

NOTES			Date: 22 Oct 2025
			Time: 14:00
Meeting Title:	Norfolk Climate Change Partnership	Venue:	Microsoft Teams
Chair:	Emma Punchard	Note Taker:	Lynda Wilson, NNDC
Present:	Emma Punchard Kate Rawlings Sorcha Prime Asher Minns Ged Greaves Trevor Wiggett Jane Locke Jordan White Jonathan Davison	Community Climate Lead North Norfolk District Council Babergh and Mid Suffolk District Councils Tyndall Centre for Climate Change Research Borough Council of King's Lynn and West Norfolk Norwich City Council Tyndall Centre for Climate Change Research Breckland District Council Energy Project Manager	
Apologies:	Steve Blatch Chris Bailey Jonathan Ward James Mills Harry Mach Jason Cole Phil Hunt	North Norfolk Broadland and South Norfolk District Councils Net Zero Innovation & Delivery Manager Norwich City Council Broads Authority Breckland District Council Norwich City Council	
<u>Item 1: Welcome and Apologies</u>			
Emma Punchard welcomed the meeting and the attendees introduced themselves.			
<u>Item 2: Notes from the previous meeting (September 2025)</u>			
No comments were made.			
<u>Item 3: Innovate UK funding – discussion</u>			
<p>Funding Award: £150,000 secured from Innovate UK as a direct follow-on from the Norfolk Net Zero Communities project.</p> <p>Purpose: Scale up previous work and address gaps identified during community engagement, particularly the need for trusted, unbiased retrofit information.</p> <p>Key Project Strands:</p> <ol style="list-style-type: none"> 1. Online Retrofit Portal <ul style="list-style-type: none"> ○ A professionally procured website offering practical guidance, case studies, and localised advice on energy efficiency and retrofit measures (e.g., heat pumps, draught-proofing). ○ Aim: Accessible, user-friendly, and future-proof for combined authority integration. ○ Chris Bailey to act as technical lead; procurement discussions underway. ○ Emphasis on user testing and incorporating social science insights to ensure relevance and engagement. 2. Energy Champions Expansion <ul style="list-style-type: none"> ○ Build on existing models in Norwich (Our Power), North Norfolk, and Great Yarmouth. ○ Explore new roles such as Heat Pump Champions. ○ Address fuel poverty challenges in Yarmouth alongside retrofit advice. 3. Community Building Decarbonisation 			

<ul style="list-style-type: none"> ○ Showcase leadership through practical improvements in community spaces. <p>4. Heritage Retrofit Guidance</p> <ul style="list-style-type: none"> ○ Collaboration with Babergh & Mid Suffolk and Norwich City Council. ○ Develop accessible, visually engaging resources and pilot guides for listed buildings. ○ Potential partnerships with Historic England and other councils to share best practice. <p>5. Governance & Resourcing</p> <ul style="list-style-type: none"> ○ Steering group to oversee delivery; Great Yarmouth as accountable body to Innovate UK. ○ Recruitment planned for additional project support alongside Emma Punchard. ○ Explore Suffolk Climate Partnership engagement and combined authority alignment. <p>Timeline:</p> <ul style="list-style-type: none"> ● Start: November 2025 ● Completion: March 2026 (all funds spent by then) ● Current status: Letter received; work can begin “at risk” pending final confirmation. <p>Risks & Considerations:</p> <ul style="list-style-type: none"> ● Tight delivery window requires rapid decision-making and strong collaboration. ● Backup plan needed if combined authority does not adopt website post-project. ● Communications strategy critical to ensure uptake of tools and resources. <p>Actions:</p> <ul style="list-style-type: none"> ● Emma to confirm Innovate UK scope and procurement flexibility. ● Chris Bailey to draft technical brief for website. ● Partners to provide input on platform structure and content. ● Emma to circulate outline proposal and set up working groups for each strand. ● Steering group membership to include representatives from districts and Suffolk. 	
<p><u>Item 4: Online Tools – Fairer Warmth and Homewise</u></p>	
<p>Tools Overview:</p> <ul style="list-style-type: none"> ● Homewise: Developed by Energy Saving Trust; allows users to input their postcode, view EPC data, and receive tailored advice on improving home energy efficiency and reducing bills. ● Fairer Warmth: Similar functionality but includes local support integration. Users can see local organisations (e.g., Our Power in Norwich) that provide energy advice and assistance. <p>Current Challenge:</p> <p>Both tools have been purchased and are available for Norfolk residents, but uptake is very low.</p> <ul style="list-style-type: none"> ● Main issue: Lack of visibility and promotion. Tools are on district websites but not actively marketed. 	

<p>Discussion Points:</p> <ul style="list-style-type: none"> • Comms Strategy: <ul style="list-style-type: none"> ○ Emma to resend marketing materials and assets provided by tool developers. ○ Districts to customise and share these assets locally (e.g., Norfolk-centric branding). ○ Consider internal campaigns first (staff testing) before public rollout. • Coordination vs Local Autonomy: <ul style="list-style-type: none"> ○ Debate on whether to have a partnership-wide comms plan or let each district manage promotion individually. ○ Consensus: Avoid lengthy coordination; districts to act independently but share best practice. • Engagement Ideas: <ul style="list-style-type: none"> ○ Use case studies to show real-life benefits and encourage adoption. ○ Include tools in resident newsletters, social media, and roadshows (e.g., “Beat Your Bills” events). ○ Explore integration into the new retrofit website for better visibility. • Barriers Identified: <ul style="list-style-type: none"> ○ No clear mechanism for driving traffic to these tools. ○ Risk of tools sitting unused despite investment. <p>Actions:</p> <ul style="list-style-type: none"> • Emma: Resend marketing materials and links to all partners. • Districts (e.g., North Norfolk, King’s Lynn): Promote tools via websites, newsletters, and events. • Jane Locke: Share details of local authority comms group for wider dissemination. • Ged Greaves: Include tools in roadshow materials and social media campaigns. • Collect feedback and case studies for evaluation. 	
<p><u>Item 5: Portfolio Holders’ Meetings</u></p>	
<p>No meeting held since Greg Pearson’s departure; Emma will revive engagement.</p> <p>Planned actions:</p> <ul style="list-style-type: none"> • Review previous arrangements and contact portfolio holders. • Share Innovate UK funding update, final report, and film. <p>Officers previously attended as observers for technical support.</p> <p>Aim: Maintain political buy-in during transition to combined authority.</p>	
<p><u>Item 6: SharePoint Update</u></p>	
<p>Purpose: Chris Bailey has set up a SharePoint site to improve document sharing and avoid firewall issues that have previously hindered collaboration.</p> <p>Current Status: Site is live but still being populated with key documents.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> • Attendees who need access should email Chris directly. 	

<ul style="list-style-type: none"> • SharePoint will host: <ul style="list-style-type: none"> ○ Project documents (Innovate UK proposal, technical briefs). ○ Meeting agendas and minutes. ○ Communications assets for tools like Homewise and Fairer Warmth. 	
<p><u>Item 7: Climate Forum East - Resourcing and Funding Delivery Group Questionnaire – Ged</u></p>	
<p>Overview: Ged highlighted a regional initiative under the Local Government Association (formerly Regional Climate Change Forum). The Funding & Resource subgroup is conducting research on how councils resource climate action.</p> <p>Purpose: Gather data on staffing, budgets, and delivery models for climate mitigation, adaptation, and sustainability.</p> <p>Action Required:</p> <ul style="list-style-type: none"> • Complete the online survey (link shared in agenda) – estimated time: 30 minutes. • Deadline: ASAP to ensure inclusion in regional analysis. <p>Benefit: Results will inform future funding bids and collaborative approaches across East of England.</p>	
<p><u>Item 8: Any other business</u></p>	
<p>Community Energy Event: Jonathan announced a “Seeing is Believing” visit to Cambridge projects (late Nov/early Dec). Action: Partners to suggest attendees; invites in 10 days.</p> <p>Blended Finance: Asher proposed combining public loans with private capital for climate projects. Action: Partners to review when developed.</p> <p>Great Collaboration: Kate to attend 7 Nov event linking local green groups; will report back.</p> <p>Adaptation: Reminder to keep adaptation alongside net zero.</p>	
<p><u>Item 9: Date and time of next meeting</u></p> <ul style="list-style-type: none"> • Wednesday, 17th December 2025 – 2.00 pm 	