

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	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	Aligned to formal published Local Plan timetable	Head of Planning	Existing budget	Local Plan & Policies approved

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	Council's commitment to climate change	neutral home and gain a better understanding and knowledge of construction methods and costs. 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

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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 part in making a difference	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, 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.	Dec 2020	Head of HR & OD	New post & existing staff time	Information disseminated and shared
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	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

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	with local 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
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	Feedback on scope and timescales

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					transport contract	
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>
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

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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
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

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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. b) Promote how to reduce waste, by shifting to more sustainable packaging, greater recycling to	March 2020	Chief Operating Officer	Existing staff time	Writing to local supermarkets and encouraging greater options for customers

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		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	Utilise electronic systems and change the working practices to significantly reduce our reliance on paper	Dec 2020	Head of Digital & Service Transformation	Existing budget	More sustainable working practices and less reliance on paper

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	improve and make the Council more paper free			/ Head of HR & OD		