

Reading Climate Change Partnership Board Meeting  
 9.30am -11.30am Wednesday 23<sup>rd</sup> October 2013  
 Kyocera Offices, Eldon Square, Reading.



<b>Attendees:</b>	
Sally Coble	Environment Agency (Chair)
Ben Burfoot	Reading Borough Council
Summreen Sheikh	RBC (minutes)
Chris Rhodes	Transition Town Reading
Tracey Rawling Church	Kyocera Document Solutions
Paul Gittings	Councillor, RBC
John Booth	GREN
<b>Apologies:</b>	
Kim Wilkins	Public Health
Jenny Allen	Peter Brett Assoc.
Tony Page	Councillor, RBC
Tom Yearley	University of Reading

1	<b>Minutes of last meeting</b>
	The minutes were agreed and all actions completed or carried forward to this meeting.
2	<b>Matters arising</b>
	<p><u>Hydro on View Island on River Thames.</u></p> <p>The EA have reviewed all of their weirs on the Thames and the weir at Caversham Lock was not chosen for more detailed consideration for a hydro system. It was considered that the limited all year round energy generation would not lead to a viable option. Sally pointed out that the river levels are maintained for navigational purposes.</p> <p>The other consideration is the effects on fish. Therefore a fish pass would be required and any turbines would need fish friendly blades.</p> <p>The EA lease out weirs to investors and have produced a guide on hydro power.</p> <p><b>A Action:</b> Sally will contact the EA officer who specialises in hydro about this weir.</p> <p><b>A Action:</b> Ben to arrange a feasibility study through Thames Valley Energy.</p> <p>The marginal financial returns on a scheme like this could appeal to a community group who could look into the private sale of electricity. For example, the Kings Meadow Lido is nearby</p>

	<p>and could use energy to power its facility e.g. it's café (water heating is best done with gas). This would raise 10p per kW or 4p per kW or if sold to the grid. Good Energy might be interested in this.</p> <p><u>Solar panels on free school.</u></p> <p>The money has been committed and the free school will look at implementing this at a later stage. To note that 10:10 will be repeating their solar schools program.</p> <p><u>Green Deal.</u></p> <p>RBC is going ahead with the A.P.S.E. (Association of Public Sector Excellence) Energy collaboration, as one of three higher level participating authorities (along with 19 authorities that have expressed an interest).</p>
3	<p><b>Process of project approval by RCCP Board</b></p>
A	<p>Tracey confirmed that RGBN (Reading Green Business Network) can be used to accept project proposals from a wider audience. A project's suitability will depend on its alignment with a strategic priority / action plan. However, in the past decisions have been needed quickly and a new process should address this.</p> <p><b>Action: To discuss form produced by Tom at the next meeting.</b></p>
4	<p><b>Recruitment to RCAN</b></p>
A	<p>There are seven organisations and six individuals signed up to the challenges so far and in addition one company has made enquiries.</p> <p><b>Action: contact those signed up to challenges.</b></p> <p>Suggestions from the board on recruitment included:</p> <ul style="list-style-type: none"> <li>a) Work with 'influencer' groups to contact their 'audience' to promote the challenges.</li> <li>b) Business planning takes place in November for the upcoming year, therefore opportunity to put something up on website and through networks to encourage businesses to incorporate actions into their business planning.</li> <li>c) Ask 'trade groups' for their networking ideas.</li> <li>d) Also faith forums, football club and residents associations.</li> <li>e) Be persistent with regular information on updates on the action plan.</li> <li>f) Some companies have 'digital champions' and use twitter to do this.</li> <li>g) Collect other people's news too.</li> <li>h) Develop case study pages on the website and encourage businesses to take part with a view to being featured on this.</li> <li>i) In addition to the existing materials (action plan, leaflet and website) a signpost to ways to complete the challenges are needed to help build up the network.</li> <li>j) Build on other successful schemes / accreditations i.e. scores on doors - encourage</li> </ul>

	<p>further participation through this.</p> <p>k) Ask organisations to complete a self declaration or CV of achievements.</p> <p>There are other actions, some related to publicity, that are not in the action plan that need to be included somewhere for the board to action.</p> <p><u>Annual awards</u></p> <p>An annual event with awards will be good publicity. These will need to be built up over the years - the first few will be more informal than the usual black tie awards ceremonies.</p> <p>Connect Reading are happy to help find sponsorship for this event or align these awards with one of their events if needed.</p> <p>Offer to use Green City Open Spaces Forum (RBC policy forum) for 6 monthly reporting and this event still stands.</p>
5	<p><b>Climate change strategy action plan : gaps and monitoring process</b></p>
	<p>The action plan was incomplete in September so was not approved by RBCs internal approval system (committee) therefore was not published for the strategy launch event. It will now be taken to committee on 20th November and be published as a draft by RBC.</p> <p>The gaps in the action plan include deliverers, which are currently being contacted by theme leads. In addition, some of the targets / measures need standardising.</p> <p>The contact between theme leads also needs to be regular and a template to report progress / updates would be helpful. A ‘management panel’ could be formed to oversee the monitoring of the action plan. This process should be open to suggestions and volunteers will be needed to be on this panel from the deliverers as well as theme leads.</p> <p>As part of the monitoring, the board will report on progress against appropriate actions every six months. There are theme leads who are not on the board so they will need a representative from the board. These were discussed - please see table below ‘revised theme leads/ representative on the board’.</p> <p>There will be an annual review of the action plan by the board which will include any changes to it (changes to RBC actions will need to be approved by the November committee meeting every year). Email the theme lead a month before for an update on progress. An evidence based reporting process was suggested, alongside a traffic light type status report.</p> <p>The action plan is to go on the website in mid-November and be updated every six months. This could be presented in a table format and as a summary in a web page to appeal to different audiences.</p>
6	<p><b>Any other business</b></p>
	<p><u>Organisations’ engagement</u></p> <p>There will be a sub group for business engagement which Tracey will be on.</p>

A 'key deliverers' meeting is to take place in late November / early December which could help with business engagement by collating people's ideas and contacts. The board will attend this meeting which will discuss the monitoring process as well as other aspects of the action plan and RCAN.

A room accommodating more than 20 people was offered by Tracey for this event (and also a room for future RCCP board meetings).

Reward Your World

Tracey has been approached by Reward Your World who are offering an online discussion forum and rewards system for individuals who sign up to challenges. Taking up this offer will make RCCP a member of 'Cambridge Open Systems' which will lead to wider opportunities of collaborating.

Reading Buses and Kyocera are signing up to this. Reading Council's position on RYW needs clarification and there are also tensions with Connect Reading by aligning with this company. A question of who is benefitting was raised and if that is beneficial to the environment.

**A Action: Tracey will explore this offer more and report back in January.**

**Date of next meeting**

**A Summreen to set dates next year's meetings**

Revised theme leads/ representative on the board

Theme	Current theme lead	Proposed theme lead
Energy supply	Ben Burfoot	Ben Burfoot or Tom Yearley?
Low carbon development	John Booth	Ben Burfoot (if Tom Yearley does energy)
Natural environment	John Booth	John Booth
Water supply and flooding	John Booth	Sally Coble
Purchasing, supply and consumption	Terry McGivern	Tracey Rawlings Church
Transport	Cllr Paul Gittings/ Hannah Budnitz	Cllr Tony Page
Education, communication and influencing Behaviour	Kim Wilkins	Kim Wilkins
Community	Summreen Sheikh	Summreen (theme lead) Chris Rhodes (representative board member)