

M E E T I N G N O T E S

PROJECT:	Environmental and Sustainable Working Group	DATE: 15.03.21
HELD AT:	Team Meeting	PROJECT REF:

PRESENT: MD, ST, JW, AV,KS,AL,PO,GE,MS,MO,MP,PK, WW, AF, ST, TA, RS, IN
 APOLOGIES: JS , KS

Meeting Minutes / Actions	Actions
<p>1.0 Andrea updated all on progress regarding Interim Devon Carbon plan</p> <ul style="list-style-type: none"> - Letter of support submitted on the 12.03.21 - LHC confirmed they would look to collaborate and offer services to Devon Carbon Plan Task Force. -As well as the letter of support & Interim DCP questionnaire the Group agreed to sign up to Devon climate emergency declaration, 	<div style="background-color: #d9ead3; padding: 5px; display: inline-block;">AV</div>
<p>2.0 E&SWG Action Plan Document (see below)</p> <ul style="list-style-type: none"> - Document was tabled and discussed. - Everyone was encouraged to contributed and sign up to a 'sub-group'-by COB 19.02.21. This will enable smaller groups to meet going forth agree workflows for the main groups & distribute bite-sized tasks. - Interim - Subgroup leaders were agreed in the meeting and it was agreed these people would reach out to those in the subgroup group to set up the initial meeting. Meeting to be calendared by COB 19.03.21. 	<div style="background-color: #d9ead3; padding: 5px; display: inline-block;">Everyone Contributing</div>
<p>3.0 LHC Client Guide to Sustainability</p> <p>MP / KS Ongoing.</p>	<div style="background-color: #d9ead3; padding: 5px; display: inline-block;">Noted</div>
<p>4.0 Passive House Training.</p> <ul style="list-style-type: none"> - MD provided a progress update and thanked those who has submitted expression of interest. He has developed an appraisal/selection process that will be reviewed by directors and concluded shortly. 	<div style="background-color: #d9ead3; padding: 5px; display: inline-block;">MD</div>
<p>5.0 Agile working Policy</p> <ul style="list-style-type: none"> - PK provided an update on the survey and confirmed he would send a chasing email to get the remaining people to submit by COB 12.03.21. 	<div style="background-color: #d9ead3; padding: 5px; display: inline-block;">PK/MP</div>

<ul style="list-style-type: none"> - It was agreed the results and recommended next steps would be presented in a separate paper for consideration by the Agile Working group and directors of the Environ and Sustain Working Group. 	
<p>6.0 Designing for Our Future – Seminar</p> <ul style="list-style-type: none"> - MP discussed intuitive and asked for people in the group to please come forward with ideas and to help contribute to Workshop which will be held later next month. - ST to submit (collate) a piece of work on the PassivHaus Bitesize Course. - Others to feedback and contribute. 	Everyone / ST
<p>AOB</p>	
<p>Charity – AV/AF to organise a follow up meeting to discuss LHC 2021 charity intuitive. The (shortlisted) Devon Environment Foundation was discussed and the group agreed this was an appropriate charity to support. AV to confirm next steps and arrange follow up meeting.</p>	AV/AF / RS / AL / PO / MP
<p>Next Meeting – TBC – commencement of sub-group meetings to be considered. MD/MP/MO/PK to advise shortly.</p>	MP / MO / MD / PK