

**Reading Climate Change Partnership  
Board Meeting Minutes  
25th January 2019  
Committee Room 4B at Civic Offices.  
10.30-12.30 pm**

Attendees:

Chris Beales (CB) (Chair), Environment Agency  
Councillor Tony Page (TB), Lead Councillor for Strategic Environment, Planning & Transport  
Councillor Paul Gittings (PG), Member of Strategic Environment, Planning & Transport Committee and Cycle Forum  
Tricia Marcouse (TM), GREN partnership (Waste Saddoes Ltd)  
Tracey Rawling Church (TRC), Connect Reading (Independent Sustainability Consultant)  
Ben Burfoot (BB), Reading Borough Council - Sustainability Manager  
Poppy Harris (PH), Environmental and Community Coordinator, The Oracle Shopping Centre  
Katie Brett (KB), RCCP Support Officer (Reading Borough Council - sustainability team)  
Dan Fernbank (DF), University of Reading  
Willem Londemen (WL), Waste Saddoes Ltd

ITEM	Lead and expected outcomes	time
<p><b>Minutes from previous meeting and matters arising</b></p> <p><u>ACTION</u> CB to post record of meeting onto public website</p> <p><u>ACTION</u> CB to close/redirect old RCAN websites to the current <a href="http://www.readingcan.org.uk">www.readingcan.org.uk</a></p> <p>Ben updated group on Thames Valley Berkshire Smart City LEP group. The Smart Cities project is focussing on health, and the relevant part of the climate change policy area is fuel poverty. Partners would put out challenges to the private sector. SMEs will be invited to apply for funding from a 'Challenge fund'.</p> <p>Poppy Harris was welcomed to the Board - as the second business representative.</p> <p><u>ACTION:</u> CB to load Business Green Leaders conference report onto RCCP docs</p>	CB - agree minutes	10

<p><u>ACTION</u> KB to Send HNDU report to Tony Cowling</p>		
<p><b>Chair intro - update since last board meeting</b></p> <p>See presentation here:  <a href="https://alto.chrisbeales.net/index.php/s/7TOHgSbjA4hmHnC">https://alto.chrisbeales.net/index.php/s/7TOHgSbjA4hmHnC</a></p> <p>CB gave an overview of the evidence of climate change across the world this past year: a summer heat wave in the northern hemisphere, and current extremely warm weather in Australia. Extreme snowfall in Europe. The attendance of Sir David Attenborough at Davos and the UN Climate Conference has also helped keep these issues in the media. The most recent IPCC report states that we have 12 years left to significantly cut our emissions.</p> <p>The Reading Climate Change Partnership (RCCP) has a new website (<a href="http://www.readingcan.org.uk">www.readingcan.org.uk</a>) and also has new branding - thanks to the support of 2 Reading University students. Thanks to Ben and Tracey for help in the recruitment of Katie Brett as the RCCP Support Officer.</p> <p>The annual Reading Schools Conference was run successfully in Dec 2018. 5 secondary schools participated and ICN ran the event. <b>It was agreed that it is important to build on the schools enthusiasm going forward and link with more schools.</b></p> <p><u>Changes to the RCCP board:</u></p> <ul style="list-style-type: none"> <li>• Poppy Harris has joined as a business member. We still need three more members.</li> <li>• Dan Fernbank is stepping down after 5 years but will continue to be involved as a Director of Reading Community Energy. Prof. Tim Dixon will now represent the University going forward.</li> </ul> <p>Chris then presented a timeline of the next quarter. The board needs to now start thinking about Reading's next Climate Change Strategy. It was agreed there was a need to develop RCAN to enhance outreach into Reading community.</p>	<p>CB - info/discussion</p>	<p>15</p>
<p><b>Feedback from the RCAN Scoping Task &amp; Finish (TAF) Group</b></p> <p>CB shared outcomes of recent scoping TAF group where it was agreed that there was a need to develop a 'community action network' to link the RCCP strategy with the people of Reading. An informal network of volunteers/partners/supporters/businesses would be useful to feed into the strategy.</p> <p>There was a discussion around the wording used to define the geographical reach of the RCCP, and the sensitivity of borough boundaries.</p>	<p>CB - Approval / action</p>	<p>15</p>

<ul style="list-style-type: none"> <li>• We need to be mindful that quoting the population as 320k (which Reading 2050 use) is actually referring to the 'Greater reading area' (i.e. including parts of Wokingham and West Berkshire boroughs). However, the local authority boundaries are not so important to partners and many who live and work in the town. The resources we develop - e.g. the ReadingCAN website - will be useful for everyone.</li> <li>• The Reading borough population is currently 180k. It is worth noting for example, that that progress against emissions reduction targets, reported in the Climate Change Strategy, are for this smaller area.</li> </ul> <p><b>All agreed that developing the active RCAN tier is important. No specific Volunteer Group will be established. The development of the new Strategy will be a key vehicle to grow RCAN over the next 2 years.</b></p> <p>How to engage volunteers was discussed. We currently have 2-300 emails of volunteers. <b>It was felt that a light touch approach to logging volunteers was most appropriate, using social media for engagement.</b> Perhaps social media (mail chimp) could be used to get those organisations to maintain their own information. It was agreed that a different approach was needed to manage relationships with groups and organisations vs individuals.</p> <p>The RCCP strategy is based around 8 themes, of which 7 have allocated theme leads. <b>It was agreed that it would be beneficial if each of the themes developed into stronger groups of interested persons/organisations to support the progress of the action plans. In the future each theme would ideally run up to two events each year to meet, share and gain support for the theme/strategy, with an event review uploaded on RCAN website. The events to be co-ordinated by theme leads not RCCP specifically.</b></p> <p><u>ACTION:</u> CB to update his RCAN scoping ideas presentation and circulate.</p>		
<p><b>Forward look for 2019</b></p> <p><b><u>Projects :</u></b></p> <p>Adaptation plan:</p> <p>CB gave an update on initial discussion that he has had, with Reading University, to try and commission them to help develop the first Adaptation Plan for Reading. Chris' ideas were well received but will cost more to deliver than the £10k initially offers by RCCP. An MSc project would be free but will not have the depth that we really need. A PhD will be better but we currently need to find around £60k to fund this. Chris will explore further options between now and the next meeting, and is keen to know of any opportunities to help fund this vital work.</p>	<p>CB/(BB) - Discussion / action</p>	<p>20</p>

ACTION: CB and BB to look at commonalities between Zero Carbon Reading (ZCR) and Adaptation Plan.

#### Zero Carbon Reading:

The European funding option has been rejected. BB requested £28k to part fund the HNDU project but board were concerned that this will wipe out our reserves. **£10k contribution to ZCR was agreed as a maximum, as we have already committed to fund the strategy development and the Adaptation Plan from our budget reserves.** Could funds be found from LEP and their smart cities project?

There was a discussion on whether we should investigate Corporate donations and individuals who can give money to support RCCP funds. Could we change our constitution to access funds? A discussion for next time.

#### Development of new strategy:

The current Reading Climate Change strategy finishes in 2020. **It was agreed that this year we will work towards developing the next strategy - edition 3 by Spring 2020, and it will run 2020-2025 to align with the National Carbon Targets. Draft written by Dec 2019.**

**There was no strong objection to the next plan being themed but there was a suggestion from the Board that the themes need to be rebooted, reduced in number and 'sharper' (be in plain English / have accessible titles). It was noted that the current themes were developed in consultation with the public. It was also agreed that we try and be smart and ensure we align the strategy with the timelines of other organisations.**

It was noted that the first RCCP strategy was written by a consultant and the current one was authored by the partnership. Do we need to rewrite the whole strategy or just refresh/repackage it and align to Reading 2050, and focus on reviewing the action plans? We need to be aware of cost/time/manpower. If theme leaders author their sections - do we set some guidelines for authors, with word lengths and key actions? Do we need an editor to make the full document coherent?

**Agreed to basic timeline that Chris presented, although some concern about having enough notice for the launch event.**

**Public Launch event - in mid-May/early June in Council Chamber, to be agreed soon so as to ensure effective publicity through relevant organisations.**

ACTION: KB to book Council Chamber late May/early June for Big public Launch event

<p>Arrange a 'theme lead meet up' soon to gather thoughts/review themes and start thinking about process for developing next strategy.</p> <p><u>ACTION</u>: KB to book meeting for Theme leads 28 Feb 9am.</p> <p><u>ACTION</u>: Ben - to check policy team band width on this?</p> <p>Approx £10k has been allocated from RCCP budget to develop new strategy.</p>		
<p>Completing the Board membership</p> <p><u>Community's representatives</u>: 2 vacancies.</p> <p>A discussion around who these representatives should be. The member needs to be able to think strategically, and openly. Trisha already represents 'green groups', but what about religious, ethnic, old and young representatives? What about RVA/ Ethical Reading/RISC/youth council board member/residents association/timebank?</p> <p>Extinction Rebellion (XR) was discussed we reiterated that the RCCP is not a forum for lobbying and we are not political.</p> <p><u>ACTION</u>: CB to meet Naomi from XR.</p> <p><u>ACTION</u>: TM to investigate faith forums such as Noah (Christian..)</p> <p><u>ACTION</u>: CB to contact the Chair of Parent Governors Association to assess interest in role</p> <p><u>ACTION</u>: KB to write to all potential groups who attended the Town Meal event and introduce RCCP, suggest meet up to explore possibility to represent a community post on the RCCP</p> <p><u>ACTION</u>: BB to ask policy colleagues for community organisation contacts</p> <p><u>ACTION</u>: All to email community contact ideas around the Board with an aim to invite candidates to next meeting.</p> <p><u>Health representative</u>: 1 needed.</p> <p><u>ACTION</u>: CB and TM to link with Clinical Commissioning Board to find a viable candidate</p>	<p>CB - Discussion / action</p>	<p>10</p>
<p>Grant applications</p> <p>CB highlighted the need to review the grant process as it is considered to be</p>	<p>BB/KH/KB - Discussion and</p>	<p>20</p>

<p>too loose and easy to apply for the full £2k offered. It needs to be more business-like and we need to increase the amount of applications. <b>Board agreed and guidelines to be updated for the next meeting.</b></p> <p>Many of the board commented and covered the following points:</p> <p>Cllr Gittings said we could score them for relevance and give out pro rata through rating.</p> <p>DF detailed the scheme by RCES (Reading Community Energy Society) where capital grants are available for community benefit. It was agreed that we would try to cross refer applicants where relevant.</p> <p>Cllr Page commented that he didn't want to see volunteer time supported and he felt we should be outcome focussed.</p> <p>TM said the projects should be replicable</p> <p>BB confirmed that budgets are asked for further brake down.</p> <p>Grant guidelines: we discussed a clearer process.</p> <p><u>ACTION:</u> KB, Chris and BB to meet to discuss updating Grant Guidelines and present back to the board.</p> <p><u>ACTION:</u> KB to complete spreadsheet of grant commitments</p> <p>CB noted that the Chair is currently consulted between board meetings, to sign-off queries about grant applications. There is no need for this to be the Chair's responsibility, and Chris is keen to know if another partner is interested in leading on this.</p> <p><u>ACTION:</u> ALL would you consider volunteering to lead on grants for the Board.</p> <p>Grants are all currently in process and so no decisions were required today. Although the following was noted:</p> <p>ICN application revision was sound and group agreed this could progress. The board discussed separating this activity stream from the process.</p> <p><u>ACTION:</u> KB to investigate the continuity of other funding with ICN - in order to link with our RCCP support, and report back to board</p> <p>RISC application had previously been questioned on basis of large proportion of funding being for salaries.</p> <p><u>ACTION:</u> KB to write to RISC to request further detail on Lavender place bid</p>	<p>approval</p>	
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	BB	10
<p>AOB</p> <p><u>ACTION</u>: KB to find dates for RCCP Board social</p> <p><u>ACTION</u>: CB and TM to arrange meet up with the 10 interested people from the town meal</p> <p>Post COP meeting at Wellington school. It was agreed that RCCP would not have their own stall, but a leaflet would be made available on FoE stall.</p> <p><u>ACTION</u>: TM to send RCCP summary information to KB for production of a5 leaflet for this event</p> <p>Next meeting: Fri 5th April 1030-1230 noon, Civic Centre</p>	ALL	15