

Colchester Borough Council Climate Emergency



Colchester
Borough Council

Action Plan 2021-23

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1

Reduce carbon emissions from our buildings and fleet to help achieve a net zero carbon footprint for Council services by 2030

	Action	How will action be achieved?	Timescale	Measurement of Success
1.1	Development of a new Carbon Management Plan (CMP) based on insight and evidence gathered from a detailed pathway modelling of the current CBC footprint.	Work with the Carbon Trust to develop a new CMP for 2022-27	October 2021- April 2022	New CMP produced by April 2022
1.2	Review CMP 2016-2020 to address any outstanding projects and see if these can be carried out.	Review projects to identify technical feasibility and budget available.	January 2021- December 2021	Actions reviewed and identified for completion in new CMP if required.
1.3	Continue to report on our emissions annually, and look to collect more refined data on our indirect emissions.	Explore ways of accessing data from contractors on their emissions in relation to procured goods and services. Review other data sources and report annually, including calculating emissions associated with working from home.	Emissions reported annually.	Report on emissions produced, in better detail where possible.
1.4	Take steps to ensure the council's future electricity supply is provided by 100% renewably generated sources.	Source Council's electricity from a supplier providing 100% renewable electricity . Explore opportunities for renewable energy generation such as solar PV that can be used to contribute directly to powering Council buildings (see 2.2).	Complete by April 2021 and reprocurring green tariff at each procurement cycle. May 2021 – April 2022	Get a 100% renewable electricity green tariff in new procurement of utility supplier. Business case produced for generating renewable energy to contribute to powering Council buildings (see 2.2).
1.5	Review our estate and assets to investigate means of increasing energy efficiency of heating, lighting and cooling systems .	New Estate Asset Strategy to include decarbonisation plan.	April 2021 – April 2022	Building Maintenance Survey & Programme to include carbon reduction assessment and activities to maximise opportunities to decarbonise assets when carrying out repairs.

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Reduce carbon emissions from our buildings and fleet to help achieve a net zero carbon footprint for Council services by 2030

	Action	How will action be achieved?	Timescale	Measurement of Success
1.6	Decarbonisation of Rowan House, the Council's main office.	<p>Replacement of existing heating and ventilation systems with heat pump. Also adding in extra roof insulation and LED lighting.</p> <p>Installation of 20 electric vehicle (EV) charge points at Rowan House.</p>	<p>February 2021 – December 2021</p> <p>January 2021 – April 2022</p>	<p>Realization of predicted energy savings (and associated carbon emissions) during first full year of operation.</p> <p>Installation complete to support purchase of new EVs.</p>
1.7	Redevelopment of Shrub End Depot to decarbonise the site, improve management of recyclables and help support the transition of the fleet to electric vehicles (EVs).	<p>Installation of electric vehicle charge points.</p> <p>Improvements to building heating and lighting systems.</p> <p>Adding in storage facility into depot to store recyclables.</p>	January 2021 – April 2022	<p>Achievement of significant energy (and carbon emission) savings, to be confirmed as project is developed.</p> <p>Improved management of the quality of recyclable materials (i.e. reduced contamination, impact of weather).</p>
1.8	Creation of an Asset (Housing) Management Strategy that will establish plans for reducing emissions from the housing stock.	Reviewing plans for upgrading assets and setting an appropriate target for reducing emissions from the housing stock by 2030.	January 2021 – September 2021	Strategy produced which sets targets for carbon reduction for the housing stock by 2030.
1.9	Increasing the energy performance of 100 Homes to reduce energy use and tackle fuel poverty.	100 Homes Project – Purchasing 100 former Council homes to increase energy performance certificate (EPC) rating to an average of B.	September 2020 – March 2022	Increase EPC rating to average of B for the 100 properties.
1.10	Decarbonising the housing stock through the Housing Improvement Programme (HIP).	<p>Housing Improvement Programme works to upgrade most energy inefficient properties to an EPC of C or above on average.</p> <p>Replacement of heating system at Mary Frank House with an air source heat pump (ASHP).</p> <p>Installation of monitoring equipment in accordance with Heating regulations.</p> <p>Boiler replacement works – replacement of outdated and inefficient boilers.</p>	April 2021 – March 2022	<p>40 properties to be raised above D in 12 months.</p> <p>Installation of ASHP and working to design expectations. To be compliant with Heat regulations.</p> <p>405 boilers to be replaced, of which 20 will be air source heat pumps.</p>

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Reduce carbon emissions from our buildings and fleet to help achieve a net zero carbon footprint for Council services by 2030

Action	How will action be achieved?	Timescale	Measurement of Success
1.11 Redevelopment of Elfreda House (sheltered housing) to reduce carbon emissions .	Redevelopment of Elfreda House to Future Homes 2025 standard.	April 2021 – April 2023	Site built to standard to produce no more than 33.4 kg/m ² CO ₂ per year.
1.12 Take a phased approach to the renewal of the fleet to meet our target of having a fully electric vehicle (EV) fleet by 2030.	<p>Publishing of a first draft of a fleet transition programme towards 2030, to be reviewed as new technologies develop and become more viable.</p> <p>In 2021, 15 EVs and 4 hybrid vehicles will be purchased to replace existing small vehicles fuelled by diesel.</p>	<p>1st draft produced in December 2020. Reviewed regularly.</p> <p>February 2021 – August 2021</p>	<p>Programme published and reviewed as technologies develop.</p> <p>Procurement of electric vehicles and achievement of carbon emission savings.</p>
1.13 Creation of an EV charging Strategy to guide provision of EV charging at housing developments and in Council owned car parks	Production of an initial strategy to set out guidance for provision of EV charge points .	March 2021 – December 2021	Strategy approved and in place.
1.14 Investigate emissions of nitrogen dioxide from Crematorium and explore opportunity to purchase deNox equipment to reduce nitrogen dioxide emissions.	<p>Install diffusion tubes upwind of crematorium to measure nitrogen dioxide concentrations in air. Measure nitrogen dioxide as part of cremator emissions testing.</p> <p>Depending on results look to purchase deNox equipment to help reduce nitrogen dioxide emissions from crematorium to improve air quality.</p>	<p>May 2021 – October 2021</p> <p>TBC</p>	<p>Nitrogen dioxide concentrations measured in air surrounding Crematorium and from cremators.</p> <p>TBC</p>
1.15 Develop Milestones and Pathway to reach net zero for direct emissions by 2030.	Work with Carbon Trust to develop milestones for emission reductions between now and 2030.	May 2021- November 2021	Several milestones developed for emission reduction between now and 2030 to ensure we stay on track to reach net zero emissions by 2030.

2 Produce renewable energy

	Action	How will action be achieved?	Timescale	Measurement of Success
2.1	Continued development of Northern Gateway Heat Network site to generate low carbon energy.	Construction of the main energy centre and beginning to build connections to residential, commercial, health and leisure sites.	Project ongoing and due for completion in 2024	Site built to standard to produce no more than 33.4 kg/m ² CO ₂ per year.
2.2	Explore the creation of a microgrid to link up new sites of solar PV generation to Council assets to decarbonise our energy use.	Conduct feasibility study and development of a business case for a solar PV farm .	April 2021 – April 2022	Business case produced for production of renewable energy from solar farm .



3 Enhance biodiversity and protect our environment

Action	How will action be achieved?	Timescale	Measurement of Success
<p>3.1 Plant 200,000 trees by 2024 as part of the Colchester Woodland and Biodiversity Project to benefit biodiversity and for capturing carbon emissions.</p>	<p>Volunteer planting days in Autumn for residents to help with planting around 20,000 trees on 11 different Council sites.</p> <p>Work with relevant experts and communities to ensure planting sites are chosen appropriately to ensure tree planting will benefit biodiversity. Environmental Impact Assessments will also be undertaken on new tree planting sites.</p> <p>Establishment of tree seed nursery at Highwoods Country Park so trees can be grown from seed for future use in project.</p>	<p>November 2021 – March 2022</p> <p>Ongoing</p> <p>Tree seed nursery established, just needs management.</p>	<p>Planting of 20,000 trees in 2021/22.</p> <p>Continue to work with experts/communities to ensure tree planting is carried out at appropriate sites.</p> <p>Management of nursery, so that future trees planted in the project can be sourced locally.</p>
<p>3.2 Review the Council’s Parks and Green Spaces Strategy, exploring opportunities to tackle climate change and to safeguard and enhance existing habitats and species.</p>	<p>Data and consultation will be used to inform the strategy.</p>	<p>April 2021 – April 2022</p>	<p>Approval of revised strategy.</p>
<p>3.3 Improve the ecological and amenity value of the riverside lake and island near the Castle Park to enhance biodiversity, capture carbon and allow better access to the site.</p>	<p>Plans in early development and will be expanded on in future update of the action plan.</p>	<p>TBC</p>	<p>TBC</p>
<p>3.4 Ceasing the use of glyphosate herbicides in Council operations through a phased approach as a way to manage weeds in a more environmentally friendly way, and encouraging other stakeholders to do the same.</p>	<p>Agreement reached to phase out glyphosate use for general maintenance by end of March 2021.</p> <p>Alternative ways of managing weeds without glyphosate will commence at the start of the growing season and will be monitored for effectiveness.</p>	<p>September 2020 – April 2021</p> <p>April 2021 – April 2022</p>	<p>Significant reduction in glyphosate use. Increases in biodiversity found on Council green spaces.</p> <p>New methods adopted for managing weeds going forward.</p>

3 Enhance biodiversity and protect our environment

Action	How will action be achieved?	Timescale	Measurement of Success
<p>3.5 Trialling 'no mow' or reduced mow approaches to rewild Council green spaces and support biodiversity, particularly pollinators.</p>	<p>14 green spaces have been identified where areas of reduced frequency mowing will be implemented to allow for the growth of grasses and wildflowers, with rewilding approach developed through engagement with Town and Parish Councils</p> <p>Engagement with local schools has led to pupils producing designs for signs explaining why the Council is changing its mowing regimes.</p>	<p>May 2021 – April 2022</p>	<p>Weed and verge maintenance policy agreed and implemented.</p> <p>Trial for no mow/reduced mow approaches leads to formally adopting new mowing regimes for Council green spaces going forward.</p> <p>Signs developed that help to explain reason for changes to mowing regimes.</p>



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Facilitate walking, cycling and sustainable transport around Colchester

Action	How will action be achieved?	Timescale	Measurement of Success
4.1 Continue to support local organisations to encourage active travel through the Travel Plan Club .	Work and support local organisations to encourage active travel and reduce reliance on private car for commuting through creating workplace travel plans.	Ongoing action	Deliver annual plan of action with helping to review and refresh workplace travel plans.
4.2 Implement the Electric Cargo (eCargo) bike project to reduce emissions from travel and operations of the Councils and local organisations.	Using eCargo bikes within Council operations to reduce emissions from travel. Providing eCargo bikes to 10 organisations (project champions) to break down barriers to using eCargo bikes as a sustainable mode of travel for conducting deliveries and other operations. Loaning eCargo bikes out to local organisations to promote this mode of travel, in a 'try before you buy' approach.	May 2020 – May 2023	eCargo bikes used for several routine Council services. Normalisation of ecargo bikes in Colchester and providing encouragement to businesses and other organisations to buy their own to replace cars/vans for their operations.
4.3 Improve air quality in the borough by promoting the adoption of no idling and encouraging cycling and walking for shorter journeys.	No idling behaviour change campaign led by the community. Behaviour change work with a resident community and 4 schools to support walking and cycling for short journeys, particularly through air quality management areas (AQMA's). Psychological signage encouraging no idling to be installed in East Street/ Brook Street and monitored for effectiveness.	June 2019 - June 2021 for behaviour change campaigns March 2021 – August 2022	Post project survey results which demonstrate increased awareness of pollution and its effects and a change in attitudes towards idling (including understanding effectiveness of different signage messaging) Evidence of increased walking and cycling amongst target schools/resident group. Evidence of reduction in air pollution and idling (particularly in Brook St/East St).

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Facilitate walking, cycling and sustainable transport around Colchester

Action	How will action be achieved?	Timescale	Measurement of Success
4.4 Provide enabling policies and strategies to promote walking and cycling in Colchester.	<p>Influence:</p> <p>Colchester Cycling Delivery Strategy</p> <p>Vehicle Parking Standards review</p> <p>ECC's Local Cycling and Walking Investment Plans</p> <p>Rail operators, Integrated Transport Forum and liaison with Network Rail</p> <p>Essex and South Suffolk Community Rail Partnership</p>	<p>April 2021 – April 22</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Influence future developments and lobby for funding.</p> <p>Influence others to increase uptake for sustainable travel.</p>
4.5 Promote walking and cycling routes in Colchester through improving signage and wayfinding.	<p>Introduce wayfinding signage along the University to Town Centre routes to encourage walking.</p> <p>Make improvements to the wayfinding signage between:</p> <ul style="list-style-type: none"> - Town centre and port - North Station and Colchester General Hospital 	<p>April 2021 – April 2022</p> <p>April 2021 – April 22</p> <p>April 2021 – December 2022</p>	<p>Signage improved and more people using the routes on foot.</p>
4.6 Improve infrastructure along the route from North Station to Town Centre to encourage walking and cycling along this route.	<p>Fixing the Link – Project to encourage those arriving at Colchester Station to walk the route to Town Centre through installing better wayfinding and public realm improvements.</p>	<p>April 2021 – April 22</p>	<p>Increased numbers of people walking and cycling along the route, by clear wayfinding and enjoying a quality welcome experience.</p>
4.7 Map and promote use of the Colchester Orbital	<p>Mapping a circular walking and cycling route around Colchester and ensuring routes are accessible for all.</p> <p>Adding greenery to orbital and expand route.</p>	<p>Map already produced – will be updated when required with new information.</p>	<p>Map produced that can be used by residents and making changes to route where appropriate to ensure it remains accessible for all.</p> <p>Parts of orbital made more natural with added greenery along route.</p>

Action	How will action be achieved?	Timescale	Measurement of Success
<p>4.8 Encourage the uptake of alternative sustainable travel methods for work and leisure purposes.</p>	<p>Taking part in electric scooter (escooter) trial</p> <p>Colchester Future Transport Strategy – Work with ECC to review consultation responses ready to finalise the Strategy, and promote schemes which will help implement the initiatives contained within the Strategy.</p> <p>Influence Rapid Transit system linking Garden Communities, park and ride site with town centre, hospital and Colchester Station, route and provision.</p> <p>The Council’s Scrutiny Panel to review bus operations in Colchester and to consider how to increase use of this sustainable mode of travel.</p>	<p>February 2021 – October 2021</p> <p>February 2021 – August 2021</p> <p>April 2021 – April 2022</p> <p>Spring 2021</p>	<p>Learn how escooters could be used as a sustainable mode of travel for getting around Colchester.</p> <p>Input into and influence ECC’s Strategy to enable projects which promote sustainable travel are taken forward.</p> <p>Encourage greater usage of buses to get around Colchester.</p>
<p>4.9 Facilitate walking and cycling in Colchester by providing suitable infrastructure.</p>	<p>Identifying funding for, and a site in, the Town Centre to create a secure cycle parking facility, and plan how this will be managed.</p> <p>Working with Essex County Council to support the introduction of infrastructure such as segregated cycle lanes and school streets along key routes in and around Colchester Town Centre.</p> <p>Reviewing S106 funding to plan and work with others to install and improve a range of measures and infrastructure.</p> <p>Wivenhoe Trail - identify funding for and implement improvements. Work with partners to agree future maintenance plan.</p> <p>Stanway to Tollgate - identify funding and working with others to initiate improved links.</p>	<p>January 2021 – December 2021</p> <p>January 2021 – January 2022</p> <p>April 2021 – April 2022</p>	<p>Secure cycle parking facility identified and created.</p> <p>Improvement of cycling infrastructure in and around the town centre meaning greater uptake of cycling.</p> <p>S106 identified and schemes promoted/designed ready for implementation.</p> <p>Funding mechanism identified to implement schemes.</p> <p>Greater numbers of people walking and cycling along the Wivenhoe Trail.</p> <p>Better access between local communities and growing major retail area.</p>

4 Facilitate walking, cycling and sustainable transport around Colchester

	Action	How will action be achieved?	Timescale	Measurement of Success
4.10	Bring an electric vehicle car club to Colchester.	Identify funding to create a network of electric car club vehicles in Colchester to support sustainable travel and move away from private car ownership.	January 2021 – December 2021	Car Club provider starts electric vehicle car club in Colchester.
4.11	Develop actions as part of the Positive Parking Strategy that will help to reduce congestion in the town centre and promote sustainability.	<p>Park Active – A project to encourage people to park in car parks on the outside of the town centre – This will help encourage walking/ cycling into town and reduce congestion.</p> <p>Installing electric vehicle charge points in Council owned car parks.</p> <p>Review usage and requirements of Council car parks to determine the quantity of parking required, where parking should be located and parking tariffs.</p> <p>Promotion of the Park and Ride service in Colchester.</p>	April 2021 – April 2022 (for all projects)	<p>Fewer cars parking in the town centre and encouraging active travel.</p> <p>Charge points installed to support a transition to electric vehicles.</p> <p>Ensuring car parking is used more efficiently and in a way that promotes active, and greener forms of travel.</p> <p>More people using the Park and Ride service.</p>



5 Provide sustainable waste management and support residents to reduce, reuse and recycle

Action	How will action be achieved?	Timescale	Measurement of Success
<p>5.1 Improve systems for collecting household waste, recycling, food and garden waste with a focus on waste minimization, increased recycling and composting.</p>	<p>Re-establishing textiles recycling collections.</p> <p>Rolling out programme to encourage residents to separate cans and glass.</p> <p>Improvements in data collection to track recycling collections and identifying where recycling rates can be improved.</p> <p>Improving recycling equipment distribution to residents.</p>	<p>Completed by April 2021 and service monitored.</p> <p>April 2021 – April 2022</p>	<p>Reintroduction of the service.</p> <p>Reduced contamination of cans/glass and reduced operational time on these collection routes.</p> <p>Improved information and engagement through the website on waste collection services.</p> <p>Improve solutions for distributing recycling containers to residents, ensuring containers are used with care.</p>
<p>5.2 Develop trade waste collection service to offer further commercial recycling collections for businesses.</p>	<p>Establish profitability of current operations and identify new recycling options for businesses.</p>	<p>April 2021 – April 2022</p>	<p>Improved commerciality of trade waste collections.</p> <p>Improve customer experience based on customer need, demand and feedback.</p>
<p>5.3 Improving communication with Colchester residents to improve participation in recycling and waste minimisation work.</p>	<p>Establishment of Community Education and Engagement team to deliver this work.</p>	<p>April 2021 – April 2022</p>	<p>Data insight captured and used to inform a communication and campaign plan.</p>
<p>5.4 Work actively within communities to promote recycling, reuse, upcycling and repairing opportunities.</p>	<p>Introduction of new Community Engagement and Education Team within Neighbourhood Services, working collaboratively with the Community Engagement Team.</p>	<p>April 2021 - ongoing action</p>	<p>Community group engaged and suitable campaign delivered around this topic.</p>

5 Provide sustainable waste management and support residents to reduce, reuse and recycle

Action	How will action be achieved?	Timescale	Measurement of Success
5.5 Explore trialling smart waste technology to improve efficiency of waste collections in the Borough.	Support the introduction of smart waste technology within new developments. Explore funding opportunities for the introduction of 'smart' waste bins.	October 2021 – April 2022	Incorporate smart waste technologies into Waste Strategy.



6 Enable partnerships and community action for sustainability and low carbon development

Action	How will action be achieved?	Timescale	Measurement of Success
<p>6.1 Support community organisations in the borough to help deliver environmental benefits within communities.</p>	<p>Work with community organisations/ individuals to help spread the message of their work and provide expertise where required.</p> <p>Support the Dedham Value Area of Outstanding Natural Beauty (AONB) and Stour Valley project team to product a 5 year Management Plan to conserve and enhance natural beauty.</p> <p>Support the delivery of Eco Festival 2021 being organised by Eco Colchester with Council staff volunteering and contributing to the event where possible.</p>	<p>Ongoing action</p> <p>Ongoing action</p> <p>March 2021 - September 2021</p>	<p>Raise awareness of existing community groups that are acting to produce positive environmental change,</p> <p>Continue to support the project team to help protect the AONB site for future generations of people/wildlife.</p> <p>Council helps Eco Festival to be run with event engaging many residents around climate change and the environment.</p>
<p>6.2 Provide opportunities for residents to participate in Council decision making and action on environmental issues.</p>	<p>Provision and promotion of the 'have your say' option at the Environment and Sustainability Panel.</p> <p>Provision of opportunities for residents to volunteer on Council environmental projects such as tree planting and monitoring air quality.</p>	<p>September 2020 – Ongoing</p> <p>Ongoing action</p>	<p>Increased numbers of residents attending Panel meetings to have their say on what action they would like the Council to take on the climate emergency.</p> <p>More opportunities provided for residents and increased numbers of residents taking part in this.</p>
<p>6.3 Support the Colchester Business Centre (Colbea) to develop policies and practices within their corporate strategy to include corporate environmental responsibility.</p>	<p>Develop key performance indicators (KPIs) in Colbea's lease agreement for the North Colchester Business Incubation Centre.</p>	<p>March 2021 – April 2022</p>	<p>Maximise use of resources and minimise the occurrence of activities that may cause negative environmental impacts.</p>

6 Enable partnerships and community action for sustainability and low carbon development

Action	How will action be achieved?	Timescale	Measurement of Success
<p>6.4 Collaborate with the University of Essex to ensure actions we develop are informed by academic expertise (where appropriate).</p>	<p>Take part in a university ‘challenge lab’ to co-develop with researchers, solutions to a particular climate challenge in Colchester.</p> <p>Build rapport with researchers on existing Council projects, and understand the expertise available at the University.</p>	<p>September 2021 – December 2021</p> <p>Ongoing action</p>	<p>1 challenge lab completed, with solutions developed to tackle a climate challenge in the borough</p> <p>Continue work with the University of Essex to inform design/operation of our projects and actions and share best practice/knowledge.</p>
<p>6.5 Work with anchor/key organisations in the borough to promote the uptake of sustainable actions across the borough and improve engagement on taking action on climate change.</p>	<p>Creation of a network of key organisations in Colchester to share learning on good practice and provide a platform for ideas developed to be informed by detailed resident engagement.</p>	<p>April 2021 – April 2022</p>	<p>Network developed that is effective for sharing solutions to tackle climate related challenges, ensuring these are informed by resident views.</p>
<p>6.6 Increase engagement with schools in Colchester to promote and support awareness raising and behaviour change around environmental issues.</p>	<p>Pilot a project with one primary school in Colchester to understand the challenges with embedding environmental content into lessons and school life, and run a set of activities to increase environmental awareness and make the school ‘greener’.</p> <p>Conduct interviews/focus groups with other primary schools to understand challenges faced with becoming more environmentally friendly and to understand best practice that can be shared between other schools.</p>	<p>January 2021 – October 2021</p>	<p>A document of ‘learnings’ produced that summarises the challenges schools face with engagement on environmental issues which Council can use to understand how to support primary schools to become greener.</p> <p>Best practice collected which can then be shared with schools to help them become greener.</p>

6 Enable partnerships and community action for sustainability and low carbon development

Action	How will action be achieved?	Timescale	Measurement of Success
<p>6.7 Develop a Climate Emergency communications and engagement plan which will support the delivery of, and engagement around, the Council's Action Plan.</p>	<p>Survey with residents to help understand how residents prefer hearing about work to tackle the climate emergency. Use this insight to inform content put out on our communication channels.</p> <p>Use survey insight to develop an external communications plan with key messages and content to deliver to residents.</p>	<p>March 2021 – April 2021</p> <p>May 2021 – Ongoing</p>	<p>Survey completed with residents and used to inform Communication and Engagement plan</p> <p>External Communication Plan produced and is updated regularly.</p>
<p>6.8 Collaborate with Essex County Council and other local authorities (LA's) in Essex and those in the UK to share learnings around work on the climate emergency.</p>	<p>Take part in Carbon Reduction Across Essex (CORE) meetings with other Essex local authorities.</p> <p>Where appropriate, join grant funding bids with ECC to increase access to funding for environmental projects.</p> <p>Participate in national local authority forums such as the Collective for Climate Action to share learning and ask questions about work on the climate emergency.</p>	<p>Ongoing action</p> <p>Ongoing action</p> <p>Ongoing action</p>	<p>Build up a relationship with Essex County Council and other Essex LA's to help share learning.</p> <p>Opportunities utilised to collaborate with ECC on grant funding bids.</p> <p>Use forums to gain ideas, knowledge and experience from other LAs on how to tackle the climate emergency.</p>
<p>6.9 Communicate with Town and Parish Councils to understand how we can work together to tackle the climate emergency and ensure this reflects the wishes of communities we serve.</p>	<p>Sharing resources with Town and Parish Councils that will help them reduce their environmental impact.</p> <p>Conduct a presentation with Town and Parish Councils to share our work, and show how they can take action on the climate emergency.</p> <p>Provide opportunities to collaborate on Council projects e.g. eCargo bikes, Rewilding plans.</p>	<p>Ongoing action</p> <p>June 2021</p> <p>Ongoing action</p>	<p>Successful collaboration and communication with Town and Parish Councils on climate emergency related work.</p>

7 Ensure sustainable planning and development

	Action	How will action be achieved?	Timescale	Measurement of Success
7.1	Create a Planning Sustainability Checklist so decision makers can understand the sustainability of proposals.	Planning Sustainability Checklist is drafted, brought to the ESP and then following consultation the Checklist will become a local validation requirement.	October 2020 – May 2021	Checklist is required and used by decision makers. Greatest success will be if developers incorporate sustainability measures highlighted in the checklist.
7.2	Create and adopt a new Supplementary Plan Document (SPD) on sustainability and carbon reduction.	Creation of a new Supplementary Planning Document to provide guidance and encouragement to developers to consider carbon reduction and sustainable design within new developments (including consideration of biodiversity net gain).	June 2021 – April 2022	Supplementary Planning Document adopted and used as a material planning consideration.
7.3	Information on sustainable travel choices to be included in marketing of residential properties for developments where there are good sustainable transport options to encourage reduced car use and ownership.	Provision of leaflet detailing walking and cycling routes, as well as public transport options in the locality of the development. Research and training for members on car free developments in accessible locations.	April 2021 – April 2022	Information on sustainable travel options is included in all new homes.
7.4	Consideration given to car free developments and other approaches to reducing car parking provision and encouraging car free lifestyles.	Adoption of new ECC parking standards, which includes car free developments.	April 2021 – April 2022	More developments in Colchester to become car-free in accessible locations and support car-free lifestyles.

8

Change the way we work to achieve our climate commitment

Action	How will action be achieved?	Timescale	Measurement of Success
<p>8.1 Development of the Climate Challenge and Sustainability Strategy to provide oversight for the Council's work on the climate emergency</p>	<p>Review previous Environmental Sustainability Strategy, Action Plan and Strategic Plan 2020-2023.</p> <p>Develop strategic themes for Strategy and to guide action plan.</p> <p>Produce full strategy, detailing key outcomes and objectives for each strategic theme and provide opportunity for consultation on this.</p>	<p>December 2020 - March 2021</p> <p>March 2021 – May 2021</p> <p>May 2021 – December 2021</p>	<p>Review complete.</p> <p>Strategic themes produced and uploaded to website.</p> <p>Full strategy produced that provides detail on ambitions for each strategic theme in reducing emissions and environmental impacts.</p>
<p>8.2 Ensuring internal strategies and policies are consistent with the climate change emergency.</p>	<p>Review of internal core strategies with at least 3 updated to show consideration of the climate emergency – This will include the Housing Asset Management Strategy.</p>	<p>February 2021 – February 2022</p>	<p>At least 3 key strategies reviewed and updated by 2022.</p> <p>Future workplans for these strategies to embed decarbonisation and sustainability as detailed in the supporting strategy.</p>
<p>8.3 Write and agree an internal data management plan setting out roles and responsibilities for data capture, verification and a timetable for reporting.</p>	<p>Set up monitoring and reporting template for Climate Emergency Action Plan which will align with reporting to Environment and Sustainability Panel.</p>	<p>January 2021 – March 2021</p>	<p>Monitoring and reporting plan produced.</p>

8

Change the way we work to achieve our climate commitment

Action	How will action be achieved?	Timescale	Measurement of Success
<p>8.4 Develop a learning and development programme for staff (and members) on climate change and environmental issues to help increase awareness and promote behaviour change.</p>	<p>Utilise training for planning officers provided by ECC to help planners understand how they can mitigate environmental impacts within their role.</p> <p>Deliver a presentation to councillors explaining the Council's climate emergency declaration and how councillors can support this work.</p> <p>Use resources developed by the Carbon Literacy Project to deliver sessions to staff to increase awareness of climate change, and the action we can take within our roles to reduce our environmental impact.</p>	<p>June 2021 – December 2021</p> <p>June 2021</p> <p>September 2021 – April 2022</p>	<p>Planning staff become more aware of how to practically implement steps to reduce environmental impacts in the work they do e.g. with developers.</p> <p>Pilot session delivered with small group of staff and then rolled out more widely to increase staff environmental awareness.</p>
<p>8.5 Embed consideration of the environment and climate change within internal communications to promote awareness and behaviour change of environmental issues and the climate challenge.</p>	<p>Develop an internal comms strategy to plan out how to inform staff of environmental work and projects.</p> <p>Run a pilot behaviour change challenge to promote the uptake of environmentally friendly behaviours</p>	<p>Ongoing action</p> <p>March 2021 – April 2021</p>	<p>Strategy developed.</p> <p>Pilot run successfully and insights used to inform future engagement with staff.</p>

8

Change the way we work to achieve our climate commitment

Action	How will action be achieved?	Timescale	Measurement of Success
<p>8.6 Strengthen assessment of environmental impacts in all levels of Council decision making.</p>	<p>Develop sustainability and carbon reduction assessment (and associated guidance) to help staff consider and reduce the environmental impacts/emissions throughout their projects, drawing on learnings from the environmental checklist originally developed.</p> <p>Creation of several internal KPIs linked to environmental performance to monitor how Council operations and projects are becoming more environmentally friendly e.g. emissions reporting, all staff completing sustainability and carbon reduction assessments.</p>	<p>February 2021 – May 2021</p> <p>Ongoing action</p>	<p>New assessment and guidance created that staff use effectively to increase their knowledge of environmental impacts/emissions from their projects and how these can be reduced.</p> <p>Progress seen regarding several KPIs - i.e. consistent reductions in emissions, 100% of staff completing sustainability and carbon reduction assessments.</p>
<p>8.7 Improve our procurement processes so that environmental considerations are made within sourcing goods, service and works.</p>	<p>Develop guidance to help staff include more environmental considerations within procurement specifications.</p> <p>Review use of Social Value Portal and its ability to help the Council work with greener contractors and recognise the positive environmental benefits delivered through specific contracts.</p>	<p>July 2021 – December 2021</p> <p>September 2021 – December 2021</p>	<p>Procurement specifications developed that support carbon reduction and sustainability.</p> <p>The Council is more informed about the environmental credentials of the contractors it works with.</p>
<p>8.8 Reviewing the Council's Travel Plan to ensure this continues to promote sustainable travel to staff.</p>	<p>Review the Council's Travel Plan in light of changes to staff working location patterns to ensure Travel Plan facilitates sustainable travel to staff going forward.</p>	<p>January 2021 – December 2021</p>	<p>Council Travel Plan reviewed and updated.</p>

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Change the way we work to achieve our climate commitment

Action	How will action be achieved?	Timescale	Measurement of Success
<p>8.9 Reduce the environmental impacts of events organised by Colchester Events Company.</p>	<p>Identify some sustainability improvements that could be made to events, and pilot at an upcoming event in 2021.</p> <p>Review the Events Policy and other sustainable event materials to develop a sustainable event guide for the Events Company to use to make their events greener.</p>	<p>February 2021 – August 2021</p> <p>July 2021 – December 2021</p>	<p>Successfully pilot several ways to make an event more environmentally friendly in 2021.</p> <p>Events Policy/other materials revised to promote sustainability at events.</p>
<p>8.10 Ensure our ICT systems are environmentally sustainable.</p>	<p>Ensure that sustainability is considered in the lifecycle of using ICT equipment (from procurement to disposal).</p> <p>Use of the cloud to store files resulting in lower emissions than using a data centre (more efficient equipment used for operating cloud).</p>	<p>Ongoing action</p> <p>Ongoing action</p>	<p>Council assesses need for ICT equipment and looks to dispose of equipment responsibly after use (e.g. getting it repaired, giving to other organisations to reuse, sending parts for recycling).</p> <p>Calculator provided by Microsoft to show and estimate our IT based emissions savings from storing files in the cloud.</p>

