology could become more widely used at other junctions in the Borough.	<p>Reduce air pollutants concentration and therefore CO₂e emissions</p> <p>Reduced traffic queues and resulting emissions through improving traffic flow in the most traffic heavy areas</p>	Explore and install technology options that can be used in Twyford cross roads	TBC	TBC
10.3	Implementation of air quality mitigation projects	Using the data from the air quality monitoring work above, air quality hot spots have been identified in the Borough. TRF have been commissioned to produce a plan of improvement projects that can be implemented to improve air quality in these areas.	Reduce NO ₂ emissions from transport in Wokingham Town Centre and Twyford Crossroads	<p>Defra has recently confirmed through its annual assessment of these plans that it is satisfied with the progress made against them.</p> <p>Commissioned study to identify further air quality improvement measures for Twyford Crossroads which will feed into a further action plan</p> <p>A Smart Living Pillar installed in Twyford as a pilot to improve air quality.</p> <p>We hope to extend this concept into surrounding areas.</p>	TBC	TBC

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO _{2e}	Project Cost
T11	Target 11. Educate public on how they can actively improve air quality whilst reducing carbon emissions					
11.1	Engage the public with air quality matters by providing information through campaigns and activities	Working with schools to increase awareness of air quality issues through running a competition to produce signs, stickers and leaflets to be distributed across the Borough with focus on hotspots	Reduce air pollutants concentration and consequently CO _{2e} emissions	Run communications campaigns that include subjects such as Myths & facts of idling, Home air quality. Increase awareness of the impact of poor air quality on health.		
	11.2	Reduce idling	<p>Description on how idling impacts on air quality levels. Improve signage around key spots such as schools, taxi spots, stations. Engaged children with air quality issues.</p> <p>Raise public awareness about the relationship between improving air quality and CO₂ emissions.</p>	Reduce air pollutants concentration and consequently CO _{2e} emissions.	Run a schools air quality competition, to engage children, parents and local residents with air quality issues related to idling.	
<p>Signage has been put up in Twyford main road to encourage drivers to switch off their engines whilst waiting at the crossroads.</p> <p>Introduce an 'emissions and idling policy' in the Borough.</p> <p>Implementing No-Vehicle-Idling zones, around as many schools in the Borough as possible, by the end of 2022, and in other identified areas such as taxi ranks, GP surgeries, and close to level crossings.</p>						

74

Renewable Energy Generation

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Estimated Project Cost
T12	Target 12. Increase the generation of renewable energy through investment in solar farms to power the equivalent of 25,000 homes within the Borough by 2030 saving approximately 25,560 tCO₂e				25,560	18 M
12.1 75	Deliver the installation of a solar farm in Site 1 with the capacity to generate in excess of 20 MWh of energy.	Installation of a large scale solar farm on council owned land will allow the council to offset its carbon emissions from electricity and gas usage and possibly 'retail' any excess.	<p>Large scale solar farm installed in Site 1 with the potential of generating 20+ MWh by 2023.</p> <p>Estimated Carbon savings 5,112 tCO₂e potential to feed 5,000 homes.</p>	Asset review board to the potential sites - consultant briefing for review of master planning of specific sites - With WSP for land planning now.	5,112	
				Options appraisal - commission specifications of the project to procurement team		
Site tenant notice - one year notice						
Initial procurements process - identify the contractor - framework and due diligence process - 6 months						
Planning application - full application submission						
Consultation processes with local residents						
Project delivery - Construction of solar farm - Project management						
Start operation						
12.2	Deliver the installation of a solar farm in Site 2 with the capacity to generate in excess of 20 MWh of energy.	Installation of a large scale solar farm on council owned land will allow the council to offset its carbon emissions from electricity and gas usage and possibly 'retail' any excess.	<p>Installation of solar farm in Site 2 with the potential of generating 20+ MWh generation by 2025.</p> <p>Estimated Carbon savings 5,112 tCO₂e potential to feed 5,000 homes.</p>	Asset review board to the potential sites - consultant briefing for review of master planning of specific sites	5,112	
				Options appraisal - commission specifications of the project to procurement team		
Site tenant notice - one year notice						
Initial procurements process - identify the contractor - framework and due diligence process - 6 months						
Planning application - full application submission						
Consultation processes with local residents						
Project delivery - Construction of solar farm - Project management						
Start operation						

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO _{2e}	Estimated Project Cost
12.3	Deliver the installation of a solar farm in Site 3 with the capacity to generate in excess of 20 MWh of energy.	Installation of a large scale solar farm on council owned land will allow the council to offset its carbon emissions from electricity and gas usage and possibly 'retail' any excess.	<p>Installation of solar farm in Site 3 with the potential of generating 20+ MWh by 2027.</p> <p>Estimated Carbon savings 5,112 tCO_{2e} with the potential to feed 5,000 homes.</p>	<p>Asset review board to the potential sites - consultant briefing for review of master planning of specific sites</p> <p>Options appraisal - commission specifications of the project to procurement team</p> <p>Site tenant notice - one year notice</p> <p>Initial procurements process - identify the contractor - framework and due diligence process - 6 months</p> <p>Planning application - full application submission</p> <p>Consultation processes with local residents</p> <p>Project delivery - Construction of solar farm - Project management</p> <p>Start operation</p>	5,112	
76 12.4	Deliver the installation of a solar farm in Site 4 with the capacity to generate in excess of 20 MWh of energy.	Installation of a large-scale solar farm on council owned land would allow the council to offset its carbon emissions from electricity and gas usage and possibly 'retail' any excess.	<p>Installation of solar farm in Site 4 with the potential of generating 20+ MWh by 2030.</p> <p>Estimated Carbon savings 5,112 tCO_{2e} potential to feed 5,000 homes.</p>	<p>Asset review board to the potential sites - consultant briefing for review of master planning of specific sites</p> <p>Options appraisal - commission specifications of the project to procurement team</p> <p>Site tenant notice - one year notice</p> <p>Initial procurements process - identify the contractor - framework and due diligence process - 6 months</p> <p>Planning application - full application submission</p> <p>Consultation processes with local residents</p> <p>Project delivery - Construction of solar farm - Project management</p> <p>Start operation</p>	5,112	

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Estimated Project Cost
T13	Target 13. Support the generation of renewable energy in the Borough to generate the equivalent of 2500 kWh per household in 2030, this will result in carbon savings of approximately 44,666.3				44,666.3	
13.1	Set up a Community Energy Fund for Wokingham (WCEF)	A Community Energy Fund will help accelerate the uptake of renewable energy generation within the Borough. It will allow the council to engage with the community in the journey to net-zero carbon. The WCEF funds renewable energy installations through local shares from the community, enabling individuals and local organisations to support and benefit from the scheme.	Generate an average of 27,000 kWh/year of renewable energy from the installation of small-scale PV systems funded through this scheme. Estimated carbon savings per year 6.90 tCO ₂ e Estimated carbon savings for ten years 69 tCO ₂ e	WBC will assess potential buildings that could be considered for the scheme. These include all schools without solar PV and Young and Community Centres without PV.	69	Nil
13.2	Support residents and local businesses to reduce their energy usage and carbon emissions and increase the uptake of renewable energy installations through the green bank scheme	The Green Bank Scheme will provide a loan to assist householders in their net zero carbon ambitions. This will include renewable energy generation technologies. Develop a consultancy service to assist businesses with legislative compliance and energy/carbon reduction techniques.	It is estimated that 15,000 households will apply for funding for the installation of PV through the Green Bank scheme. Estimated carbon savings 9,585 tCO ₂ e	Assessment of the requirements to set up the scheme and assessment of the stakeholders involved. Identification of potential partners that will support the deployment of the scheme. Terms of Reference for the scheme. Launch the scheme with a communications campaign.	9,585	
13.3	Develop an ECO (Energy Company Obligation) offering	Support residents and local businesses to reduce their energy usage and carbon emissions and increase the uptake of renewable energy Some minor installations of Renewable Energy Generation technologies as part of this scheme.	It is estimated that 15,000 households will apply for funding for the installation of PV through the Green Bank scheme. Estimated carbon savings 9,585 tCO ₂ e	Provide a scheme which allows for the public to take advantage of Renewable Energy Technologies	9,585	

Retrofitting Domestic and Commercial

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
T14	Target 14. By 2028 All council buildings, excluding schools, will be retrofitted to carbon neutral standards				6,612.30	4,500,000
14.1	Improve energy performance of council owned buildings to carbon neutral standards	Implement a wide range of energy efficiency projects at existing properties to improve energy efficiency. These include, installing LED lighting, Cavity Wall, loft insulation boiler controls etc., all to make the property 'consume' less energy.	All corporate assets energy performance reviewed, and a retrofit programme of improvement measures in place. Programme for retrofitting corporate assets based on energy performance baseline and energy improvement requirements. 6,612.30 tCO ₂ e savings by 2028	Have a baseline of energy performance for each council-owned asset. Three year assessment, average kilowatt value (FY from 2017-18, 18-19, 19-20).	6,612.30	4,500,000
				Identify energy performance improvement requirements to all corporate sites and recorded in the Corporate Assets Carbon Reduction Database.		
				Set up a programme for retrofitting assets.		
				Carry out a feasibility assessment on Woodley Library as a pilot project.		
				Establish guidelines of energy improvements that can be used for all corporate assets.		
				Deliver the retrofitting programme.		
				Survey the whole stock to develop and energy benchmark.		
14.2	Improve energy performance of council housing stock	There are around 2,600 council owned housing units. We want to improve energy performance of council housing and incrementally reduce the use of domestic gas and replace it with cleaner technologies. This will contribute to a reduction in energy bills and fuel poverty rates.	Set up a programme for retrofitting of our housing stock to net zero standards 9,880 tCO ₂ e savings	Carry out assessment to Public Energy Supplier funding that could be used to improve the energy profile of council housing.	9,880	Nil
				Carry out an assessment to ECO (Energy Company Obligation) scheme and potential funding.		Nil
				Pilot energy improvement work to a property increasing it from SAP D to B.		TBC
				Carry out independent EPC ratings for each property.		Nil
				Establish and deliver a retrofitting program for council housing based on EPC baseline and available budgets.		

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
T15	Target 15. From 2021 100% of council new development is built to carbon neutral standards					
15.1	All new council properties non-residential will be built to the highest efficiency standards from 2021	Consult on all future council builds and engaged with developers to ensure that carbon neutrality is considered from the design stage and associated cost is identified. The new development has been placed with a consultant to look at carbon neutrality and associated build costs.	Net zero carbon standards to be considered for all new developments. Move away from 'gas provision' to cleaner technology for new build properties when possible.	Initial assessment to all new council development to assess stage of development and possible interventions to committed buildings	Neutral	Nil
				Assessment of possible interventions to Arborfield School to new carbon		Nil
				Assessment - possible interventions to Dinton Activity Centre		422,000
				Assessment - possible interventions to Addington scheme		83,000
15.2	All new council homes will be built to the highest efficiency standards by 2024	To develop a council led pilot Passivhaus housing scheme by 2021. Regeneration of urban improvement schemes.	There are around 255 homes in Gorse Ride state regeneration project. 950 tCO ₂ e savings when completed	Gorse Ride development has been for pre planning. It has designed houses to the first the first stage of Passive House. There will be no gas to the domestic houses on the side.	950	TBC
676	Target 16. By 2029 all local schools to be retrofitted				5,034.08	
16.1	Upgrade various energy measures in the schools to improve their energy performance.	Schools retrofitting programme will be based on initial assessment. Works will typically include: LED lighting, Insulation measures, controls upgrades, heating upgrades / replacements and Renewable Energy Generation technologies. Priority given to energy 'payback' calculations of less than five years against energy spend	Implement energy reduction projects to all local schools to improve their energy performance and reduce carbon emissions. 5,034.08 tCO ₂ e savings when completed	Carry out energy audits to all schools to identify possible energy reduction projects.	5,034.08	This project is included in the budget for retrofitting council property (4,500,000)
				Establish and deliver the schools retrofitting programme which will be based on carbon 'paybacks'		
T17	Target 17. By 2030, 20% of households to be retrofitted					75,0000
17.1	Support residents and local businesses to reduce their energy usage and carbon emissions by retrofitting their properties - Green Bank Scheme	The Green Bank Scheme will provide loans to assist householders in their net zero carbon ambitions. This will include energy efficiency measures on the fabric of the building and replacing appliances with low carbon versions. Householders will pay this back against a loan re-payment (plus interest) over a period of time (7, 10 and 15 years).	More residents will be able to improve the energy efficiency of their properties and switch from gas to electricity with the financial support the Green Bank Project 44,307.5 tCO ₂ e savings	Conversations with Legal / Finance ongoing	44,307.5	FY21/23 75,0000
				Identify partners and set up the scheme		
				Launch the scheme		

Carbon Sequestration

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Estimated Project Cost	
T18	Target 18. Plant 250,000 trees throughout the Borough by 2025 saving 3.5 ktCO₂e per annum					3,500	No allocated
18.1	Create a new forest that will increase the number of trees in the Borough to improve carbon capture and biodiversity net gain	Large-scale (greater than 5ha) woodland planting on council owned land on high carbon capture potential sites (e.g. arable land, improved grassland).	Carbon sequestration potential of 7.83 tonnes of CO ₂ e equivalent per hectare in first year of planting, 13.7 tonnes thereafter. Current woodland cover estimated at 2576 ha of Wokingham Borough (14.3%). Planting 115 ha more woodland (and associated green infrastructure) would get the Borough woodland land cover close to 15%.	Identify council owned land that is suitable for a major tree planting scheme	3,500	Tree stock, planting, and maintenance during establishment estimated at £1,500,000	
				Review our estate portfolio for agricultural land / improved grassland, which has the potential to be converted to woodland.			
				Engage forestry specialist contractor to advice on feasibility, constraints, and process. Prepare consultant brief			
				Preparing plans and consulting public			
				EIA Screening / Planning			
				Grant and other scheme applications			
				Ordering and planting trees (with protection)			
				Installation of other site infrastructure			
				Produce forest management plan			
				Handover to site manager (phased) - Ongoing management			
18.2	Deliver small-scale woodland planting on council estate in existing parks and opens spaces sites.	Identify potential programme to invest in small-scale woodland planting on council estate in existing parks and opens spaces sites. This small scale planting can be deployed with shorter time scales than larger afforestation schemes.	Estimate 5 to 10 ha of land available (circa 8,000 to 16,000 trees if planted as woodland) Potential for the sites to be planted as Community Orchards for local food production and BAP targets but this would be at a lower tree density. However, converting from improved grassland to traditional orchard with wildflower rich ground flora has the potential to still sequester circa 6 tonnes of CO ₂ e equivalent a year.	Assessment to council estate portfolio to identify areas in existing public open space that has potential to be converted to woodland.	7,938	Tree stock, planting, and maintenance during establishment estimated at £135,000	
				Carried out an internal review of constraints, costing, and scheduling. Preferably looking to target small low risk areas			
				Preparing plans			
				Implement public consultation on identified sites			
				Grant and other scheme applications			
Ordering and planting trees (with protection)							

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Estimated Project Cost
				Ongoing management - Produce/review woodland management plan		
				Promote tree planting campaigns to engage with residents, schools and local businesses (e.g. National Tree Week on 28th November)		
18.3	Support woodland and hedgerow creation on private sites.	Set up a grant scheme for local private landowners to apply for funding to create new woodland and hedge roads on privately owned sites.	Recommend running scheme as yearly rounds with a ceiling of 16,000 whip trees (equivalent to 10ha broadleaf woodland) per year. If run in 2022/23, 2023/24, and 2024/25 with complete take up it has a potential to deliver 48,000 trees.	Produce Wokingham Borough Tree strategy to establish guidance for the delivery of the scheme Set up the scheme. Define the thresholds, suitability assessment and grants or plants Call for sites - Scheme promotion and engagement with local landowners Selection for piloting with a beacon site Tranche 1 - Planting plan design and approval, establishing contract negotiation, payment mechanism, compliance checking and other grant and carbon trading scheme support Review of tranche 1 take-up and feasibility assessment for tranches 2 & 3	9,531	Tree stock, delivery, and planting (with partners) estimated at £90,000 Scheme creation, promotion and community engagement estimated at £45,000
18.4	Make Wokingham a Garden Forest by promoting and encouraging residents to plant new trees	Establish general process and guidance that could allow residents and local businesses who want to plant and maintained their own trees either with our permission on our land, or to help them have a successful tree on their own land. A community of garden tree owners - scheme will be required to engage the community and ensure the legacy of the tree planting, securing that trees will be looked after.	These schemes will seek to deliver 6,000 trees Estimate that a scheme with approximate 10% of householder take up rate has the potential to deliver 6,000 to 7,000 trees planted. Recommend that that the scheme should be budgeted to have a 10,000 tree ceiling.	Produce Wokingham Borough Tree strategy to establish guidance for the delivery of the scheme Design the scheme; include considerations on types of trees, maturity. Provide the mechanism to select the right tree for the right place. Establish the delivery mechanism Launch the scheme and engage with residents and local businesses. Provide guidelines on the types of trees to be planted, the path way for application of new trees and the benefits from the tree (carbon savings, biodiversity gain, etc.).	4,950	Tree stock and delivery (with partners) estimated at £130,000 Scheme creation, promotion, and community engagement estimated at £60,000

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Estimated Project Cost
				<p>Implementation of the scheme. System to take and register the orders - place tree orders and delivery. Record keeping.</p> <p>Legacy - is there ongoing support offered. Long-term recording of benefits Opt-out (local offsetting)</p> <p>Annual review and monitoring of the scheme</p> <p>Assume request a tree scheme will run for 1 year only but potential to turn into an annual campaign depending on uptake in 2022</p>		
T19	Target 19. Carbon sequestration by design - improving carbon sequestration rates in future land management decisions, Approximately 0.062 ktCO₂e savings				660	
82 19.1	Develop the Wokingham Borough Tree Strategy to support long-term creation and retention of woodland and trees	<p>Developing a tree strategy for the Borough which will help define:</p> <p>Appropriate species (and adaptation to climate change); Good management practice; Facilitating ongoing recruitment to veteran tree population; Appropriate places for woodland creation; and access.</p>	<p>Improving the retention rate of trees - The longer trees are standing the longer carbon is locked up.</p> <p>Encouraging planting of woodland on private land.</p>	<p>Identification of requirements for Tree Strategy</p> <p>Development of Feasibility study brief (including land appropriation and/or acquisition)</p> <p>Develop and builds upon existing studies</p> <p>Identify land available and type of habitat</p> <p>Verify likely carbon sequestration</p> <p>Confirm more detailed cost estimates</p> <p>Allows milestone point for decision to continue with full funding</p>	Neutral	Nil

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Estimated Project Cost
19.2	<p>Include in the Local Plan Update policy for carbon sequestration potential. Subject to inspection, the local plan for the period 2026-36 will include:</p> <ul style="list-style-type: none"> Green Infrastructure Policy Tree Policy Flood Policy Biodiversity Policy Design Guide 	<p>Policies written to avoid loss of established habitat will help retain carbon stores.</p> <p>Policies written to seek multifunctional design of green and blue infrastructure will build in carbon sinks to new development.</p> <p>Policies written to retain and enhance biodiversity (particularly botanic diversity) will aid carbon sequestration in soils.</p> <p>Design guide to green and blue infrastructure will encourage inclusion of low intensity (maintenance) habitat for carbon sequestration.</p>	<p>Assuming roughly 70ha of green infrastructure created in the LPU cycle. A nudge of 10% cover from high intensity maintenance grassland to low intensity species rich, brought about by good design guiding, could sequestrate a further 42 tonnes of carbon dioxide equivalent per year.</p>	<p>Require a review of ability to enhance carbon sequestration rates for all new policies and design guides to be published alongside.</p> <p>Independent assessment - design policy approach to maximise carbon sequestration</p>	42	£10,000 Approx.
83 19.3	<p>Develop the Local Nature Recovery Strategy to provide complementary funding source to aid land use change (LULUCF being a carbon sink)</p>	<p>Developing a Local Nature Recovery Strategy that covers the Borough will provide a 5% uplift on the number of biodiversity net gain units that can be generated in areas identified as part of a local nature recovery network. The ability of soil to sequestrate carbon correlates positively with biodiversity.</p> <p>Additional biodiversity net gain unit capacity raises the value of land (for making improvements for biodiversity), and will leverage funding for habitat improvement that will lead to soil restoration and carbon sequestration.</p>	<p>On assumption that average of 2.5 units per ha (not including current woodland area) can be generated at £15,000 per unit, the 5% uplift on a LNRS (over and above the national strategy area) would generate value on the biodiversity potential of £5,276,250</p>	<p>Develop the Local Nature Recovery Strategy through the Berkshire Local Nature Partnership</p> <p>Initial analysis of 30% target area - mapping exercise</p> <p>Consultation exercise with stakeholders</p> <p>Revising the Local Nature Cover Strategy and taking it through the local authority adoption process</p>	Neutral	Initial £40000 further funding will be required
19.4	<p>Develop a Natural Flood Management partnership and scheme</p>	<p>The creation of wetland habitat as part of a programme of restoration of natural flood management processes has potential to sequestrate carbon and reduce soil degradation.</p> <p>The partnership work and scheme would place through agreements with</p>	<p>Within Natural England's Research Report 43, the change of use from arable land to wetland has examples of carbon sequestration rates of circa 8 to 17 tonnes of carbon dioxide equivalent per hectare per year.</p> <p>Working from figures in the report, on</p>	<p>Initial mapping exercise to identify locations that will provide wetland habitat and could be forward into the scheme</p> <p>Consultation exercise with stakeholders</p>	0.25	TBC

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Estimated Project Cost
		Environment Agency, water companies, and other Loddon Catchment Partnership partners.	the basis that soil carbon loss under agriculture might be at a rate of 0.6% per year and carbon stocks for this habitat average 43 tonnes of carbon per hectare, natural flood management measures that prevent degradation might prevent 0.25 tonnes of carbon per hectare being released into the atmosphere.	Revising the Strategy and taking it through the local authority adoption process		
T20	Target 20. Transition to low intensity (high carbon sequestration) land management. This will sequester approximately 0.024k tCO₂e per annum				642	
84 20.1	Work to transition Grassland Management to less frequent cutting scheme allowing wildflowers to bloom and set seed	<p>Considerations to the BLUE heart campaign style management of grassland moving away from improved grassland habitat under an intensive cut cycle and allowing rewilding of highway verge and other areas increasing</p> <p>Currently approximately 125ha of Environmental Localities greenspace is improved or semi-improved grassland.</p> <p>Currently approximately 100ha of highways verge is on a rural route that could be trialled for cut and collect. Converting to cut and collect will improve botanic biodiversity and restore the carbon sequestration function in the soil.</p>	<p>Converting 1/3 of the approx. 125ha of improved grassland within Environmental Localities portfolio to species rich grassland on a once a year cut could sequester an additional 242 tCO₂e per year (33% of 125 x 5.87, for conversion rate of improved to pollen and nectar mix from NERR043).</p> <p>Converting rural highways verge to cut and collect, estimate of 4 tonnes per hectare would equate to 400 tonnes CO₂e per year for 100% conversion. 5% pilot is estimated to have the potential to sequester 20 tonnes of CO₂e per year.</p>	<p>Pilot the principle of cut and collect to highways verge to improve biodiversity and soil restoration in selected areas. Run a 5% conversation pilot for highways verge and rural highways verge</p> <p>Target of 12.5ha of wildflower grassland creation across Environmental Localities sites. Converting 10% of this to pollen and nectar mix would sequester approximately 74 tonnes of CO₂ equivalent per year.</p>	642	Estimated at £130,000

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Estimated Project Cost
20.2	Work to transition Grassland Management to support the Restoring Biological Processes	Natural greenspace grassland will perform better at carbon sequestration where: a) soil compaction from machinery is kept to a minimum, and b) structural diversity is encouraged by 'conservation' grazing (instead of uniform cutting). With the additional natural greenspaces being taken on alongside development the scale to justify an internally owned and managed conservation-grazing herd may be reached.	A goal of 642 tCO ₂ per year (0.64 ktCO ₂ e) would be targeted to be met in the period 2025 to 2030	A feasibility study for applying a Legacy Gracing approach will set out the steps towards reducing our reliance on machine cutting and restoring soils.	642	
85 20.3	Implement Citizen Science Engagement for Hedgerow Restoration	There is approximately 1534 km of (mapped) hedgerow in Wokingham Borough. Of this, approximately 963km (63%) is within the countryside (as defined by settlement hierarchy). Of this, approximately 397km (26%) are associated with the adopted highway. Hedgerows are a good target for restoration work to increase the number of standing mature trees storing carbon. At a 50m spacing 400km of hedgerow would be equate to 8,000 open growing trees.	One mature oak tree is estimated to be 10.5 tCO ₂ e. If hedgerow restoration can be encouraged through use of a streamlined assessment and interpretation tool and this nudges to increase the % of hedgerow with oak standards up by just 1% in the Borough, this will equate to (approximately) an additional 3,200 tCO ₂ e captured over the next 70 years.	TVERC product development to take PTES hedgerow survey data and project in an interpreted way to inform hedgerow management for land managers. Tool can be used by Trees & Landscape officers for enforcement of the Hedgerow Regulations. To inform a planting and restoration plan (as a part of the tree strategy), a citizen science condition assessment programme would greatly enhance the targeted planting of trees in suitable locations.	3,200	£15,000
T21	Target 21. Implement a programme of carbon sequestration opportunities				Neutral	Nil
21.1	Engage the community with Community Garden Schemes	Allow new allotment site due to be opened in 2020 as part of the South Wokingham Strategic Development Location (SDL)	Carbon savings for these schemes are detrimental, however engaging residents with allotments and community garden schemes contributes to behavioural change	Work with UoR in assessing the 'Life Cycle Sustainability Analysis (LCSA) of Urban Food Production – the Case of Allotment Gardens and identify future opportunities for engagement	Neutral	Nil
21.2	Enable the assessment and test of carbon sequestration new technologies	Enable the safe testing and assessment of new initiatives for carbon sequestration	There is potential for carbon savings of individual projects which will be assessed on once projects have been identified	Road spray initiative under investigation	Neutral	TBC

Engaging Schools and Young People

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
T22	Target 22. Encourage and support school children in the Borough to take an active role in reducing carbon emissions					
22.1	Deliver annual climate emergency assemblies at local schools	Use school assembles as an opportunity to introduce discussions about Climate Emergency amongst children and young adults	All secondary school children will receive an annual climate emergency assembly 469.3 tCO ₂ e savings per year	Plan and deliver climate emergency assemblies with all secondary schools	469.3	TBC
22.2	Create climate committees in schools	Schools Climate Committees will include parents, students, teachers, staff and the local community and will support the delivery of climate related projects. Use this as an opportunity to get adults and children working together, around climate action.	Increase engagement with climate emergency issues and ownership of actions to reduce carbon dioxide emissions. One per school starting with secondary schools initially. 52.5 tCO ₂ e savings per cohort	Produce information pack for how to set up a school council. Provide contacts within Wokingham Borough Council to help/attend when needed	52.5	TBC
				Aim to set first committees up with particularly engaged schools in 2021, or 2022 depending on the schools capacity post covid-19.		TBC
98 22.3	Deliver the Youth Climate Conference	Youth Climate Conference is aimed at sixth form (16+) students from across the Borough. Conference aim to engage young adults with climate related issues such as fast fashion, climate justice, climate migration, sustainable transport, etc.	Increased awareness and understanding on climate emergency issues amongst children and young adults attending.	Plan and deliver climate emergency assemblies with all secondary schools	25.44	2,000
22.4	Encourage schools to include climate emergency issues in lesson time	Get schools to commit to teaching about climate change, in lesson time. Lobby for science/geography lessons in non-exam year groups to include this in the curriculum.	Increased knowledge amongst children and young adults on climate emergency issues 176.3 tCO ₂ e savings This would be aiming for a commitment from schools to teach it across all year groups in at least one subject i.e. science, geography, philosophy, PSHE. So the target would be all children in at least one subject	Create campaign to engage across schools and the public to lobby for commitment from all schools. Use different communication channels (e.g. local news, social media, etc.) Create a document with criteria for all schools to sign; this could be presented at the secondary federation. Gain commitment from all schools and follow up to see how they are fulfilling the promise, with positive press coverage.	176.3	TBC
22.5	Encourage schools to adopt property and operational	Developed a sustained campaign to encourage schools to focus on	Better informed children and school staff on sustainability practices.	Set up a program of termly themed campaigns	TBC	TBC

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO _{2e}	Project Cost
	management practices that reduce carbon emissions and support the environment	environmental issues to promote behavioural change.		The campaigns would aim to be termly, themes such as recycling, the ocean, fast fashion		
22.6 87	Encourage Wokingham Borough schools to become net zero carbon and embrace sustainability	Create positive partnerships with schools to make the best use of already existing schemes such as the Eco Schools Scheme, UN Climate Accreditation for school staff, etc.	All schools to achieve Eco Schools programme by December 2025	Get all schools to sign up to bronze level of eco schools by December 2021 Set up an incentive for ALL local schools to become green flag level by December 2025	TBC	TBC
		Support schools to assess their carbon emissions and sustainability status. The baseline will help schools to take better informed actions in the journey to become net-zero carbon.	Each school to have a sustainability and carbon emissions baseline to guide them in the journey to become net-zero carbon	Produce and online resource on the Council's offering to schools. Assessment of sustainability initiatives implemented at schools to identify what they already do and how we can support them to become net-zero carbon. Energy performance assessment for each school	Neutral	TBC
		Learn from best practices amongst local schools.	Active network of support within schools	Draw up a toolkit for schools to emulate Shinfield, including financial cost, initiative by initiative. Create our own federation/platform for sustainability within schools with environmental enthusiasts within the school. Within this look into ways where we can use internal school communications systems to nudge users.	TBC	TBC
22.7	Support schools to implement carbon sequestration projects	Connect to voluntary sector and the community, such as planting in care homes, working with local allotments and farms.	Children and young adults engaged with carbon sequestration projects	Planting trees and plants to create a small-scale young forest in school grounds or council owned land. Promote tree planting campaigns in schools grounds as part of education in climate change issues Make more allotment plots available to people on council owned ground to encourage young people to grow their own food.	TBC	TBC

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
22.8	Waste reduction	Run competition between schools to promote recycling and reduce waste.	Increased children's awareness about recycling and reduce waste	Set up the competition guidelines and trial competition in a specific school		
		Connect schools and Food Waste Hero volunteers with local businesses, to share surplus food (and other things) rather than produce waste.	Increased children awareness about the value of food and goods and reduce waste.	Investigate Freecycle for food schemes, to reduce food from schools go to waste and gets used, either for food banks or homeless shelters	TBC	TBC
T23	Target 23. Celebrate schools achievements in climate emergency initiatives and inspire the future generations					
23.1	Launch sustainability awards for schools	Create an awards scheme to recognise and celebrate the efforts and achievements of local schools and their engagement with the climate emergency agenda	Engaged children with climate emergency initiatives	Establish the criteria for all schools to participate. Promote the school awards	TBC	TBC
23.2	Nurture creativity and resourcefulness amongst children and young adults	Roll out the Dragons Den climate competition across all schools	Create a culture of innovation and enterprise thinking on climate emergency solutions Help develop resourcefulness and creativity that is connected to climate change.	Create a document with criteria for all schools to sign; this could be presented at the secondary federation.	TBC	10,000
88 23.3	Implement a behavioural change programme within schools that would support the adoption of new behaviours, particularly within sustainability and climate change	The programme is based on the implementation of an engagement platform that functions under a 'butterfly banking' concept. The platform encourages taking daily sustainable actions and is used to reward and report on activity across the schools. Virtual butterflies are used as a representation of the positive activity-taking place.	Initial pilot in three schools will result in engaging 200 children Groups taking part in the competition can be up to 5 pupils 1.59 tCO ₂ e savings	Identify and propose schools that should be part of the pilot - Autumn to Winter Set up focus groups with children to drive the platform design. Potential to use ECO Councils within schools. Write a Business Case that includes timelines, activities and carbon savings to obtain funding for the scheme implementation.	1.59	20,000

Waste and Recycling

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
T24	Target 24. Recover 80% recycling in the form of wet paper by October 2020				262.8	
24.1	Increase awareness amongst residents to keep paper and card dry	Running periodic campaigns on a regular basis (weekly) like 'Stamp out the damp'	<p>High level of awareness amongst residents about the implications of wet recyclables and impact on recycling rate & market reputation</p> <p>This action contributes to prevent loss of recyclable material and therefore prevents 262.8 tCO₂e</p>	<p>Successfully ran the 'Stamp out the damp' campaign</p> <p>Information displayed on the website</p> <p>Social media campaign to remind residents to continue keeping their paper & card dry</p> <p>Based on the success of 'Stamp out the Damp' campaign look at the short term measure to keep paper & card dry until a permanent solution is identified and implemented</p>	262.8	TBC
68	Implement interim solution for keeping paper and cardboard dry	Provision of interim initiative to residents to protect paper & cardboard from wet weather during autumn & winter periods	<p>Recovery of recyclables, lost income and reduced disposal cost</p> <p>This action contributes to prevent loss of recyclable material and therefore prevents 262.8 tCO₂e</p>	<p>Agreement between the council, Veolia, re3 and members on the interim solution (Exec report)</p> <p>Formal agreement through executive approval</p> <p>Arrangement and delivery of the interim solution to residents by Veolia</p> <p>Communicate with residents about this initiative</p> <p>Brief consumer services and social media on new initiative</p> <p>sampling by re3 to assess moisture content of wet paper</p> <p>Monitoring reduction in the disposal cost</p>		TBC
T25	Target 25. re3 Pilot project on contamination, 2020				131	
25.1	Implement re3 contamination policy to reduce contamination	Tag and leave contaminated recycle boxes uncollected, communication with residents to educate on correct recycling, monitor impact on the tonnages	<p>Assess effectiveness and ensure compliance with the re3 contamination policy.</p> <p>Better quality recycling and reduce sorting cost. A 2% increase in recycling will save 131 tCO₂e.</p>	<p>Adapt the re3 contamination policy</p> <p>Choose sample area</p> <p>Gather data (Veolia, website, social media and CS) on existing practices</p> <p>Tag and leave contaminated recycling boxes uncollected</p>	131	TBC

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
				Collate & evaluate data, send letters to residents and share data with re3		
				Monitor impact on recycling		
				Phase II and III monitoring continued		
				Report on re3 findings across the three councils		
T26	Target 26. Achieve 70% recycling target by 2030				2,757.7	
06 26.1	Establish and implement permanent solution for keeping paper and cardboard dry	Deal with wet paper issue, improved recycling facilities, reduced collection and disposal cost, higher level of participation in recycling and increased awareness amongst residents about environmental issues	Implement a new waste and recycling collection system that will ensure high recycling rate, reduced waste, improved quality of recycling and reduced collection and disposal cost	Prepare consultants briefing	TBC	TBC
				Options appraisal in summer 2020		
				Market research		
				Decision making by 2020		
				Devise and adopt the communications plan by 2020		
				Modelling by Veolia in early 2021		
				Assess impact of the new initiative on the property stock		
				Communication with residents pre-delivery		
				Delivery of receptacles by autumn 2021 (three month)		
				Ongoing communication with residents post delivery		
26.2	Improve residents' engagement with waste and recycling initiatives/issues via Green Redeem	Weekly customer email to subscribers, monthly targeted campaigns to coincide with council's services, needs and initiatives	Better understanding of the global and local environmental issues, greener behaviour and subsequent green actions amongst residents, appropriate recycling	weekly email to prompt residents on presenting their waste / recycling	TBC	TBC
				Waste reduction campaign by GreenRedeem to coincide with the delivery of blue bags		
				Climate Change Emergency campaigns - what residents can do at home to cut their carbon (link to garden waste collection/food waste reduction/recycling & increase in recycling)		

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
26.3	Target low participation areas to increase food waste tonnage	Improve uptake in food waste recycling, increased food waste tonnage, reduced general waste	Greener behaviour amongst residents, maintain higher recycling rate, improved income and reduced disposal cost	Promote and prompt residents to renew Garden Waste (GW)	TBC	TBC
				Promote online bulky waste collection service		
				Food waste collection anniversary – target areas to increase participation above 50% and thank you to residents for the fantastic results already achieved! Along with Easter recycling messages (packaging/foil recycling tips/food waste etc.).		
				Identify low participation areas from Veolia crew report		
26.4	Increase & improve facilities for glass recycling	Higher capture rate of glass from general waste, convenience to residents	Introduce 50 new recycling sites for glass	Use of clicker to identify non-participating households	TBC	TBC
				Letters sent to residents		
				Monitoring/assess impact on tonnages in monthly meeting		
				Identify potential site by communicating with parishes & town councils and other private businesses & partners		
26.5	Explore limited kerbside glass collection opportunities	Provide kerbside glass collection to sheltered accommodation	Added convenience to elderly residents, diversion of glass from general waste	Assess potential sites via FCC	TBC	TBC
				Install bottle banks once approved		
				Update the national database		
				Identify potential Sheltered sites eligible to receive this service		
26.6	Proactive approach to deliver waste management facilities in new developments	Provide adequate waste and recycling facilities and communicate the system to new residents in new developments	Proactive delivery of waste & recycling facilities to new residents; tap the opportunity to induce better recycling habits amongst new residents; improved recycling rate and high quality recycling	Communicate with site management and residents	TBC	TBC
				Provide bottle recycling bins		
				Monitor impact on recycling		
				Proactively approach and revive working relationship with sales offices in new development		
				Work closely with developers to ensure efficient supply of waste management facilities to residents as they move in		

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost	
92				Regular supply of instruction letters to developers to be included in the induction packs of residents			
				Improved information in the bin stores including posters on wall and recycling stickers on bins			
	26.7	Engage school children in recycling via Green Team	Contribute to the toolkit prepared by the Green Team	Investment in the future in the form of raising awareness amongst children about the environmental issues and how they can help	Provide relevant content to the Green Team to support preparing lessons Review information tailored to schools' need upon request Arrange interactive activities		
	26.8	Adopt re3 initiative to tackle contamination at the Borough level	Tag and leave contaminated recycle boxes uncollected, communication with residents to educate on appropriate recycling, monitor impact on the tonnages	High quality of recycling, low sorting and disposal cost	Identify low performing areas Tag and leave contaminated recycling boxes uncollected Communicate with residents Evaluate impact through monitoring Improve recycling in flats and multi occupancies especially around food waste and general contamination Monitoring of campaigns through quarterly reports		
	26.9	Explore limited kerbside glass collection opportunities	Provide kerbside glass collection to sheltered accommodation	Added convenience to elderly residents, diversion of glass from general waste	Identify potential Sheltered sites eligible to receive this service Communicate with site management and residents Provide bottle recycling bins Monitor impact on recycling	TBC	TBC
	T29	Target 29. Zero waste going to landfill by 2030				2,259.2	
	4.1	Identify, establish & deliver necessary measures to achieve zero waste to landfill from domestic properties	Reuse, recycle and recover 100% of WBC waste from domestic properties	Move waste up the waste hierarchy and potential savings from landfill diversion	Comprehensive communications campaign on "Reuse" and "Appropriate Recycling" including website, social media, GreenRedeem and target campaigns Tagging contamination recycling and leave uncollected Identify alternate markets for hard to recycle items	TBC	TBC

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost	
				Diversion of as much recycles from waste as possible			
T30	Target 30. Carbon based recycling targets						
30.1	Adapt Carbon Matrix for recycling	Assess initiatives on their potential to contribute towards carbon saving and associated financial implications	Realistic assessment of the impacts of reuse, recycling and disposal	Collaboration between re3 and University of Reading and input from WBC	Neutral	Nil	

Working Document

New Development

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost	
T31	Target 31. From 2022, major residential development to be designed and built to achieve carbon neutrality						
31.1	Require major residential development to achieve carbon neutrality	Policy within the new Local Plan will require residential developments of 10 or more dwellings to provide carbon neutral homes. A definition of what carbon neutral means in this context will be provided. Where there is robust evidence that this cannot be achieved on site, the council proposes to accept appropriate carbon offset financial contributions.	Policy in place upon adoption of new Local Plan	<p>Consult on draft policy as part of the Draft Local Plan.</p> <p>Publish draft policy as part of the Pre-Submission Local Plan.</p> <p>Policy included within adopted Local Plan.</p>	Neutral	Nil	
31.2	Provide guidance to support major residential development to achieve carbon neutrality	A Supplementary Planning Document (SPD) will support the new Local Plan by providing additional detail on how development of all types is expected to demonstrate the achievement of the policy requirements, including carbon neutrality. The SPD will itself be subject to consultation and formally adopted. Adoption can only follow the adoption of the new Local Plan.	Guidance in place upon adoption of new Supplementary Planning Document	<p>Consult on draft Supplementary Planning Document.</p> <p>Adopt Supplementary Planning Document.</p>	Neutral	Nil	
T32	Target 32. From 2022, major non-residential development to be designed and built to achieve the BREEAM excellent standard					Neutral	
32.1	Require major non-residential development to achieve BREEAM excellent standard	BREEAM is an internationally recognised certification scheme. It provides a holistic set of criteria to support the delivery of energy efficient developments, which are resilient to the impacts, and mitigate the effects, of climate change. Development proposals will be expected to demonstrate how they have met this standard (or future equivalent) as a minimum.	Policy in place upon adoption of new Local Plan	<p>Consult on draft policy as part of the Draft Local Plan (complete).</p> <p>Publish draft policy as part of the Pre-Submission Local Plan.</p> <p>Policy included within adopted Local Plan.</p>	Neutral	Nil	

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
32.2	Provide guidance to support major non-residential development to achieve carbon neutrality	A Supplementary Planning Document (SPD) will support the new Local Plan by providing additional detail on how development of all types is expected to demonstrate the achievement of the policy requirements. The SPD will itself be subject to consultation and formally adopted. Adoption can only follow the adoption of the new Local Plan.	Guidance in place upon adoption of new Supplementary Planning Document	Consult on draft Supplementary Planning Document. Adopt Supplementary Planning Document.	Neutral	Nil
T33	Target 33. Establish a spatial strategy and design framework which promotes active and sustainable travel, sustainable design and construction and enables biodiversity gain				Neutral	
33.1	Minimise unnecessary travel from new development, better house design for working from home and better integrated IT capability	The new Local Plan will establish a spatial strategy which secures a pattern of development which allows for more people to live and work where journeys can be undertaken by walking, cycling and public transport. Buildings, services and infrastructure need to be able to respond to new working patterns and needs.	Policy in place upon adoption of new Local Plan	Consult on draft policy as part of the Draft Local Plan (complete). Publish draft policy as part of the Pre-Submission Local Plan. Policy included within adopted Local Plan.	Neutral	Nil
33.2	Require development, including the public realm, to be accessible to all and prioritise walking, cycling and other sustainable modes of transport	Development will be expected to include measures to make walking and cycling the mode of choice for shorter journeys, both within and through the site, including links to facilities, services, bus stops and train stations. They will be designed so that they are easily navigable for people of all ages and physical ability.	Policy in place upon adoption of new Local Plan	Consult on draft policy as part of the Draft Local Plan (complete). Publish draft policy as part of the Pre-Submission Local Plan. Policy included within adopted Local Plan.	Neutral	Nil
33.3	Require allocations for major development to secure smart and sustainable approaches that champion climate change resilience and adaptation	Buildings, services and infrastructure need to be able to respond to the impacts of climate change. Part of this ability relates to ensuring that new development is designed to adapt to more intense rainfall, the possibility of flooding, plus heat waves and droughts. The design of developments, including the use of materials, therefore need to carefully consider matters such as shading, insulation and ventilation, surface	Policy in place upon adoption of new Local Plan	Consult on draft policy as part of the Draft Local Plan (complete). Publish draft policy as part of the Pre-Submission Local Plan. Policy included within adopted Local Plan.	Neutral	Nil

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
		water runoff and storage and the use of appropriate tree and other planting.				
33.4	Provide positive policy framework for retrofitting existing buildings	Existing domestic buildings contribute around 34% of carbon dioxide emissions from within Wokingham Borough, whilst existing non-domestic buildings contribute around 20%. A permissive policy approach to retrofitting the existing building stock with measures that enhance sustainability and energy efficiency will assist in reducing emissions.	Policy in place upon adoption of new Local Plan	Consult on draft policy as part of the Draft Local Plan (complete). Publish draft policy as part of the Pre-Submission Local Plan. Policy included within adopted Local Plan.	Neutral	Nil
T34	Target 34. Support low carbon and renewable energy generation				Neutral	Nil
34.1	Provide positive policy supporting low carbon and renewable energy generation	Due to the benefits which low carbon and renewable energy generation bring to tackling climate change, development proposals for these will be supported unless there are unacceptable impacts that outweigh the benefits.	Policy in place upon adoption of the new Local Plan. An increase of renewable energy generation projects being developed across the Borough by local businesses and community energy groups.	Consult on draft policy as part of the Draft Local Plan (complete). Publish draft policy as part of the Pre-Submission Local Plan. Policy included within adopted Local Plan.	Neutral	Nil
T35	Target 35. From 2022, all new residential and non-residential buildings to be designed and built to be EV ready					
35.1	Ensure new developments make adequate provision for EV	Electric and hybrid vehicle ownership is increasing, and likely to become more prevalent. Lack of charging infrastructure is a principal barrier to increased use of low-emissions vehicles. Therefore, all new developments will be expected to design in electric vehicle charging facilities from the outset.	Policy in place upon adoption of new Local Plan	Consult on draft policy as part of the Draft Local Plan (complete). Publish draft policy as part of the Pre-Submission Local Plan. Policy included within adopted Local Plan.	Neutral	Nil

Procurement

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
T36	Target 36. By 2022, achieve sustainable procurement practice throughout the council as part of Corporate Procurement Strategy				Neutral	Nil
36.1	Include a drafted approach to sustainable procurement within review of Procurement Strategy	Goods contracts will consider whole-life costing including disposal. Service and works contracts will include carbon neutrality or reduction measures either directly or indirectly by their design.	Procuring in line with business needs and climate emergency targets	Procurement to draft update to procurement strategy	Neutral	Nil
				Procurement to seek consultation of strategy with SLT	Neutral	Nil
				Procurement achieve sign off of strategy	Neutral	Nil
				Procurement and CEM implementation and communication of strategy	Neutral	Nil
36.2	Develop a sustainable procurement culture and associated skills for green procurement	Design of an e-learning module training people in green procurement techniques	All staff members who procure will have completed training	Procurement complete E-learning design	Neutral	Nil
				All staff in council who procure to complete training	Neutral	Nil
97 36.3	Assess suppliers on sustainable procurement standards	Evaluation of all suppliers to promote sustainability proportionate to contract and financial constraints	Use of the Standard SQ / inclusion of a pass/fail phase in all contract evaluations	All buyers/commissioners in the council to impose carbon targets on our suppliers including reporting back of carbon production	Neutral	Nil
				All buyers/commissioners taking embedded carbon into account when purchasing goods and services	Neutral	Nil
				Performance Team to name the top 20 carbon producers from our suppliers	Neutral	Nil
36.4	Implementation of sustainable procurement KPIs amongst suppliers	Contracts have sustainability KPIs included where suitable to contracts scope	All contracts with sustainability KPIs will be performing within the 'green' threshold (or equivalent) for these KPIs	All buyers/commissioners embed carbon KPI targets into all suitable council contracts	Neutral	Nil
36.5	Informed suppliers of the councils sustainable procurement requirements	Consult local and national business during the development of council's sustainable procurement policy. Provide clear and detailed instructions to suppliers on the council's sustainability requirements	Reduce carbon through agreed more sustainable procurement contracts.	CEM and procurement / place commissioning / community, insight and change complete business consultation event	Neutral	Nil
T37	Target 37. By 2023, the council will consider social value, including carbon neutrality, in all its procurement cycles				Neutral	Nil
37.1	Introducing a culture of carbon neutrality in all council procurement activities	For environmental social value, include carbon impact into the council's principal business activities: <ul style="list-style-type: none"> Business Needs Analysis and Case Approval. 	Social Value will be considered at all appropriate stages of the procurement cycle relevant to project's scope, risk and value	All buyers/commissioners ensure that the corporate strategy themes of carbon neutrality is embedded in each procurement cycle	Neutral	Nil

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO _{2e}	Project Cost
		<ul style="list-style-type: none"> Contract and Specification Design. Bid Submission Evaluations. Contract and Supplier Management. 				
37.2	Adopt a WBC Social Value Policy	Generation of a WBC Social Value policy	Policy links to corporate procurement strategy	Place commissioning / community, insight and change draft social value policy	Neutral	Nil
				Place commissioning / community, insight and change (with CEM) complete consultation of policy with businesses	Neutral	Nil
				Place commissioning / community, insight and change complete consultation of policy with SLT	Neutral	Nil
				Place commissioning / community, insight and change implement communication of policy via CEM	Neutral	Nil
37.3	Engage with businesses to successfully guarantee a transition to the new requirements	Consultation and market event with external stakeholders	Business will be informed in how to successfully meet our requirements; Investigate opportunities from big businesses to train SME and VCSE in bid writing / social value etc.	As 37.2 Milestone 2	Neutral	Nil
37.4	Promote local skills and employment	Where appropriate, locally-based suppliers will be used for all direct award and quotation processes	Increased local usage of SMEs and tradespeople/businesses to reduce carbon impact from logistics and travel where compliant	All buyers / commissioners to impose SME/local supply targets on suppliers including reporting back of SME/local supplier subcontracting and carbon reduction	Neutral	Nil
		Improve Skills for low carbon transition	Support a just transition for workers by supporting those in traditional 'high carbon industries to retrain	Performance Team name the top 20 suppliers supporting scheme		

Engagement and Behavioural Change

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
38	Target 38. Raise awareness in the community about the climate emergency agenda					
38.1	Actively communicate the progress of the climate emergency initiatives delivered borough-wide	Raise awareness of the issues of climate emergency amongst residents and local businesses. Continually promote achievements of the climate emergency agenda to maintain engagement levels and increase awareness.	Deliver a sustained campaign to support the delivery of the Climate Emergency Action Plan and ensure ongoing engagement.	Adopt easily communicable and understandable messages with a strong ongoing campaign to raise awareness.	TBC	Nil
38.2	Provide and share information with residents on how to reduce their carbon emissions. Inform on economic incentives 'Green Bank' that will support the adoption of carbon neutral technologies.	Develop a sustained campaign to provide information, advice, and signposting to promote behavioural change amongst residents and local businesses. Engage residents and local businesses with opportunities to improve energy performance of homes and buildings, reduce carbon emissions from transport, adopt new behaviours.	This campaign will have a direct impact on residents' engagement with council initiatives such as the Green Bank funding for retrofitting homes, installing solar PV to generate electricity, switching to more sustainable modes of transport such as walking, cycling, public transport, Liftshare or replacing their vehicles with electric.	Residents and local businesses are more aware of energy efficiency and decarbonisation practices	TBC	Nil
38.3	Support behavioural change programs at schools	Develop a sustained campaign to provide information, advice, and signposting to promote behavioural change amongst schoolchildren and staff. This includes training on how to manage equipment efficiently, benefits of eating more plant based foods and fewer animal proteins, minimising food lost and wastage, looking after trees and the natural environment.	Schoolchildren and staff will be better informed on how to use energy more sustainably and apply best practices.	Align engagement campaigns to the climate emergency program designed for schools and deliver engagement campaigns to inspire children and school staff to adopt new behaviours.	TBC	Nil
38.4	Support changes in work practices and behavioural change amongst council staff	Provide information, advice, signposting to promote behavioural change amongst council employees (e.g. active and sustainable travel, increased plant based food)	WBC staff better informed on how to use energy more sustainably and best practices.	Deliver a sustained campaign to inspire people to reduce energy consumption and provide energy advice for the home, helping tenants switch energy supplier.	TBC	Nil
38.5	Support changes in work practices and behavioural change amongst local businesses	Provide information, advice, signposting to promote new behaviours amongst local businesses (e.g. remote working, retrofitting buildings, solar PV installation)		Deliver energy campaigns to inspire council staff to reduce energy consumption.	TBC	Nil

REF	Action	Description	Outcome	Milestone	Carbon Savings tCO ₂ e	Project Cost
		Promote working from home practices to reduce the amount of staff at corporate sites	More efficient use of corporate sites	Assessment of unintended consequences from the national lockdown (COVID-19) and the effects to energy consumption and site occupancy of corporate sites.		Nil

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Appendix 1. Data Sources

Table 5: Summary GHG inventory table Breakdown of building emissions, tCO₂e as split by SCATTER

SUB-SECTOR	DIRECT tCO ₂ e	INDIRECT tCO ₂ e
Residential buildings	183,166.06	99,577.44
Commercial buildings & facilities	13,027.75	14,354.91
Institutional buildings & facilities	23,252.87	72,538.35
Industrial buildings & facilities	16,254.81	42,049.14
Agriculture	2,629.53	0.38
Fugitive emissions	-	n/a
On-road	314,677.83	IE
Rail	12,728.94	IE
Waterborne navigation	-	NO
Aviation	NO	IE
Off-road	3,146.78	IE
Solid waste disposal	7,158.52	n/a
Biological treatment	-	n/a
Incineration and open burning	-	n/a
Wastewater	10,257.00	n/a
Industrial process	9,256.61	n/a
Industrial product use	0.00	n/a
Livestock	6,588.01	n/a
Land use	27,008.36	n/a
Other AFOLU	-	n/a
Electricity-only generation	NO	n/a
CHP generation	133.83	n/a
Heat/cold generation	NO	n/a
Local renewable generation	1.95	n/a

Notation keys:

NO - Not Occurring IE - Integrated Elsewhere NE - Not Estimated

Table 6: Summary GHG inventory table Breakdown of building emissions, tCO₂e as split by SCATTER

Wokingham Carbon footprint 580 KtCO ₂ e	KtCO ₂ e
Industry and Commercial Electricity	93.71
Industry and Commercial Gas	39.75
Large Industrial Installations	0.01
Industrial and Commercial Other Fuels	17.30
Agriculture	3.92
Domestic Electricity	71.47
Domestic Gas	177.23
Domestic 'Other Fuels'	10.17
Road Transport (A roads)	85.51
Road Transport (Minor roads)	88.73
Transport Other	8.30
LULUCF Net Emissions	-15.19

Notes:

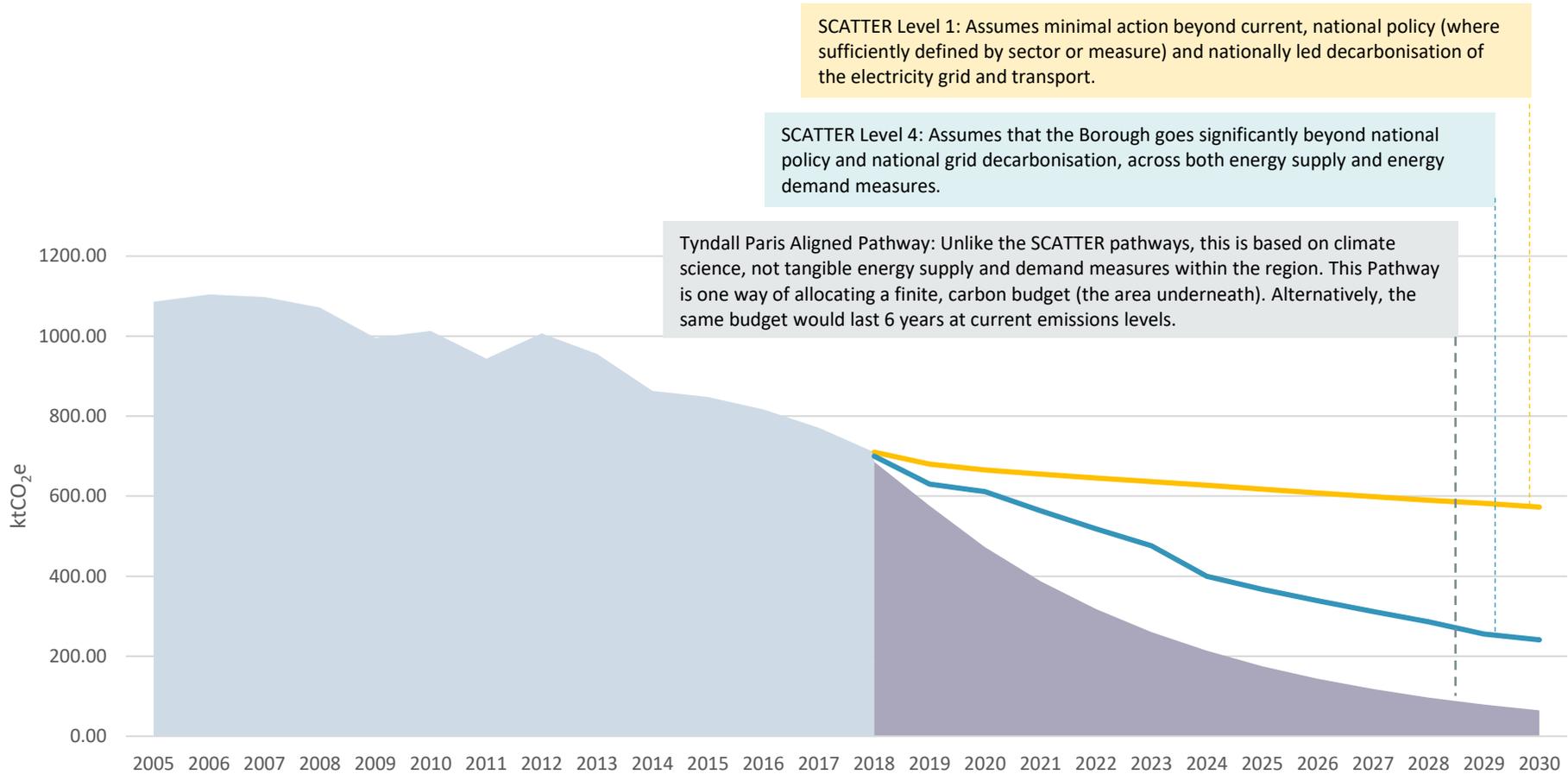
- BEIS data (right-hand table) and SCATTER data are compiled using different methodologies. The SCATTER model (Setting City Area Targets and Trajectories for Emissions Reductions) operates on 2016 data. BEIS data is from 2017. See page 52 for further notes on why the data differs between SCATTER & BEIS.

Future pathways – Scenarios from SCATTER and Tyndall Centre

Figure 1. Wokingham Borough Carbon Budget and Pathways for 2030 – **This data was used for analysis only**



102



Local Authority emissions & energy consumption data is published 2 years in arrears. SCATTER Tool operates from 2015 Base year, with adjustments made using 2016 & 2017 BEIS Local Authority Emissions data. Tyndall budget assumes 6 years at current levels from 2020².

² Mitigation pathways compatible with 1.5°C in the context of sustainable development

Data Sources. Frequent Ask Questions

What do the different emissions categories mean within the SCATTER Inventory?

Direct = GHG emissions from sources located within the Local Authority Boundary (also referred to as Scope 1). For example petrol, diesel or natural gas.

Indirect = GHG emissions occurring as a consequence of the use of grid-supplied electricity, heat, steam and/or cooling within the city boundary (also referred to as Scope 2).

103 Other = All other GHG emissions that occur outside the city boundary as a result of activities taking place within the city boundary (also referred to as Scope 3). This category is not complete and only shows sub-categories required for CDP / Global Covenant of Mayors reporting. Other Scope 3 emissions are however explored within Sections 2 and 3.

The BEIS Local Emissions Summary does not differentiate between direct/indirect/other (or the various 'scopes')

What do the different sectors and subsectors represent within the SCATTER Inventory?

- The Direct Emissions Summary and Subsector categories are aligned to the World Resource Institute's Global Protocol for Community-Scale Greenhouse Gas Emission Inventories ("GPC"), as accepted by CDP and the Global Covenant of Mayors.
- The BEIS Local Emissions Summary represents Local Authority level data published annually by the Department for Business Energy & Industrial Strategy (BEIS).
- Stationary energy includes emissions associated with industrial buildings and facilities (e.g. gas & electricity).
- IPPU specifically relates to emissions that arise from production of products within the following industries: Iron and steel, Non-ferrous metals, Mineral products, Chemicals. These are derived from DUKES data (1.1-1.3 & 5.1).
- Waterborne Navigation and Aviation relate to trips that occur within the region. The figures are derived based on national data (Civil Aviation Authority & Department for Transport) and scaled to the City of Oxford region.

Why does the BEIS summary differ from the SCATTER summary?

- The BEIS summary represents CO₂ only; SCATTER also includes emissions factors for other greenhouse gases such as Nitrous Oxide (N₂O) and Methane (CH₄). These are reported as a CO₂ 'equivalents (e)'.
 - The BEIS summary does not provide scope split; SCATTER reports emissions by scope 1, 2, and 3 (i.e. direct, indirect or other categories).
 - The BEIS summary categories are not directly consistent or mapped to the BEIS LA fuel data which is available as a separate data set. SCATTER uses published fuel data and applies current-year emissions factors, whereas the BEIS data calculations scale down national emissions in each transport area. Specifically with regard to road transport, BEIS data splits total emissions across road type; SCATTER uses fuel consumption for on-road transport per LA.
 - Different treatment of 'rural' emissions i.e. Agriculture, Forestry and Other Land Use (AFOLU) and Land Use, Land Use Change & Forestry (LULUCF) categories are derived from different underlying data sets and have been explored further within section 3 of this report.

Appendix 2. Glossary

Term	Definition
Carbon Baseline	The year against which target decreases in emissions are measured. ³
Carbon dioxide (CO₂)	Carbon dioxide is a gas in the Earth's atmosphere. It occurs naturally and is also a by-product of human activities such as burning fossil fuels. It is the principal greenhouse gas produced by human activity.
Carbon Budget	A tolerable quantity of greenhouse gas emissions that can be emitted in total over a specified time. The budget needs to be in line with what is scientifically required to keep global warming and thus climate change "tolerable."
Carbon dioxide equivalent (CO₂e)	Six greenhouse gases are limited by the Kyoto Protocol and each has a different global warming potential. The overall warming effect of this cocktail of gases is often expressed in terms of carbon dioxide equivalent - the amount of CO ₂ that would cause the same amount of warming. For consistency in this climate emergency action plan, the figures on carbon dioxide emissions have been presented in tonnes tCO₂e
Carbon footprint	The amount of carbon emitted by an individual, organisation, geographical area or during the manufacture of a product in a given period of time.
Carbon neutral	A process where there is no net release of CO ₂ . For example, growing biomass takes CO ₂ out of the atmosphere, while burning it releases the gas again. The process would be carbon neutral if the amount taken out and the amount released were identical. A company or country can also achieve carbon neutrality by means of carbon offsetting in limiting quantities not all together.
Carbon offsetting	A way of compensating for emissions of CO ₂ by participating in, or funding, efforts to take CO ₂ out of the atmosphere. Offsetting often

	involves paying another party, somewhere else, to save emissions equivalent to those produced by your activity.
Carbon Sequestration	The process of storing carbon dioxide. This can happen naturally, as growing trees and plants turn CO ₂ into biomass (wood, leaves, and so on). It can also refer to the capture and storage of CO ₂ produced by industry.
Climate Change	A pattern of change affecting global or regional climate, as measured by yardsticks such as average temperature and rainfall, or an alteration in frequency of extreme weather conditions. This variation may be caused by both natural processes and human activity. Global warming is one aspect of climate change.
Climate Change Act (2008)	At the core of the Act is the 2050 target to reduce UK greenhouse gas emissions by at least 80% relative to 1990, and the system of carbon budgets that provide five-year stepping stones to the 2050 target ⁴ . In 2019 this target was altered to achieve net zero emissions by 2050 ⁵ .
Climate Emergency	A situation in which urgent action is required to reduce or halt climate change and avoid potentially irreversible environmental damage resulting from it. ⁶
Climate Emergency Declaration	The recognition of the urgency of the Climate Emergency by organisations, businesses or government at any level, often resulting in setting a target date to become carbon neutral.
The Committee on Climate Change (CCC)	An independent, statutory body established under the Climate Change Act 2008 whose purpose is to advise the UK and devolved governments on emissions targets and to report to Parliament on progress made in reducing greenhouse gas emissions and preparing for and adapting to the impacts of climate change. ⁷
Decarbonise	To replace fossil fuels as fuel source with a fuel that is less harmful to the environment such as solar power. See Renewable energy.
Emission Trading Scheme (ETS)	A scheme set up to allow the trading of emissions permits between business and/or countries as part of a cap and trade approach to limiting greenhouse gas emissions by businesses or countries buying or selling

³ <https://www.bbc.co.uk/news/science-environment-11833685>

⁴ <https://www.theccc.org.uk/2014/03/04/the-climate-change-act-a-retrospective/>

⁵ <https://commonslibrary.parliament.uk/insights/acting-on-climate-change-the-plan-for-net-zero-emissions-in-the-uk/#:~:text=Net%20zero%20is%20a%20statutory,emissions%20by%2080%25%20by%202050.>

⁶ <https://www.oxfordlearnersdictionaries.com/>

⁷ <https://www.theccc.org.uk/about/>

	allowances to emit greenhouse gases via an exchange. The volume of allowances issued adds up to the limit, or cap, imposed by the authorities. The best-developed example is the EU's trading system, launched in 2005.
Fossil fuels	Natural resources, such as coal, oil and natural gas, containing hydrocarbons. These fuels are formed in the Earth over millions of years and produce carbon dioxide when burnt.
Global warming	The steady rise in global average temperature in recent decades, which experts believe is largely caused by man-made greenhouse gas emissions. The long-term trend continues upwards, even though the warmest year on record, according to the UK's Met Office, is 1998.
Grandfathering	A form of carbon budgeting which allocates a higher carbon budget to those organisations or regions, which emit at a higher levels. In other words, high emitting areas will be allowed to emit at higher levels than those with lower existing emissions.
Greenhouse gases (GHGs)	Natural and industrial gases that trap heat from the Earth and warm the surface. The Paris Agreement, following The Kyoto Protocol restricts emissions of six greenhouse gases: natural (carbon dioxide, nitrous oxide, and methane) and industrial (perfluorocarbons, hydrofluorocarbons, and sulphur hexafluoride).
The Intergovernmental Panel on Climate Change (IPCC)	A scientific body established by the United Nations Environment Programme and the World Meteorological Organization. It reviews and assesses the most recent scientific, technical, and socio-economic work relevant to climate change, but does not carry out its own research. The IPCC was honoured with the 2007 Nobel Peace Prize.
Kyoto Protocol	A protocol attached to the UN Framework Convention on Climate Change, which sets legally binding commitments on greenhouse gas emissions. Industrialised countries agreed to reduce their combined emissions to 5.2% below 1990 levels during the five-year period 2008-2012. It was agreed by governments at a 1997 UN conference in Kyoto, Japan, but did not legally come into force until 2005. A different set of countries agreed a second commitment period in 2013 that will run until 2020.

Land Use, Land-Use Change, and Forestry (LULUCF)	Activities in this category provide a method of offsetting emissions, either by increasing the removal of greenhouse gases from the atmosphere (i.e. by planting trees or managing forests), or by reducing emissions (i.e. by curbing deforestation and the associated burning of wood).
Mitigation	Action that will reduce man-made climate change. This includes action to reduce greenhouse gas emissions or absorb greenhouse gases from the atmosphere.
Net zero carbon	A target to achieving net zero carbon dioxide emissions by balancing carbon emissions with carbon offsets and/or eliminating carbon emissions altogether.
Paris Agreement (2015)	The Agreement's central aim is to strengthen the global response to the threat of climate change by 21 countries agreeing to keep the global temperature rise this century well below 2 degrees Celsius above pre-industrial levels and to pursue efforts to limit the temperature increase even further to 1.5 degrees Celsius ⁸ .
Per-capita emissions	The total amount of greenhouse gas emitted by a country per unit of population.
Renewable energy	Energy created from sources that can be replenished in a short period of time. The five renewable sources used most often are: biomass (such as wood and biogas), the movement of water, geothermal (heat from within the earth), wind, and solar.
SCATTER	Standing for Setting City Area Targets and Trajectories for Emissions Reductions, SCATTER is a local authority focussed emissions tool, built to help create low-carbon local authorities. SCATTER provides local authorities and city regions with the opportunity to standardise their greenhouse gas reporting and align to international frameworks, including the setting of targets in line with the Paris Climate Agreement.
Tyndall Centre	A partnership of universities bringing together researchers from the social and natural sciences and engineering to develop sustainable responses to climate change, working with leaders from the public and private sectors to promote informed decisions on mitigating and adapting to climate change ⁹ .

⁸ <https://unfccc.int/process-and-meetings/the-paris-agreement/what-is-the-paris-agreement>

⁹ <https://tyndall.ac.uk/about>

The United Nations Framework Convention on Climate Change (UNFCCC)	One of a series of international agreements on global environmental issues adopted at the 1992 Earth Summit in Rio de Janeiro. The UNFCCC aims to prevent "dangerous" human interference with the climate system. It entered into force on 21 March 1994 and has been ratified by 192 countries.
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Working Document

Appendix 3. Climate Emergency Action Plan – Carbon Assessment Methodology and Assumptions

Transport

Target 1. - Deliver a greenway network of over 37 Km across the Borough by 2030 with the ambition to deliver 60 Km by 2036

Action 1.2 - Deliver a comprehensive and connective network of greenway routes to encourage active and sustainable transport modes

- On average, people in the UK cycle 3.3 miles per trip cycled.¹
- One fifth of the UK's population are thought to cycle at least once a month.¹
- On average this 20% of the population (33,000 of Wokingham Borough's populations) cycle 17 trips a year. The table below shows the breakdown of purpose of these 17 trips.²
- Assuming a 2% increase in those cycling once a month or more from the resulting improved greenways network (660 people) the carbon calculations can be seen below assuming there has been a switch from driving to cycling.
- The 11 trips made for utility (not for leisure in grey) were each assumed to be the nationally average cycled mileage of 3.3 miles.
- This figure was then multiplied by the carbon emissions per mile of average petrol car (0.29103x3.3) accounting for 0.960399 KgCO_{2e}.²
- This figure was then multiplied by a 1% (330) and a 2% (660) increase in residents cycling in the borough due to the planned green ways network to result in 3.5tCO_{2e} and 7tCO_{2e} saved per year respectively. This would occur at the completion of the network in 2036.
- By 2030 we are expecting 62% completion of the total 60km of greenways. Therefore we will expect to be saving 62% of the 7 tCO_{2e} expected in 2036. **This equate to 4.34 tCO_{2e} savings annually.** Please note that by 2030 these savings could be significantly lower due to lower emissions from vehicles and from the national grid.

Trips taken per person per year

Purpose	Bicycle
Commuting	6
Business	1
Education / escort education	1
Shopping	2
Other escort	-
Personal business	1
Leisure ⁵	6
Other including just walk	0
All purposes	17

¹ Cycling UK Cycle Statistics

² Department for Transport National Travel Survey (2018)

Target 2 - Double public transport use by 2030 from 2019 baseline

Double Bus Usage

- There were 2,800,000 bus passengers recorded for 2019 in Wokingham. The kilometres travel on local bus services accounted for 2,200,000 km/year. The average km per passenger per year is 0.79 km.
- Buses emit 103.0 gCO₂ per passenger per km, multiplying this by the average km per passenger per year calculated 0.79km equates to 81 gCO₂ emissions per passenger per year.
- The average petrol car emits 180.8 gCO₂ per km. multiplying this by the average km per bus passenger per year calculated to 0.79km equates to 142.9 gCO₂ emissions per passenger per year.
- We are assuming residents are replacing a car journey with a bus journey. Increasing the number of bus passengers will reduce the number of residents using vehicles to do the same journeys. Therefore, the new 2,800,000 bus passengers will have reduce their carbons emissions from a private vehicle (2,800,000 x 142.9 gCO₂), this equates to 400.01tCO₂ per year.
- Multiplying the emissions per bus passenger per year (81 gCO₂) by the number of bus passengers recorded for 2019 (2,800,000) equates to 226.8 tCO₂ per year.
- Assuming the increase on demand on bus services is 20%, this will increase the kilometres travel on local bus services accounted to 2,640,000 km/year. Consequently, for 2030, the carbon emissions by bus passenger per year (5,600,000 x 2,640,000) will account for 272.2 tCO₂.
- The carbon savings for increasing doubling bus usage by 2030 will result in **400.01 tCO₂** per year.

Double Train Usage

- Currently 18% of Wokingham Borough residents use the train once a week. This amounts to 29,700. A 100% increase, would therefore be 59,400 residents.
- We are assuming residents are replacing a car journey with a train journey once a week. The average distance driven in a car journey is 8.2miles (or 13.2km) according to Government statistics.
- An averaged sized petrol car emits 2.4kgCO₂ in one journey (8.2 x 0.29103). Multiply this by the number of residents calculate to 142.5tCO₂ avoided per week (2.4 x 59,400).
- Multiplying this by 52 weeks equates to the annual emissions from this car travel (142.5 x 52) **7,413 tCO₂**.
- Next the emissions from the train travel were taken away from the potential car travel emissions.
- National rail trains emit 0.04kgCO₂ per passenger per km. For the purposes of this calculation an assumption has been made that the train journey would be the same distance as average journey driven, although in reality this is unlikely. (0.04 x 13.2km) This gives the sum of 0.54kgCO₂ per passenger.
- This figure has then been multiplied by the number of residents involved in the 100% target increase which equate to 32.07 tCO₂ ((0.54 x 59,400)/1000).
- This was then multiplied by 52 to give annual emissions of 1,667.9 tCO₂ (1.6 x 52).

- Finally this figure was taken away from potential driving emissions to give potential annual carbon emission savings of 5,745.1 tCO₂ (7,413 – 1667.9).
- Emissions from national rail are out of scope when considering the borough's carbon footprint. So potential carbon savings are the initial figure of **7,413 tCO₂ per year**.
- These calculations assumes all the car journeys are undertaken within the borough.

The total savings in carbon emissions from doubling public transport use by 2030 will account to **7,813.13 tCO₂e** (400.01+7,413).

Action 2.7 Part A - Deliver the Winnersh Triangle Parkway parking projects. This will increase the amount of parking capacity at Winnersh parkway station to achieve a 10% increase in the number of Wokingham Borough residents who use a train from Winnersh station at least once a week by March 2026.

- Currently 513,392 of Wokingham Borough residents use the station at Winnersh per year. This amounts to 9,873 people per week. A 10% increase, would therefore be a further 988 residents.
- We are assuming residents are replacing a car journey with a train journey. The average distance driven in a car journey is 8.2miles (or 13.2km) according to Government statistics.
- An averaged sized petrol are emits 2.4 kgCO₂e in one journey. Multiply this by the number of residents calculate to 2.4 tCO₂e avoided per week (2.4 x 988).
- Multiplying this by 52 equates to the annual emissions from this car travel (2.4x52) **122.5 tCO₂**.
- Next the emissions from the train travel were taken away from the potential car travel emissions.
- National rail trains emit 0.04kgCO₂e per passenger per km. For the purposes of this calculation an assumption has been made that the train journey would be the same distance as average journey driven, although in reality this is unlikely. (0.04 x 13.2km) This gives the sum of 0.54kgCO₂e per passenger.
- This figure has then been multiplied by the number of residents involved in the 10% target increase which equate to 0.53 tCO₂e ((0.54 x 988)/1000).
- This was then multiplied by 52 to give annual emissions of 27.6 tCO₂e (1.6 x 52).
- Finally this figure was taken away from potential driving emissions to give potential annual carbon emission savings of 94.9 tCO₂e (122.52 – 27.63).
- Emissions from national rail are out of scope when considering the borough's carbon footprint. So potential carbon savings are the initial figure of **122.5 tCO₂e per year**.
- These calculations assumes all the car journeys are undertaken within the borough.

Action 2.7 Part B - Deliver transport infrastructure enhancement in Coppid Beach, includes the creation of more parking spaces to achieve a 10% increase in the number of Wokingham Borough residents who use a park & ride at least once a week by March 2026.

- Coppid Beech Park & Ride (P&R) will run users out to Wokingham and Bracknell both an average of 2 miles (or 3.2km) journey.
- An average size petrol car will emit 0.29103KgCO₂ per mile.
- In 2019 8% of Wokingham Borough's residents used P&R at least once a week, this is 13,200 people (165,000 current total population).
- The targeted 10% increase of this is a further 1320 people using park and ride at least once a week.
- This is 135280 miles saved a year ((1320 x 2 miles)x 52 weeks), which would have emitted 40tCO₂e annually ((0.29103 x 135380)/1000).
- There are of course still emissions associated with the bus journey itself. An average local bus emits 0.33KgCO₂e on this journey (0.10391*3.2km).
- Based on the bus timetable for the Winnersh Triangle P&R were buses go on average 4 times an hour 6 days a week for 12 hours a day equating to 568 bus journeys running to and from the P&R emitting 9.8tCO₂e a year.
- Subtracting this figure from the earlier 40tCO₂e emission saving from shorter car journeys leaves us with an **annual saving of 30.1tCO₂e** from the creation of the Coppid Beech P&R by 2026 to be sustained into 2030.

Target 3 (Demand) - 20% reduction in total distance travelled in private vehicles per individual per year by 2030

- This targets aims to reduce demand by encouraging working from home, sharing journeys to work and to local amenities, and reducing the level of freight through better management of the network. National figures are used, as there are no local figures relating to journey length for business, local trips or freight within the borough.
- The average miles travelled by car in the South East region and Rural-Urban Classification for 2017/2018 were 5,101 for rural Town and Fringe.
- There are 66,100 petrol cars registered in Wokingham as of December 2019. The average miles per year driven for these vehicles is approximately 337,148,028.4 (66,100 x 5,101). A reduction in total distance travel by 20% results in 269,718,422.75 miles per year driven.
- The average petrol car emits 0.29103 kgCO₂e per mile. Therefore, the carbon emissions for the 66,100 vehicles in the Borough will account for 98,120.19 tCO₂e (66,100 x 0.29103/1000)
- The carbon emissions for 269,718,422.75miles per year driven are 78,496.15 tCO₂e
- A 20% reduction in total distance travel will result in **19,624.04 tCO₂e** savings (98,120.19 tCO₂e-78,496.15 tCO₂e).

Action 3.1 - Engage businesses to promote homeworking and remote working when possible to achieve 30% reductions of CO₂ emissions travelled from employees of local businesses by 2022

- There are a total of 60,800 Wokingham Borough residents employed in the following roles which are office based and therefore could sustain remote working behaviours which have been enforced through the COVID-19 lockdown measures in 2020.

	Wokingham (Numbers)
Managers, Directors And Senior Officials	12,600
Professional Occupations	27,100
Associate Professional & Technical	14,100
Administrative & Secretarial	7,000
Total	60,800

- Assuming 30% (18,240 people) of the office-based workforce can maintain remote working or active travel to and from work this could lead to huge annual reductions in local car travel and associated emissions.
- In England in 2018, the average person travelled 788 miles per year for commuting purposes by driving a car or van. 14.4 million miles are therefore travelled each year by 30% of this sector of the workforce (788 x 18,240).
- Multiplying this mileage by 0.29103KgCO₂ of emissions per mile by an average petrol car ((0.29103 x 14.4)/1,000) means that **4,200 tCO₂e could be saved annually** if sustained.

Action 3.2 - Promote the Liftshare scheme through My Journey to support business develop bespoke travel policies

- The target is to achieve a 10% reduction in the number of single occupancy car trips to and from businesses within the borough by March 2025 by implementing a lift share scheme.
- The average miles travelled by car in the South East region and Rural-Urban Classification for 2017/2018 were 5,101 for rural Town and Fringe.
- There are 66,100 petrol cars registered in Wokingham as of December 2019. The average miles per year driven for these vehicles is approximately 337,148,028.4 (66,100*5,101).
- The average petrol car emits 0.29103 kgCO₂e per mile. Therefore, the carbon emissions for the 66.100 vehicles in the Borough will account for 98,120.19 tCO₂e (66,100*0.29103/1000)
- A 10% reduction in total distance travel will result in **9,812.02 tCO₂e** carbon savings (98,120.19*0.10).

Target 4 (Modal shift) - The use of all cars, vans and motorbikes as a mode of transport decreases from 74% (current national/borough average) total miles to 56% in 2030

- There are 112,100 vehicles registered in the Borough that fall into the targeted section for cars, vans and motorbikes.
- The average miles travelled by these vehicles in the South East region for Rural-Urban Classification (Rural Town and Fringe) for 2017/2018 were 359,298,046 miles per year as described in the table below. These produced an estimate of 6,427,030 tCO₂e per year.

- Assuming that the council target is to achieve a further 18% reduction from the current national average of 74%, the carbon savings will result on **18,755.98 tCO₂e**

	Car / van driver	Car / van passenger	Motorcycle	Total
Average miles total	5,101	2,658	23	7,782
No vehicles	66,100	8,000	38,000	112,100
Total miles	337,148,028.44	21,264,891.99	885,125.55	359,298,046
28% miles reduction	60,686,645.12	3,827,680.56	159,322.60	64,673,648
CO₂ t	17,661.63	1,067.96	26.38	18,755.98

Action 4.1 - To provide more primary school children with the opportunity to develop practical skills and an understanding of how to cycle safely and achieve a 5% reduction in the number of children being driven to Wokingham Borough schools by March 2022.

- Currently there are 1737 trained in all level of bikeability at the boroughs primary schools³. A 5% increase would mean 87 more children will be trained to cycle to school.
- On average, children travel 1.6 miles to primary school⁴. Multiplying these figures together means 278 miles are travelled per day to and from school by these 87 children ((1.6 x 87)x 2).
- There are 190 days in an academic year meaning this small group of children will be travelling 52,805 miles per year (278 miles x 190 days). We are assuming these children will all transition from being driven to and from school to cycling to and from school.
- Finally we multiply this figure by the carbon emissions produced per mile driven in an average sized petrol car ((52,805 x 0.29103KgCO₂e)/1000) to find that **15.4tCO₂e emissions could be saved per academic year** from this 5% in cycling to and from primary school every day.

Action 4.2 - Encourage and support local schools to join Modeshift Awards scheme for active and sustainable travel to achieve a 10% reduction in the number of children being driven to school by March 2026.

- There are 21,757 children in the borough who attend a state primary or secondary school in the borough. 35.79% are driven to school equating to 7,786.8 pupils.
- A 10% reduction of those being driven is therefore 778.7 less pupils being driven to school.
- Children travel on average 3.2 miles a day to and from primary school in England. Multiplying this figure by the 10% reduction aimed for is 2491.8 miles travelled per day (778.7 x 3.2).

³ My Journey Monitoring Spreadsheet M62

⁴https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/476635/travel-to-school.pdf

- This is then multiplied by 190 to calculate annual mileage by this cohort 473439.3 miles per academic year (2491.8 x 190).
- Finally this figure is then multiplied by the emissions per mile produced from an average sized petrol car to show that **137.7tCO₂ emissions could be saved each year** ((473439.3 x 0.29103)/1000).

Action 4.3 - Roll out the Healthy School Streets programme to help achieve a 10% reduction in the number of children being driven to school by March 2026.

- See the calculations for Action 4.2 as this will help towards achieving these **137.7tCO₂e** a year.

Action 4.4 - Increase the uptake of cycling from local business by promoting the Love to Ride programme to reduce the CO₂ emissions from a driven commute by 10% by 2025.

- There are 85,900 economically active residents in Wokingham Borough. We assume they all currently commute to work.
- 63% of residents in Wokingham Borough usually drive to work equating to 54,117 residents.
- A 10% reduction and shift to active transport for work would be 5,411.7 people who usually drive to work.
- The average annual mileage for commuting is 788 miles. Multiply these figures together equates to 4,264,420 miles a year (5411.7 x 788).
- Multiplying this figure by the emissions per mile of an average petrol car shows that **1,240 tCO₂e** would be saved a year from this amount of people shifting their annual commute to zero emission modes ((4,264,420 x 0.29103)/1,000).

Action 4.5 - Develop the Local Cycling and Walking Infrastructure Plan (LCWIP) to be borough wide and implement 50% LCWIP by 2030 to increase cycle modal share by 4% and increase walking modal share by 5%

- Applying national modal share percentages⁵ to Wokingham Borough means that annual mileage driven, which is 337,148,028.44, accounts for 78% of the borough's total annual mileage. The total mileage in the borough by all modes is therefore 432,241,062.10 (337,148,028.44/0.78).

Cycling

- National Modal Share by distance travelled for cycling is 1%. This equates to 4322410.6 miles in Wokingham Borough.
- The target 4% increase would mean a further 17289642.5 miles being cycled rather than driven.
- Multiplying this figure by the emissions per mile of an average sized petrol car means up to **5031.8tCO₂ of emissions** could be saved annually ((17289642.5 x 0.29103)/1,000)

⁵https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/661933/tsqb-2017-report-summaries.pdf

Walking

- National modal share by distance travelled for walking is 3%. This equates to 10,114,441 miles a year in Wokingham Borough.
- An increase of 5% of modal share would be a further 16,857,401.4 miles a year walked instead of driven.
- This would mean **4,906tCO₂ could be saved annually.**

Action 4.6 - Deliver engagement and cycle training events across the Borough to achieve a 2% increase in the number of Wokingham Borough residents regularly walking and cycling for leisure and utility by March 2022 (excluding over 60s).

Cycle

- In 2019 it is thought that 38% of Wokingham Borough residents who cycle at least once a week. We have clarified this target by using only the working age population of the borough 103,000 as children and over 60s are covered in other targets. 38% of this figure is 39,140 residents cycling at least once a week (103000×0.38).
- A 2% increase will be 2,060 more residents cycling regularly.
- The average length of a cycle ride in the UK is 3.3 miles. Therefore weekly mileage from this 2,060 residents is 6,798 miles a week cycled (3.3×2060), assuming this is instead of driving.
- Multiplying this figure by the emissions per mile of an average petrol car and further multiplying this by 52 weeks in a year equates to annual emissions of these journeys if driven to be $((6798 \times 0.29103) \times 52) / 1000$

Walking

- 92% of Wokingham Borough residents walk at least once a week which is 94,760 people.
- A 2% increase is 2,060 residents, together these will total 94% of residents walking once a week or more.
- Annually, the average walking miles for people living in 'rural towns and fringe' regions is 184 miles or 3.5 miles per week.
- Therefore this 2% increase in residents walking will save 379,040 miles (184×2060) which would have otherwise been driven (assumption).
- These miles, if driven, would emit a total of **110.3 tCO₂ a year** ($(379040 \times 0.29103) / 1000$).

Action 4.7 - More residents over 60 riding bikes for travel to achieve a 3% reduction in car use by residents over 60.

- 39,468 residents who are 60 or over according to the mid-2019 population estimates. 3% of this cohort is 1,184.
- Assuming an average annual mileage driven is 5,101 miles. Total miles for this 3% is 6,039,788 a year.
- Emissions for this amount of mileage is **1,757.8tCO₂e** that would be saved through 3% of previously driving over 60s changing their main mode of transport to cycling ($(6039788 \times 0.29103) / 1000$).

Target 5. Leading by example: Reduce by 70% CO₂ emissions produced by council related travel by 2030

- A staff travel survey carried out in May 2019 to WBC staff, shown that 66% of the respondents usually travel to work, around 4 to 5 days a week, and 69% usually travel by car.
- 292 people answered the survey. There are approximately 1,000 people employed at WBC at various locations. For the purpose of these exercise we will apply these figures to the total of council staff, assuming that 66% (660) usually travel to work, 4 to 5 days a week, and of these 456 usually travel by car.
- The average annual commute in the UK is 788 miles. Together this means approximately 359,328 miles are driven to WBC workplaces annually
- These journeys cause the emission of 104.5 tCO₂e each year ((359,328 x 0.29103)/1000).
- Reducing this amount by 70% would save **73.2 tCO₂e** emissions annually (146.8 x 0.7).

Action 5.1 - Deliver a strategy to reduce grey fleet miles from work related trips by 30% and reduce the equivalent CO₂e emissions that would have been produced.

- Grey Fleet is a term used to describe the business miles travelled by an employee in their own vehicle. This 'fleet' of employee-owned cars is deemed 'grey' as the vehicles in use are in somewhat of a grey area of responsibility for the employer
- There are approximately 1,000 employed at WBC at various locations. Assuming 20% of employees drive grey fleet miles every day, this will account for 157,600 miles driven annually (200 x 788).
- The average annual commute in the UK is 788 miles.
- Reducing y 30% this grey fleet miles will result in 110,320 miles driven annually, saving 47,280 miles per year (157,600 x 0.3)
- Potential carbon savings from reducing the number of grey miles journeys by 30% would be **13.75 tCO₂e a year** ((47,280 x 0.29103)/1000).

Action 5.2 - Promote homeworking and remote working practices amongst council staff to reduce by 40% the CO₂ emissions travelled from council staff to work by 2022.

- Annual driven mileage to WBC workplaces is approximately 504,320 miles.
- These journeys cause the emission of 146.8tCO₂ emissions each year ((504320 x 0.29103)/1000).
- A 40% reduction would therefore prevent **58.7tCO₂e** emissions per year (146.8 x 0.4).
- Please see explanation under Target 5 for further information.

Action 5.3 - Incentivise council staff to mode shift to active and sustainable transport to reduce by 10% the CO₂ emissions from staff travelling to work by 2025.

- Annual driven mileage to WBC workplaces is approximately 359,328 miles.

- These journeys cause the emission of 104.8 tCO₂e emissions each year ((359,328 x 0.29103)/1000).
- A 10% reduction would prevent **10.4 tCO₂e** emissions per year (146.8 x 0.1).

Action 5.4 - Workplace Charging Scheme to reduce by 10% the CO₂ emissions from staff travelling to work by 2030.

- See Action 5.3

Electric Vehicles

Target 7 - 50% EVs registered in the Borough by 2030 will save around 45,000 tCO₂e

There 148,300 vehicles register in Wokingham at the end of 2019. Of these, 808 are ultra-low or electric vehicles.

Wokingham registered vehicles	Q3 2019	%
ULEVs [1]	808	0.54
Cars [2]	100,000	
Diesel cars	33,900	22.86
Petrol cars	66,100	44.57
Motorcycles [2]	38,000	25.62
Light Good vehicles (LGVs) [2]	8,400	
Diesel LGVs	8,000	5.39
Petrol LGVs	400	0.27
Heavy Good Vehicles (HGVs) [2]	700	0.47
Buses & coaches [2]	300	0.20
Other [2]	900	0.61
	148,300	

- The government predictions estimate that by 2030 there will be a national average uptake of EVs by 25%.
- A battery electric vehicle carbon emissions accounts to 0g CO₂ per kilometre.
- Carbon emissions by transport account for 182 ktCO₂e; these are projected to decrease to 143.57 ktCO₂e by 2030 following government predictions on transport electrification. A further 25% of EV uptake will result in **45,625 tCO₂e reduction by 2030**.
- It is projected that by implementing a Borough wide EV strategy, adding charge points in strategic locations, giving residents the opportunity to charge easily, reduce range anxiety for EV users, the uptake to electric vehicle is accelerated by a further 25%.
- The 50% switch to EV refers to personal transport (cars and motorcycles) and light vans only, as electrification of larger goods vehicles is not currently mainstream, however as technology develops this can be reviewed.

Action 7.3 - Review the residential charge point infrastructure for those who have communal parking facilities such as flat developments through an initial pilot of 18 new charging point for residents generating associated carbon emission savings.

- The initial pilot will be accessible to approximately 27% of households equating to 12,000 households.
- Currently EVs account for 0.54% of the total vehicle ownership share in the borough.
- 94% of households in the borough own a car. This is 10,800 households in this pilot (12000 x 0.9).
- Currently 58.3 EVs would be owned in this cohort (10800 x 0.0054).
- There are currently around 20 charging locations around the borough. An increase of 18 new charge points in a 90% increase.
- Therefore there is capacity for a 90% increase in the 58.3 EVs owned. This equates to 52.5 new EVs on the road in the borough.
- Driving an average annual mileage for a rural town or friend region this would save 267,741.3 miles a year driven by internal combustion engine cars (52.2 x 5101 miles).
- This mileage would emit **77.6 tCO₂e annually** ((267,741.3 x 0.29103)/1000).

Action 7.5 - Support local businesses, including commercial property owners, to transition their commercial fleets to EV and encourage their employees to switch to EV for private use to achieve a 20% transition to EVs.

- In 2017 it was found that 40% of all vehicles in the UK can be considered as grey fleet. In Wokingham Borough that would mean that 40,000 cars are used predominantly for commuting and business travel (100000 x 0.4).
- The target aims to support the transition of 20% of this fleet 8,000 cars to EV (40000 x 0.2).
- Average commuting miles in the UK is 788 miles annually. Therefore this 20% travels 6,304,000 miles every year (8000 x 788).
- Assuming the majority of these cars are petrol the emissions produced from this travel is **1,834.6 tCO₂e** each year ((6,304,000 x 0.29103)/1000). This is the amount that could be saved by transitioning 20% of commuting vehicles to EVs.
- More information will be available at a later stage as we identify the number of taxis businesses operating in in the borough and the feasibility of these transitioning to EV.

Action 7.6 - Promote uptake of EVs with our residents to achieve a 25% uptake in EVs in the borough.

- 60% of residential buildings have parking facilities. 46,800 households. Assuming all owned a vehicle
- Average commuting miles in the UK is 788 miles annually. Therefore this 60% travels 36,878,400.00 miles every year (46,800 x 788).
- Assuming the majority of these cars are petrol the emissions produced from this travel is **10,732.72 tCO₂e** each year ((6,304,000 x 0.29103)/1000). This is

the amount that could be saved by transitioning 20% of commuting vehicles to EVs.

Target 8. Council's car fleet being ultra-low emission by 2028.

The council has currently 21 vehicles, of which 17 are owned and four are leased as showed below:

Council's fleet	KgCO2e/mile	Av Mileage	Annual KgCO2 emissions
EJ12 SKV - Hyundai 1800 2.5 CRDi 5 dr MPV (medium diesel)	0.27459	5000	1372.95
RV05 YDA - Ford Fiesta Van (small diesel)	0.22868	8000	1829.44
RO16 EHL - Ford Connect 210 LWB 1.6 95ps Van (small diesel)	0.22868	12000	2744.16
RV54 OAO - Ford Ranger Pick-Up (large diesel)	0.33713	7000	2359.91
AD54 WMM - Ford Ranger Pick-Up (54 reg.) (large diesel)	0.33713	10000	3371.30
FJ59 DNN - Rodeo Denver Max D/C Pick-Up (2009) (large diesel)	0.33713	7000	2359.91
RJ67 ELO - Ranger XL 4x4 TDCI (large diesel)	0.33713	10000	3371.30
RX10 FXG* - Landini Agricultural Tractor (diesel)	0.27901	7675	2141.40
RJ64 HXU - Peugeot Expert Professional (small diesel)	0.22868	7675	1755.12
RE04 ZFK - Ford Transit Connect Van (unknown diesel)	0.27901	7675	2141.40
RJ08 SXE - Ford Tourneo Connect 8-Seat Minibus (medium diesel)	0.27459	2400	659.02
RY55 LTK - Ford Transit Connect Van (unknown diesel)	0.27901	7675	2141.40
VU62 OVN - Vauxhall Vivaro 9 seat Minibus (2012) (small diesel)	0.22868	7675	1755.12
HJ11 UAF - Ford Transit Tourneo 9-Seat Minibus (2009) (large diesel)	0.33713	7675	2587.47
YP09 DHZ - Ford Transit 17-Seat Minibus (large diesel)	0.33713	7675	2587.47
YS09 LJU - Ford Tourneo Connect Trend 8-Seat Van (medium diesel)	0.27459	7675	2107.48
GY12 BHO** - Ford Transit 17-Seat Minibus (2012) (large diesel)	0.33713	7675	2587.47
RK17 CWM - Peugeot Expert Van (small diesel)	0.22868	7675	1755.12
NX65 KWA - Vauxhall Vivaro Combi (small diesel)	0.22868	7675	1755.12
AX68 OSN - Ford Transit Connect 1.8 (medium diesel)	0.27459	7675	2107.48
LC67 ODR - Citroen Berlingo Van 1.6 (small diesel)	0.22868	7675	1755.12
Total annual emissions and potential savings to be made (tCO2e)			45.2

- For vehicles with currently unknown mileage and average of known mileage was used = 7675. Please note the true value may be significantly lower
- Total annual emissions are 45.2 tCO2e.
- To actual potential savings are calculated through the addition of emissions from vehicles with above average mileage (above 7,675 mileage). Currently

this means **11.3 tCO₂e**. Please note that this will become more accurate after further investigation into the mileage and lifespan of WBC vehicle assets.

Renewable Energy Generation in Council's owned assets

Target 12. Increase the generation of renewable energy through investment in solar farms to power the equivalent of 25,000 homes within the Borough by 2030

- Renewable electricity for Wokingham as 2018 accounted for 41033.502 MWh (BEIS Sept 2019).
- Emissions associated with the generation of electricity at a power station. Electricity generation factors do not include transmission and distribution.
- The overall objective for the council is to generate 40,000,000 kWh of electricity by 2026 and have an aspiration to generate 100,000,000 kWh (for possible excess commercial retail) within the Borough by 2030.
- Based on a 4000 kWh per annum average usage / per average domestic property. Therefore, 40,000,000 kWh of electricity generation has the potential to feed 10,000 homes, and 100,000,000 kWh of electricity generation has the potential to feed 25,000 homes.
- Using the UK Government GHG Conversion Factors for electricity generated 0.2556, 100,000,000 kWh of electricity have a potential to produce carbon savings of **25,560 tCO₂e**.

Year	Target	Unit	No. residential properties electricity equivalent	kg CO ₂ e	tCO ₂ e
2023	20,000,000	kWh	5,000	5112000	5,112
2026	40,000,000	kWh	10,000	10224000	10,224
2030	100,000,000	kWh	25,000	25560000	25,560

- It is estimated that each solar farm installed will have the capacity to generate in excess of 20 MWh of energy, this depending on land size availability. Estimated carbon savings for a solar farm under this conditions account for 5,112 tCO₂e and potential to feed 5,000 homes

Target 13. Increased renewable energy generation to generate equivalent to 1550 kWh per household in 2030

- There are approximately 1,932 installation of renewable energy in Wokingham, which generates 41,033.502 MWh renewable electricity (BEIS Sept 2019). Of this, 1,926 are photovoltaics.
- The inventory data used for this exercise is the current reported generation per annum for Wokingham.

- Baseline data for small-scale photovoltaics generation (26,984.53 MWh) as reported by SCATTER is currently 26,984.5. This data is not based on any detailed technical feasibility; rather the national generation is scaled by number of households, land area, etc.
- The projected pathway data provided by SCATTER, refers to the anticipated generation calculated in 2030. Total small-scale solar PV is calculated in TWh generated, based on defined rates of total installed capacity (GW). The TWh/GW capacity generation efficiencies from 2017 - 2030 are taken from the National Grid's Two Degrees scenario (2019) for large scale solar PV, but the year on year rates of change are applied to the domestic / small scale solar PV recorded.
- Carbon savings from the increase in small-scale renewable generation can be obtained using the UK Government GHG Conversion Factors for electricity generated 0.2556kgCO₂e. This will account for **27,333.46 tCO₂e**

Small-scale PV generation	MWh	KWh	kg CO ₂ e	tCO ₂ e
Baseline	26,984.53	26,984,530.85	6897246.086	
2030 pathway	106,938.43	106,938,426.76	27,333,461.88	27,333.46

Action 2.1 Set up a Community Energy Fund for Wokingham, and through this generate an average of 27,000 kWh/year of renewable energy from the installation of small-scale PV systems funded through this scheme.

Estimated carbon savings per year 6.90 tCO₂e. Accumulated carbon savings for ten years **69.01 tCO₂e**

KWh	kg CO ₂ e	tCO ₂ e
27,000 per year	6,901.20	6.90
270,000 for 10 years	69,012.00	69.01

Action 2.2 Support residents and local businesses to reduce their energy usage and carbon emissions and increase the uptake of renewable energy installations through the green bank scheme

- It is estimated that 15,000 households apply for funding for the installation of PV through the Green Bank scheme over the next ten years.
- Typical small-scale UK installations are around 15 to 25 square metres. A 3kWp system could comprise 15 panels taking up an area of 20 square meters and will generate roughly 2,500kWh per annum⁶
- Estimated carbon savings **9,585 tCO₂e**

	kWh/annum	kgCO ₂ e	tCO ₂ e
1 SCPV generates 2,5000	2,500	639	0.639
15,000 households	37,500,000.00	9,585,000.00	9,585.00

⁶ Renewable Energy Sources, Carbon Trust 2018

Action 2.2 Develop an ECO (Energy Company Obligation) offering

- It is estimated that 15,000 households apply for funding for the installation of PV through the Green Bank scheme over the next ten years.
- Typical small-scale UK installations are around 15 to 25 square metres. A 3kWp system could comprise 15 panels taking up an area of 20 square meters and will generate roughly 2,500kWh per annum
- Estimated carbon savings **9,585 tCO₂e**

	kWh/annum	kgCO ₂ e	tCO ₂ e
1 SCPV generates 2,5000	2,500	639	0.639
15,000 households	37,500,000.00	9,585,000.00	9,585.00

Retrofitting Council and Commercial Property

Target 14. By 2028 All council buildings to be retrofitted to carbon neutral standards

- The council estates / corporate property portfolio (CCS contract) energy usage figures are for electricity 5,855,473.6 kWh per annum and for gas 9,088,705 kWh per annum as per 2018 baseline. This data does not include energy figures for schools, which account for electricity 9,284,409.4 kWh per annum and gas 13,026,155 kWh per annum as these are been addressed in target 16. Therefore, electricity related emissions for the council estate are 1,496.66 tCO₂e per annum.
- An additional 3,259 tCO₂e per annum to the total carbon emissions for the council estate have been added to equate for transmission and distribution factors.
- Gas emissions for the council estate accounts for 4,058 tCO₂e per annum (2018 baseline year).
- The total carbon dioxide emissions council estates / corporate property portfolio excluding schools for 2018 baseline are **6,612.30 tCO₂e**.

Council Baseline (2018)	Electricity kWh	Electricity tCO ₂ e	Gas kWh	Gas tCO ₂ e
Council Property	5,855,473.60	1,496.66	9,088,705.00	1,856.64
Transmission and distribution factors		3,259.00		
Corrected emissions for electricity		4,755.66		
Total CO2 emissions				6,612.30

Action 1.2 Improve energy performance of Council Housing Stock

- There are approximately 2,600 council owned houses. Assuming these were retrofitted to carbon-neutral standards and domestic gas were to be removed.
- The Borough's carbon footprint for domestic gas is 177.23 ktCO_{2e} and for domestic electricity is 71.47 ktCO_{2e} (BEIS 2017), generating a total of 248.63 ktCO_{2e}.
- As of December 2017, there were 65,285 houses registered in the Borough. It is assumed that the carbon footprint per house is 3.80 tCO_{2e} (248.63 ktCO_{2e}/65,285/1000).
- The 2,600 council owned houses will provide 9,800 tCO_{2e} of carbon savings (2,600 x 3.80 tCO_{2e}).

Target 15. From 2021, 100% council new development is built to carbon neutral standards

It is imperative that new homes in the council must be built to be low-carbon, energy and water efficient and climate resilient. Getting the design of the new homes right from the outset is vastly cheaper than forcing retrofit later. Government projections suggest that from 2025 at the latest, no new homes should be connected to the gas grid. They should instead be heated through low carbon sources, have ultra-high levels of energy efficiency alongside appropriate ventilation and, where possible, be timber-framed.

Building new homes to net-zero carbon standards would not generate carbon savings, however, it will stop new carbon dioxide to be generate.

Action 2.2 All new council homes will be built to the highest efficiency standards by 2024 – Gorse Ride Regeneration Project

- Gorse Ride development consist on the state regeneration of 255 houses which will be design to net-zero carbon standards with no supply of domestic gas.
- The Borough's carbon footprint for domestic gas is 177.23 ktCO_{2e} and for domestic electricity is 71.47 ktCO_{2e} (BEIS 2017), generating a total of 248.63 ktCO_{2e}.
- As of December 2017, there were 65,285 houses registered in the Borough. It is assumed that the carbon footprint per house is 3.80 tCO_{2e} (248.63 ktCO_{2e}/65,285/1000).
- The 255 houses in this regeneration project will provide 950 tCO_{2e} of carbon savings once completed (255 x 3.80 tCO_{2e}).

Target 16. By 2029 all local schools will be retrofitted

Council Baseline (2018)	Electricity kWh	Electricity tCO _{2e}	Gas kWh	Gas tCO _{2e}
Schools	9,284,409.41	2,373.10	13,026,155.00	2,660.98

Total CO2 emissions schools	5,034.08
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- Energy figures for schools for electricity are 9,284,409.4 kWh per annum and gas 13,026,155 kWh per annum as per 2018 baseline.
- Considerations for transmission and distribution factors have already been accounted for in the council estates and corporate portfolio carbon footprint.
- Therefore, electricity related emissions for schools are 2,373.10 tCO₂e and gas related emissions are 2,660.98 tCO₂e per annum.
- The total carbon dioxide emissions for schools for 2018 baseline are **5,034.08 tCO₂e**.

Target 17. By 2030, 20% of households to be retrofitted to deep retrofit standard as defined by Scatter

- There were 65,285 households registered in Wokingham Borough by the end of 2017. Carbon dioxide emissions from domestic gas usage as reported by BEIS (2017) accounted for 177.23 ktCO₂e.
- The current Government ambition is to achieve a 10% reduction in energy used for heating in existing homes by 2030⁷. If applying this scenario, by 2030, 6,529 houses should have been retrofitted to carbon neutral standards.
- The council ambition is to encourage residents to retrofit their homes by a further 10%, achieving a 20% of the households registered in the Borough to be retrofitted to carbon neutral standards. This 10% accounts for 6,529 households.
- The carbon dioxide emissions saved by the 10% retrofitting target account to **44,307 tCO₂e**.

Households	Existing homes	ktCO ₂ e
2017	65,285	177,230
Government ambition 10%	6,529	17723
Council ambition 10%	6,529	17723
20% Households	13,057	35,446.0

Carbon Sequestration

Target 18. Plant 250,000 trees throughout the Borough by 2025

The target to plant 250,000 in the Borough is projected to result in a habitat change that will capture an additional **3.5 ktCO₂e** per year. The number of trees is expected to require approximately 250 hectares of land, as this is a good density for biodiversity and planting for high forest.

Action 1.1. Create a new forest

⁷ UK housing fit for the future? Committee on Climate Change 2019.

- Large scale (greater than 5ha) woodland planting on council owned land on high carbon capture potential sites such as arable land, improved grassland, etc.
- Current woodland cover estimated at 2,576 ha of Wokingham Borough (14.3%). Planting 115 ha more woodland (and associated green infrastructure) would get the borough woodland land cover close to 15%.
- Carbon sequestration potential of 7.83 tCO₂e equivalent per hectare in first year of planting, **13.7 tCO₂e** thereafter.

Action 1.2 Deliver small-scale woodland planting on council estate in existing parks and opens spaces sites.

- Estimate 5 to 10 ha of land available (circa 8,000 to 16,000 trees if planted as woodland).
- Planting 7ha of woodland and 3ha of community orchard would approximate 13,000 trees. This level of planting could sequester 72 tCO₂e a year in 2022/23 and 114 tCO₂e a year thereafter (for 70 years or so if woodland grown to high forest). In other words, total sequestration would be circa **7,938 tCO₂e**.

Action 1.3 Support woodland and hedgerow creation on private sites.

- Recommend running scheme as yearly rounds with a ceiling of 16,000 whip trees (equivalent to 10ha broadleaf woodland) per year.
- If run in 2022/23, 2023/24, and 2024/25 with complete take up it has a potential to deliver 48,000 trees.
- Assuming conversion of improved grassland or arable to woodland, each tranche of a combination of sites adding up to 10ha could sequester 78 tCO₂e a year in 2023/24 and 137 tCO₂e a year thereafter (for 70 years or so if woodland grown to high forest). In other words, total sequestration would be circa **9,531 tCO₂e** per 10ha tranche.

Action 1.4 Make Wokingham a Garden Forest by promoting and encouraging residents to plant new trees

- This scheme will seek to deliver 6,000 trees. Estimate that a scheme with approximate 10% of householder take up rate has the potential to deliver 6,000 to 7,000 trees planted. Recommend that that the scheme should be budgeted to have a 10,000 tree ceiling.
- Estimate that 10,000 garden trees is equivalent to 25ha of woodland except with a more frequently disturbed soil (so carbon is mainly sequestered in the tree) so scheme could deliver sequestration of circa 165 tCO₂e per year for 30 years (16.5kg per tree per year average) totalling **4,950 tCO₂e** in total.

Target 19. Carbon sequestration by design - improving carbon sequestration rates in future land management decisions, approximately 0.62ktCO₂e savings

- Allocated sites within current iteration of the LPU sum to 460ha. On the basis that approximately a quarter of this is nudged towards being green infrastructure with a high carbon sequestration rate (mix of woodland and species rich grassland with roughly 8 tCO₂e per ha sequestration rate) and half the green infrastructure is delivered by 2030, the policy and strategy focus will cause 460 tCO₂e benefit by 2030.
- Alongside this, if the Local Nature Recover Strategy and Natural Flood Management approach can tilt the balance that an additional 20ha of land use change (at a similar sequestration rate to green infrastructure above) is supplied to the BNG and environmental services markets by 2030 then this will lead to another 160 tCO₂e per year.
- Total estimated carbon sequestration **660 tCO₂e per year**.

Action 2.1 Develop the Wokingham Borough Tree Strategy to support long-term creation and retention of woodland and trees.

- Improving the retention rate of trees and encouraging planting of woodland on private land - The longer trees are standing the longer carbon is locked up.

Action 2.2 Include in the Local Plan Update policy for carbon sequestration potential.

- Assuming roughly 70ha of green infrastructure created in the LPU cycle. A nudge of 10% cover from high intensity maintenance grassland to low intensity species rich, brought about by good design guiding, could sequester a further **42 tCO₂e per year**.

Action 2.3 Develop the Local Nature Recovery Strategy to provide complementary funding source to aid land use change (LULUCF being a carbon sink)

- On assumption that average of 2.5 units per ha (not including current woodland area) can be generated @ £15,000 per unit, the 5% uplift on a LNRS (over and above the national strategy area) would generate value on the biodiversity potential of £5,276,250

Action 2.4 Develop a Natural Flood Management partnership and scheme

- Within Natural England's Research Report 43, the change of use from arable land to wetland has examples of carbon sequestration rates of circa 8 to 17 tCO₂e per hectare per year.
- Working from figures in the report, on the basis that soil carbon loss under agriculture might be at a rate of 0.6% per year and carbon stocks for this habitat average 43 tCO₂e per hectare, natural flood management measures that prevent degradation might prevent **0.25 tCO₂e per hectare** being released into the atmosphere.

Target 20. Transition to low intensity (high carbon sequestration) land management, approximately 2.4 t CO₂e savings per annum

- Pilot for grassland cutting management transition leads to 10% change in Environmental Localities sites and 5% change on rural roadside verges by 2025 = 94 tCO₂e.
- Potential for a wider rollout of rural roadside verges transition by 2025 to 25% = another 80 tCO₂e.
- Small scale NFM projects x 20 each capable of 1/4tCO₂e benefit per year can be introduced to existing sites = another 5 tCO₂e.
- 300 extra open growing oak trees (or equivalent) are planted by 2025 with a pro rata tCO₂e sequestration rate of 45 tCO₂e per year.

Action 3.1 Work to transition Grassland Management to less frequent cutting scheme allowing wildflowers to bloom and set seed

- A goal of 642 tonnes per year (0.64 ktCO₂e) would be targeted to be met in the period 2025 to 2030
- Converting 1/3 of the approx. 125ha of improved grassland within Environmental Localities portfolio to species rich grassland on a once a year cut could sequester an additional 242 tCO₂e per year (33% of 125 x 5.87, for conversion rate of improved to pollen and nectar mix from NERR043).
- Converting rural highways verge to cut and collect, estimate of 4 tCO₂e per hectare would equate to 400 tCO₂e per year for 100% conversion.
- 5% pilot is estimated to have the potential to sequester 20 tCO₂e per year.

Action 3.3 Implement Citizen Science Engagement for Hedgerow Restoration

- One mature oak tree is estimated to be 10.5 tCO₂e. If hedgerow restoration can be encouraged through use of a streamlined assessment and interpretation tool and this nudges to increase the % of hedgerow with oak standards up by just 1% in the borough, this will equate to (approximately) an additional 3,200 tCO₂e captured over the next 70 years.

Schools and Young People

Target 22 - Encourage and support school children in the Borough to take an active role in reducing carbon emissions

- A study at San Jose State University found that a 9 hour university course on climate change taught over two semesters reduced the annual carbon footprint of each student by an average of 2.86tCO₂e.
- This figure has been used to calculate the impacts of 1 hour of discussion and education about the climate emergency in the schools in Wokingham Borough. Therefore the average annual carbon saving attached to 1 hour of targeted learning is (2.89 / 9) 0.318tCO₂e.

- This will be reduced by 50% to 0.159tCO_{2e} to allow for lower levels of education and engagement as well as the fact that younger students have less power over purchasing decisions etc. and therefore over their entire carbon footprint.
- Please note that these are all assumptions based on students putting learning into physical action to reduce their carbon emissions and as children, students are less able to make these changes but may encourage their parents/guardians to make changes.

Action 22.1 - Deliver annual climate emergency assemblies at local schools with the aim for every year group in each secondary school to receive an assembly annually.

- Assemblies are around 20 minutes meaning the sessions of learning will have at least a two thirds less impact than a full hour of learning the aforementioned study these assumptions are based on. The carbon reduction impact of one assembly per student is therefore 53KgCO₂ ((0.159 / 3) x 1000).
- There is an average of 161 pupils in a year group meaning the impact of one assembly to a year group is 8.5tCO₂ ((53 x 161)/1000).
- With 5 year groups in each of the 11 secondary schools across the borough there are 55 assemblies to deliver each year with the potential carbon savings of **469.3 tCO_{2e}** (8.5 x 55).
- Please note that this is a long term figure as learning should have a lifelong impact on the decisions of pupils in the future.

Action 22.2 - Create climate committees in schools to increase engagement with climate emergency issues and ownership of actions to reduce carbon dioxide emissions.

- One committee per school starting with the 11 secondary schools in the borough.
- Full, voluntary engagement with approximately 15 members will produce the full 0.318tCO₂ found in the research paper sourced above. This amount will then account for any trickle down of various campaigns and activities around the school. Per committee this will be 4.77tCO₂ (0.318 x 15).
- One committee in each of the borough secondary schools therefore has the potential to save **52.5tCO_{2e} per cohort**, bearing in mind that the turnover of pupils as members of the committee may not change drastically throughout the 5 year duration of a secondary school career (0.318 x 15).

Action 22.3 - Deliver the Youth Climate Conference to increase awareness and understanding of climate emergency issues amongst children and young adults attending

- The Youth Climate Conference will occur annually with a duration of 2 hours and maximum capacity of 80 students.
- Two hours of learning per pupil has the potential carbon saving impact of 0.318tCO₂ (0.156 x 2).

- For full attendance at the Conference that has the potential carbon saving impact of **25.44 tCO₂** annually, providing full engagement and that the cohort changes year on year to maximise audience and reach (0.318 x 80).

Action 22.4 - Encourage schools to include climate emergency issues in teaching time to be cover in at least one subject.

- One hour of climate emergency subject matter addressed to an average sized class could result in emission reduction of 4.68tCO₂ annually (0.156 x 30).
- If this is carried out across the whole of an averaged sized secondary school within the borough of 1130 pupils the saving could be up to **176.3 tCO₂** (0.56 x 1130).

Target 23 - Celebrate schools achievements in climate emergency initiatives and inspire the future generations

Action 23.2 - Nurture creativity and resourcefulness amongst children and young adults through the roll out of the Dragons Den Climate Competition out across all secondary schools in the borough.

- Groups taking part in the competition can be up to 5 pupils. They are likely to have full engagement if taking part as participation is optional.
- Therefore potential savings could be up to **1.59 tCO₂e** (0.318 x 5). This is a big impact for a small group of pupils and will include the associated carbon savings of the winning mitigation for the school.

Waste & Recycling

Target 24 - Recover 80% recycling in the form of wet paper by October 2020

- 1,041.9 KgCO₂e is emitted per ton of paper or board going to landfill
- 21.3 KgCO₂e is emitted per ton of paper or board being recycled
- Current tonnage of paper and board being recycled is 6,438.5 (8,048.07 x 0.8)
- Wet paper caused a loss of 4% of recycling of paper and board, 257.5 tons of waste avoiding landfill (6,438.5 x 0.4).
- This tonnage would produce 268.3 tCO₂e in landfill ((257.5 x 1041.9)/1000).
- When recycled this tonnage would produce only 5.5 tCO₂e ((257.5 x 21.3)/1000).
- Therefore **262.8 tCO₂e** emission will be prevented (268.3 - 5.5).

Target 25 - re3 Pilot project on contamination, 2020

- This pilot is expected to increase recycling by 1% which equates to 80.5 tons of waste currently going to landfill (8048.07 x 0.01).
- This then needs to be separated into paper & board (80%) and plastic & tins (20%) to accurately calculate the carbon savings.

- 64.4 tons will be paper and board (80.5 x 0.8). Sending this to landfill will produce 67,081.5KgCO₂ (64.4 x 1041.9). Sending this to be recycling emits 1,374.8KgCO₂ (64.4 x 21.3).
- 16.1 tons will be plastic and tin which are grouped together as resulting landfill and recycling emissions are the same for both materials (80.5 x 0.2). Sending this to landfill will emit 144.6KgCO₂ (16.1 x 8.9). Sending it to be recycled emits more because the lifecycle of plastics is not considered in the government dataset. This would emit 343.7KgCO₂ (16.1 x 21.3).
- Total emissions from sending both paper & board and plastics & tin would therefore be 67,226.1KgCO₂ (67081.5 + 144.6).
- While sending this tonnage to recycling would only emit 1,718.5 (1374.8 + 343.7).
- Therefore the total carbon saving would be **65.5 tCO₂e** ((67,226.1 – 1,718.5)/1000).
- There is a possibility that the pilot will increase recycling by 2% meaning emission saving would be **131 tCO₂e** after doubling all figures involved above (65.5 x 2).

Target 26 - Achieve 70% recycling target by 2030

- Wokingham Borough currently meets a 50% recycling rate of 8048.07 tones.
- 100% recycling would be 16,096.14 tons of waste (8,048.07/0.5).
- A 70% recycling target would there be 11,267.3 tons (16,096.14 x 0.7).
- This is an additional 3,219.3 tons of recycling (11,267.3 – 8,048.07).
- This then needs to be separated into paper & board (80%) and plastic & tins (20%) to accurately calculate the carbon savings.
- Paper and board accounts for 2,575.4 tons (3,219.3 x 0.8). At landfill this tonnage would emit 2,683.2 tCO₂e ((2,575.4 x 1,041.9)/1000). When recycled this would emit 54.9 tCO₂e ((2,575.4 x 21.3)/1000).
- Plastic and tins accounts for 643.8 tons (3,219.3 x 0.2). In landfill this would emit 5.8 tCO₂e ((643.8 x 8.9)/1000). When recycled this would emit 13.7 tCO₂e ((643.8 x 21.3)/1000) again this higher emission rate does not take the life cycle emissions of the product into account which would make recycling emissions lower than landfill.
- Total emissions from sending both paper & board and plastics & tin would therefore be 2,689 tCO₂e (2,683.2 + 5.8).
- While sending this tonnage to recycling would only emit 68.7 tCO₂e (54.9 + 13.7).
- Therefore the total carbon saving would be **2,757.7 tCO₂e** (2689 - 68.7).

Target 26.4 Introduce 50 new recycling sites for glass

- Assuming that 50 new communal glass bins of 1,100 litters are introduced to increase recycling, this will account for 55 tonnes of glass that will not end up in landfill.
- One tonne of glass going to landfill emits 8.986 kgCO₂e. Therefore, 55 tonnes of glass going to landfill would emit 0.49 tCO₂e (55 x 8.986 / 1000).
- Savings

- When recycled glass emissions for 55 tonnes will 54.9 tCO₂e ((2,575.4 x 21.3)/1000).

However, 1 tonne of recycled glass (cullet) replaces 1.2 tonnes of virgin raw material, saving 0.67 tonnes of CO₂e for every tonne of finished glass. In other words, by replacing 100% of the virgin materials with recycled glass, CO₂e emissions are cut by about 58%.

Target 27 - Zero waste going to landfill by 2030

- Annual tonnage currently going to landfill is 3997.5. The aim is to ensure anything that cannot be recycled gets converted into fuel through Energy from Waste.
- Going to landfill, this tonnage currently emits 2344.5 tCO₂e ((3997.5 x 586.5138 KgCO₂e)/1000).
- Being converted into energy through combustion this tonnage would emit 85.3 tCO₂e (((3997.5 x 21.3 KgCO₂e)/1000).
- Therefore potential carbon saving to be made annually are **2,259.2 tCO₂e** (2344.5 - 85.3)

Engagement and Behavioural Change

Target 34 - Climate Emergency as part of the core communication strategy for the council

- The carbon produced from electricity used on WBC sites accounts for 7,098 tCO₂e.
- A report by Rare (Centre for Behaviour and the Environment) suggests that 30 behaviour mitigations in 4 categories (food, agriculture and land management, transport and energy and materials) can result in a 19.9-36.8% reduction in tCO₂e emissions.

Target 35 - Active engagement with local businesses with climate emergency initiatives

- According to a government report⁸ when behaviour change effective in households up to 1.3 tCO₂e can be avoided. At this stage due to a gap in the literature available we will use this for commercial buildings in the borough.

⁸https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69797/6921-what-works-in-changing-energy-using-behaviours-in-.pdf

Equality Impact Assessment (EqIA) form: Progress Report

If an officer is undertaking a project, policy change or service change, then an initial impact assessment must be completed and attached alongside the Project initiation document.

EqIA Titular information:

Date:	25/06/2020
Service:	Place Commissioning
Project, policy or service EQIA relates to:	Climate Emergency Action Plan Progress Report
Completed by:	Rhian Haynes
Has the EQIA been discussed at services team meeting:	No
Signed off by:	Nigel Bailey
Sign off date:	25/06/2020

131

1. Policy, Project or service information:

This section should be used to identify the main purpose of the project, policy or service change, the method of delivery, including who key stakeholders are, main beneficiaries and any associated aims.

What is the purpose of the project, policy change or service change , its expected outcomes and how does it relate to your services corporate plan:

The detailed Climate Emergency Progress Report presents a fully costed up action plan with carbon saving quotas against individual projects. As a live document, this detailed Climate Emergency Action Plan sets out ambitious targets for Wokingham Borough to becoming net-zero carbon by 2030, including positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.

The purpose of the Climate Emergency Action Plan (CEAP) is to set out the initial steps Wokingham Borough can take towards becoming net zero carbon by 2030, including positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change. This is a new priority for the council from which everyone should benefit.

The Climate Emergency Action Plan Progress Report comprises:

- Current carbon emissions profile for the Borough – This is based on government data and reported two years in arrears, Wokingham Borough’s carbon footprint is **580.9 ktCO₂e** (based on 2017 data). The assessment for the borough identifies the key priorities to be addressed to become net zero carbon. These include carbon dioxide emissions from transport (31.4%); industrial and commercial (26.6%), and the domestic (43%).
- Carbon budgets for Wokingham Borough – The trajectory of carbon emissions for Wokingham Borough have been steadily decreasing since 2012. This is partly due to Central Government targets to increase the renewable energy infrastructure resulting in a higher proportion of renewable energy feeding into the electricity supply, and technological advances leading to greater energy efficiency. Assuming that there is minimal action beyond current, national policy and nationally led decarbonisation of the electricity grid and transport through electric vehicles, the estimated carbon emissions by 2030 will be approximately 291.16ktCO₂e. This figure excludes the carbon sequestration levels for the Borough that could potentially increase by -16.71ktCO₂e, providing a final carbon footprint of **274.45 ktCO₂e**.
- Targets and Estimated Carbon Savings – This section summarises the established targets for the priority areas in which the council’s actions are focussed to reduce carbon dioxide emissions. The priority areas of focus for the council’s actions to reduce carbon dioxide emissions centre on; tackling emissions from transport, reducing energy use in domestic properties, generating renewable energy, planting more trees and other green foliage, recycling and encouraging behavioural change. This action plan establishes targets to achieve carbon dioxide reductions within all of these areas as outlined below.
- Detailed Climate Emergency Action Plan – This section provides a list of targets and actions that will be undertaken in order to reach the 2030 carbon neutral target
- Carbon Accounting Methodology and Assumptions – This appendix provides detailed information on how carbon savings for targets and actions have been identified.

- An annual Climate Emergency Progress report will be developed and brought to council for approval annually. This report will have a fully costed up action plan with carbon saving quotas against individual projects. The report will summarise the boroughs achievements and demonstrate the benefits of becoming net zero carbon.
- The Paris Agreement (2015) set out a framework to limit greenhouse gas emissions to levels that would prevent global temperatures from increasing to more than 2°C above the temperature benchmark set before the beginning of the Industrial Revolution. In autumn 2018, the Intergovernmental Panel on Climate Change (IPCC) published a report, which advised that global warming must be limited to 1.5°C as opposed to the previous target of 2°C to avoid the devastating impacts of climate change. As the climate has already warmed by 1°C since the industrial revolution benchmark. The report warned that there are now only 12 years (to 2013) left within which to take the actions required to avert a crisis, rather than the 32 previously thought (to 2050).
In response to the claims made by the IPCC, in the autumn of 2018 councils across the world started declaring a climate emergency. Wokingham Borough Council declared a Climate Emergency on 18th July 2019.

Outline how you are delivering your project, policy change or service change. What governance arrangements are in place, which internal stakeholders (Service managers, Assistant Directors, Members ect) have/will be consulted and informed about the project or changes:

The Wokingham Borough Council Economic Prosperity and Place Team will lead on the implementation and monitoring of the CEAP.

A Climate Emergency Action Plan to help achieve this new council priority of becoming net zero carbon by 2030. The plan will help us understand the scope of the carbon reduction required to reach our target, set initial budgets, set a carbon footprint and explore some of the actions requires to become a Net-Zero carbon borough by 2030

The **Climate Emergency Working Group**, made up of a cross party group of members, has been established to provide a high level steer on policy direction in relation to carbon reduction, investigate and propose further recommendations to help achieve a net zero carbon Borough and liaise with and assist the Town and Parish Councils in implementing measures locally.

A **Task and Finish Group** made up of members to scrutinise the Council's Climate Emergency Action Plan. The group scrutinise emerging targets and key performance indicators underpinning the Action Plan; assess the level of carbon reduction to be delivered by the Action Plan in light of the Council's 2030 target; produce a final report to the Overview and Scrutiny Management Committee and the Executive, with guidance for improvement relating to the Action Plan.

A **Climate Emergency Advisory Group** made up of representatives from industry, academia and charities. This group meets quarterly to explore what new ideas and cutting edge technology can bring to reducing carbon dioxide emissions in the borough. The board acts as a 'critical friend', to provide a level of scrutiny and understanding that balances the needs of the response against the cost, effort and regulatory processes.

A **Climate Emergency Investment Board** has been established to assess each action in the CEAP in terms of carbon saved, income generated and costs to decide which actions will be invested in by the council.

The **Climate Emergency Officers Group** meets monthly and is attended by officers from across all of the departments in the council. The officers group delivers the activities set out in the CEAP.

Working subgroups has been set up to work on specific areas – key priorities to support the delivery of the action plan.

An annual Climate Emergency Progress report will be developed and brought to council for approval. This report will have a fully costed up action plan with carbon saving quotas against individual projects. The report will summarise the boroughs achievements and demonstrate the benefits of becoming net zero carbon.

Outline who are the main beneficiaries of the Project, policy change or service change?

The main beneficiaries of the project are all of the residents and businesses of Wokingham Borough.

Adopting the Climate Emergency Action Plan fulfils the criteria required for Wokingham Borough Council to declare a climate emergency. A working document, the Climate Emergency Action Plan sets out the initial steps Wokingham Borough can take towards becoming net zero carbon by 2030, including positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.

Outline any associated aims attached to the project, policy change or service change:

The Council's Key Priorities for Reducing Carbon Dioxide Emissions to Net Zero by 2030

The analysis above has helped the council to identify eight key priority areas (below) to focus on for reducing carbon dioxide emissions. The action plan, which has been populated with ideas from local residents, Town and Parish councils, council officers, and local businesses, is not exclusively limited to these areas.

1. Reduce Carbon Dioxide Emissions from Transport

The council will seek to reduce carbon dioxide emissions from transport by using technology to help improve traffic flows, reducing congestion by optimising the use of the existing road network and increasing the number of EV charging points across the borough. The council aims to encourage residents to take up more sustainable transport options such as walking, cycling, and bus and train travel.

2. Reduce Carbon Dioxide Emissions from Domestic and Business Property - Green Bank Project

There are around 72,000 dwellings in the Borough, of which an estimated 85% use fossil-fuel based natural gas. The council will set up the Green Bank Project to help residents and businesses pay for the cost of converting from natural gas to other low carbon forms of energy. The Green Bank will help install energy efficiency improvements and renewable energy technology into to homes and businesses across the borough.

The council will implement the necessary measures to improve the current energy usage of its own corporate properties and aims to become net zero carbon by 2030.

3. Generate more Renewable Energy in the Borough

The council plans to develop five largescale solar PV farms throughout the Borough over the next five years. This will not only increase the production of renewable energy, but has the potential to generate an income, which will then be reinvested into delivering other carbon reduction projects.

4. Create a Local Plan that Specifies Net Zero Construction and Infrastructure

All major residential and commercial developments will be expected to deliver high sustainable construction standards. Policies to enable this will be embedded in the upcoming Local Plan Update (LPU). Major developments will embrace innovative sustainable design solutions for energy efficiency and low carbon energy generation and use.

5. Increase the Levels of Carbon Sequestration the Borough Through Greening the Environment

The council will plant 250,000 new trees over the next five years. As well as increasing the capacity for carbon offsetting, afforestation will allow for a biodiversity net gain, an approach to development that increases levels of biodiversity at a greater rate.

6. Engage with Young People and Support Sustainable Schools

The council will launch a sustainable schools programme. The programme aims to promote behavioural change amongst young people by engaging with schools to work with children to encourage the adoption of new 'climate-friendly' behaviours that will influence their families and communities.

7. Reduce Waste Sent to Landfill

The council aims to achieve zero waste to landfill and 90% recycling by 2030. The council will reach the 2020 target to reach 60% recycling of waste produced in the borough. This step-change has been achieved through encouraging people in the borough to change their behaviour. An example is the introduction of food waste collection which has been a great success borough-wide. There remains great scope for future improvement with opportunities available regarding glass recycling and increasing the range of plastics that can be recycled.

8. Encouraging Behaviour Change

As a community leader, the council will set an example and set high standards in becoming net zero carbon. This includes its own estate but also its policies, service delivery and investment decisions. The Council will communicate and engage with all of its residents, businesses, schools, Town and Parish Councils, charities, the University of Reading, Thames Valley Berkshire Local Enterprise Partnership, the Greater South East Energy Hub and other local authorities to work together to initiate education programmes and encourage behaviour change

2. Protected characteristics:

There are 9 protected characteristics as defined by the legislation:

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership:

To find out more about the protected groups, please consult the EQIA guidance.

3. Initial Impact review:

In the table below, please indicate whether your project, Policy change or service change will have a positive or negative impact on one of the protected characteristics. To assess the level of impact, please assign each group a Positive, No, Low or High impact score:

For information on how to define No, low or high impact, please consult the EQIA guidance document.

If your project is to have a positive impact on one of the protected groups, please outline this in the table below.

For details on what constitutes a positive impact, please consult the EQIA guidance.

Protected characteristics	Impact score	Please detail what impact will be felt by the protected group:
Race:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by this new aim of Wokingham Borough being net-zero carbon by 2030. Adopting the Climate Emergency Action Plan fulfils the criteria required for Wokingham Borough Council to declare a climate emergency. A working document, the Climate Emergency Action Plan sets out the targets and actions that Wokingham Borough can take towards becoming net zero carbon by 2030, including positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Gender:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by this new aim of Wokingham Borough being net-zero carbon by 2030. Adopting the Climate Emergency Action Plan fulfils the criteria required for Wokingham Borough Council to declare a climate emergency. A working document, the Climate Emergency Action Plan sets out the targets and actions that Wokingham Borough can take towards becoming net zero carbon by 2030, including positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Disabilities:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by this new aim of Wokingham Borough being net-zero carbon by 2030. Adopting the Climate Emergency Action Plan fulfils the criteria required for Wokingham Borough Council to declare a climate emergency. A working document, the Climate Emergency Action Plan sets out the targets and actions that Wokingham Borough can take towards becoming net zero carbon by 2030, including positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Age:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by this new aim of Wokingham Borough being net-zero carbon by 2030. Adopting the Climate Emergency Action Plan fulfils the criteria required for Wokingham Borough Council to declare a climate emergency. A working document, the Climate Emergency Action Plan sets out the targets and actions that Wokingham Borough can take towards becoming net zero carbon by 2030, including positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Sexual orientation:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by this new aim of Wokingham Borough being net-zero carbon by 2030. Adopting the Climate Emergency Action Plan fulfils the criteria

		required for Wokingham Borough Council to declare a climate emergency. A working document, the Climate Emergency Action Plan sets out the targets and actions that Wokingham Borough can take towards becoming net zero carbon by 2030, including positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Religion/belief:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by this new aim of Wokingham Borough being net-zero carbon by 2030. Adopting the Climate Emergency Action Plan fulfils the criteria required for Wokingham Borough Council to declare a climate emergency. A working document, the Climate Emergency Action Plan sets out the targets and actions that Wokingham Borough can take towards becoming net zero carbon by 2030, including positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Gender re-assignment:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by this new aim of Wokingham Borough being net-zero carbon by 2030. Adopting the Climate Emergency Action Plan fulfils the criteria required for Wokingham Borough Council to declare a climate emergency. A working document, the Climate Emergency Action Plan sets out the targets and actions that Wokingham Borough can take towards becoming net zero carbon by 2030, including positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Pregnancy and Maternity:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by this new aim of Wokingham Borough being net-zero carbon by 2030. Adopting the Climate Emergency Action Plan fulfils the criteria required for Wokingham Borough Council to declare a climate emergency. A working document, the Climate Emergency Action Plan sets out the targets and actions that Wokingham Borough can take towards becoming net zero carbon by 2030, including positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.
Marriage and civil partnership:	No/Neutral	All of the residents and businesses of Wokingham Borough will be equally and positively impacted by this new aim of Wokingham Borough being net-zero carbon by 2030. Adopting the Climate Emergency Action Plan fulfils the criteria required for Wokingham Borough Council to declare a climate emergency. A working document, the Climate Emergency Action Plan sets out the targets and actions that Wokingham Borough can take towards becoming net zero carbon by 2030, including positive environmental changes that will improve the quality of life of all our residents and help to avoid the impacts of climate change.

Based on your findings from your initial impact assessment, you must complete a full impact assessment for any groups you have identified as having a low or high negative impact. If No impact, or a positive impact has been identified, you do not need to complete a full assessment. However, you must report on this initial assessment and it must receive formal approval from the Assistant Director responsible for the project, policy or service change.

Initial impact assessment approved by....



Nigel Bailey: Interim Assistant Director Housing & Place Commissioning

Date: 26th June 2020

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Agenda Item 39.

TITLE	Annual Pay Policy Statement
FOR CONSIDERATION BY	Council on 23 July 2020
WARD	None Specific
LEAD OFFICER	Director, Communities, Insight & Change - Keeley Clements

OUTCOME / BENEFITS TO THE COMMUNITY

Compliance with s38 of the Localism Act 2011.

RECOMMENDATION

That Council approve the draft Pay Policy Statement for 20/21 for publication on the Council's website in accordance with the Localism Act 2011.

SUMMARY OF REPORT

Pay Policy Statement

Under sections 38 to 43 of the Localism Act 2011 we are required to prepare, approve by Full Council (as a Part 1 item), and publish on our website a pay policy statement each financial year.

This Statement reflects our pay arrangements as at 1 April 2020.

Background

For ease, table one provides a comparison of the figures published over the last 5 years:

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Highest Paid	£ 143,000	£ 143,000	£ 146,000	£ 150,000	£ 150,000
Lowest Paid	£ 14,975	£ 15,375	£ 16,394	£ 17,711	£ 17,711
Mean	£ 28,921	£ 29,398	£ 30,250	£ 31,718	£ 31,805
Median	£ 24,717	£ 25,988	£ 27,358	£ 27,905	£ 27,905
Ratio Highest to Lowest	9.5:1	9.2:1	8.7:1	8.5:1	8.5:1
Ratio Highest to Median	5.8:1	5.4:1	5.3:1	5.4:1	5.4:1

Analysis of Issues

The comparator data indicates that while there has been a slight increase to Senior Management pay the gap is narrowing due to the higher increases at the bottom end of the pay-scales as a result of National Minimum Wage increases. The figures remain static at the point of publication as negotiations are ongoing at a national level with regard to the cost of living increase for 2020-2021. Changes in the mean are as a result of recruitment and retention movement during the year.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	N/A	N/A	N/A
Next Financial Year (Year 2)	N/A	N/A	N/A
Following Financial Year (Year 3)	N/A	N/A	N/A

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

None

Public Sector Equality Duty

Please confirm that due regard to the Public Sector Equality Duty has been taken and if an equalities assessment has been completed or explain why an equalities assessment is not required. Not required, as this is a statutory report on current data.

Reasons for considering the report in Part 2
None

List of Background Papers
Attachment 1 – Pay Policy Statement 2020

Contact Sarah Swindley	Service Business Services
Telephone No Tel: 0118 974 6076	Email sarah.swindley@wokingham.gov.uk

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Pay Policy Statement 2020

Purpose

This document covers the requirements to publish a pay policy statement under s38 of the Localism Act 2011.

Full Council has approved the Pay Policy Statement.

Version	Date	Description
1	01/04/12	Annual Review
2	01/09/15	Updated to comply with regulations.
3	01/07/16	Updated to comply with regulations.
4	01/07/17	Updated to comply with regulations.
5	01/06/18	Updated to comply with regulations
6	01/05/19	Updated to comply with regulations
7	04/05/20	Updated to comply with regulations

Document Approvals	
Author:	Sarah Swindley
Approval:	Personnel Board Full Council

Contents

1. Purpose.....	3
2. Definitions used in this document.....	3
3. Pay Policy from April 2020.....	4
4. Policies on redundancy and pension enhancement.....	6
5. Pay ratios in the Council	6
6. Review	6
7. Other relevant Council documents	7

1. Purpose

- 1.1 Under sections 38 to 43 of the Localism Act 2011, we are required to prepare, approve by full Council (as a Part 1 item) and publish on our website, a pay policy statement for the financial year 2020/2021
- 1.2 We may amend this statement during the financial year in which it is effective; however any change must be approved by full Council. Any amended statement will be published on our website within 10 working days of the meeting.
- 1.3 In drawing up this statement, we have taken into account the guidance issued by the Department of Communities and Local Government and the advice supplied jointly by the Local Government Association and the Association of Local Authority Chief Executives (ALACE).
- 1.4 This statement does not include staff based in our schools as this is outside the scope of the legislation.
- 1.5 This updated statement was approved by Full Council on 23 July 2020.

2. Definitions used in this document

- 2.1 Under the current structure of the Council, the following posts are included in the definition of 'Chief Officer':

- Chief Executive
- Deputy Chief Executive and Director, Resources & Assets (S151 Officer)
- Director, Adult Social Care & Health
- Director, Children's Services
- Director, Communities, Insight & Change
- Director, Place & Growth

Although not falling within the definition of Chief Officer under the Localism Act, the pay policy applying to the following posts is as set out in Section 3 below for Senior Managers:

- Assistant Director, Adults Social Care
- Assistant Director, Business Services
- Assistant Director, Children Social Care
- Assistant Director, Commercial Property
- Assistant Director, Customer & Localities
- Assistant Director, Delivery & Infrastructure
- Assistant Director, Digital and Change
- Assistant Director, Learning, Achievement & Partnerships
- Assistant Director, Governance Services (Monitoring Officer & Returning Officer)
- Assistant Director, Highways & Transport
- Assistant Director, Housing, Income & Assessment
- Assistant Director, Housing and Place Commissioning
- Assistant Director, Integrated Mental Health
- Assistant Director, People Commissioning
- Assistant Director, Place
- Assistant Director, Quality Assurance & Safeguarding Standards

- 2.2 Employees who are not chief officers; all other employees (including those employed on a casual basis) employed directly by the Council.

This policy does not cover the remuneration of other ‘workers’ employed by the Council, as employees of agencies or as self-employed consultants.

- 2.3 Lowest paid employee; is on the second pay step of grade 1 on the Council’s pay scales (£17,771 per annum full time (37 hours per week) or £9.18 per hour).
- 2.4 Median salary; £27,905 (full-time equivalent). This is a measure of the ‘average’ salary for employees in the Council. It is defined as the ‘midpoint’ salary, such that there is an equal probability of falling above or below it.
- 2.5 Mean salary; £31,814 (full-time equivalent). This is an alternative measure of the ‘average’ salary for employees in the Council. The arithmetic mean is defined as the sum of all the salaries divided by the number of salaries.
- 2.6 Highest paid employee: the Chief Executive is paid £150,000.

3. Pay Policy from April 2020

3.1 Policy on level and elements of remuneration for Chief Officers

- 3.1.1 The Council benchmarks its pay rates against relevant comparator groups. For Chief Officers the Council pays “spot salaries” (i.e. no incremental range) and seeks to position itself appropriately in the market in terms of pay.

Their salary is increased by nationally negotiated increases agreed by the:

- Joint Negotiating Committee (JNC) for Chief Executives and;
- Joint Negotiating Committee (JNC) for Chief Officers

Similarly, terms and conditions agreed nationally by these bodies are also applied, with local variations as appropriate

- 3.1.2 There is a performance related pay (‘PRP’) scheme for Chief Officers, approved by the Personnel Board and based on an assessment of performance against objectives.
- 3.1.3 Salary upon appointment will be made in line with 3.1.1
- 3.1.4 In accordance with the Accounts and Audit (England) Regulations 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency, we publish annually the remuneration of our senior staff on our [website](#).

3.2 Policy on level and elements of remuneration for Senior Managers

- 3.2.1 Assistant Directors report to either a Director or the Chief Executive. There are 2 levels, evaluated using the Korn Ferry HAY Job Evaluation methodology:

SM3: £69,929 to £77,214

SM4: £78,758 to £83,226

3.2.2 Payment arrangements for local returning officer are in line with the “Dorset Scheme” developed by Dorset County Council and updated annually in line with any pay increase agreed by the National Joint Council (NJC) for local government services.

3.2.3 All other terms and conditions are in line with all other employees and described in 3.4 onwards.

3.3 All other employees

3.3.1 The Council applies the national pay agreements reached by the:

- National Joint Council (NJC) for Local Government Services
- National Joint Council (NJC) for Youth & Community Services
- Soulbury Committee

3.3.2 Local variations are applied as appropriate.

3.3.3 All jobs below Assistant Director (excluding those covered by national Youth & Community and national teaching-related Soulbury grades) are evaluated using either the Peodesy job evaluation system or Korn Ferry HAY, depending on whether they have been through the restructure programme.

3.3.4 All jobs are assigned to a grade within the Wokingham Borough Council salary structure on the basis of the job evaluation score. The Council benchmarks its pay rates against a comparator group and will seek to position itself appropriate to the market in terms of pay.

3.4 Salary on appointment

3.4.1 Appointments will normally be made to the minimum point of the grade. Managers may take into account the previous experience and skills of the employee to offer appointment above the salary minimum for the post.

3.5 Incremental progression

3.5.1 Each of the Grades has a series of incremental steps, progression within which is subject to satisfactory performance. Increments can be withheld in the event of unsatisfactory performance.

3.5.2 Progression by more than one increment, up to the maximum of the grade, can be made in acknowledgement of exceptional performance.

3.6 Additional payments – all employees

3.6.1 The Council will consider the use of market supplements to be applied to specific posts in the event of recruitment and /or retention difficulties. Where such supplements are introduced they will be applied, reviewed and withdrawn in accordance with the Council’s policy.

3.6.2 Additional payment may be made for additional hours, overtime, undertaking higher responsibilities, and for non-standard working arrangements such as stand-by or evening work, or for exceptional working conditions.

3.6.3 All employees can claim for qualifying payments under our travel & expense policy.

4. Policies on redundancy and pension enhancement

- 4.1 Our Policies and Procedures for Organisational Change, Retirement and Employer Discretions outline how we will approach redundancy including redundancy pay
- 4.2 We calculate redundancy pay using the individual's actual weekly salary.
- 4.3 We do not enhance the number of statutory week's redundancy pay an individual is entitled to under the Employment Rights Act 1996.
- 4.4 The Local Government Pension Scheme contains provision for employers to enhance pension payments. Employers are required to determine how they will use these discretionary provisions. We have determined generally not to use our discretion to enhance pension payments by either additional years or additional pension.
- 4.5 In certain circumstances, eligible employees may request early retirement or flexible retirement. (Flexible retirement gives access to accrued pension, whilst allowing the scheme member to continue working). In both these cases, there must be sufficient financial or other benefit to the Council for such retirements to be approved and if there is a cost associated with the request, approval sought from the Personnel Board.

5. Pay ratios in the Council

- 5.1 It is the policy of the Council to ensure that the ratio of the salary of the highest paid officer and the lowest paid officer is well below the 20:1 ratio recommended as a maximum in the terms of reference for the 2011 Hutton Review of Fair Pay in the Public Sector.
- 5.2 As at 1st April 2019, pay ratios within the Council stand as follows;
- Highest : lowest = 8.5:1
 - Highest : median = 5.4:1
- 5.3 This is based on the following salary packages:
- Highest paid (Chief Executive) = £150,000
 - Lowest paid (Grade 1 SCP 9) = £17,711
 - Median (average) = £27,905

6. Review

- 6.1 This policy will be reviewed at least annually and more frequently if necessary to respond to any changes.
- 6.2 The Personnel Board is responsible for recommending the policy statement for approval

7. Other relevant Council documents

Policies & Procedures relating to:

- Travel Expenses
- Retirement
- Honoraria
- Market Supplements
- Overtime
- Pension's discretions
- Organisational Change

Pay Scales relating to:

- National Joint Council (NJC) for Local Government Services
- National Joint Council (NJC) for Youth & Community Services
- Soulbury Committee

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TITLE	Polling District Changes - Shinfield South
FOR CONSIDERATION BY	Council on 23 July 2020
WARD	Shinfield South;
LEAD OFFICER	Deputy Chief Executive - Graham Ebers

OUTCOME / BENEFITS TO THE COMMUNITY

To create a new Polling District for the voters recently moved from Polling District SDW to the SBW area, allowing them to continue voting closer to home.

RECOMMENDATION

That Council agree to create a new polling district for the electors living in the roads as set out in the table and as shown in the hatched area on the map within the report.

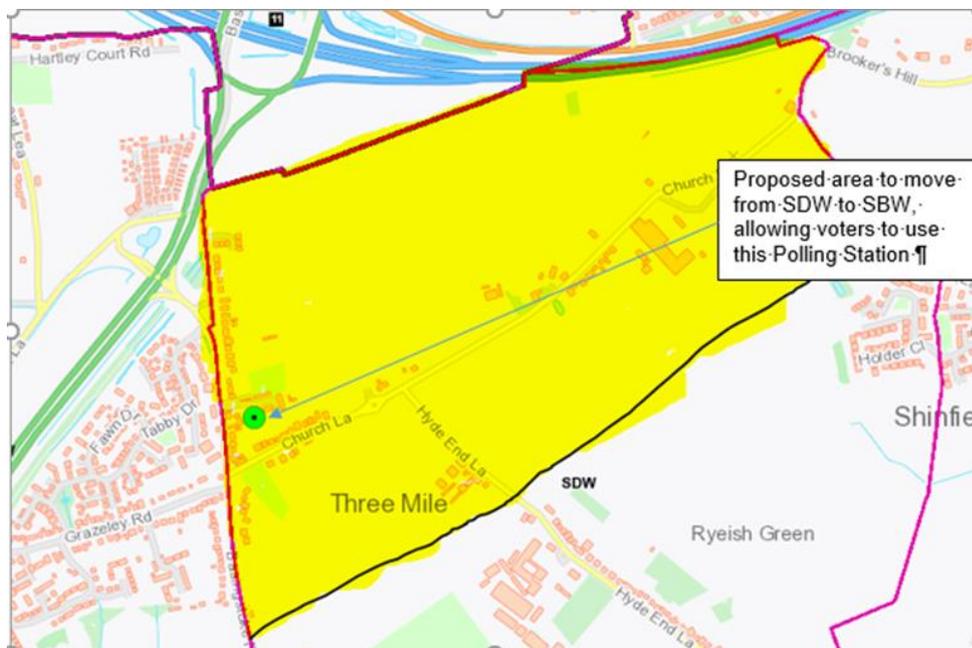
SUMMARY OF REPORT

Since the Shinfield boundary change was made it has come to light that SBW and SDW are in different wards of the Parish and therefore vote for different Parish candidates at election time. It appears that the mapping system used for the Polling District Review showed the boundary details for the Polling Districts, Borough Wards and Parishes it did not however, show the Parish Wards. As a result, some electors are registered in the wrong Parish ward, which needs to be corrected.

The majority of electors in SBW are eligible to vote for the Grazeley Ward of the Parish, but there are a small number who need to vote for the Spencer's Wood and Three Mile Cross Ward of the Parish. Whilst it is permissible to have them voting in the same building, we are not allowed to allocate them all to the same station within the polling place. We propose to create a new Polling District for the voters recently moved, allowing them to continue voting closer to home, but at a different station (table) to their original SBW area.

Background

On 21 March 2019, Full Council approved the recommendations on the Polling Districts and Polling Places Review. One of the changes moved a small number of properties from polling district SDW to SBW, allowing them to vote at a polling place closer to home. See below image.



The hatched area above contains the following roads, with 344 electors affected:

Road Name	Number of Electors
Basingstoke Road	101
Church Lane	97
Hyde End Lane	2
Mitford Close	25
Hayes Drive	91
Shorthorn Close	16
Silchester Place	12
Total Electors	344

The reason for making this change was to allow these voters to vote at Three Mile Cross rather than having to pass this venue to get to the Polling Place at Spencer's Wood Pavilion.

The current arrangements do not affect the running of National and Borough elections and referendums, it does however impact on any Parish elections, as Polling Districts SBW and SDW are in different wards of the Parish and they will therefore vote for different Parish candidates at election time.

This means that at Parish elections, the polling station at Three Mile Cross Church Centre currently has voters allocated for both the Grazeley Ward of the Parish, and Spencers Wood and Three Mile Cross Ward.

As this is not permissible, we therefore propose to create a new Polling District for the voters recently moved, allowing them to continue voting at Three Mile Cross. We will then be able to create a second Polling Station at Three Mile Cross Church Centre allowing voters from both Parish wards to vote in the same building, but at a different station (table).

Analysis of Issues

We need to amend this area to allow the voters to continue to vote closer to home whilst addressing the requirement to allocate them to different polling stations.

If we create a new polling district, we could then provide a new polling station at the hall, which could be supervised by the PO responsible for the existing station, but manned by one Poll Clerk.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0	Yes	Revenue
Next Financial Year (Year 2)	£0	Yes	Revenue
Following Financial Year (Year 3)	£0	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

Whilst there will not be any additional cost to the Borough Council there will be an additional £200 to the Parish over the 4 year period to pay an enhanced rate for the Presiding Officer and an additional Poll Clerk.

Cross-Council Implications

No impact

Public Sector Equality Duty

I confirm that due regard to the Public Sector Equality duty has been taken and that an assessment has not been undertaken as the recommendation will not have a negative or disadvantageous impact on any individual.

List of Background Papers

Review of Polling Districts and Polling Places Report to Full Council on 21 March 2019

Contact Melanie Dark-Gale	Service Governance
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TITLE	Flag Flying Policy and Room Naming Protocol
FOR CONSIDERATION BY	Council on 23 July 2020
WARD	None Specific;
LEAD OFFICER	Deputy Chief Executive - Graham Ebers

OUTCOME / BENEFITS TO THE COMMUNITY

Regularisation of the Council's policy of flag flying at its Shute End office together with guidance on how the Council deals with requests to name meeting rooms in honour of local residents.

RECOMMENDATION

To approve the Flag Flying Policy & Room Naming Protocol at Appendix 1.

SUMMARY OF REPORT

Since 2008, Councils have had the discretion to fly the Union Flag at all times, if they wish. This has been Wokingham Borough Council's established policy for many years and the Union Flag flies from the prominent flagpole at the front of the council's Headquarters at Shute End in Wokingham every weekday.

The Council operates in accordance with published practice, as informed by the Flag Institute's "Flying Flags in the United Kingdom: A Guide to Britain's Flag Protocol", standard guides on civic ceremonial matters, and guidance from central government and others.

The WBC Flag Flying Policy clarifies this approach and sets out the procedure for dealing with any exceptions at a local level.

From time to time, the Council receives requests to name one of its meeting rooms in the main offices at Shute End, Wokingham. These requests are usually to name a room in honour of a local resident or individual working in the Borough who has made a significant contribution to the community.

The Room Naming Protocol sets out the criteria and process whereby such requests are considered.

Background

The summary sets out the key points of the Flag Flying Policy and Room Naming Protocol which is presented in Appendix 1.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0	Yes	
Next Financial Year (Year 2)	£0	Yes	
Following Financial Year (Year 3)	£0	Yes	

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

None

Public Sector Equality Duty

Not applicable

Reasons for considering the report in Part 2

None

List of Background Papers

Flag Flying Policy & Room Naming Protocol

Contact Andrew Moulton	Service Governance
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WOKINGHAM BOROUGH COUNCIL FLAG FLYING POLICY & ROOM NAMING PROTOCOL

For consideration and approval by Council on 23 July 2020

FLAG FLYING POLICY

LOCAL ARRANGEMENTS

Introduction

The national flag of the United Kingdom is the Union Flag. Since 2008, councils have had the discretion to fly the Union Flag at all times, if they wish. This has been Wokingham Borough Council's established policy for many years and the Union Flag flies from the prominent flagpole at the front of the council's Headquarters at Shute End in Wokingham every week-day. During a Royal visit, the council would take advice from the Lord Chamberlain's Office, Lord Lieutenant's Office, or the Royal person's Private Secretary, as appropriate.

The council operates in accordance with published practice, as informed by the Flag Institute's "Flying Flags in the United Kingdom: A Guide to Britain's Flag Protocol", standard guides on civic ceremonial matters, and guidance from central government and others. Where no guidance is available, or for local or regional events, the Chief Executive and Leader of the Council have the ultimate responsibility for decisions around the flying of flags. This will be in accordance with local protocol, available best practice, and what the Chief Executive and Leader considers most appropriate. The Chief Executive is also responsible for ensuring practical arrangements for hoisting or lowering flags is co-ordinated across the council.

POSITION OF HONOUR

The Order of Precedence governs the ranking of flags, and the flagpole that they subsequently fly from. The order is as follows:

- Royal Standards
- The National Flag (The Union Flag)
- The flag of the host country (The St. George's Flag)
- The White Ensign of the Royal Navy,
- The Ensign of the Royal Air Force,
- The Blue and Red Ensigns,
- The Civil Air Ensign,
- The national flags of Scotland, Wales, the Crown Dependencies and the British Overseas Territories,
- Flags of other nations,
- The United Nations Flag,
- The Commonwealth Flag,
- The British Army Flag (Non-Ceremonial)
- County Flags and Flags of Metropolitan Cities,
- Flags of Other Cities or Towns,
- Banners of Arms,
- House Flags,
- Specific and Additional Flags to Mark Certain Events, Locations or Occasions.

The Royal Standard takes precedence over all other flags, and should be hoisted upon a Royal Person arriving, flown whilst they are on the premises, and lowered following their departure.

On rare occasions and where considered appropriate, the council may decide to fly other flags, such as the Pride Flag, or flags to mark important dates or local events which support its agreed strategic ambition and priorities. The above Order of Precedence applies.

All flags will be of a standard size, in good condition and without advertisements. At all times, flags will be treated with the dignity that they deserve.

DIARY

The council agrees its annual schedule following the receipt of guidance from central government. Wokingham Borough Council will mark the following occasions by flying the stated flag:

9 January – Birthday of the Duchess of Cambridge Union Flag

20 January – Birthday of the Countess of Wessex Union Flag

27 January – Holocaust Memorial Day NLC Flag (Full Mast)

6 February – Her Majesty's Accession Union Flag

10 March – Birthday of the Earl of Wessex Union Flag

March – Commonwealth Day (Held on the second Monday in March) Commonwealth Flag

21 April – Birthday of Her Majesty the Queen Union Flag

23 April – St George's Day St George's Cross

June – Armed Forces Day (dates varies annually) Armed Forces Day Flag

2 June – Coronation day Union Flag

June (as appointed – official Celebration of Her Majesty's Birthday) Union Flag

10 June – Birthday of The Duke of Edinburgh Union Flag

21 June – Birthday of The Duke of Cambridge Union Flag

One day in late June/early July – Pride Flag

17 July – Birthday of The Duchess of Cornwall Union Flag

15 August – Birthday of The Princess Royal Union Flag

3 September – Merchant Navy Day Red Ensign Flag

11 November + 2nd Sunday in November – Remembrance Day Remembrance Flag (Full Mast)

14 November – Birthday of The Prince of Wales Union Flag

20 November – Her Majesty's Wedding Day Union Flag

Individual requests for the flying of specific flags would only be approved in exceptional circumstances, in order to prevent clashes with the agreed timetable or other practical issues.

FLYING FLAGS AT HALF-MAST

On significant occasions, flags may be flown at Half-mast. This is a position two thirds of the way up the flagpole, and when hoisted, it is appropriate to raise the flag to the top, pausing for a moment, before lowering it to a suitable position. If the Union Flag is at Half-mast all other flags should be at the same position, or should not be flown at all. Flags of other countries should not be flown unless that country is also in a period of mourning.

The exception to the above is the Royal Standard, which should never fly at Half-mast, representing the continuous nature of the Monarchy.

National events requiring flags to fly at Half-mast will always be guided by directions from Central Government.

PUBLICITY

The flying of certain flags, or occasions where flags are flown at Half-mast, will always be accompanied by an appropriate press release and/or statement on the council's website and social media channels.

ROOM NAMING PROTOCOL

Introduction

From time to time, the Council receives requests to name one of its meeting rooms in the main offices at Shute End, Wokingham. These requests are usually to name a room in honour of a local resident or individual working in the Borough who has made a significant contribution to the community.

At the present time, one room (the main Committee meeting room) is named after Captain David Hicks MC.

This protocol sets out the criteria and process whereby such requests are considered.

Applications

Any resident may submit a request to the Council to outlining the name and reason for the nomination.

The Chief Executive in consultation with the Leader of the Council will consider the application on its merits applying the following criteria:-

- Nomination should be for a local resident or worker in the Borough
- Contribution to the Borough
- Numbers of people in support of the application

Before making a decision and in order to gauge wider opinion on the merits of an application, the Chief Executive may consult with relevant representative bodies.