

West Suffolk Environment and Climate Change Taskforce – Final Report

Report No:	CAB/WS/20/045	
Report to and dates:	Cabinet	21 July 2020
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Decisions Plan: The decision made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.

Wards impacted: All wards

Recommendation: It is recommended that the Cabinet should:

- 1. commit to the Council working towards achieving net zero greenhouse gas (carbon) emissions by 2030 as set out in [section 4](#) of Report No: CAB/WS/045;**
- 2. approve the high-level road map to achieve net zero, as set out in [section 4](#) and [Appendix 2](#) noting it will need to develop as technologies and funding opportunities change;**
- 3. introduce a carbon budgeting approach to support the net zero ambition, as set out in [section 5](#);**
- 4. agree the immediate actions the Council can take to support its journey to net zero, as set out in [section 3](#);**
- 5. note the longer term actions the Council could consider as part of 21/22 service and budget planning process, as set out in [section 6](#); and**
- 6. approve the communications plan, as set out in [section 7](#).**

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1. Background / Context

- 1.1 Climate change is a developing global crisis. Climatic changes are being felt through more frequent short-term events such as droughts, flooding, heat waves and wildfires, together with longer term pressures, such as sea level increase and the loss of productive land.
- 1.2 In September 2019, West Suffolk Council declared a climate emergency, having already established the Environment and Climate Change Taskforce (the Taskforce). The aim of the Taskforce is to make recommendations on the Council's future role in protecting and enhancing the environment, both in the way in which it carries out its operations and through specific initiatives.
- 1.3 Despite warnings on Climate Change, the gradual changes in the past decades have made it difficult to grasp what it means for Suffolk. In the last few years, we have seen more evidence of the effects, which include:
 - Increased summer droughts that require more irrigation. Some Suffolk farms are now drier than Jerusalem.
 - Increased intense rainfall events that cause surface water flooding on roads, causing travel disruption.
 - Increased storm events (such as Ciara and Dennis) combined with spring tides, cause tidal surges up our estuaries and coastal flooding and erosion. This damages properties and business premises. Combined with sea level rises from warming oceans, significant flooding and inundation will occur.
- 1.4 All of this can disrupt Suffolk's critical infrastructure, including the food and medical supply chains that, combined with the disease risks which are a by-product of these impacts, could be life threatening.
- 1.5 West Suffolk already has a strong culture of action on Climate Change and lowering Greenhouse Gas Emissions. Since 2004/05, the Council has produced an Environmental Statement. The draft statement for 2019/20, which will be available in September 2020, indicates that the Council has seen significant improvement in its environmental performance. Since 2010, Greenhouse Gas Emissions have fallen by 30% and the Council now recycles 54 per cent of its office waste. The Council owns one of the largest local authority solar farms in the UK, a 12.4MW facility delivering energy to the National Grid. In May 2020 it produced 2007MWh of electricity –the equivalent of powering 600 homes for an entire year.
- 1.6 In addition, five of the Council's parks have achieved national Green Flag status awards and the Council continues to generate renewable energy – power and heat – at many of its sites. At Nowton Park in March 2020, the Council has procured electrical equipment to replace petrol driven items that had reached the end of their useful life. The new equipment is lighter to haul and quieter, though not appropriate for use every day.
- 1.7 It is upon this foundation that the Taskforce first met in August 2019. Taking an evidence-led approach, it agreed that recommendations take account of the key features of West Suffolk and continue to embed environmental considerations into future decision-making. This is the final report of the Taskforce and sets out:

- The approach;
- Achievements following the interim report (January 2020);
- Rationale and opportunity to achieve net zero greenhouse gas emissions by 2030;
- Immediate actions the Council can take to further improve 2020/21 environmental performance;
- Longer term actions the Council can consider as part of its 2021/22 budget and service planning process.

2. Approach of the Taskforce

- 2.1 Already, a significant amount of West Suffolk Council's activities actively protect and enhance the environment. As such, the recommended actions seek to build on the existing ambitions of the council to ensure we continue to "*encourage and invest in ambitious growth that all can access and benefit from, and that is good for local people and the environment*", as set out in the Council's Strategic Framework.
- 2.2 The potential for West Suffolk Council to take action splits into two areas: What the Council can do directly and internally; what the Council can do as part of its wider influencing role.
- 2.3 The Taskforce has met eight times and refined its work to focus on finding actions that are "meaningful, measurable and achievable". It has explored the challenge through seven themes:
- Travel and transport
 - Use of renewables
 - Housing (including planning)
 - Green spaces and biodiversity
 - Community engagement
 - Waste and recycling
 - Council consumption and accreditation
- 2.4 Recommendations in regard to (iv) green spaces and biodiversity are included in a separate report contained elsewhere on this Cabinet agenda (Report No: [CAB/WS/20/046](#)) that addresses the motion that the Council should declare an Environment and Biodiversity Emergency.

2.5 Strategic Framework

In line with the Council's declaration of a Climate Emergency, West Suffolk's Strategic Framework 2020-24 incorporates environmental and climate change considerations. The Framework commits the Council to use its various roles to protect and enhance the local and global environment, with a particular focus on reducing carbon emissions.

2.6 Impact of COVID-19

It is important to note that the Taskforce was set up with work well underway before the COVID-19 outbreak and clearly the pandemic has had a profound effect on people's lives, businesses and council activity. The majority of the Taskforce recommendations had been developed before the UK went into lockdown, and the Council's response to COVID-19 has accelerated and

informed the delivery of some of its own environmental ambitions, such as reduction in business mileage. As part of the Council's recovery plan it will look at how it can continue with changes such as remote attendance at meetings and more on-line working that will build on this improvement.

- 2.7 However, at the same time there has been a considerable impact on the Council's finances and the Taskforce recognises that budgeting and planning for future years will be a challenge. Accordingly, it has tried to develop as much as possible those environmental actions that also deliver financial benefits (as well as social and health benefits). In some cases, there are actions recommended that would be a direct cost for the Council and it is recommended that Cabinet notes these and then considers as part of the 2021/22 budget planning process. In addition, officers will continue to monitor Government announcements in respect of the climate change agenda, and actively explore opportunities to take advantage of any new funding or projects. For example, the Government's new Cycling and Walking Fund has been included in the transport recommendations. Other announcements on the Green Homes Grant, the Public Sector Decarbonisation Scheme and Social Housing Decarbonisation Fund will continue to be monitored.
- 2.8 COVID-19 has also meant that planned community and business engagement has had to be postponed. The first stage of consultation on the West Suffolk Local Plan has also been delayed which would have been a further opportunity to explore and embed environmental improvements.

2.9 Interim Report

On 14 January 2020, the Taskforce set out its [interim report](#) to Cabinet (Report reference CAB/WS/20/009) and Cabinet agreed:

- a. the Taskforce Terms of Reference be updated to better reflect the working of the Taskforce and link to Council's declaration of a climate emergency and awareness of environmental challenges;
 - b. to advise the Barley Homes Shareholder Advisory Group regarding future recommendations of the Taskforce;
 - c. the proposed objectives and amendments for the West Suffolk Strategic Framework 2020-24;
 - d. the West Suffolk Local Plan should include a specific strategic objective regarding the environment and climate change challenges, as laid out in section 4;
 - e. the recommendations for the 2020/21 budget, to be approved, specifically for up to £18,000 to be available from the Medium-Term Financial Strategy Reserve to meet the additional cost of purchase of electric vehicles, as well as procuring green energy and sourcing sustainable paper.
- 2.10 Cabinet also requested that the link be made to the Bury St Edmunds air quality group and other similar environmental groups to work together to achieve common aims. In respect of future tree planting, consideration needed to be given to the impact on the landscape and to ensure existing landscapes were protected where necessary; to explore income opportunities from trees; and to consider initiatives for ageing housing stock in West Suffolk. These requests have been addressed in the proposed actions.

- 2.11 Since the report, the Council has switched to purchasing paper with environmental certification at West Suffolk House, purchased its first electric vehicle, five all-electric power tools (chain saw, strimmer) for trial in Nowton Park, completed works installing a ground source heat pump at West Stow to replace the oil fired boilers and installed additional solar PV at West Suffolk House.
- 2.12 County Wide Work
- 2.13 Council officers and the Portfolio Holder for Regulatory have engaged with Suffolk Wide Climate Change meetings. The Suffolk Public Sectors Leaders group have allocated funding to support work across the County to improve environmental performance and have commissioned a report to explore what would be necessary for Suffolk as a place to become net zero emissions. That report has just been completed and a programme of engagement is being planned to inform an action plan that will link to many of the opportunities the Taskforce has identified and address them on a county wide basis. In addition, a series of fact sheets have been commissioned and produced on climate change and are available on the [GreenSuffolk.org](https://www.greensuffolk.org) website.
- 2.14 As part of the COVID-19 recovery plan for Suffolk, the opportunity to build on the measurable environmental benefits has been noted. There have been significant reductions in vehicle movements (Suffolk County Council reported just 37% of usual traffic flows in week of 31 March 2020; this has increased to 64% in week of 19 May 2020) and measurable improvements in air quality. Across West Suffolk, analysis showed that compared to the same period last year pollution levels were approximately 45 per cent lower, with the worst polluted sites being less than half of that recorded last year. However, such benefits can be quickly lost and as we see traffic levels increasing, the need to continue to actively explore opportunities for environmental improvements remains crucial.
- 2.15 This is in addition to the routine work of the Suffolk Climate Change Partnership of which West Suffolk is an active member (since 2007) and has been working with residents and businesses to improve environmental performance through schemes such as the Carbon Charter business accreditation scheme and domestic energy efficiency programmes.

3. Short-term Actions

- 3.1 The recommendations from the Taskforce can be considered in three groups:
- a. **Short-term** actions that can be completed by 2022 that do not require an additional resource commitment from the Council;
 - b. **Longer Term** actions necessary that would enable the Council to set an ambition to become Net Zero-Emissions Council by 2030;
 - c. **Wider activity** to support the improvement in emissions across Suffolk.
- 3.2 The short-term actions proposed below can be delivered within existing budgets and build upon what the Council has already achieved and is working towards. Lowering greenhouse gas emissions is engrained and embedded into many Council operations, and the Taskforce has created additional focus on

this work. The proposals under each theme are as follows (please see [Appendix One](#) for further details of actions):

3.3 Housing ([appendix One section 1](#))

To reduce emissions from existing stock and new builds by improving housing planning and standards. This will be achieved by understanding and building a picture of the energy performance of the existing stock and the measures that are currently available to improve it; and promoting those measures.

3.4 Renewables ([appendix One section 2](#))

Increase the installation of renewable energy systems in domestic, community and commercial buildings across West Suffolk delivered through existing schemes such as Suffolk Solar together and Solar for business.

3.5 Travel and Transport ([appendix One section 3](#))

Continue to explore opportunities to reduce the impact on the environment by reducing vehicle and transport related greenhouse gas emissions created by West Suffolk Council fleet, including Waste and Operations Vehicles/and Plant and staff mileage. Opportunities to replace ageing fleet with ultra-low emissions alternatives should continue to be explored and route optimisation reviews undertaken. Continue to encourage and support walking and cycling. (Note replacement of vehicles will be subject to separate business cases). Continue to roll out Electric vehicle charging points. Deliver a range of air quality improvement initiatives.

3.6 Council Consumption and Accreditation ([appendix One section 4](#))

Understanding where we are as an organisation and reducing the carbon footprint of the Council through alternative work models, learning from the changes that have been implemented as a result of COVID.19.

3.7 Waste and Recycling ([appendix One section 5](#))

To continue to improve recycling rates and quality, reduce the amount of waste produced by households and businesses in West Suffolk and reduce emissions associated with waste production and waste collection. Further promotion of county wide initiatives will support this ambition.

4. Longer term: Achieving Net-Zero Emissions by 2030

- 4.1 The Taskforce was specifically tasked with exploring the potential for the Council to achieve Net-Zero Emissions by 2030. The Council is currently committed to achieve a 75% reduction by 2050, in line with the original UK Climate Change Act 2008. The Intergovernmental Panel on Climate Change (IPCC) (the United Nations body for assessing the science related to climate change) demonstrated in its 2018 report¹ that to increase the probability of addressing global warming, emissions must be reduced sooner than 2050. The consequences of not meeting net zero are set out, with impacts already observed on land and in human systems, including extreme weather (from drought to flooding), rising sea levels, land, habitat and species loss, health impacts, reduction in crop yields and crop failure.

¹ The IPCC, Special Report: Global Warming of 1.5°C, 2018 - <https://www.ipcc.ch/sr15/>

- 4.2 To explore what a more ambitious target would mean for West Suffolk Council's operations, in parallel with developing specific actions against the themes set out above, the Taskforce has developed a broad Action Plan and Trajectory to achieve Net-Zero Emissions by 2030. ([see appendix Two](#)) The plan focuses on the greenhouse gas emissions arising from the operation of West Suffolk Council only and uses the greenhouse gas emissions figures reported in the 2018/19 Environmental Statement as its starting point. The report does not consider the emissions generated in the wider district. This is being considered as part of the County wide work.
- 4.3 Further work is needed to develop and refine the modelling, particularly for technical feasibility and costings and to confirm the staff resources the Council would need to deploy to deliver this plan. In addition, the order of the projects would need careful consideration, particularly as some of the technologies being explored are still relatively new. However, it demonstrates that there is a potential path that the Council could follow to Net Zero that would produce income to balance out the capital costs over 10 years. It builds on work the Council has already done, for example the Toggam Solar Farm, and develops the council's ambition as set out in its Energy Framework². The projects fall into five key areas:
- a. **Council buildings** - Improve the energy efficiency and incorporate renewable energy (electricity and/or heat) into all owned buildings within 5 years.
 - b. Purchase **utilities from green generation**
 - c. **Invest in renewables generation** projects
 - d. Deliver a **1% increase in the District's forest** area cover to achieve carbon storage
 - e. Move **Council fleet to electric and hydrogen** solutions
- 4.4 At this stage it is important to note that Cabinet is being asked to commit to working towards achieving Net Zero greenhouse gas (carbon) emissions by 2030, not to the individual projects that are listed in [table 2 of appendix Two](#). Before undertaking any of those projects, a business case will be developed and due to the amounts involved would be subject to separate Cabinet or Council approval. However, using current cost estimates, it is predicted the total capital cost of all the projects would be £22,500,000, before taking into account the associated financial benefits of the initiatives.
- 4.5 The cost of borrowing would be in the region of £1,200,000 per annum, depending on interest rates at the time and loan durations, but the high level estimate of the revenue return prior to borrowing costs is £2,500,000 per year in year 10, once all projects are fully implemented. The annual financial benefit from the projects, when taken as a whole, is likely to be equal to or in excess of the borrowing. Individual schemes may have a direct cost for the Council so would need to be considered as part of the whole programme.

² West Suffolk Growth Investment Strategy Energy Framework - <https://www.westsuffolk.gov.uk/environment/Energy/upload/West-Suffolk-Energy-Framework-Adopted-June-2018.pdf>

- 4.6 As stated, these are initial estimated costs and would be refined for each proposed project. They have been included to show the Council the potential costs (and benefits) of declaring a Net Zero Emissions ambition for 2030.

5. Carbon Budget and Monitoring

- 5.1 To support this ambition, it will be necessary for the Council to implement more formal tracking of its greenhouse gas emissions. A best practice approach is to develop a 'carbon budget' to measure the cumulative amount of carbon dioxide (tCO₂e) emissions permitted over a period of time, balanced with the reductions in atmospheric carbon from any carbon off-setting activities, to keep within a certain temperature threshold.
- 5.2 One of the reasons this is preferred over other carbon reduction strategies is that all ambitions outlined are associated with a numerical value, such as an annual emissions maximum/target. This allows an organisation to set a baseline, identify the required contribution of carbon reduction and carbon-offsetting activities and breakdown their agreed emissions target into yearly cycles with planned quantified activities to achieve the target.
- 5.3 Further information as to the targets that would be set are included in [Appendix 2](#). The carbon budget would form part of the Council's environmental reporting procedures that are already in place. Monitoring would be carried out through the annual Environment Statement, which will set out whether the Council is meeting the Carbon trajectory. Operational monitoring would be undertaken through the Council's officer Environmental Management Group that all services are represented on, and collectively the group will work to ensure it develops a robust approach to monitoring building energy consumption and vehicle and driver performance.

6. Wider Activity

- 6.1 In addition to the actions the Council can take to meet its ambition to achieve Net Zero Emissions by 2030, there are actions the Council can support to deliver wider benefits to the carbon emissions across West Suffolk as a whole. These are included in [Appendix One](#) of the report as longer term opportunities and some would require the Council to explore the feasibility or invest in schemes. These are:
- a. Review West Suffolk Council's Home Assistance Policy and consider how to maximise existing policy in terms of energy efficiency in homes;
 - b. Scope the development of programmes and respond to opportunities for energy efficiency programmes for home- owners in West Suffolk to enable them to improve their homes with energy efficient measures;
 - c. Explore working with partners to improve energy efficiency of homes particularly in regard to insulation;
 - d. Explore the opportunity to work with EDF to offer their hybrid air source heat pump scheme to West Suffolk residents;
 - e. Explore how procurement policy could focus on local providers more;

- f. Influence and respond to the future government Recycling and Waste Strategy for England, to be implemented from 2023 onwards.

7. Communications and Engagement

- 7.1 A priority activity of the Taskforce was to engage with communities and businesses; however, this has been impacted due to COVID-19. An updated communications plan has been produced and this has been included at [appendix 3](#).

8. Alternative Options

- 8.1 The Council could choose to:
- Do nothing;
 - Reduce its ambitions in terms of the suggested actions;
 - Enhance its ambitions by increasing the funding and resourcing for green and zero-carbon initiatives and encompassing more ambitious projects.

9. Consultation and engagement

- 9.1 The initial consultation has simply been amongst the members of the Taskforce. Plans for engagement are included in appendix 3. Longer term work will also be informed by the Suffolk wide consultation work.

10. Risks

- 10.1 The Council already recognises the risks that Climate Changes poses, which is reflected in the Council's corporate risk register accordingly.
WS21: Failure to address this could increase the emissions the Council generates and damage the reputation of the Council

11. Implications arising from the proposal

11.1 Financial

Financial implications detailed in attached Appendices. Decisions on longer terms actions and Net Zero Emissions projects will be made separately based on business cases that include the financial requirements

11.2 Legal Compliance

N/A

11.3 Personal Data Processing

N/A

11.4 Equalities

The Taskforce expect that equality impacts should be positive as a result of their work; however, this would need to be subject to further assessment based on each action.

11.5 Crime and Disorder

The Council has a duty to consider the potential impact of its decisions on crime and disorder. It is hoped that the recommendations of the Taskforce will have a positive impact on the potential for reducing crime and disorder, but assessment would be required based on each action.

11.6 Environmental or sustainability

The Taskforce has considered environmental considerations in the formation of their recommendations. It is hoped that the recommendations will have a significant positive impact on the environment, for example encouraging staff to increase their use of public transport and active travel, as well as reducing the energy consumption from buildings, but further assessment would be required based on each action.

11.7 HR / Staffing

For the Council to build on environmental improvements from Covid.19, we need to continue to reduce the need for staff and councillors to travel. It is recognised that it is not possible for all roles and in all circumstances to do this. To deliver wider short-term actions capacity for this can be identified from current roles working in those areas. The longer terms actions will be supported by business cases that include the HR requirements.

11.8 Changes to existing policy

Short-term recommendations are in-line with current Council policy.

11.9 Impact on other organisations

Where recommendations are dependent on action from partners this is clearly set out in the report, and the engagement plan will explore this further.

12. Appendices

12.1 **Appendix 1** – Template of Workstream Actions

12.2 **Appendix 2** – Achieving Net Zero Emissions

12.3 **Appendix 3** – Communications plan

13. Background documents

13.1 14 Jan 2020 Update on the Work of the West Suffolk Environment and Climate Change Taskforce. (Report No: [CAB/WS/20/009](#))

13.2 Proposal to Establish a West Suffolk Environment and Climate Change Taskforce: ([Report No: CAB/WS/19/016](#))

13.3 International Panel on Climate Change: Global warming of 1.5oC: <https://www.ipcc.ch/sr15/> (November 2018)



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Colour Coding:

Short-term Action

Action with longer term implications/financial costs³

Community Engagement/Communications focus

³ Where these actions directly link to Net-Zero Carbon Plan, it is further highlighted

Section 1 - Workstream: Housing

Action	Methodology	Resources			Potential Carbon Reduction	Assumptions / Dependencies/Notes
		Direct Financial Cost	Officer Time	Other costs		
<p>(1.1) Identify properties that fail Minimum Energy Efficiency Standards (MEES).</p> <p>Improve properties up to page standard.</p>	<p>Use EPC database to identify F&Gs.</p> <p>2350 props 1600 in Private Rented Sector (PRS).</p>	Nil	Yes - PHH & Comms	Nil	<p>TBC - Could be as high as 480 tCO₂ per year.</p> <p>Approx. 1.6 tonnes per prop per year.</p>	<p>Note MEES applies to private rented residential and non-domestic property and is aimed at encouraging landlords and property owners to improve the energy efficiency of their properties. Contact landlords and provide advice and support, prior to any enforcement.</p> <p>Assuming 300 props could be improved evidence through new EPC An example 'G' rated property emits approximately 6.8 tonnes of CO₂ per year. Improvement to an 'E' rating would result in a carbon reduction of 1.6 tonnes of CO₂ per year.</p>
<p>(1.2) Identify and promote available assistance.</p>	<p>Collate all support across Suffolk for WS residents</p>	Nil	Yes	Nil	<p>Reduction as a result of initiatives undertaken</p>	<p>'Green Suffolk' initiative & other funding schemes to support energy efficiency measures in the home.</p> <p>Warmer Homes Health People initiative.</p> <p>'Green funding' from Gov following consultation on home Energy Efficient.</p>
<p>(1.3) Planning Policy to ensure higher performance in new build.</p>	<p>Preparation of new Maximise use of new policy through emerging WSLP to maximise energy efficiency in buildings.</p>	<p>Within Local Plan Budget</p>	Yes	<p>TBC – evidence base required to support any policy requirement.</p>	<p>The emissions savings that would arise from (for example) 10,000 new homes across the district could be 6,000 tCO₂/yr. lower if future Building Regs standards are utilised for these developments.</p>	<p>In order to prepare a robust local policy that exceeds the national standards. WSC will need to carry out an evidence base to support and evidence policy preparation, consultation, examination and adoption.</p> <p>This would be viability tested along with a suite of new policy requirements and tested at examination by an Inspector.</p> <p>Suggest remove next paragraph – does not fit with the action. We would wish to have a better standard than the Future Homes Standard but have used these in comparison to current energy efficiency data for properties built in 2017 to Part L 2013 standards.</p>

	Consider what can be done through existing policy (see action 1.8).					
Page 5	(1.4) Barley Homes	Explore the potential with BH Board for higher Energy Efficient spec for their build.	N/A	Yes	TBC	<p>Potential savings of 225 tCO_{2e}/yr if future Building Regulations standards are utilised for new properties.</p> <p>Board is committed to improving the Energy Efficient performance of their new build -ideally setting an example, whilst understanding the limitations WSC has to influence this as it is a separate company with marginal profits compared to larger developers.</p> <p>Barley homes- initial plans in the pipeline till around 2026 are for approx. 380 homes.</p> <p>Delivering homes that meet future Part L building regulations (due to be introduced in 2024) would deliver potential emissions savings 0.6 tCO_{2e}/yr. compared to 2017 average properties.</p>
	(1.5) Review West Suffolk Council's Housing Assistance Policy.	Consider how to maximise existing policy in terms of Energy Efficient performance in homes.	Nil to review Yes, if policy changed with local funding.	Yes	Nil	<p>TBC</p> <p>Consider how current Housing Assistance Policy could support WSC zero carbon objective.</p> <p>https://www.westsuffolk.gov.uk/Council/Policies_Strategies_and_Plans/More_plans_and_policies/upload/Housing-Assistance-Policy-and-Application-Guidance.pdf</p>
	(1.6) Scope the development and respond to opportunities for energy efficiency programmes for home- owners in WS to improve their homes with Energy Efficient measures.	Consider the viability & impact a scheme would make in WS How would this scheme complement the existing schemes in Suffolk to help residents improve the EPC for their homes?	Nil to review Yes, if scheme developed/implemented TBC	Yes	TBC	<p>TBC & dependent on scale of scheme.</p> <p>Carry out an initial assessment of the suitability, cost and benefit of a scheme. Include potential carbon reduction & any other benefits to WSC in terms of underlining our green credentials.</p> <p>The cost of whole house retrofits can be high, averaging 24K per property, but will be essential to achieve net zero housing. Lower cost options are available depending on construction type.</p> <p>It is not expected that West Suffolk Council will have a funding role but will support through a promotional/partnership role.</p> <p>Savings arising from housing energy efficiency project would be delivered over a 15 - 20-year period.</p>

						<p>A basic increase in efficiency across all domestic properties of 5% could deliver savings of 12,000 tCO_{2e}</p> <p>Savings could be as high as 5tCO₂/yr. per property from A Net Zero retrofit. If applied to all homes in the district could deliver savings of 200,000 tCO_{2e}</p>
<p>(1.7) Explore working with partners to improve Energy Efficient of homes.</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 63</p>	<p>Work with local insulation providers to promote benefits of improving energy efficiency.</p>	<p>Providers normally pay.</p>	<p>Yes</p>	<p>Minimal</p>	<p>Loft & cavity wall saves between 0.5 -1 tonne per prop.</p>	<p>Possibly Social Housing first (Havebury/Flagship) Bring a couple of typical props common in the district-terrace, semis- up to a zero-carbon standard. Consider doing it in steps and involving an academic institution to do the research, sums and monitoring. Split the cost between all parties and look for grant funding.</p> <p>Identify challenges, e.g. any trades skills gap, carrying out work with occupiers in situ.</p> <p>Identify quick wins, e.g. which retrofit measure give biggest return i.e. Carbon saving per £.</p> <p>Get an idea of economies for large scale retrofit programme.</p>
	<p>Consider some case studies, some may be in depth desktop studies of existing programmes followed by actual retrofits.</p>	<p>Depends on cost sharing arrangement and any grant funding.</p>	<p>Yes</p>	<p>TBC</p>	<p>Per property should be zero carbon, then look to see how much could be saved if rolled out.</p>	
<p>(1.8) Greener Homes Forum</p>	<p>Use the forum to encourage developers wishing to build in WS to do so with higher spec.</p>					<p>The forum will be used to ensure that developers understand the desire for WSC to become carbon zero and our strategy Building in WS needs to comply with those aspirations WSC needs to understand why this cannot happen, given the profit margins available and the relatively low cost compared to retrofit.</p>

Section 2 - Workstream: Renewables

Action	Methodology	Resources			Potential Carbon Reduction (tCO ₂ e)	Assumptions/ Dependences/Notes
		Direct Financial Cost	Officer Time	Other costs		
(2.1) Install renewable energy systems when replacing/maintaining West Suffolk Council assets.	Carry out a regular review of the council's property portfolio to assess the opportunities for renewables. Each business case should demonstrate a positive return on investment.	Initial capital investment varies but business cases prepared to show pay pack.	Each project would require about 50 hours of officer time.	Approvals and permissions will be built into the business case.	Each 100kW of solar PV saves 25 tonnes. The ground source heat pump at West Stow will save 25 tonnes per year.	Requirement to continue to provide funding to invest in each new scheme. Each scheme has its own business case and whilst there are capital investment schemes deliver return after borrowing.
(2.2) Continue to invest in our Solar for Business scheme.	Existing delivery model in place, continue to do more of the same.	Current allocation of £2m	2 days per week	Approvals and permissions will be built into the business case.	£2mn invested into solar will deliver 750 (4,300 over the next ten years) tonnes.	The scheme relies on the sale price of the solar electricity remaining cheaper than grid electricity. The current difference is about 5 pence per kWh.
(2.3) Promote domestic renewable energy technologies, initially focusing on solar PV and Air Source Heat Pumps.	Continue to offer the successful bulk buying 'Suffolk Solar Together' initiative and explore a similar bulk buy initiative for domestic air source heat pumps.	Main cost is the promotion of the scheme as residents make the capital investment - £10k.	72 hours as should be able to utilise support from SCCP.	No additional financial ask, unless used to explore marketing opportunities – however, this would fit within existing budget.	Each property that installs an ASHP to replace an oil central heating system will save an average of 1 tonne per year.	Need to work with the local supply chain, ASHP market less developed than solar PV. More information here: https://www.solartogether.co.uk/suffolk/home

<p>(2.4) Explore the opportunity to work with EDF to trial their hybrid air source heat pump scheme in West Suffolk.</p>	<p>Enter into a partnership agreement with EDF- https://www.edfenergy.com/for-home/energy-efficiency/low-carbon-heating.</p>	<p>Only in the form of officer.</p>	<p>50 hours</p>	<p>Within marketing budget.</p>	<p>Each property that installs a hybrid ASHP to run alongside an oil central heating system will save an average of 0.5 tonne per year.</p>	<p>Need to ensure the local supply chain is in place to deliver the installs.</p>
<p>(2.5) Investigate opportunity to roll out EDF hybrid air source heat pump scheme for residents in West Suffolk.</p>	<p>Enter into a partnership agreement with EDF- https://www.edfenergy.com/for-home/energy-efficiency/low-carbon-heating.</p>	<p>Officer time</p>	<p>n/a</p>	<p>Within marketing budget.</p>	<p>Each property that installs a hybrid ASHP to run alongside an oil central heating system will save an average of 0.5 tonne per year.</p>	
<p>(2.6) Investigate opportunities to build and own another solar farm.</p>	<p>Work through each opportunity by assessing the legal, commercial and technical viability.</p>	<p>A 12.4MW solar farm (size of Toggam solar) would cost £6.5mn.</p>	<p>2days per week</p>	<p>Approvals and permissions will be built into the business case.</p>	<p>Annual CO2 savings of 3300 (17,500 over the next ten years) tonnes.</p>	<p>Need to find the right piece of affordable land that can gain planning permission and a grid connection offer from UKPN. (Actual delivery is included in Longer Term Priority Actions in Net Zero Carbon Report).</p>

Section 3 - Workstream: Travel & Transport

Action	Methodology	Resources			Potential Carbon Reduction	Assumptions/ Dependences/Notes
		Direct Financial Cost	Officer Time	Other costs		
(3.1) Route Optimisation – Reviews of Waste collection rounds to optimise the efficient and low-cost collection of waste.	Efficient route planning to reflect increase in household numbers, waste quantities and facility locations. Includes household waste and commercial waste collections. Review mileage.	Within Existing Budget	Yes	Subject to amount of external software support required.	The Target for the Net Zero Carbon Report states that our ambition should be to achieve savings from these actions that would achieve 7,700 tCO ₂ e over the next 10 years with emissions from our vehicles and machines reduced by 80% in year 10.	Growth – additional domestic properties and new commercial customers need to be taken into consideration. In cab devices “Bartec” Instructing drivers via their daily work pack -Already in use.
(3.2) Review of alternative fuel vehicles as part of vehicle procurement process.	Continuous research into new technologies, keeping abreast of market changes and opportunities. Communicating with partners.	Within Existing Budget	Yes	Within Existing Budget		Alternative fuel options can require large infrastructure changes at great expense. East Suffolk Council sharing results of their Bio-diesel (Bio-methane) options/fleet review undertaken by Norse, due in March 2020. RCV’s not readily available on Market for electric – will be 2023/4.
(3.3) New Pool Car service incorporating Low emission vehicles.	New pool car scheme run by Vertas incorporating Hybrid/Low emission vehicles. Vertas have committed to supplying full EV	Monthly management fee £500	No	Cost to dept. for hire.		Compared to WSC pool vehicles previously on fleet the greenhouse gas emissions should be lower and will continue to reduce as and when Vertas are able to supply EV’s. Difficult to

	when able. Charging Infrastructure required in Olding Road car park.	(Already in budget).				quantify currently as relatively new scheme and the scheme will need to be reviewed in light of reduction in business mileage. Being able to gain maximum benefit will depend on charging facilities at WSC. (Unknown cost to Council of additional charging points).
Page 67	(3.4) Continue trials of alternative technologies for commercial vehicles. i.e. Road Sweepers.	Keep lines of communication open with Suppliers. Invite vehicle demo options wherever possible and Record stats/results and feedback on usage.	Nil	Yes	Nil for demo – see notes	Vehicle trials will be carried out wherever possible. Demonstration vehicles are available to Customers. The expense will come when Purchase made. e.g Current cost of Sweeper like-for-like is £135k; EV equivalent new is £400k. (This expense and delivery is included in Longer Term Priority Actions in Net Zero Carbon Report).
	(3.5) Continued professional development of driving staff.	Training given to driving staff to aid understanding the outcomes of differing driver behaviours and encourage positive change.	Within Existing Budget £58.75 per driver	Yes	Within Existing Budget	Yearly Driver Certificate of Professional Competence (DCPC) training. Industry requirement for vocational drivers. Driver CPC Training carried out yearly by external provider - £58.75 per driver which includes DVSA training upload fee.
	(3.6) When replacing the existing fleet of waste collection vehicles, to consider the purchase of at	NB Continue trials of alternative technologies for commercial vehicles. As vehicles become due for replacement viable options will be considered. Liaising with	Yes – see notes	Yes	Possible	Substantial increase in vehicle purchasing budget. Current Vehicle Budget £200k per Refuse Truck. Additional £210 - £250k required per vehicle for conversion to electric.

<p>least one electric vehicle.</p>	<p>suppliers who carry out conversions to electric. To also investigate the possibility of other low/zero emission alternatives, such as hydrogen-fuelled vehicles.</p>					<p>Major changes to converting all, or some, of fleet to Hydrogen requires infrastructure changes as per above and additional resources estimated 2-4 Million.</p> <p>Electric RCV's of the size type required are not available on the Market currently.</p> <p>Some vehicles on the market are double their Diesel equivalent.</p> <p>(This expense and delivery is included in Longer Term Priority Actions in Net Zero Carbon Report)</p>
<p>(3.7) Work with Suffolk County Council to ensure West Suffolk benefits from the Cycling and Walking Fund</p>	<p>Stage 1 submissions have been defined by Suffolk County Council's policy development panel.</p>	<p>N/A</p>	<p>Yes</p>	<p>None</p>		<p>Government announced (9 May) fund to help create a new era for cycling and walking" in response to the coronavirus crisis. This includes a £250m "emergency active travel fund".</p> <p>The emergency fund is the first stage of a broader £2bn investment in walking and cycling. Initially SCC promoting 4 schemes in Bury St Edmunds being for phase 1.</p> <p>An updated Cycling and Walking Investment Strategy will also be launched in the summer, with the aim of doubling participation by 2025.</p>
<p>(3.8) Work with partners to develop an EV charging Point strategy and roll out plan.</p>	<p>Draft Strategy under development working with Suffolk CC and NAELP. Use of developer contributions.</p>	<p>External funding/developer contributions.</p>	<p>Yes</p>	<p>None</p>		<p>Link to Suffolk wide plans under development. Continue to attach conditions to planning consents to ensure that new developments (residential, commercial and industrial developments and 'destination' developments) are appropriately provided for.</p> <p>Continue to use external funding.</p>
<p>(3.9) Support Suffolk-wide air quality monitoring pilot with a view to finding opportunities to improve air</p>	<p>Low cost remote sensor equipment deployed throughout Suffolk measuring nitrogen dioxide, particulate matter (PM10 and PM2.5) and Ozone.</p>	<p>Suffolk County Council initiative</p>	<p>Yes</p>	<p>n/a</p>		<p>Equipment will need to be accurate enough to provide meaningful data.</p>

quality in hotspot areas and gain greater insight into particulate pollution.						
(3.10) Increase impetus on measures to tackle vehicle idling in sensitive locations.	Increase anti-idling signage in hotspot areas, continue to undertake anti-idling educational sessions within schools, and work with Civil Enforcement officers in enforcing and issuing fixed penalty notices.	Within existing budget	Yes	n/a		
(3.11) Work with partners to promote improvement of Air quality by sharing information and positive work practices.	Suffolk-wide.	Within existing budget	Officer time will be required to engage with community groups	n/a		
(3.12) Continue to work with partners and community groups to improve air quality.	Media campaign Suffolk wide work	None	YES			Building on the learning from the Bury St Edmunds Air Quality group, develop comms campaigns to promote anti idling Actively work with Suffolk wide air quality initiatives.
(3.13) Continue to support residents of West Suffolk to identify and develop community projects aimed at informing and promoting ways to improve air quality throughout the district.	Community Development - identified in the Families & Communities strategy with focus on enabling communities	Within existing budget	Officer time will be required to engage with community groups.	n/a		Opportunity to source funding for community groups to develop projects around air quality, sustainable transport and health and wellbeing for residents.
(3.14) Fleet Management ensure	Consider each vehicle on the replacement plan – Type, size	Additional funding	Yes – addition	Infrastructure costs.		Vehicles will need to be individually assessed for appropriate replacements that meet Operational

that council invests in appropriate ULEV.	etc. Question – can it be replaced with an alternative which will be suitable for purpose.	required to meet additional costs of EV, over and above that already in budget.	al time for sourcing alternatives			needs. Purchase of alternative fuelled vehicles will be dependent on availability of specific vehicle types on the market and dependent on extensive additional funding. In the long-term Council should benefit from reduction in running costs and Environmental Improvement for all. (Actual delivery is included in Longer Term Priority Actions in Net Zero Emissions Report).
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Section 4 - Workstream: Council Consumption and Accreditation

Action	Methodology	Resources			Potential Carbon Reduction	Assumptions/ Dependences/Notes
		Direct Financial Cost	Officer Time	Other costs		
(4.1) Review and update organisation's environmental management systems.	Utilise ISO 14005 Environmental Management system to undertake Gap Analysis and develop a report of improvement actions.	None ISO already purchased	Part of existing roles	Further officer time may be needed.	Non direct	The review will be undertaken by Environment and Energy Team with details shared with Environmental Management Group. Note the actions arising may require further officer time to implement.
(4.2) Reduce energy consumption from all sites.	A prioritised list of energy efficiency projects will be set out for all key sites. Projects will be implemented based upon available budget, return and site constraints.	Can begin in first year with zero budget.	Officer time requirement	Potential third party costs for projects that benefit tenants.	5,000 tCO ₂ over 10 years	The Net Zero Carbon Report (appendix 2) includes a requirement to reduce building energy consumption aiming to achieve 30% reduction over five year. Report includes a requirement for additional funding to achieve savings (This expense and delivery is included in Longer Term Priority Actions in Net Zero Carbon Report).
(4.3) Offer training on environment and climate change to staff – "ways of working".	Develop a programme of relevant training and communications for staff.	To be delivered from existing comms and environmental resource.	Officer time requirement	None	Will support achieving wider organisation savings targets.	Initial training session to build upon session already delivered to SMT. Further sessions to be developed. Will link to following action and ways of working.
(4.4) Learning from COVID - Encourage	Communications and tasks to encourage staff to embed	To be delivered	Officer time	None	Will support achieving wider	

all council teams to consider and review their ways of Working.	lowering mileage through home working; reducing paper Usage; more efficient operations.	as part of COVID recovery plan.	requirement		organisation savings targets.	
(4.5) Encourage all employees to understand their own eco footprint.	Using internal comms, training sessions and the Green Suffolk tool.	None	Officer time requirement	None	None direct to Council. Could help reduce Scope 3 emissions arising from Staff Commute.	Will support reaching out to staff and leadership position. Could be replicated in organisations across the district. www.greensuffolk.org/at-home/carbon-footprint/
(4.6) Council offices to use recycled or sustainably sourced paper – “ways of working”.	Undertake paper trial and stage implementation.	With reduction in paper usage, action is cost neutral	Low	None	Low	Being implemented in WSH, carbon saving has been estimated and cost were included in Taskorce intermediate response to cabinet. A3 paper has increased from £4.48 per ream to £4.68 (plus VAT) and the A4 paper has increased from £1.90 per ream to £2.00. However, a reduction in paper usage will have a run on effect on costs. Between April and June 2020, paper costs for the Council came to £360. This compares favourably with the same timespan between April and June 2019, which came to £1,981.44. (PLEASE NOTE: the scale of this reduction in paper usage is influenced by Covid.19. Nonetheless, a reduction in paper usage is shown to have a beneficial financial impact). Roll out in further offices will extend benefits.
(4.7) Localised procurement.	The council should review current procurement practice to focus on more local suppliers.	None	Officer time requirement	None	No direct emissions savings	Working on going to look at procurement processes, tools and support to enable suppliers and the Council to procure more sustainably. This approach would add social value to the area, using our position as a key local ‘anchor’ as a means to drive improved green standards among suppliers and lower the council’s carbon footprint through short, dense supply lines.

Section 5 - Workstream: Waste and Recycling

Note: Actions will be subject to the impact of the Government's Recycling and Waste Strategy - currently at consultation stage.

Action	Methodology	Resources			Potential Carbon Reduction	Assumptions / Dependences/Notes
		Direct Financial Cost	Officer Time	Other costs		
<p>(5.1) Reduce the amount of waste that is created by public and businesses, such as food waste, through awareness raising campaigns across Suffolk.</p>	<p>Utilising social media, traditional media and attending public events. Giveaways to help support positive behaviour. Engaging with local businesses and community groups. Further promote existing campaigns such as https://www.suffolkrecycling.org.uk/reduce-your-waste https://www.suffolkrecycling.org.uk/reduce-your-waste/home-composting</p>	<p>Within existing budgets.</p>	<p>Yes</p>	<p>TBC</p>	<p>Yes, but subject to the reduction in waste using current infrastructure.</p>	<p>Ability to engage face to face with residents may be hampered by cancellation of public events and social distancing rules.</p> <p>Note: Additional budget may be required subject to the success of behaviour change campaigns but there could also be direct cost savings for the Council.</p>
<p>(5.2) Work to increase recycling through the use of blue bin and recycling sites in order to maximise the use of the current recycling systems in Suffolk.</p>	<p>Social media, traditional media attending public events. Targeted promotion of local bring sites. Giveaways to help support positive behaviour.</p>	<p>Within existing budgets.</p>	<p>Yes</p>	<p>TBC.</p>	<p>Yes, but subject to the reduction in waste and increase in recycling using current infrastructure.</p>	<p>Ability to engage face to face with residents may be hampered by cancellation of public events and social distancing rules.</p> <p>Note: Additional budget may be required subject to the success of behaviour change campaigns.</p>

<p>(5.3) Increase the quality of waste collected for recycling in response to commodity market requirements.</p>	<p>Utilising targeted media, staff briefings, use of in-cab technology and reporting. Increased contact with customers to give advice on what can and can't be recycled through the blue bin service.</p>	<p>Within existing budgets.</p>	<p>Yes</p>		<p>Yes, but subject to many variables, not least the location of markets – waste commodities are traded internationally.</p>	<p>Ability to engage face to face with residents may be hampered by cancellation of public events and social distancing rules.</p> <p>Potential link to the circular economy goal as material quality will allow more cost-effective reuse/recycling.</p> <p>Note: Additional budget may be required subject to the success of behaviour change campaigns.</p>
<p>(5.4) Continue to promote anti-litter initiatives.</p>	<p>The Council has a strong track record with initiatives such as Love where you live and Suffolk Against litter that should continue to be promoted.</p>	<p>No</p>	<p>Yes comms</p>	<p>No</p>		<p>https://www.westsuffolk.gov.uk/bins/street_cleaning/suffolkagainstlitter.cfm https://www.westsuffolk.gov.uk/lwyl/</p>
<p>(5.5) Influence and respond to the future government Recycling and Waste Strategy for England, to be implemented from 2023 onwards.</p>	<p>Suffolk Waste Partnership to review and respond as strategy consultation is developed and published.</p>	<p>Capital and revenue budget impact. This is subject to the consultation outcome and the financing model adopted by government.</p>	<p>Yes</p>	<p>Cost of change (procurement, comms. etc.).</p>	<p>Potentially but subject to the future requirement for collecting waste e.g. collecting more waste separately for recycling, thus requiring more vehicles, containers etc.</p>	<p>Potential national initiatives under consideration:</p> <ul style="list-style-type: none"> • Consistent collection of recyclables • Separate glass bottles/jars collection • Food waste collection • Deposit return scheme for packaging <p>Success dependent upon community engagement (businesses and residents).</p>

West Suffolk Environment and Climate Change Taskforce

Appendix Two: Net Zero Emissions Trajectory and Carbon Budgets

1. This document sets out an overview of an approach the Council could take to update its current greenhouse gas emissions target to achieve Net Zero Emissions by 2030. The report sets out a description of an emissions trajectory by utilising a carbon budget approach and provides an overview of the roadmap that could be taken by the Council.
2. Further work is needed to develop and refine the modelling, particularly for costings. However, it serves to demonstrate a potential path that the Council could follow. The paper focuses on the greenhouse gas (GHG) emissions arising from the operation of West Suffolk Council only as reported in the 2018/19 Environmental Statement (see footnotes). The report does not consider the emissions generated in the wider district.

Overview of Climate Policy, Targets and Local Commitments:

3. In 2008 the UK Climate Change Act legislated a commitment to an 80% reduction in greenhouse gas emissions by 2050 from 1990 levels, with five yearly carbon budgets to set actions and review progress.
4. Following the recommendations of the Climate Change Committee, the Government legally amended the target in June 2019 to reduce all GHG emissions to Net Zero Emissions by 2050.

Current Position of Suffolk Local Authorities:

- **East Suffolk** - are investigating how its buildings and services, can become carbon neutral by 2030.
- **Babergh & Mid Suffolk** - are aiming to set out how they can be net zero carbon emissions by 2030.
- **Ipswich** - declared a 'climate emergency'.
- **Suffolk County Council** - aim to set out how all buildings, school and services carbon neutral by 2030.

West Suffolk Council Emissions and Progress to Date

5. West Suffolk Council has been tracking its greenhouse gas emissions since 2010. The Council's progress on managing and reducing greenhouse gas

emissions are reported annually, see here⁴ - to date the Council has reduced greenhouse gas emissions by 27.9% since 2010 and is on target for a 75% reduction in emissions by 2050.

West Suffolk Carbon Budget

6. Under a system of carbon budgets, every tonne of greenhouse gas emitted between now and the target deadline is counted. This approach focuses on the cumulative amount of emissions and how these are emitted over time.
7. We have reviewed several options for the structure of a carbon budget, including the widely recognised Tyndall Centre tool for Local Authorities⁵ and this has informed the proposed budget set out below.
8. Figure 1 (on the following page) sets out 2030 trajectory proposal for West Suffolk Council's carbon budget for the period. The budget is structured in 4 and 2 year periods, having regard to the fact that a number of the projects to deliver this ambition are longer term and uses the Council's annual emissions in 2018/19 as a starting point; 5,916 tonnes of carbon dioxide equivalent (tCO₂e)
9. The proposed budget periods would be:
 - a. April 2020 – Mar 2024 - steady annual emission rate of 4,675 tCO₂e/year
 - b. April 2024 – Mar 2028 - steady annual emission rate of 2,484 tCO₂e/year
 - c. April 2028 – Mar 2030 - steady annual emission rate of 840 tCO₂e/year
 - d. Zero emissions in 2030/31.

By taking a stepped approach, the total greenhouse gas emissions in this period would be 36,000 tCO₂e.

High Level Action Plan

10. To establish how West Suffolk Council could achieve the required reduction to achieve a Net Zero Emissions target we have undertaken some high-level modelling of potential actions that could be undertaken. The modelling illustrates potential routes to reduce the emissions arising from the Council's largest emissions sources – Council buildings and vehicles – and includes:
 - a. efficiency measures;
 - b. renewable energy generation;
 - c. ultra-low emissions vehicle technologies (ULEV) and
 - d. carbon storage and
 - e. habitat creation.

⁴ <https://www.westsuffolk.gov.uk/environment/upload/Environmental-Statement-2018-19-FINAL.pdf>

⁵ <https://www.tyndall.ac.uk/news/tyndall-carbon-targeter-helps-local-authorities-respond-their-climate-emergency>

11. Table 1 sets out the workstreams used in the high-level action plan and the priority projects that could be undertaken to reduce West Suffolk Council's greenhouse gas emissions.
12. Figure 1 shows the 2030 Carbon Budget alongside the pathway to net zero by 2030 from implementing the "High Level Action Plan".

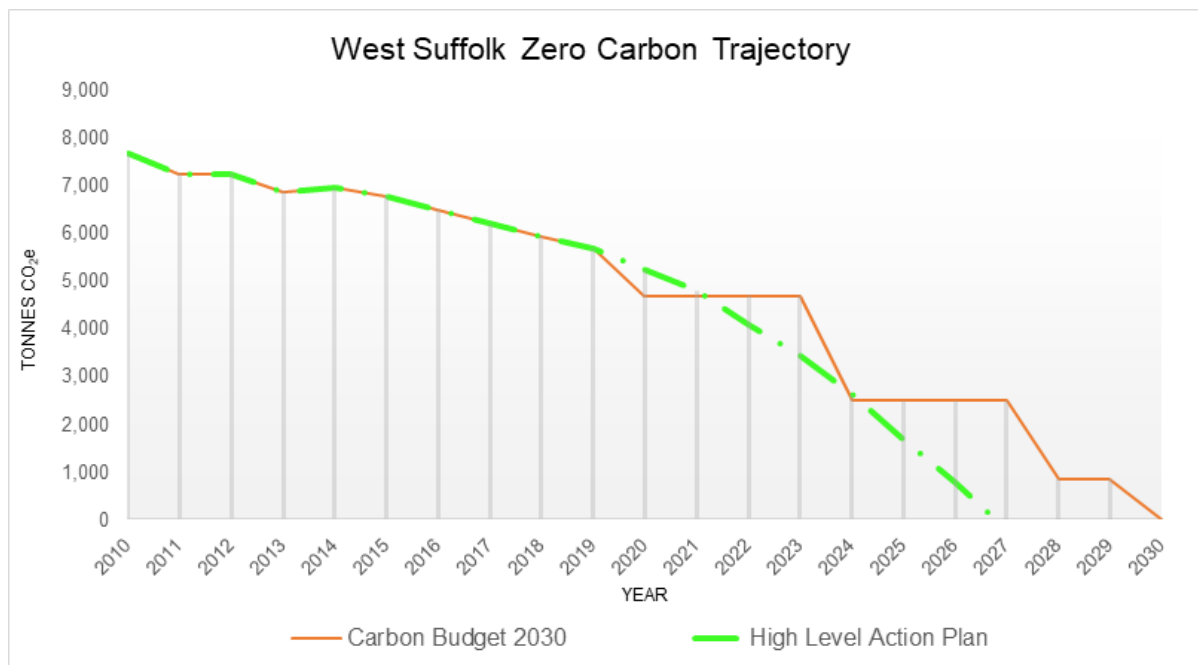


Figure 1 West Suffolk Council's 2030 Net Zero greenhouse gas emissions trajectory alongside the proposed Carbon Budget 2030 and emissions pathway from the High-Level Action Plan

13. The High-Level Action Plan shows that West Suffolk Council could achieve Net Zero Emissions by 2030 with a committed and focused effort.
14. The estimated capital cost of implementation is £22,500,000 with delivery over the next 10 years. The various projects have estimated lives of between 10, 20 and 40 year periods, depending on whether this is equipment or infrastructure.
15. The high-level estimate of the revenue return prior to borrowing costs is £2,500,000 per year in year 10, once all projects are fully implemented.
16. The cost of borrowing would be in the region of £1,200,000 per annum, depending on interest rates at the time and loan durations. The annual financial benefit from the projects is likely to be equal to or in excess of the borrowing and other costs in most years however, this would need to be explored further as part of a full business case so it could be appraised against other council projects and priorities.
17. These figures are very high level and more detailed modelling is needed; however, they give an indication of the level of investment that would be required and the return that would be delivered.

Table 1 The High-Level Action Plan workstreams and overview of relevant actions modelled to achieve the carbon budget over the 10-year period

Workstream	Emissions benefit	Projects Description	Notes
Council buildings	-4,200 tCO ₂ e saving	Reduce emissions from existing building Improve the energy efficiency and incorporate renewable energy (electricity and/or heat) into all owned buildings within 5 years.	Includes an estimated rise in overall energy demand from increased electrical energy requirements
Council buildings	7,800 tCO ₂ e increase	New developments deliver on Low Carbon Ambition Mildenhall Hub and Western Way Developments already have significant energy generation and management technologies. This work stream will ensure the aspirations are delivered so the project contribute towards to Low Carbon building ambition.	Assumes that Council will be responsible for 50% of Mildenhall Hub's and 35% of Western Way Development's (WWD) energy related emissions.
Purchase of utilities	-9,100 tCO ₂ e saving	Switching to Green Energy Suppliers <i>Switching to green energy and gas suppliers would produce a positive benefit supporting grid and energy market decarbonisation.</i>	<i>Emissions reduction trajectory does not include the associated emissions savings from purchased or generated renewable energy.</i>
Renewable energy generation	-26,400 tCO ₂ e saving	Invest in renewables generation projects <i>The Council is performing a locally and nationally leading role in its investment in renewable energy and low carbon energy technologies. Continuing this work will deliver significant benefits supporting grid and energy market decarbonisation</i>	<i>This demonstrates best practice and would be stated under Dual reporting</i>
Green spaces and biodiversity	-2,600 tCO ₂ e saving	Deliver a 1% increase in the District's forest area cover to achieve carbon storage A project of strategic investment in afforestation would deliver carbon storage and ecosystem and biodiversity benefits as well as potentially provided space to support resident wellbeing and developing new economic activity.	Includes a very high-level estimate of the carbon storage benefits of a 1% increase in the District's forest area cover. Projects could also include restored wetland/heathland and agroforestry. Savings start in year 1.
Transport and Travel	-9,100 tCO ₂ e saving	Move Council fleet to Electric and hydrogen solutions This work stream would Prioritises efficiency measures, driver training and monitoring in the initial stages with slow switch to Ultra Low Emissions Vehicles.	Estimated costs for vehicles includes the full costs for hydrogen generation plant and renewable energy generation to power hydrogen generation

NOTE: The emissions benefits are for those generated over a 10-year period

The modelling makes several assumptions that will need further investigation.

Italics are used for emissions savings which cannot be removed from gross emissions – because of GHG accounting rules

West Suffolk Environment and Climate Change Taskforce

Appendix Three: Engagement and Communications Plan **Version 1**

Background

West Suffolk Council has a history of introducing initiatives and working practices to improve the environment and lessen the impact upon it. This has seen investment in projects such as solar on company roofs, environmentally friendly buildings such as West Suffolk House and running a solar farm.

The Council has declared a Climate Change Emergency and has set up an Environment and Climate Change Taskforce to look at ways to improve what the authority does.

There have been a number of communications, both public and internal, publicising the formation and work of the group from its inception. In addition, while the group has been formed the Council has been highlighting weekly, where possible, and sometimes more, the work we have been doing to improve the environment.

The Taskforce has come forward with a range of initiatives and the suggestion for the Cabinet to consider including that the Council should also declare a biodiversity and environmental emergency climate change.

Therefore, it is important that the ongoing work of the Council and the new initiatives, once agreed by Cabinet is publicised to a range of audiences, including internally.

Communication strategy

Communications will be planned and will include agreed messaging reflecting the work and ambition of the authority. Depending on need they will inform, educate, listen and engage to help explain what the Council is doing, our aims and how staff, communities and businesses can help.

It will be proactive, timely and use materials and channels to bring the work of the Councils alive. It will also be flexible enough to cover events or opportunities as they arise.

Communications will fall into several categories but will have an overall strategic umbrella of messaging that is linked to the Council's strategic framework – in no particular order

- Communicating the already ongoing work – forward plan developed
- The findings of the Taskforce
- The ongoing initiatives agreed by Cabinet

- Internal communications for staff and members – both on what the Council is doing and how they can play their part.
- Celebrating and encouraging community and business led 'green' initiatives – where appropriate
- Engaging with relevant stakeholders, public etc to help explain or improve initiatives.
- Campaign and education work – on particular issues (anti-idling for example)
- Amplifying existing and new campaigns and engagement work by partners on improving the environment and biodiversity as well as tackling climate change.

As part of the communications the environment pages on the Council's website will be revamped to highlight the work of the Council and the new initiatives as well as the fact the Council, if agreed, has not only declared a climate change crisis but a biodiversity and environmental one. This will include vibrant and informational content as well as examples of how people can help and signposting to useful sites and information.

Every three months, in addition to the regular communications, sent out by the Council, the authority will produce an online newsletter on the steps it is taking or what is happening across the district. This will be on the website and sent to the media as well as a range of stakeholders.

A range of stories and social media content will be produced, and channels explored to best reach the objectives and aims – from but not restricted to online, films, social media, face to face engagement, lobbying and traditional media and methods such as posters.

The Council will look to amplify and strengthen engagement and campaigns being carried out by partners in this area. This includes re-posting or re-tweeting campaigns as well as looking for a West Suffolk angle for our local residents.

Engagement will include stakeholder mapping to make sure audiences are targeted in the right way.

Where possible communications will be environmentally friendly but use materials that will achieve the best impact for the objective.

As initiatives are developed these will need their own communications strategy and this will be produced by the Communications Team.

Messages

There will be a strategic umbrella of messaging that reflect the strategic framework.

Messaging will be used to set out the strategic goals and ambition of the Council and wherever possible included in all forms of communications. It will also acknowledge the fact the Council has declared Climate change, and if agreed, biodiversity and environmental emergency. The below messages will evolve:

West Suffolk is dedicated to protecting and improving the environment, building on the strong work that has gone before. (A CHANGING LIST OF EXAMPLES WILL BE ADDED TO THIS)

The Council has declared a climate change, biodiversity and environmental emergency and is working on a series of initiatives to...(LIST RELEVANT AIMS TO MATCH THE COMMUNICATIONS. E.G REDUCE CO2 GET MORE PEOPLE TO RECYCLE)

This is not the responsibility of one person or one organisation, we much all play our part in reducing climate change as well as improving and protecting biodiversity and the environment.

We have introduced innovative initiatives to help us, businesses and communities do their bit. But we know we can do more.

One of the first acts of the new West Suffolk Council was to create a cross-party Taskforce to see how the Council could improve what it is doing to reduce its impact and make improvements.

Timetable of events

Below is the initial timetable of communication events and actions. This will change in response to or as new initiatives are created.

Date	Event	Action
Ongoing	Website updated	Update website and look at including more visual information as well as make sign posting easier to initiatives both being carried out by the Council and the community. This will include campaigns, engagement, news releases, information, films and infographics, annual report and describing that the Council has called a climate change, environment and biodiversity emergency.
Ongoing	Embed messages across Council communications.	Messaging agreed and communicated to services and Communications Team so immediately can be used.
Ongoing	Forward plan of news releases with an environment theme	Create a forward plan of environmentally themes news releases – this can include existing projects which also have benefits to the environment. But also dedicated environment/ climate change/ biodiversity beneficial initiatives such as not cutting some verges and introducing plants to attract pollenating insects.
Around 14 July	Wildflower meadow on Abbey Gardens	News release with Heritage Partnership Social Media Member communications
14 July	Cabinet Papers public	Comms to publicise findings of Taskforce and possible declaration of biodiversity and environmental emergency – includes: Update on Cabinet papers to Full Council as part of Leader’s Statement – July 14 • News release

		<ul style="list-style-type: none"> • Staff Comms – intranet blog • Social Media • Member comms through leader’s brief • Updated website
21 July	Cabinet make decision on recommendations	<p>Publicise decision and what the Council will be doing.</p> <p>Social media News release Update website Short film to be used on web pages and social media Letter to stakeholders from Leader Intranet blog for staff and members</p>
Ongoing	Staff Communications	<p>Series of campaigns about what the Council is doing, asking for examples of best practice and highlighting them, sharing messages from public.</p> <p>This can include everyday things such as reducing paper to larger schemes such as the solar farm.</p>
Ongoing	News releases and campaigns	<p>Ongoing tailored news releases/ social media/ staff and member communications on initiatives as they appear on the forward plan as well as ongoing engagement campaigns.</p> <p>Campaigns and communications will centre on individual projects agreed by Cabinet as part of the report as well as ongoing initiatives. Therefore, communications could be tailored to an individual element or initiatives grouped to show what the authority is doing around a particular issue.</p>
Ongoing	Social media support	<p>Highlighting and amplifying good practice where we see it – such as community group sharing initiatives on social media. The council praising this and reposting.</p>
Quarterly	Newsletter	<p>The regular newsletter will be sent out quarterly – the first one after the Cabinet report is agreed.</p>