



# 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
<b>THEME 1- Council Leadership and influencing others</b>						
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

	<b>Objective</b>	<b>Outcomes</b>	<b>Timescale</b>	<b>Lead Officer</b>	<b>What this will cost and how will it will be funded</b>	<b>How will we measure success</b>
		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
	<b>THEME 2 Council building and energy use</b>					
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
<b>THEME 3 Transport improvements &amp; switch to lower polluting vehicles</b>						
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	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.  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.	Dec 2020	Chief Operating Officer/ Head of Policy, Performance & Governance	Staff time  Future Defra funding (tbc)	Options identified and explored  Greater use of more sustainable transport options including public transport

	<b>Objective</b>	<b>Outcomes</b>	<b>Timescale</b>	<b>Lead Officer</b>	<b>What this will cost and how will it will be funded</b>	<b>How will we measure success</b>
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
<b>THEME 4 - Improvements to the environment</b>						
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
<b>THEME 5 - Tackling and minimising waste</b>						
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
<b>THEME 6 Use of technology &amp; information systems</b>						
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

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

## YEAR 2 (2021)

#	<b>Objective</b>	<b>Outcomes</b>	<b>Timescale</b>	<b>Lead Officer</b>	<b>What will this cost and how will it be funded</b>	<b>How will we measure success</b>
	<b>THEME 1 Council Leadership and influencing others</b>					
1	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
<b>THEME 2 Council buildings and energy use</b>						
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
8	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
<b>THEME 3 Transport improvements &amp; switch to lower polluting vehicles</b>						
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
<b>THEME 4 - Improvements to the environment</b>						
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
<b>THEME 5 - Tackling and minimising waste</b>						
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		
<b>THEME 6 - Use of technology &amp; information systems</b>						
19	Wi-fi in the Town Centre	<p>Identify the mechanism to secure free wi-fi in the Town Centre.</p> <p>Report back on the options and next steps</p>	June 2021	Chief Operating Officer, Head of Policy, Performance and Governance	<p>Tbc</p> <p>Identify any external funding sources</p>	Proposals



## YEAR 3 (2022)

#	OBJECTIVE	OUTCOMES	TIMESCALE	LEAD OFFICER	What will this cost and how will it be funded	How will we measure success
<b>THEME 4 - Improvements to the environment</b>						
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
<b>THEME 6 Use of Technology &amp; Information systems</b>						
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
<b>THEME 3 Transport improvements &amp; switch to lower polluting vehicles</b>						
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.
<b>THEME 4 Improvements to the environment</b>						
2	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
<b>THEME 5 - Tackling and minimising waste</b>						
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

