

EAST HARPTREE PARISH COUNCIL CLIMATE EMERGENCY WORKING GROUP (CEWG)

Notes of meeting held on Tuesday 10 December 2019 at Lavender Cottage, Water Street, East Harptree

PRESENT: Sally Calverley (SC), Paul Cullen (PC) (**Chair**), Chris Head (CH), Jackie Head (JH), Kate Gillingham (KG), Nick Roberts (NR), Bernice Roberts (BR) (**notes**)

APOLOGIES: Chris Johnson (CJ), Wendy Gregory (WG),

No	Item	Report	Action
1.	CEWG membership	Responses received: JD has asked to be kept in touch but not part of the group. JE unable to participate.	noted
	CEWG Administration	Ask PC Clerk to: <ul style="list-style-type: none"> advise CEWG of minor changes made by Parish Council (19/11/19) to draft CEWG Terms of Reference: and to set up a CEWG Parish Council email contact address. 	KG to ask Alan Butcher (AB) to send details to BR (who will circulate to CEWG).
2	Strategy for Action	<ul style="list-style-type: none"> Purpose, initial thoughts and general areas of opportunity for action discussed at the previous meeting were agreed. The overall aim is to identify and offer EHPC opportunities that it can take forward to make climate change resilient action by the local community easier (with the aim of enthusing, informing and inspiring). Important to ensure that actions identified by the CEWG are: inclusive, enabling, practical, and will enhance the community of EH. 	ALL to consider specific opportunities identified for local action in the context of these broad criteria.
3	Opportunities for action	Topic areas for action identified, with CEWG leads as follows: <ul style="list-style-type: none"> Energy – BR & JH Transport – JH & SC Green Infrastructure – NR & CJ Planning – BR (JD to be approached for support) Food - PC & SC Waste and recycling – KG & PC Communications – WG lead/All to contribute 	All to prepare baseline topic information and resources, and draft recommendations for next steps, for discussion at next meeting. Aim to identify common threads & opportunities for action across topics.
4	Collaboration with other parishes	1) Progress by other parishes <ul style="list-style-type: none"> CM CEWG is keen to collaborate with EH and to share resources. Joint meeting in New Year suggested. Agreed to use formal contact route via EH parish council to investigate progress by other PCs, and identify appropriate CEWG contact in other parishes. 	BR to check dates for meeting with CM (and other) CEWGs, and circulate to EH CEWG for agreement KG to ask AB to seek update on CE status and name of CEWG contact from, in first instance, Compton Martin and Ubley PCs.

		<ul style="list-style-type: none"> • <i>Post meeting note from CH - initial meeting of a Chew Valley councils CE group will be in the New Year (to be confirmed at Chew Valley Forum meeting). Two reps from EH CEWG required.</i> <p>2) Update on BANES actions – ask David Wood (BANES Cabinet Member for Climate Emergency and Ward councillor).</p>	<p>ALL to consider at next CEWG meeting.</p> <p>BR to ask David Wood for regular BANES CE updates to EH CEWG.</p>
5	Information gathering and comms strategy	<p>1) Sourcing and managing information: CEWG must ensure validity and robustness of any information given to PC/wider community. Agreed to set up central digitised reference library, with sources recorded and topics allocated in accordance with CEWG topic areas (cross referenced as required).</p> <p>2) Sharing data with CM (and other) CEWG – agreed.</p> <p>3) Reporting protocol to EHPC: submit monthly reports (notes of meetings) and CEWG Recommended Strategy doc in June 2020.</p> <p>4) Contribution to CV Gazette/other media: ideally a cooperative approach with CM CEWG, which already has a link with the Gazette.</p> <p>5) ‘Plain English’ introduction to Climate Change and GHG, to inform comms strategy</p> <p>6) <i>Post meeting note from CH: Parish GHG emissions – awaiting BANES areawide carbon footprint data. Some basic metrics can be done meanwhile, based on publicly available data.</i></p>	<p>KG to investigate best or most appropriate platform to enable sharing of work amongst CEWG members. 1a) BR to start populating excel refs. spreadsheet and upload to EH CEWG shared site.</p> <p>BR to contact CM CEWG with respect to accessing /sharing information sources.</p> <p>BR to submit meeting notes to EHPC.</p> <p>JH to contact Liz Brownlee re combined CEWG comms effort.</p> <p>BR to draft and circulate.</p> <p>CH to make preliminary EH parish calculations and circulate to CEWG.</p>
6	Opportunities since last meeting	<p>1) Meeting with Tim Mead: BR had met with reps from CM CEWG and Tim Mead at Yeo Valley HQ. Discussion had explored climate change implications of local farming, and impacts of climate change adaptation for farmers. Lots of information to digest.</p> <p>2) Opportunity via CM CEWG to meet rep of Chelwood Community Energy to learn about community scheme.</p>	<p>BR to circulate meeting note to CEWG.</p> <p>BR & JH to follow up.</p>
5	AOB	None to report.	
6	Next meeting	Tuesday 14 January 2020, The Old Byre, Church Lane.	WG to chair

East Harptree Parish Council Climate Emergency Working Group

Meeting schedule December 2019 – June 2020

Date	Time	Venue	Chair
Tuesday 10 December 2019	19.00 – 20.30	Lavender Cottage, Water Street	Paul Cullen
Tuesday 14 January 2020	19.00 – 20.30	The Old Byre Church Lane*	Wendy Gregory
Tuesday 11 February 2020	19.00 – 20.30	Ingleby, Coombe Lane	Sally Calverley
Tuesday 10 March 2020	19.00 – 20.30	tbc	tbc
Tuesday 14 April 2020	19.00 – 20.30	tbc	tbc
Tuesday 12 May 2020	19.00 – 20.30	tbc	tbc
Tuesday 9 June 2020	19.00 – 20.30	tbc	tbc

*TBC

Updated 10/12/19