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Legal and Democratic Services



ENVIRONMENT AND SAFE COMMUNITIES COMMITTEE SPECIAL MEETING

Monday 20 January 2020 at 7.30 pm

Council Chamber - Epsom Town Hall

The members listed below are summoned to attend the Environment and Safe Communities Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Neil Dallen (Chair)
Councillor Alex Coley (Vice-Chair)
Councillor Steve Bridger
Councillor Chris Frost
Councillor Rob Geleit

Councillor Steven McCormick
Councillor Lucie McIntyre
Councillor Julie Morris
Councillor Peter O'Donovan
Councillor Chris Webb

All Members of the Council are invited to attend the Special Environment & Safe Communities Committee to hear the debate. An Extraordinary meeting of the Council will commence following the meeting of the Committee (please see separate agenda).

Yours sincerely

A handwritten signature in black ink that reads 'K. Belden'.

Chief Executive

For further information, please contact Democratic Services, 01372 732122 or democraticservices@epsom-ewell.gov.uk

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- Do not stop to collect personal belongings;
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- Do not re-enter the building until told that it is safe to do so.

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AGENDA

1. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

2. CLIMATE CHANGE ACTION PLAN (Pages 5 - 38)

This report sets out the Council's commitment and action plan to tackle climate change including actions to reduce the environmental impact of its activities and the steps to become carbon neutral. It reflects the work of the cross party Member Working Group which was established to coordinate the development of the Climate Change Action Plan.

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CLIMATE CHANGE ACTION PLAN

Contact: Damian Roberts, Chief Operating Officer
Gillian McTaggart, Head of Policy,
Performance and Governance

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Annexes/Appendices (attached): Annex 1 – Climate Change Action Plan

Other available papers (not attached): Motion to Council 23 July 2019

Report summary

This report sets out the Council's commitment and action plan to tackle climate change including actions to reduce the environmental impact of its activities and the steps to become carbon neutral. It reflects the work of the cross party Member Working Group which was established to coordinate the development of the Climate Change Action Plan.

Recommendation(s) for Environment and Safe Communities Committee

The Committee:

- (1) endorses the adoption of 2035 as the year for when the Council should aim to be net carbon neutral;**
- (2) approves the Climate Change Action Plan, at Annexe 1, as its plan for future work programmes;**

and recommends to full Council:

- (3) the adoption of the climate change target of the year 2035 for the Council's operations to be net carbon neutral;**
- (4) the adoption of the Climate Change Action Plan set out in Annex 1;**
- (5) that the Council delegates to the Chairman of the Environment and Safe Communities Committee, action to make representations to Government to provide local authorities with the powers and resources necessary to address climate change in their local area.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The Council's Climate Change Action Plan contributes directly to the delivery of the long-term vision for Epsom and Ewell as a Green and Vibrant place, and the delivery of the Council's corporate plan.
- 1.2 The Council's new corporate plan for 2020 – 2024, the Four Year Plan, is aligned to the long-term vision for Epsom and Ewell and also identifies the key themes of Green and Vibrant, Smart and Connected and Safe and Well and sets out a high level action plan for the next four years and includes specific actions that anticipate and contribute to the delivery of this Climate Change Action Plan.
- 1.3 The Council's Vision was developed out of the largest public engagement exercise ever undertaken in the borough and this has clearly demonstrated a strong priority for the local environment, for environmentally friendly living, eco-friendly buildings and climate friendly sustainable transport, where people come before traffic, and where cycling and walking is promoted alongside the borough's fantastic countryside, trees, biodiversity, and clean air.

2 Background

Positive Action the Council has taken so far

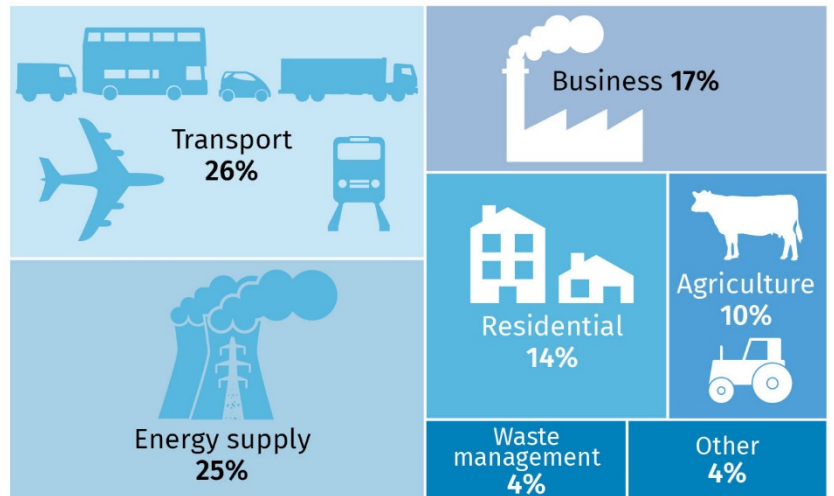
- 2.1 The Council, at its full Council meeting on the 23 July 2019, agreed to a motion to establish a climate change action plan with targets to cut the Council's environmental impact and take steps to become carbon neutral.
- 2.2 The Council committed that the plan would be presented to the Environment and Safe Communities Committee and subsequently ratified by Full Council within the next 6 months.
- 2.3 To help ensure that this commitment is achieved, Members have been working together with officers, testing ideas, drawing on available data and guidance and listening to local stakeholders, to develop this detailed, ambitious and wide ranging action plan.

- 2.4 Before the UK Government declared a climate emergency in 2019, Epsom and Ewell Borough Council has been taking progressive steps over a number of years to reduce the impact of its activities on the environment including reducing its CO₂ emissions. This includes investment in more energy efficient heating systems and LED lighting in many of its buildings, switching an increasing proportion of its electricity supply to renewable sources, installing photovoltaic panels on some of its buildings, phasing out the use of potentially harmful chemicals in Council operations, adopting a bio diversity action plan and introducing a single use plastics policy, promoting Cross Rail 2 to further expand the sustainable travel in the borough, and highlighting the environmental and climate change risks of the proposed third runway at Heathrow Airport.
- 2.5 Despite the action taken and positive progress made by the Council, many of these initiatives reflect the start of a longer journey where further action is needed over an extensive period of time, to impact on the scale of change needed to tackle the Council's and the borough's overall carbon footprint.

What is Climate Change and its cause

- 2.6 Climate change is a well-recognised phrase and it is accepted by scientists and governments as the most serious environmental challenge facing society in the 21st century. There is clear scientific evidence that the activities of people and organisations have been having a significant detrimental impact on the climate, the environment and biological life.
- 2.7 Climate change is caused by the build-up of greenhouse gases in the atmosphere that lead to higher temperatures on the earth's surface.
- 2.8 Rapid increases in greenhouse gasses started in the 19th century at the beginning of the industrial age and continued alongside large scale global population growth. During this time it has been possible to rapidly intensify industry and support a rapidly growing global population by using fossil fuels including the burning of coal, oil and gas which has released growing quantities of carbon, which was stored over millions of years, in the form of carbon dioxide (CO₂) directly into the atmosphere.

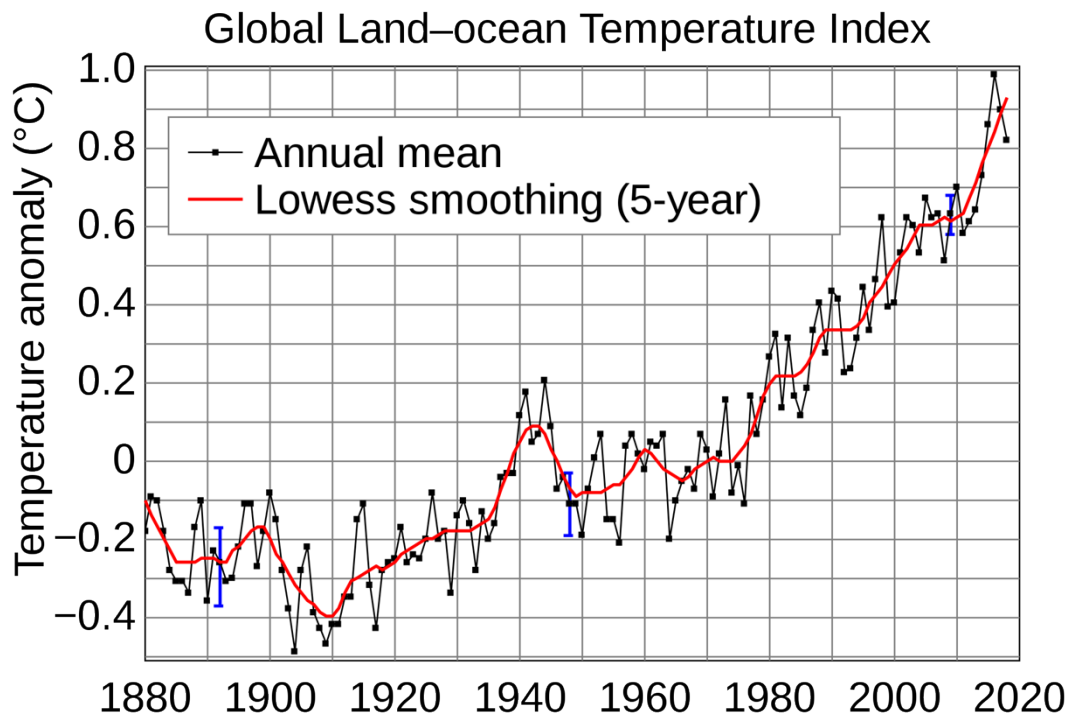
Greenhouse gas emissions in the UK 2016



Source: Department for Business, Energy & Industrial Strategy



- 2.9 According to the Department for Business, Energy & Industrial Strategy, Carbon dioxide (CO₂) accounts for the vast majority (over 80%) of the UK greenhouse gas emissions.
- 2.10 Global greenhouse gas emissions from human and industrial activities (particularly from the use of fossil fuels to drive industry, transport and to heat homes and the impact of agriculture and deforestation) increased by 70% from 1970 to 2004. The concentration of these greenhouse gases in the earth's atmosphere is now higher than at any time in the last 800,000 years and continues to increase.
- 2.11 This increase in the concentration of greenhouse gasses in the atmosphere is now causing progressive warming and with this, potentially devastating consequences for the climate. The graph below shows how global temperatures have risen over the last two centuries.



Source: National Aeronautics and Space Administration (NASA) and the Goddard Institute for Space Studies (GISS)

- 2.12 If this trend continues unabated, global temperatures are projected to rise by between 3C and 5C by 2100.

Consequences of climate change

- 2.13 The Intergovernmental Panel on Climate Change - the leading international scientific body on global warming – advises that global average temperature rises above 1.5C will have devastating consequences for the planet and society.
- 2.14 Climate change with temperatures above 1.5C will include the social, economic impact of rising sea levels and ocean temperatures, flooding, higher ground temperatures, extreme weather patterns, water supply shortages, food production shortages; and the growth in pests and diseases and early deaths. Their analysis also indicates that temperature rises above 1.5C could place 20-30% of species at risk of extinction.

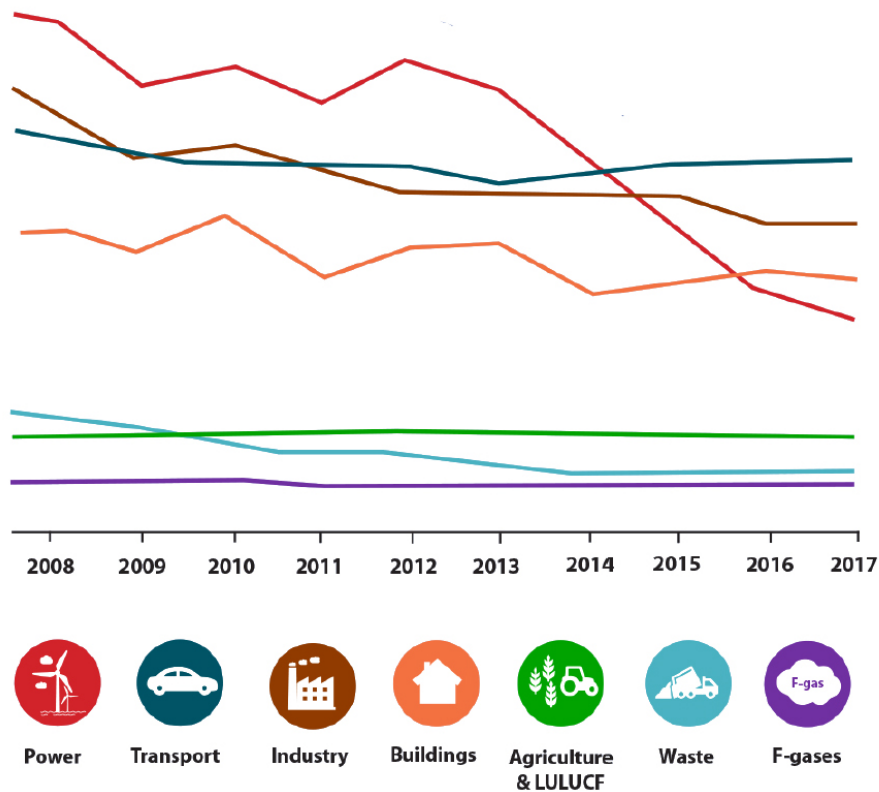
- 2.15 Since the findings of the Intergovernmental Panel on Climate Change has been published, there have been other national and international warnings about the implications from climate change. For example, the World Wildlife Fund for Nature (WWF) Report 2018 projected the decline in global wildlife populations of 60% in just over 40 years. The United Nations International Panel on Biodiversity & Ecosystems identifies “nature’s dangerous decline” at rates unprecedented in human history; accelerating species extinction and grave impacts on people around the world.
- 2.16 In the UK this level of climate change could result in a 30% decrease in river flows during ‘dry’ periods. The Environment Agency has warned that climate impacts will lead to an inadequate domestic water supply in the UK within the next 20-25 years. Within the South-East of England, Climate Change is projected to result in between 700 and 1,000 more heat-related deaths per year compared to today.

Legal Context

- 2.17 The UK Climate Change Act 2008 sets a statutory target to reduce UK greenhouse gas emissions by 80% from 1990 by 2050. In May 2019 the UK Committee on Climate Change recommended that the UK Government increase the statutory target to Net-Zero greenhouse gas emissions by 2050. This has now been formally adopted.
- 2.18 UK Parliament declared a climate change emergency in May 2019.

Carbon Footprint

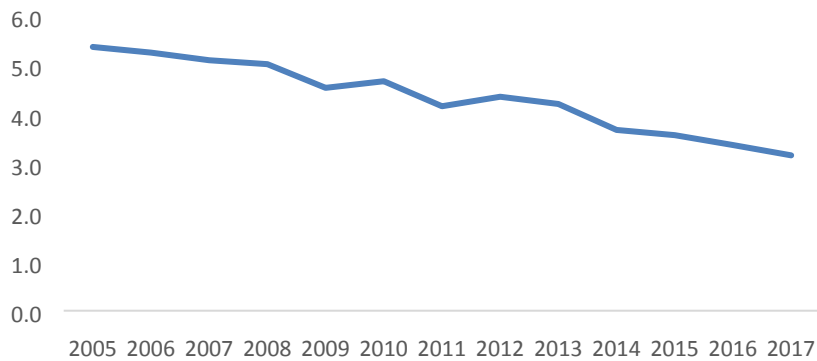
- 2.19 Despite the continued upward trend for global greenhouse gas emissions, UK greenhouse gas emissions have reduced by 43% since 1990 while over the same period, the economy grew by over 70%. This is the most substantial emissions reduction of any G7 country.
- 2.20 However, closer analysis shows that most of this reduction has been achieved through the energy sector with a progressive switch to more renewable sources of power and from the waste sector, with greater levels of recycling and less waste being burnt. Almost all other sources of greenhouse emissions in the UK are showing minimal change. Since 2017, Transport has become the main source of greenhouse gas emissions in the UK.



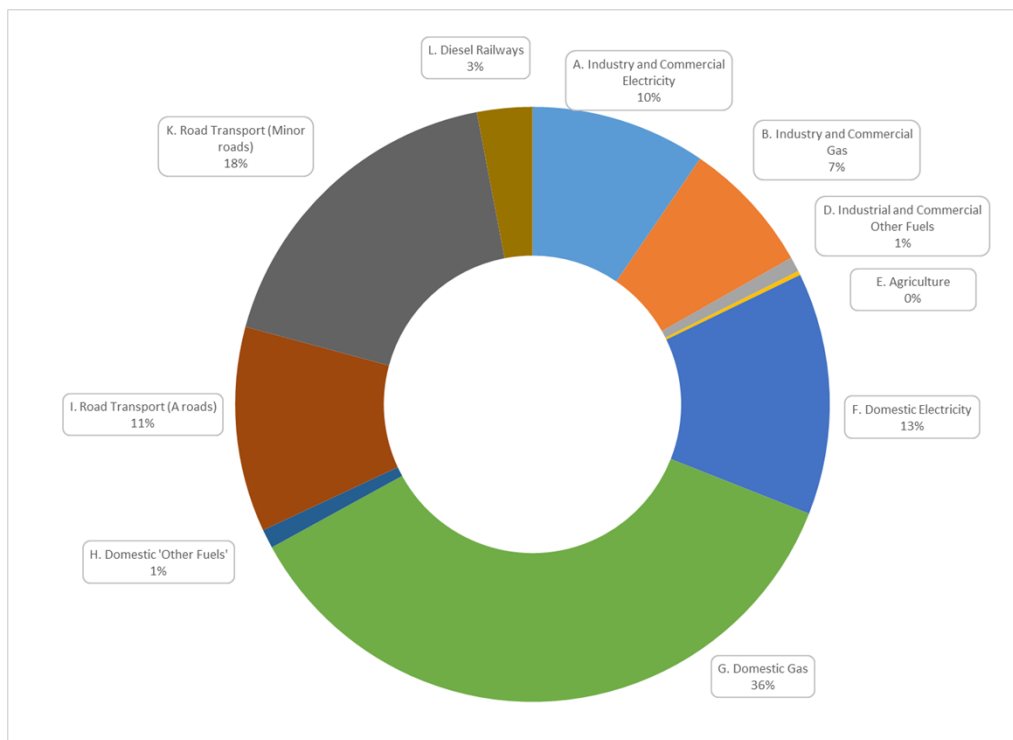
Epsom and Ewell’s Carbon Footprint

- 2.21 According to the Government’s *Department for Business, Energy & Industrial Strategy*, Epsom and Ewell’s carbon footprint as a place is estimated at 44.9 kilo tonnes per year. This includes both domestic and industrial CO2 emissions.
- 2.22 This is the smallest carbon footprint of any borough in Surrey despite Epsom and Ewell being the most densely populated, The borough’s relatively compact size undoubtedly contributes to this.
- 2.23 Epsom and Ewell also has the lowest per capita CO2 emissions at 3.2 tonnes per person, some 38% below the Surrey Borough and District average. While this is clearly a welcome starting point, it is not a reason for complacency and significant and sustained work will be required to address the 45,000 tonnes of CO2 produced across the borough each year.
- 2.24 The following graph illustrates how this borough’s CO2 emissions per capita have changed since 2005. The source of this data and the data set out in this section is taken from the *Department for Business, Energy & Industrial Strategy*, published in June 2019

**Epsom and Ewell
CO2 emissions per capita (t)**



2.25 The following graph illustrates the main sources of greenhouse gas emissions for the Borough (based on 2017 data).



2.26 In line with the UK wide position, both transport and energy usage (gas, electricity, oil etc) account for the vast majority of greenhouse emissions. However, in Epsom and Ewell, it is domestic energy usage, rather than industry energy use or transportation that generates the largest proportion of these emissions.

3 Proposals

The Council's Carbon Footprint

- 3.1 The Council's carbon footprint reflects the same characteristics as the borough-wide one, with the majority of its annual CO2 emissions arising from the energy use of Council buildings and the Council's own transport operations.
- 3.2 Initial analysis of these two key sources of Council CO2 emissions provides an important starting point from which to plan from, and it sets out estimates as follows:

1	CO2 emissions from Council buildings (including heating, lighting, air conditioning, IT equipment, and energy used in food preparation (eg meals at home service) but excludes the Rainbow Leisure Centre operated by GLL, and other properties not occupied by the Council)	895 tonnes per annum
2	CO2 emissions from Council transport (including staff using their cars on Council business, and Council operations using petrol or diesel (eg grounds maintenance and tree maintenance equipment)	570 tonnes per annum

- 3.3 In relation to Council buildings, some 43% of the electricity used comes from renewable sources and therefore does not produce any CO2 emissions.
- 3.4 The two buildings managed by the Council that are responsible for the largest CO2 emissions are:
- Bourne Hall at 151 tonnes of CO2 per annum
 - Town Hall at 161 tonnes of CO2 per annum
- 3.5 Gas powered heating accounts for 67% of CO2 emissions from Council buildings, which is a larger proportion than it has been in the past, because as described above, a significant amount of the electricity supply now comes from renewable sources.

- 3.6 In relation to the Council's transport operations, which includes business related mileage by Council staff, and use of equipment that relies on fuel such as use of grass mowers and chainsaws and all business related mileage, the Council's waste and recycling service (mainly refuse and recycling trucks) are the single largest contributor to CO2 emissions, accounting for just over 50% of all emissions from Council vehicles.
- 3.7 Although the vast majority of the Council's carbon footprint comes from energy use in buildings and transport operations, other activities also have a part to play such as the procurement of goods and services. For example, the Council's Leisure Centre which is operated by the company GLL has a significant carbon footprint (larger than any Council operated building) arising primarily from its size and the heating and cleaning processes associated with the two swimming pools, which are responsible for the greatest energy consumption in any leisure facility.
- 3.8 A more detailed and far reaching analysis will need to be undertaken as part of delivering the Climate Change Action Plan and reasonable estimates made where primary data may not be immediately available.

The important role of Carbon Capture

- 3.9 Alongside an analysis of the organisation's carbon footprint, it is also necessary to consider the role of the Council owned and managed green spaces as a potential route for carbon capture. These spaces enable a proportion of carbon produced by Council operations to be absorbed by trees and green vegetation etc. on Council land. Carbon capture is an essential component in calculating net carbon emissions, as the carbon produced can be offset by the opportunities for this carbon to be absorbed through carbon capture.
- 3.10 In total the Council owns and/or manages 835 ha of open space, comprising of over 64 sites and representing almost 25% of the borough. This includes Nonsuch Park and Epsom Downs which are managed by the Council on a day to day basis. These two sites collectively account for 308 ha of the 825 ha.
- 3.11 Establishing a base line for this carbon capture based on the land that the Council owns and manages, as part of the action plan it would provide a starting point for any future carbon capture initiatives, such as replanting schemes.
- 3.12 An indication of the contribution that could be made by the Council's open space to Carbon Capture is that, as a broad estimate, 15 mature trees could capture 1 tonne of CO2 emissions per year.
- 3.13 There are specific actions in the Climate Change Action Plan that relate to Carbon Capture.

Community Engagement

- 3.14 Engaging across the community including other local public services, local businesses and voluntary organisations will be an important part of the Council's approach to tackling climate change.
- 3.15 In the preparation of this report, the Council has received helpful input from local specialist groups and drawn on emerging guidance and advice from a number of reputable national sources, including the Local Government Association.
- 3.16 The cross party Member Working Group have considered these ideas and suggestions in preparing the Climate Change Action Plan.

Climate Change Target

- 3.17 As mentioned earlier in this report, in May 2019 the UK Committee on Climate Change recommended that the UK Government commit to achieving net-zero greenhouse gas emissions by 2050 and this was then formally adopted by the Government.
- 3.18 The Council may choose to adopt this latest national target of 2050, and keep this under review as things continue to evolve at a national and international level.
- 3.19 As the Council is able to exercise much greater control over its own day to day operations, than what happens in the borough as a whole (i.e. the activities of residents, businesses, public sector organisations etc.), it would be helpful to consider setting an appropriate target for when the Council will be net Carbon neutral.
- 3.20 While there will be a shared aspiration for this to be as ambitious as possible, a practical constraint will be the availability of additional funding necessary to take some of this work forward. This is a particularly difficult issue given the further delay in the Government's National Funding Review of Councils' resources. In addition, some significant Council activities and services are tied into long-standing legal contracts, such as the Council's operational vehicles or the Council's Leisure Centre, and there will need to be a reasonable and appropriate period of time to review and renegotiate these. The Council can only purchase those items which are available in the market so as well as communicating higher expectations to current and future suppliers in relation to Climate Change, suppliers also need to reflect on the nature of their goods to ensure they meet the climate change agenda.

3.21 Taking all of this into consideration, an ambitious but potentially realistic and practical target for the Council to be net carbon neutral could be considered to be 2035. The Action Plan attached in Annex 1 sets out the initial steps that need to be taken to help achieve this goal, and sets these out under the following priority themes:

- Theme 1 - Council Leadership and influencing others
- Theme 2 - Council buildings and energy use
- Theme 3 - Council Transport
- Theme 4 - Environment
- Theme 5 - Tackling and minimising Waste
- Theme 6 - Use of Technology

3.22 Progress will be closely monitored by the Environment and Safe Communities Committee and as part of delivering the action plan, officers will be aligning policies and governance to ensure that the whole organisation rises to the challenge of climate change.

4 Financial and Manpower Implications

4.1 Approval has already been given, following the Full Council meeting on 23 July 2019, to funding from the Corporate Projects Reserve, for a new officer post to help co-ordinate and help implement the Council's new Climate Change Action Plan. The post holder is due to start in February 2020.

4.2 Some of the actions set out in the Climate Change Action Plan will have additional financial implications, which may arise in this and future civic cycles, and it has not yet been possible to quantify these. Going forward, actions relating to climate change will identify the cost implications (if any) alongside the potential contribution to CO2 reductions to enable the Council to increasingly focus on those actions which deliver the greatest benefit from the resources available. Where additional funding is required, a separate report and business case will be considered by the Strategy and Resources Committee, which will also set out the costs and the potential environmental and CO2 reduction outcomes that could be achieved.

Chief Finance Officer's comments: Where future initiatives have a budgetary implication, they will be reported and considered by the Strategy & Resources Committee in accordance with the Financial Regulations.

5 Legal Implications (including implications for matters relating to equality)

5.1 The legal implications are contained within the body of the report. There are no equality implications arising from the contents of this report.

5.2 **Monitoring Officer's comments:** none arising from this report.

6 Sustainability Policy and Community Safety Implications

6.1 This report contributes directly and significantly to improving the Council's sustainability practice. It also contributes to community safety in areas such as tackling air quality and seeks to address the root causes of more extreme weather conditions and temperature changes which are a risk to human life, biodiversity and the planet.

7 Partnerships

7.1 The Council makes use of a range of different partnerships to support its priorities and the delivery of local services. This includes its partnerships with other statutory agencies such as the police, working alongside other independent bodies such as the Business Improvement District, its partnerships with local voluntary sector organisations in receipt of grant funding and more formalised contracts such as the Council's Rainbow Leisure Centre.

7.2 This Climate Change Action Plan includes specific actions to promote wider understanding and action through the variety of relationships the Council has with other organisations operating in the borough including those that are subject to formal contracts.

8 Risk Assessment

8.1 The risks associated with climate change are well documented and are summarised in this report. The proposed Climate Change Action Plan represents this Council's commitment and actions currently identified to help address this through determined and sustained local action. As a living document the Climate Change Action Plan will be reviewed regularly along with associated risks of the actions therein.

8.2 The Council is rightly seeking to take an ambitious approach to how it deals with Climate Change in the borough, but in order to be effective and deliver the meaningful change that is being sought, appropriate care will need to be taken to ensure that actions taken are practical and deliverable and the wider resource implications are clearly understood.

9 Conclusion and Recommendations

- 9.1** Given the significant local, national and global risks and consequences associated with the continued projected increase in CO₂ emissions on the environment, climate change and the wider planet, by adopting the attached Climate Change Action Plan the Council is setting an example of how it intends to demonstrate to other organisations what can be achieved, to ensure it plays its part in tackling this urgent global challenge.

Ward(s) affected: (All Wards)



DRAFT CLIMATE CHANGE ACTION PLAN

Annex 1

Introduction

The Council's motion to tackle climate change and address carbon emissions requires a huge commitment and the aim of this initial Action Plan is to start to start strongly on this journey. The Council has developed this initial action plan in response to the climate change commitment agreed at full council on 23 July 2019.

Climate Change is not a standalone single issue for the Council or the Borough. It runs through a broad range of activities and behaviours. The Council has a key leadership role in facilitating and encouraging the changes necessary to lead to a more sustainable borough, one which aims to be carbon neutral. Carbon neutrality can be achieved through day to day choices of everyone that lives and works in the borough – for example how they travel, source their food and where their energy comes from.

The Council will continue to develop and refine this action plan to ensure it achieves its overall goal of being net carbon neutral. This will be developed with other organisations and partners to shape a more comprehensive plan for the Borough. In addition, the Council will look to other Councils and environment campaigning groups to understand developing approaches and best practice as well as look for opportunities to incorporate these into the Plan, as appropriate.

These actions taken together will help the Council to meet its climate change target of 2035 for the Council's operations to be net carbon neutral (hereon in referred to as "the Council's commitment"), ahead of the Government's latest overall target of 2050. Adaption is a strategic long term matter for the Council to manage in line with other wider corporate objectives as specified in the Four Year Plan 2020- 2024.

What are we going to do?

This action plan focuses on 6 key themes which in turn detail the actions that can be taken to drive progress to becoming carbon neutral. These are:

- Theme 1 - Council Leadership and influencing others
- Theme 2 - Council buildings and energy use
- Theme 3 - Council Transport & switching to lower polluting vehicles

- Theme 4 – Improvements to the environment
- Theme 5 - Tackling and minimising Waste
- Theme 6 - Use of Technology & information systems

The action plan has been split into 4 years commencing January 2020 and will be further populated when the action plan is updated.

How we will report?

The Climate Change Action Plan will be a living document that will be updated and reviewed at a minimum annually. The action plan will be monitored by the Environment & Safe Communities Committee, initially twice in the first year.

YEAR 1 (2020)

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how will it will be funded	How will we measure success
THEME 1- Council Leadership and influencing others						
1	Appoint, on a two year fixed term contract a dedicated full-time post, to coordinate the Council's work on climate change	Environment & Sustainability Officer in post	March 2020	Head of Policy Performance & Governance	Agreed funding for two years by S&R	Appointment to post and implementation of action plan.
2	Impact of Climate Change addressed in every Council Committee report coming forward	Climate change addressed in committee reports	May 2020	Chief Legal Officer	No cost	Plans and policies are resilient to climate change as it is considered in all relevant reports
3	The new Four Year Corporate Plan 2020-2024 to reflect the Council's commitment to Climate Change	Climate change addressed within the themes of the new Four Year Plan	Jan 2020	Head of Policy Performance & Governance	No cost	Climate change included within new Four Year Plan for 2020 to 2024
4	Develop and deliver a Local Plan and associated policies that contribute positively and demonstrate the Council's commitment to climate change	Bring forward a Local Plan which includes planning design policies which supports the delivery of new homes that are energy efficient with minimal environmental impact. Through partnership working bring forward the borough's first carbon neutral home and gain a better understanding and knowledge of construction methods and costs.	Aligned to formal published Local Plan timetable	Head of Planning	Existing budget	Local Plan & Policies approved

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how will it will be funded	How will we measure success
		A proposal for the Council to adopt PassivhausTrust standards (or similar)				Actions that support the development of a Passivhaus Trust standards or similar considered
5	Actively seek opportunities to develop the borough's carbon neutral homes	Through the Local Plan process identify potential locations and developers to build the borough's carbon neutral homes	Local Plan formally adopted	Head of Planning	Need to assess if costs with developers	A local plan that promotes the build of carbon neutral homes
6	Work with contractors to move the electrical power to renewable sources	Write to the Council's current contractors to ask them to review their current energy suppliers and explore switching their electricity to renewable sources. Arrangements with new contractors to be designed/procured so that they use renewable energy.	Sept 2020 Ongoing	Head of Policy, Performance & Governance	May be increased costs from contractors	Contractors engaged with Positive outcomes in terms of practice that reduces CO2 emissions
7	Provide information on Council website to promote changes which residents and businesses can make to address impact on climate change	Create a dedicated section on the Council's main website with information and links which enables residents and businesses to contribute to tackling climate change.	Oct 2020	Head of Policy Performance & Governance	New post & ICT support	Improved communication and signposting information
8	Increase communications on the impact of Climate Change with the need to reduce greenhouse gas emissions and the requirement for everyone to play their	Use a range of communication channels and signposting on key topics such as: Greater recycling & reducing food waste. Utilities -switch to renewable energy, smart meters, LED bulbs,	Dec 2020	Head of HR & OD	New post & existing staff time	Information disseminated and shared

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how will it will be funded	How will we measure success
	part in making a difference	PV panels, energy efficient boilers & appliances & insulation. Transport – sustainable travel, lower emission vehicles. Environmental – planting, bio-diversity & gardens, promote seasonal and locally sourced foods and more sustainable plant-based diets, reduce food waste.				
9	Provide practical help to vulnerable and disabled people to improve energy efficiency in their homes.	Promote and market the take up of available grants and support through the Council's Home Improvement Agency and provide energy efficiency advice through Action Surrey to vulnerable or disabled people	Nov 2020	Head of Housing & Community	Warm at Home Grant	No of grants awarded No of enquiries directed to Action Surrey
10	Review and share good practice in house building and housing management with local Housing Associations	Contact local Housing Associations to understand about what they are doing through construction of new homes and managing existing homes, to reduce CO2 emissions.	Dec 2020	Chief Operating Officer	Existing staff time	No of contacts with Housing Associations
11	Promote greater take-up of the Borough's allotments	Review vacancy levels of allotments, and promote take up where required.	Dec 2020	Head of Operational Services	Staff time	Vacancy rate at allotments
THEME 2 Council building and energy use						
12	Move the Council's electricity usage to 100% renewable sources	Review current energy contracts and explore opportunity and timeline to switch to fully renewable sources as early as possible.	Dec 2020	Head of Property & Regeneration	To be determined	A plan with timescales for moving to 100% renewable electricity

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how will it will be funded	How will we measure success
13	Reduce CO2 emissions in Council buildings and invest as appropriate	Incorporate reducing CO2 emissions as a criterion for the Council's capital investment programme	June 2020	Chief Finance Officer	No cost	Reducing CO2 emissions becomes a specific criteria in investment decisions
14	Addressing CO2 emissions" to be an explicit priority for action within the Council's new Asset Management Plan	Audit the CO2 emissions of Council buildings.	Sept 2020	Head of Property & Regeneration	Staff time	Asset management decisions informed by need to tackle CO2 emissions
THEME 3 Transport improvements & switch to lower polluting vehicles						
15	Investigate the move to 100% of Council's use of electric vehicles	Investigate and understand any potential opportunities to progressively switch to low or zero emission vehicles	Dec 2020	Head of Operational Services	As per business case subject to current transport contract	Feedback on scope and timescales
16	Encourage more sustainable transport options for visiting the Town Centre and trips to schools	<p>a) Work with Surrey County Council Highways Authority to explore options to further encourage a switch to more sustainable transport options into the Town Centre.</p> <p>b) Work with Surrey County Council Highways Authority to discourage the build-up of traffic outside schools such as piloting a "School Streets" type programme.</p>	Dec 2020	Chief Operating Officer/ Head of Policy, Performance & Governance	<p>Staff time</p> <p>Future Defra funding (tbc)</p>	<p>Options identified and explored</p> <p>Greater use of more sustainable transport options including public transport</p>

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how will it will be funded	How will we measure success
17	Increase number of safe cycle routes throughout the borough	Work with Surrey County Council to identify opportunities to improve cycling routes in the borough and /or introduce new ones reporting on progress to Environment & Safe Communities.	Dec 2020	Head of Policy, Performance & Governance	Funding to be explored	Increase in miles of safe cycle routes in the Borough
18	Encourage fewer cars per household	Investigate options to improve public transport. This action is also linked to a number of other actions outlined in Theme 3.	Oct 2020	Chief Operating Officer/ Head of Policy, Performance & Governance	Tbc	Feedback on options
19	Introduce more cycle racks/covers	Increase the number of cycle racks installed in the borough as part of the Plan E programme and apply for other funding to increase the number of cycle racks in other areas – particularly at key transport hubs.	Dec 2020	Chief Operating Officer/ Head of Policy, Performance & Governance	Plan E Seek other funding	Bids made Number of additional cycle racks
20	Introduce Electric Buses	Understand recent policy change from Surrey County Council and promote the idea of the borough taking part in any pilot schemes. Contact local bus operators regarding piloting the introduction of low or zero emissions electric buses, starting with a smaller hopper bus.	June 2020	Chief Operating Officer/ Head of Policy, Performance & Governance	Tbc	Contacts made and options explored Feedback on progress
22	Promote take up of new electric pool car	Encourage more staff from across the Council to make use of the new	December 2020	Chief Legal Officer	No cost	Increased usage

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how will it will be funded	How will we measure success
		electric zero emissions vehicle to undertake their travel across the borough				
23	Publish DEFRA Annual Status Report with a plan of action to address areas of concerns	Publish finding and action plan and make available to the public on the council's web site.	April 2020	Head of Housing and Communities	Staff time	Annual Status Report published
THEME 4 - Improvements to the environment						
24	Install water drinking fountains	Install drinking water fountains in the Market Place and the Harrier Centre.	Dec 2020	Chief Operating Officer/ Head of Operations	Existing budgets for installation at market place & Harrier Centre to cover installation. Maintenance costs tbc	Two new refill stations installed
25	Tackle use of single use plastics at Council operated buildings and venues	Cease council use of single use plastics in all Council operated venues.	Dec 2020	Chief Legal Officer	Existing officer time & new post	Audit use of Single use plastics in Council run buildings
26	Understand how the Council can increase the level of carbon capture from Council owned and managed land	Develop base line data on current level of carbon (CO2) capture by using trees on land that the Council owns and manages.	Oct 2020	Head of Operational Services	Existing officer time & new software	Baseline on CO2 capture

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how will it will be funded	How will we measure success
27	Work with relevant specialist groups in the community to drive up sustainable practice both inside and outside the organisation	Parks friends groups. Tree Advisory Group. Lower Mole Partnership. E&E Local Biodiversity Action Plan Working Group.	Dec 2020	Head of Operational Services	Existing officer time	No of groups engaged
28	Council's Biodiversity Action Plan to reflect commitment to climate change	Update the Council's Local Biodiversity Action Plan 2010-2020 to cover period 2021-2031.	Dec 2020	Head of Operational Services	Existing Officer time and the potential cost of surveys costs	New Biodiversity Action Plan agreed & published on-line
29	Review implications and potential opportunities of the parliamentary Electricity Bill	Monitor the progress of the new Electricity Bill and identify future actions for the Council	On-going	Head of Policy, Performance & Governance	New post	Review undertaken
THEME 5 - Tackling and minimising waste						
30	Increase recycling by private companies in the borough	a) Through new Business Bins Recycling Service. Targeted business marketing to expand take up of the new service. b) Provide branding that businesses can use to promote their recycling practice.	Dec 2020	Head of Operational Services	Part of the Enterprise & Income Generation Board targets	Number of businesses making use of the Council's business bins and recycling service
31	Promote the use of more sustainable materials in packaging	a) Contact / lobby local supermarkets regarding phasing out single use plastics, and reducing food miles.	March 2020	Chief Operating Officer	Existing staff time	Writing to local supermarkets and encouraging greater options for customers

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how will it will be funded	How will we measure success
		b) Promote how to reduce waste, by shifting to more sustainable packaging, greater recycling to local businesses (including retailers and restaurants).				
32	Utilise the new Epsom Market Place to promote sustainable practice	a) Promote use of sustainable packaging and LED lighting by market traders. b) Build on the success and embed Vegan Market to promote further behaviours that support and encourage low carbon living.	December 2020	Head of Operational Services	No cost	Guidance given to market traders No of market traders using LED lighting % in no of sustainable events in the Market Place
33	Increase the rollout of recycling bins in key high footfall areas of the town	Install recycling bins in the Town Centre as part of the Plan E scheme and identify other locations after assessment of performance	June 2020	Head of Operational Services	Plan E funded	No of bins installed
THEME 6 Use of technology & information systems						
34	Reduce need for people to travel to meetings	Utilise conference technology to enable staff and partner organisations to meet virtually and reduce journeys	Dec 2020	Head of Digital & Service Transformation	Tbc	Conference technology installed
35	Rollout new low energy thin client infrastructure	Install thin client technology reducing power use	June 2020	Head of Digital & Service Transformation	Existing budget	No of thin clients installed
36	Utilise technology to change working practices, promote digital skills and improve and make the	Utilise electronic systems and change the working practices to significantly reduce our reliance on paper	Dec 2020	Head of Digital & Service Transformation / Head of HR & OD	Existing budget	More sustainable working practices and less reliance on paper

	Objective	Outcomes	Timescale	Lead Officer	What this will cost and how will it will be funded	How will we measure success
	Council more paper free					

YEAR 2 (2021)

#	Objective	Outcomes	Timescale	Lead Officer	What will this cost and how will it be funded	How will we measure success
	THEME 1 Council Leadership and influencing others					
Page 29	Undertake an audit of Council policies to identify their impact on climate change and demonstrate that they are contributing positively to Climate Change	Complete audit of Council policies and plans to identify those that can make the greatest contribution to tackling Climate Change. Develop a programme outlining the timescale and resources for these policies to be reviewed and updated. This includes but is not limited to: Procurement Policy. Medium Term Financial Strategy. Capital Strategy. Asset Management Plan. Biodiversity Policy. Management Plans for parks and open spaces.	March 2021	Head of Policy Performance & Governance and other relevant Heads of Service	New post	All policies & documents updated and published
2	Increase number of sustainable	Identify opportunities for new sustainable planting in parks, roundabouts, urban bedding etc.	March 2021	Head of Operational Services	Existing staff time	No of sustainable planting schemes

#	Objective	Outcomes	Timescale	Lead Officer	What will this cost and how will it be funded	How will we measure success
	planting schemes across the borough					
3	Devise opportunities to shift away from reliance on cars to travel in the borough	Work with the Surrey County Council as the Highways Authority and other relevant providers to look at local transport infrastructure and develop a plan to support moving away from car use. Embed a culture of sustainable travel in new housing developments using sustainable travel locations.	March 2021	Head of Planning	Tbc	Policies in place
4	Provide information to support funerals that are ecological and environmental	Provide information & material on ecological and environmental internments.	Oct 2021	Head of Housing & Community	Dependent on outcome of review	Information signposting
THEME 2 Council buildings and energy use						
5	Reduce CO2 emissions in Council buildings and invest as appropriate	Based on audit provide an update on the findings with prioritised plan of action to address the highest polluting buildings.	Sept 2021	Head of Property & Regeneration	Funding for projects identified through existing budget, capital programme as agreed by members or external funding	CO2 reduction in council buildings
6	Reduce CO2 emissions caused by gas and other	Undertake a review of our current heating systems and identify options for tackling the highest emission buildings exploring alternative	Sept 2021	Head of Property & Regeneration	Tbc	Report

#	Objective	Outcomes	Timescale	Lead Officer	What will this cost and how will it be funded	How will we measure success
	fossil fuel powered heating systems	technology such as ground and air source heat pumps. Report back to Strategy and Resources outlining the findings of the review and the proposed next steps.				
7	Replace traditional lighting with energy efficient longer lasting LED lighting	Complete an energy survey of current lighting in Council occupied buildings to ascertain those that will reduce energy consumption. Then develop a programme based on business cases to switch all lighting to LED.	August 2021	Head of Property & Regeneration	Business cases submitted through the capital programme for determination by members	Energy surveys and funded works through capital programme
	Increase use of PV panels on Council buildings	Appraise options for installation of solar panels on Council buildings through a feasibility study. then submit business case and planning permission for each building	August 2021	Head of Property & Regeneration	Feasibility study costs tbc Business case for capital bid or seek external funding	Bids considered and submitted. Agreed works through capital programme
THEME 3 Transport improvements & switch to lower polluting vehicles						
9	Implement a network of public electric charging points in the borough	A) Engage with Surrey County Council as the Highways Authority to develop a proposal and plan for a network of public charging points throughout the Borough for electric and hybrid vehicles to encourage the switch to hybrid and fully electric vehicles.	Dec 2021	Head of Operational Services	Costs to be confirmed	Feedback on discussions that have taken place and timescales for action for charging points on the Highway.

#	Objective	Outcomes	Timescale	Lead Officer	What will this cost and how will it be funded	How will we measure success
		B) Explore opportunities to install electric charging points in Council operated car parks.				Proposals and business case for charging points in Council owned car parks
10	Increase walking as an alternative to car use	a) Installation of new pedestrian signs and street maps to encourage walking as part Plan E. b) Encourage residents to walk through a range of initiatives and events.	March 2021 Ongoing	Chief Operating Officer/ Head of Policy, Performance & Governance	Plan E Existing staff time	No of new & improved signs No of events
11	Enable more people to switch from car to bus travel	Work with Surrey County Council to complete the rollout of real time bus passenger information displayed on bus shelters to make bus travel an easier option	By Dec 2021	Chief Operating Officer/ Head of Policy, Performance & Governance	SCC costs	No of RTPI displays installed
12	Fine drivers who leave engine running whilst parked	Implement the #DontBeldle campaign in the borough	April 2021	Head of Operational Services	CEO's and new post	Action taken and promotion
13	Move to zero or low emission vehicles in Council owned car parks	Understand emerging practice to promote behaviour change to driving regarding; differential parking charges and preferential parking spaces and to promote low or zero emissions vehicles.	June 2021	Head of Operational Services	Aim to be cost neutral	Update car park working group on business case

#	Objective	Outcomes	Timescale	Lead Officer	What will this cost and how will it be funded	How will we measure success
14	Facilitate new car club scheme	Explore how to establish a car club within the Borough and promote the greater take up of car clubs and car sharing in the borough.	March 2021	Head of Policy, Performance and Governance	To be agreed in business case	Report back to Committee on options for a car club
THEME 4 - Improvements to the environment						
15	Explore potential for land in the borough to be used for sustainable energy production	This may include locations for solar panels or wind turbines	March 2021	Head of Policy, Performance & Governance and relevant Heads of Service	Tbc	Report on options
16	Increase tree cover in the borough to enhance the Borough's biodiversity and increase carbon capture	Develop a plan to increase in tree cover in the borough where appropriate	March 2021	Head of Operational Services	Tbc	Plan
17	Understand how the Council can increase the level of carbon capture from Council owned and managed land	Where possible increase the level of carbon capture that can be achieved by managing and enhancing biodiversity on Council owned land.	March 2021	Head of Operational Services	Business case for options	Increase carbon capture from Council owned land
THEME 5 - Tackling and minimising waste						
18	Establish a "Library of Things" in the Borough	Undertake a review to understand what other councils have done in this area, what is required and best	By March 2021	Head of Policy, Performance	Tbc	Report to Community & Wellbeing Committee

#	Objective	Outcomes	Timescale	Lead Officer	What will this cost and how will it be funded	How will we measure success
		practice to operate a “Library of Things”.		and Governance		
THEME 6 - Use of technology & information systems						
19	Wi-fi in the Town Centre	Identify the mechanism to secure free wi-fi in the Town Centre. Report back on the options and next steps	June 2021	Chief Operating Officer, Head of Policy, Performance and Governance	Tbc Identify any external funding sources	Proposals

YEAR 3 (2022)

#	OBJECTIVE	OUTCOMES	TIMESCALE	LEAD OFFICER	What will this cost and how will it be funded	How will we measure success
THEME 4 - Improvements to the environment						
1	Park management plans reflecting climate change priorities	Park Management Plans address climate change in a number of ways including: Promoting greater biodiversity. Sustainable planting.; carbon capture.; coping with more extreme weather conditions; sustainable approaches to land management.	Dec 2022	Head of Operational Services	Existing staff time	Management plans for all parks
2	Contractors – removal of the use of single use plastics at Borough buildings and venues by contractors	No single use plastic in use by Council Contractors	Dec 2022	Chief Legal Officer	Staff time & any costs to be confirmed	Update on single use plastic action plan
3	Water refill stations around the Borough	Develop a plan to install refill stations	Dec 2022	Head of Operational Services	Budgets / funding to be identified	Business case for capital programme / other funding
THEME 6 Use of Technology & Information systems						
4	Move council service information and transactions on-line	To reduce journeys and postage launch an on-line portal and customer account to enable residents and businesses to complete and track their transactions on-line	By March 2022	Head of Digital & Service Transformation	CRM replacement budget	No of on-line portal and customer accounts

#	OBJECTIVE	OUTCOMES	TIMESCALE	LEAD OFFICER	What will this cost and how will it be funded	How will we measure success
5	Implement high speed Wi-fi & digital connectivity in Council's main public buildings	To reduce journeys and improve the ease of performing online work from Council buildings improve the speed and reliability of the Wi-fi	March 2022	Head of Digital & Service Transformation	IT Capital Programme	Improved Wi-fi
6	Progressively move Council's systems to more energy efficient cloud solutions	Develop and implement a road map for migrating systems to the cloud and ensuring that cloud solutions are using renewable sources of energy	March 2022	Head of Digital & Service Transformation	IT road map budget	Increase in cloud solutions

YEAR 4 (2023+)

#	OBJECTIVE	OUTPUT/OUTCOMES	TIMESCALE	LEAD OFFICER	What will this cost and how will it be funded	How will we measure success
THEME 3 Transport improvements & switch to lower polluting vehicles						
1	Move to 100% of Council's use of electric vehicles	When current fleet contracts next come up for renewal and in the shorter-term, phase out use of all vehicles that do not meet at least the Euro 6 emissions standard.	Subject to contract	Head of Operational Services	As per business case	Report to committee on best low or zero emission vehicles fleet options and budget implications.
THEME 4 Improvements to the environment						
Page 37	In line with current Council Policy, secure National Nature Reserve status on Epsom Common Local Nature Reserve as directed by the 2016-2116 management plan	Work with Natural England and the Epsom Common Association to secure National Nature Reserve status for Epsom Common LNR as directed by the current management Plan	Dec 2025	Head of Operational Services	Tbc	Secure status
THEME 5 - Tackling and minimising waste						
3	Increase recycling in the borough to 60% by 2025	Increase recycling in the borough to 60% by 2025 through: More public and business communications about the value of recycling publishing information about what happens to recycled materials put into bins.	Dec 2025	Head of Operational Services	Tbc	Reflect impact of Government's new waste strategy in delivering 60% recycling target

