



CLIMATE CHANGE ACTION PLAN – Current Progress December 2023

RAG rating key							
C	Completed	■	On track	■	Slippage	■	Significantly off track

Completed Actions

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
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 Place Development	C	Two-year appointment was made in 2020. Replaced with permanent role from January 2022
2	Impact of Climate Change addressed in every Council Committee report coming forward	Climate change addressed in committee reports	May 2020	Head of Legal & Monitoring Officer	C	All committee reports now require details of any climate & environment impact of recommendations
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 & Corporate Resources	C	Implemented

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4	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.	March 2022	Head of Policy & Corporate Resources and other relevant Heads of Service	C	All policies reviewed and updated
5	Provide information to support funerals that are ecological and environmental	Provide information & material on ecological and environmental interments	March 2022	Head of Housing & Community	C	Burial of remains are now in Bioboxes instead of Polytainers (plastic containers). The Council has limited influence beyond this.
6	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 2022	Head of Property & Regeneration	C	All purchased electricity for Council operated buildings is REGO (Renewable Energy Guarantees of Origin) certified. Specified criteria when electricity contracts are renewed.
7	Addressing CO2 emissions" to be an explicit priority for	Audit the CO2 emissions of Council buildings.	Sept 2020	Head of Property & Regeneration	C	Implemented

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
	action within the Council's new Asset Management Plan					
8 P R I O R I T Y	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.	March 2023	Head of Property & Regeneration	C	Implemented
9	Introduce more cycle racks/covers	Increase the number of cycle racks installed in the borough as part of the Plan E programme.	Dec 2020	Head of Policy & Corporate Resources	C	27 cycle racks were included in the marketplace.
10	Promote take up of new electric pool car	Encourage more staff from across the Council to make use of the new electric zero emissions vehicle to undertake	March 2022	Head of Legal & Monitoring Officer	C	The electric pool car is now predominantly reserved for use by the civil enforcement & environmental health team, aligned with those team's regular need for site visits.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
		their travel across the borough				
11	Install water drinking fountains & refill stations around the Borough	Install drinking water fountains in the Market Place and the Harrier Centre. Develop a plan to install refill stations	Dec 2020 Dec 2022	Head of Operational Services	C	Drinking fountains were installed in the Market Place, Harrier Centre and 6 further locations including: Alexandra Park Auriol Park Bourne Hall Court recreation ground Gibraltar recreation ground Horton Country Park
12	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. Where possible increase the level of carbon capture that can be achieved by managing and enhancing biodiversity on Council owned land	Oct 2021	Head of Place Development	C	Tree Cover Study, incorporating review of carbon capture from trees, completed in 2021. Informed the development of the Tree Management Plan (see current action 33)
13	Council's Biodiversity Action Plan to reflect	Update the Council's Local	Dec 2020	Head of Place Development	C	Published and action plan agreed. Reflects a commitment to tackling both climate change and biodiversity at interrelated issues.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
	commitment to climate change	Biodiversity Action Plan 2010-2020 to cover period 2021-2031				
14	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	C	Installed recycling containers in Town centre replacing old type litter bins. High levels of can contamination is an ongoing issue.
15	Rollout new low energy thin client infrastructure	Install thin client technology reducing power use	Dec 2020	Head of ICT	C	Implemented
16	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 ICT	C	

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
<u>Current Actions</u>						
THEME 1- Council Leadership and influencing others						
1 P R I O R I T Y (P)	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.	Aligned to formal published Local Plan timetable	Head of Place Development		<p>Part of the Local Plan process.</p> <p>Commissioned a Climate Change Study which fed into the development of climate policies in the Draft Local Plan.</p> <p>Regulation 18 consultation conducted in Feb/March 2023.</p> <p>The Local Plan was put on pause between late March – October 2023.</p> <p>A new timetable was agreed in November 2023.</p>
2	Actively seek opportunities to develop carbon neutral homes in the Borough	Through the Local Plan process identify potential locations and developers to build the borough's carbon neutral homes	Local Plan formally adopted	Head of Place Development		To be addressed through Local Plan policy and for later years.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
3	Identify how sustainability can be taken into consideration as part of the procurement process	<p>Incorporate sustainability, carbon emissions reduction and single-use-plastic elimination into Procurement Strategy.</p> <p>Work with our contractors through our procurement procedures to implement sustainable practices across our estate</p>	<p>June 2022</p> <p>Ongoing</p>	Head of Policy & Corporate Resources		<p>The procurement strategy was revised in 2022 to include recognition of the Councils commitment to reducing carbon emission and single use plastics. It now highlights that the impact of climate change should be built into procurements where appropriate.</p> <p>Further opportunity to incorporate sustainability policies will be explored in conjunction with the development of the new procurement strategy for 2025 onwards.</p> <p>Baselining exercise underway to calculate Scope 3 emissions from procurement. Will inform work to engage with major contractors on sustainable practices.</p>
4	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.	Jan 2023	Head of Place Development		<p>The Council has a designated webpage on Climate Change which has been updated. Includes accessible information on the Councils progress in delivering the Climate Change Action Plan and annual operational emissions figures. Information is included on what residents can do at home and links to further advice.</p> <p>Aligned with the Climate Change Comms Plan the webpages are reviewed and updated at a minimum biannually.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
5 P R I O R I T Y	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.	Jun 2022 & Ongoing	Head of Place Development & Comms & Engagement Manager		<p>Climate Change Comms Plan was developed in 2022 and has begun to be delivered in 2023. Increased comms msgs on climate change, including through a social media plan with monthly themed msgs (for example transform your travel; give nature a home; insulate to end heat waste)</p> <p>Energy grant schemes available to residents regularly promoted including fuel poverty grants, Solar Together, Boiler Upgrade Scheme.</p> <p>Internal comms increased through staff update & intranet.</p> <p>Supported and promoted Surrey wide LoCASE business grant scheme which ran until March 2023. 4 grants claimed by SME's in E & E for decarbonisation measures providing a 10.37tCO₂e annual saving.</p>
6	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	On-going	Head of Housing & Community		<p>Ongoing through Action Surrey partnership – Surrey's low carbon community.</p> <p>Delivery of Local Authority Delivery (LAD3) & Home Upgrade Grant (HUG) schemes, along with ECO funding. 1,237 grant measures implemented in total since 2013 according to latest figures under ECO funding – 61 measures in 2023.</p> <p>Supporting the second round of the Solar Together scheme. 100+ households in Epsom & Ewell are proceeding with installations through the scheme. 28 have been completed to date (as of December 2023).</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
7	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.	Mar 2023 Ongoing	Head of Housing & Community		Work is ongoing with the Strategic Housing Manager and SCC to engage with major housing associations in E & E on decarbonisation plans and shared opportunities to apply for funding, such as the Social Housing Decarbonisation Fund (SHDF).
8	Promote take-up of the Borough's allotments and the benefits of local food production	Review vacancy levels of allotments and promote take up where required.	March 2023 Ongoing	Head of Operational Services		Focus has been on non-cultivations and reducing the waiting list. Allotments remain popular with residents and are promoted through the website and contact centre, but not more proactively, whilst there is limited plot availability.
9	Increase number of sustainable planting schemes across the borough	Identify opportunities for new sustainable planting in parks, roundabouts, urban bedding etc.	March 2023	Head of Operational Services		Approach to sustainable planting & management included in the tree planting plans in the new Tree Management Plan (see action 33) and delivery of Park Management Plans (see action 34).

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
10	Baseline and then monitor the Councils own operational carbon emissions and report annually	Set in place improved data collection in relation to energy usage from owned and operated Council buildings and fuel usage by the Councils vehicle fleet	Dec 22 Ongoing	Environment & Sustainability Officer		<p>Emissions data for the period 2022/23 collated and reported. Shows a 14% reduction in operational emissions against baseline year.</p> <p>The process for energy data collection and monitoring has been improved in 2023, with the fixing of faulty sub-meters and better access to data through an online web portal.</p> <p>Continuing to work with current energy procurer and sub meter provider to ensure accuracy of data.</p>
THEME 2 Council building and energy use						
11 P R I O R I T Y	Identify & implement opportunities to reduce energy consumption from Council owned and operated buildings	<p>Incorporate reducing CO2 emissions as a criterion for the Council's capital investment programme</p> <p>Identify the highest energy consuming buildings in estate</p> <p>Develop detailed feasibility studies of our top energy consuming assets to identify viable energy efficiency projects that are funding ready.</p>	Oct 2022 On-going	<p>Head of Finance</p> <p>Environment & Sustainability Officer</p> <p>Head of Property & Regeneration</p>		<p>The Capital programme includes CO2 emissions as a criteria.</p> <p>Highest energy consuming sites identified.</p> <p>Feasibility & funding options being developed for sites not under review.</p> <p>Voltage Optimiser unit due to be installed in early 2024 at Epsom Playhouse. Expected to reduce electricity consumption and save 2tCO2e.</p> <p>Delivery of this action is aligned with measures reported under actions 12, 13 & 14.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
12 P R I O R I T Y	Reduce CO2 emissions caused by gas and other fossil fuel powered heating systems	Undertake a review of our current heating systems and identify options for tackling the highest emission buildings exploring alternative 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.	Dec 2022 On-going	Head of Property & Regeneration		<p>Thermal imagery surveys in late 2022 identified areas of heat loss at: Bourne Hall, Playhouse, Depot & Wellbeing Centre. Pursuing funding options for window replacements and improved insulation to be considered for delivery in 2024.</p> <p>Reviewing options for replacing heating system at Bourne Hall.</p> <p>Longmead Wellbeing Centre has had replacement and improvement of boiler heating system and heating controls. Gas consumption data for 2023 showing a 28% reduction in gas usage, equivalent to an annual carbon saving of 10.6tCO₂e</p>
13	Replace traditional lighting with energy efficient longer lasting LED lighting	Develop and deliver a programme based on business cases to switch all Council owned street lighting to LED.	Mar 2025	Head of Property & Regeneration		Lighting replacements completed for buildings (see action 8 in completed list) and focus now moved on to replacing Council owned Streetlighting with LED. Phase 1 of replacements expected to start December 2023.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
14 P R I O R I T Y	Investigate the potential for the installation of PV panels and solar storage on Council operated assets and land. Implement where economically and technically viable	Appraise options for installation of solar panels on Council buildings through a feasibility study. then submit business case and planning permission for each building	Dec 2022	Head of Property & Regeneration		<p>Solar PV array installed on Epsom Playhouse roof along with a battery in September 2023. Expected to contribute to a third of electricity usage on site and reduce carbon emissions by 6.9tCO₂e.</p> <p>Adds to existing arrays on Operation Depot and Mobile Trailer.</p> <p>Feasibility studies conducted at Bourne Hall & Wellbeing Centre. Funding being sought for installations in 2024.</p> <p>Initial feasibility of Solar Car Park canopies at Ashley MSCP & East Street conducted.</p>
15	Investigate measures to reduce water consumption in Council owned assets	<p>Set in place improved data collection in relation to water consumption from owned and operated Council sites</p> <p>Investigate the installation of water saving fixtures and fittings as part of any upgrade works</p>	<p>Mar 23</p> <p>On-going</p>	Head of Property & Regeneration		Current water metering being reviewed and arrangements being made with sub meter supplier to replace/fix faulty equipment. This will enable better access to water consumption data via online portal.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
16	Investigate and where appropriate implement opportunities to reduce energy consumption from our leased properties, subject to lease agreement	<p>Compile list of leased sites and lease end/renewal dates</p> <p>Collate data for annual energy consumption at leased sites</p> <p>Undertake feasibility studies to identify energy efficiency measures in leased buildings and implement where economically and technically viable.</p>	<p>Mar 23</p> <p>Oct 23</p> <p>Mar 24</p>	Head of Property & Regeneration		<p>Initial focus has been on Rainbow Leisure Centre as a high energy user. Data shared by current operator GLL for energy consumption, enabling assessment of opportunities.</p> <p>Exploring external funding opportunity through Sport England grant which would support the installation of a Solar PV array and shower flow restrictors.</p>
17	Build awareness and support opportunities for community energy projects in conjunction with other stakeholders	Promote and link to the support offered by Community Energy South East	On-going	Head of Place Development		<p>Predominantly through promotion of Surrey partnership with Community Energy South East.</p> <p>Government announced a new Community Energy Fund in August 2023, which will be delivered through the Local Net Zero Hub. Awaiting further details of the fund and launch.</p> <p>Scheme to deliver community led home energy surveys, through an SCC led project, being explored.</p>

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18	Lobby government to make retrofit of the existing building stock a national infrastructure priority	Respond in relevant government consultations	On-going	Head of Place Development		<p>As and when opportunities arise.</p> <p>As part of a Surrey Consortium of local authorities response to the Governments ECO+ consultation, it was highlighted that, in line with the Energy Saving Trusts recommendation, an impartial energy advice service and national retrofit awareness campaign should be introduced; that the funding proposed to date does not go far enough and that there should be a heavy focus on raising public comprehension of retrofit opportunities.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
THEME 3 Transport improvements & switch to lower polluting vehicles						
19 P R I O R I T Y	Assess the opportunity to transition fleet vehicles to electric or low carbon options	Investigate and understand any potential opportunities to progressively switch to low or zero emission vehicles.	Mar 2023	Head of Operational Services		<p>Transport & Waste Services (TWS) Manager updated the Climate Change & Transport (Fleet) report for 2023, first produced in 2019, providing detail on current fleet situation and assessing low carbon opportunities.</p> <p>Most of the fleet are on long leases until 2027, therefore emphasis is towards planning ahead for renewal dates.</p> <p>Evolve telemetry system has been installed in 29 smaller fleet vehicles. This collates various data, including mileage and usage, which can be analysed and used to identify suitable alternative fuelled replacements. Will feed into transition plans.</p> <p>TWS Manager is part of a Surrey Environment Partnership (SEP) Working Group looking at fleet decarbonisation for larger vehicles. Currently engaging a specialist consultancy firm to examine the types of vehicles we use now and how those may change in the future to support decarbonisation. Currently data gathering phase and expect first report back towards end of 2023.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
20	Devise a plan for transitioning the fleet to electric or low carbon options	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.	Mar 2024	Head of Operational Services		<p>External funding has been secured to replace three end-of-life fleet vans, which are not on the long lease to 2027, to electric. Due to start progressing end of 2023.</p> <p>The Council has renewed its lease contract for one electric staff pool vehicle.</p>
21	Introduce more cycle racks/covers	Apply for funding to increase the number of cycle racks in more areas – particularly at key transport hubs.	Ongoing	Head of Policy & Corporate Resources		Number of cycle racks were increased in the marketplace as part of Plan E programme (see action 9 in completed list). Further opportunities will be considered in line with potential funding streams.
22	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.	Annually	Head of Housing & Community		Air Quality Management Plan published annually on Council website (latest 2023). Gradual improvement of air quality for over a decade in Borough. 2022 is the second year in a row in which levels in the existing AQMA were below the national objective and should this continue, the Council will be in a position to revoke the AQMA in subsequent years.

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23	Implement public electric charging points in Council operated car parks	Explore opportunities to install electric charging points in Council operated car parks.	Oct 22	Head of Housing & Community		<p>6 charge points installed in 2023, adding to the 8 installed in 2022:</p> <ul style="list-style-type: none"> • Depot Road CP – Ultra Rapid (2) • Town Hall – Rapid (2) • Dorset House – Fast (2) <p>Over 2,300 successful charges recorded over a 6-month period in 2023.</p> <p>Plans for a charge point at Bourne Hall still being progressed. Delays due to listed building status and need for additional feeder pillar.</p>
24	Work with Surrey County Council to encourage a network of on-street electric vehicle charging points	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.	Mar 23	Head of Place Development		<p>SCC are progressing 4 on street sites for EV charge points which have passed through the TRO process. 3 sites are due to be installed imminently – Kiln Lane, Rosedale Road & Alexandra Road. Final site is planned for second phase, likely to be 2024 – Downs Hill Road.</p> <p>SCC have agreed a new long-term contract with EV charging provider to deliver large scale rollout of charge points across Surrey, including in Epsom & Ewell. Ongoing collaboration with SCC through Surrey EV Forum.</p>
25	Fine drivers who leave engine running whilst parked	Implement the #DontBeldle campaign in the borough	April 2022	Head of Housing & Community		<p>Initial launch and comms campaign delivered in 2022. Now continuing to implement by enforcement officers.</p>

	Objective	Outcomes	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
26	Support and enable the public to transition to low emission vehicles	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.	Ongoing	Head of Housing & Community		Links with the delivery of actions 23 & 24. New Taxi Emissions Policy adopted. Phased approach agreed to implementing higher emissions standards.
27	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 2023	Head of Place Development		Part of planning process for new development. Transport policy (S18) of emerging Local Plan supports the delivery of a sustainable transport network, including that new development in the borough will provide opportunities to establish car clubs and cycle rental schemes or other similar schemes.
28	Investigate measures for incentivising Council employees to walk, cycle or use other lower emission modes of transport for their commute	Review of current incentives for staff. Conduct staff survey on commuting Explore options for incentives to change travel habits	Oct 2023	Head of People & Organisational Development		Currently part of the Gov Cycle to Work scheme. A staff commuting survey is planned for after the new staff intranet is launched (2024). Exploring options for additional measures that would support lower emission modes of transport as part of the staff benefits scheme provider contract renewal.

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THEME 4 – Improvements to the environment						
29	Tackle use of single use plastics at Council operated buildings and venues	Cease council use of single use plastics in all Council operated venues.	Oct 2023	Head of Property & Regeneration		Implemented where possible. Limited use of existing SuP supplies until they run out with the intention to not be replaced (i.e. milk pods).
30	Work with relevant specialist groups in the community to drive up sustainable practice both inside and outside the organisation	<p>Parks friends groups.</p> <p>Tree Advisory Board.</p> <p>Lower Mole Partnership.</p> <p>E&E Local Biodiversity Action Plan Working Group.</p>	On-going	Head of Operational Services & Head of Place Development		<p>Ongoing</p> <p>Supported Eco Fair 2023, organised by Sustainable Epsom & Ewell, at St Martins Church.</p> <p>Promoting Community Energy South support for community groups.</p> <p>Countryside Team (CT) have active involvement with local partnership groups. Chamber mead wetlands project being delivered as a broad partnership including local voluntary groups.</p> <p>CT also supporting voluntary groups on biological monitoring & utilising electric hand tools.</p>
31	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 Place Development		<p>Amendments have been made by government to the proposed bill removing the sections on local supply.</p> <p>Bill still awaiting – outside control of EEBC</p>

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32 P	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 2023	Head of Place Development		Partially dependent on the Local Plan development and site allocations. Options being explored on Solar Car Park canopies, due to limited land-based opportunities. One site at an early feasibility stage.
33 P	Increase tree cover in the borough to enhance the Borough's biodiversity and increase carbon capture	Develop a plan to increase tree cover in the borough where appropriate	Jan 2023	Head of Place Development		Tree Management Plan adopted in March 2023. Includes tree establishment plans which are in the early stages of being progressed.
34	Park management plans reflecting climate change priorities	Promoting greater biodiversity. Sustainable planting.; carbon capture.; coping with more extreme weather conditions; sustainable approaches to land management.	Dec 2023	Head of Operational Services		New Management Plans for Nonsuch Park, Epsom & Walton Downs & Epsom Downs Golf Course produced for period 2023-2028. All recognise the need for Sustainable Management and align with the Biodiversity Action Plan. Epsom Common & Horton Country Park LNR MPs are long term plans (2017-2117) which align with goal s of the Biodiversity Action Plan.
35	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 2023	Head of Property & Regeneration		As contracts come up for renewal. The new cleaning contract now stipulates no use of single use plastics.

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36	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 Place Development		In 2022 Natural England confirmed a change in approach to declaring a NNR with an emphasis on looking for opportunities to create much larger landscape scale NNRs. Now exploring a wider scale Thames to Downs Natural National Nature Reserve. Environment Committee agreed (17 Oct 2023) to explore the possibility of including 5 Epsom & Ewell sites in the super NNR, inclusive of Epsom Common LNR.
THEME 5 – Tackling and minimising waste						
37	Increase recycling by private companies in the borough	Through new Business Bins Recycling Service. Targeted business marketing to expand take up of the new service. Provide branding that businesses can use to promote their recycling practice.	Mar 2023	Head of Operational Services		Business Bins has continued to be promoted and level of service maintained. The latest available figures covering April - Oct 2023 show a modest increase in the business recycling rate to 21.2% (from 19% in 2022/23). There were significant issues involving operational staff shortages during part of the year which required focus to be on delivering the residential refuse and recycling service.
38	Utilise the new Epsom Market Place to promote sustainable practice	Promote use of sustainable packaging and LED lighting by market traders. Build on the success and embed Vegan	April 2025	Head of Operational Services		Commitment made that from April 2025 the Market Place will, where feasible, be a single use plastic free, sustainable zone; all food waste, cardboard, paper and glass must be recycled and no residual landfill waste collection required or provided.

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		Market to promote further behaviours that support and encourage low carbon living.				
39	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 practice to operate a “Library of Things”.	Dec 2023	Head of Policy & Corporate Resources		<p>Initial review conducted into other council examples and best practice for setting up and running a LoT.</p> <p>Exploring whether a LoT could be set up in conjunction with the Epsom Repair Café.</p>
40	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		<p>Recycling figures for April – Oct 2023 (latest available data) show a 54% recycling rate, an increase from 51.8% for the same period in the previous year.</p> <p>2023 focus has been on reducing contamination in the green recycling bin – comms campaign led by SEP (Surrey Environment Partnership) & on improving food waste recycling for flats, with targeted projects to bring flats on to the food waste collections.</p> <p>Rethink Waste campaign launched as part of SEP partnership.</p> <p>Some clarity on National Waste Strategy with government announcement in October 2023 on simpler recycling collections.</p>

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						SEP 2025 (high-level approach document on county-wide management for the period 2023-2025), endorsed by committee in June 2023.
THEME 6 Use of technology & information systems						
41	Reduce need for staff to travel to meetings	Utilise conference technology to enable staff and partner organisations to meet virtually and reduce journeys	Dec 2020	Head of ICT		<p>Roll out of laptops to better support officers to work flexibly (and reduce need to travel). Rollout commenced in summer 2023 and aim to issue all Town Hall IT users by Autumn 2024.</p> <p>Staff business travel emissions for 2022/23 shows a 55% reduction from baseline year 2019/20 figures. Emissions have increased slightly from 2021/22 but this was the first full year not affected by Covid19 restrictions.</p>
42	Utilise technology to change working practices, promote digital skills and improve and make the Council more paper free	Utilise electronic systems and change the working practices to significantly reduce our reliance on paper	Dec 2020	Head of ICT		Office 365 roll out increased functionality for sharing and working on documents digitally, supporting a significant reduction in paper use.
43	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	By March 2023	Head of ICT		<p>Ongoing project - Starting phase 2.</p> <p>My Council Services - aim to make it as easy as possible for customers to make requests/transaction etc online.</p>

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		their transactions on-line				
44	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	2025/26	Head of ICT		Begun the process of moving servers on to cloud system. This will continue to be delivered under the new IT Strategy
45	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 2023	Head of Policy & Corporate Resources		A feasibility study to install Wi-fi capability across the Borough at key identified sites was considered in 2022. Decision taken to not progress at this time.

Annex – actions outside of direct control of the Council

	Objective	Outcome	Timescale	Lead Officer	Rating	Current Progress (Dec 2023)
1	Encourage more sustainable transport options for visiting the Town Centre and trips to schools	<p>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>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>				<p>The Draft Epsom Town Centre Masterplan aims to support the transition towards zero-carbon transport, prioritising active travel and sustainable transport infrastructure. A public consultation on the Draft Plan is running until 22 December 2023.</p> <p>The Council has promoted cycling and work on Anti Idling outside schools.</p> <p>We have also promoted walks within the Borough. EEBC will comment on consultations from SCC recommending need for a school travel plan.</p> <p>SCC leads on working with schools.</p>

2	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 Committee.				A Local Cycling and Walking Infrastructure Plan (LCWIP) is being developed by SCC in liaison with EEBC. Currently at early engagement stage. This will provide an evidence base to identify walking and cycling improvement schemes which can be incorporated into the Infrastructure Development Plan, CIL programmes and the emerging Local Plan.
3	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.				Local Transport Plan 4 and parking standards and ongoing in Year 2 and 3.
4	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				This is a SCC policy decision (as are the bus contracts) and therefore outside control of EEBC.

		zero emissions electric buses, starting with a smaller hopper bus.				
5	Promote the use of more sustainable materials in packaging	<p>Contact / lobby local supermarkets regarding phasing out single use plastics and reducing food miles.</p> <p>Promote how to reduce waste, by shifting to more sustainable packaging, greater recycling to local businesses (including retailers and restaurants).</p>				<p>Council officers wrote to all major supermarkets regarding sustainable packaging.</p> <p>Awaiting more information on packaging in National Waste Strategy.</p>
6	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				Local Transport Plan 4 and parking standards.

		support moving away from car use. Embed a culture of sustainable travel in new housing developments using sustainable travel locations.				
7	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.				A Local Cycling and Walking Infrastructure Plan (LCWIP) is being developed by SCC in liaison with EEBC. Currently at early engagement stage. This will provide an evidence base to identify walking and cycling improvement schemes which can be incorporated into the Infrastructure Development Plan, CIL programmes and the emerging Local Plan. Walking tours/ events in place and part of Health & Wellbeing initiatives
8	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				Realtime passenger displays in bus shelters LTP4, SCC bus policy - outside EEBC direct control although EEBC commented on LTP4

