

Epsom & Ewell Borough Council - Climate Change Action Plan - June 2010

Objective (include targets where appropriate)	Action (describe the action)	Who (will lead the action and have responsibility for delivery?)	When (how long will the action take?)	How (how will the action be resourced/funded?)	Corporate fit (which strategies/policies does this support)	Monitoring (how will the action be monitored/ what information do we need/timescales/ who's responsible?)	Comments
Strategy:							
Ob 1) Awareness raising for staff and Members	1) Stage a training session, with Elmbridge, for planners and building control officers on the Code of Sustainable Homes and renewable energy	Head of Planning and Building Control	6 months	Funded from existing budgets along with free support from the Energy Saving Trust	1) Surrey Climate Change Strategy 2) Epsom & Ewell Core Strategy 3) Key Priority "Promoting sustainability and tackling issues of climate change."	1) Training session held	
	2) Raise staff awareness of the Council's approach to combating climate change	Climate Change Officers' Group in conjunction with Directors	12 months and ongoing beyond	Existing resources - facilitated by Council staff	1) Surrey Climate Change Strategy 2) Key Priority "Promoting sustainability and tackling issues of climate change."	1) What measures have been taken to raise awareness? (e.g. a 20 minute slot in Council-wide staff briefing sessions)	
	3) Stage a seminar for planning committee members on sustainable energy	Head of Planning and Building Control	12 Months	Funded from existing budgets with possible external facilitation	1) Surrey Climate Change Strategy 2) Epsom & Ewell Core Strategy	1) Seminar held	
Ob 2) Ensure that Council Services are adapting to the impacts of climate change	1) To undertake an assessment of how vulnerable services and operations are to weather and climate changes and identify ways in which the Council can adapt.	Head of Corporate Risk and Resource Management and New Climate Change Officer	12 months (delivery subject to appointment of new Climate change officer)	Existing resources with support from new Climate Change Officer	1) Surrey Climate Change Strategy 2) Epsom & Ewell Core Strategy	Our annual return on National Indicator 188 - "Adaptation to Climate Change".	
Ob 3) Keep the issue of climate change 'live' in people's minds	1) Appoint a part time Climate Change Officer	Head of Planning	6 months	Funded by Climate Change Area-Based Grant	1) Surrey Climate Change Strategy 2) Epsom & Ewell Core Strategy	1) Position created and officer appointed	
	2) Introduce Eco-champions in each department or building and ensure they are responsible for keeping staff informed of energy/ water/ paper saving behaviours.	Head of Planning with the new Climate Change Officer	12 months	Climate Change Officers' Group and New Climate Change Officer	1) Surrey Climate Change Strategy 2) Epsom & Ewell Core Strategy	1) List of Eco-champions published and staff aware	
	3) Update and roll-forward this Climate Change Action Plan	Head of Planning and Building Control with Sustainable Energy Officer and Climate Change Officer	Annually	Existing resources and any additional funding which can be secured from available government grants	1) Surrey Climate Change Strategy 2) Epsom & Ewell Core Strategy	1) Committee reports, minutes and progress reports completed	
Services:							
Ob 4) Reducing Carbon Emissions from the existing housing stock	1) With Elmbridge stage a seminar for local RSLs on sustainable energy, supported by Energy Saving Trust.	Sustainable Energy Officer and Housing	3-6 months	Existing resources	1) Surrey Climate Change Strategy 2) Housing & Homelessness Strategy	1) Event held	
	2) Following seminar, to establish a working group with RSLs to develop and implement an action plan to reduce CO2 emissions in the local area from RSLs properties	Sustainable Energy Officer and Housing	6 months	Additional resources to support group and progress action plan	1) Surrey Climate Change Strategy 2) Housing & Homelessness Strategy	1) Group established 2) Action plan agreed and key targets delivered 3) Attendance record	
	3) Strengthen relationships with "Warmfront" and "Heat" projects following mailout June 2010	Grants and Licensing Team	12 Months	Existing resources	Key Priority "Promoting sustainability and tackling issues of climate change."	1) Monthly reports from both organisations	
	4) Hold and Energy Saving Week in conjunction with EST and Epsom Energy Group	Grants and Licensing Team	6 Months	Existing resources	Key Priority "Promoting sustainability and tackling issues of climate change."	1) Event held	
	5) Work in partnership with the six main energy companies to reduce energy usage in existing homes	Grants and Licensing Team	Ongoing	Existing resources	Key Priority "Promoting sustainability and tackling issues of climate change."	1) Review the partnership every six months	
	6) Subject to agreement after initial meeting with ECSC, to develop and impl Low Carbon Homes Programme (£7k)	Grants and Licensing Team	12 months	Existing resources	Key Priority "Promoting sustainability and tackling issues of climate change."	1) Epsom Action developed and running	
	7) NI 187 Fuel Poverty undertake final annual questionnaire	Grants and Licensing Team	12 months	Existing resources	Key Priority "Promoting sustainability and tackling issues of climate change."	1) Return for 187 completed	
Ob 5) Maintain a proactive programme by securing external funding and access to support services	1) Identify key areas for grant support and prepare bids to support the Council's Climate Change initiatives	Climate Change Officer and others	Following appointment of new Climate Change Officer after 6 months	New Climate Change Officer funded via Climate Change Area-Based Grant	1) Epsom & Ewell Core Strategy 2) Surrey Climate Change Strategy	1) New key areas of work identified	
Ob 6) Prepare state-of-the-art planning policies and advice regarding sustainable building and renewable energy	1) Progress the preparation of relevant policies under the Local Development Framework	Planning Policy Manager	2 years	Existing resources	1) Epsom & Ewell Core Strategy 2) Surrey Climate Change Strategy	1) Local Development Framework annual monitoring report	
	2) Develop informal advice for builders/ developers on Sustainable construction and renewable energy issues based upon best practice elsewhere.	Planning Policy Manager/ Development Manager	6 - 8 months	Existing resources	1) Epsom & Ewell Core Strategy	1) Informal monitoring of numbers (of guidance) distributed	
	3) Improve upon the monitoring of the implementation and operation of decentralised energy installations.	Planning Policy Manager	12 months	Existing resources	1) Epsom & Ewell Core Strategy	1) Local Development Framework annual monitoring report	
Community Leadership:							
Ob 7) To lead the community to change their behaviour (e.g. through installing energy efficiency measures and/or microgeneration).	1) Work through the Local Strategic Partnership to bring about joint working on energy saving matters	Head of Planning	2 year process	Working with partners within existing resource constraints	Key Priority on Sustainability and Climate Change	Through an Action Plan agreed with partners	This is one of the LSP Environment Delivery Group's three priorities.
	2) Develop the Council's Communications Plan to support this objective. Staff to meet to decide what is to be communicated - to include items from own estate and other sections of this plan. Develop plan. Plan to set out timeframes and how info will be communicated. Implement	Head of Consultation and Communication	Plan developed within 4 months, remaining period to implement	Relevant staff will input into what needs to be communicated and will assist as per the plan to get the messages out. The Communications team will work on the internal and external aspects with assistance as required. If an officer is appointed, they will assist in implementing this plan.	Communications strategy	Actions will be monitored on a regular basis and timings and responsibility will be allocated in the drafting stage.	
	3) Work with the Carbon Trust to promote its services to businesses and industry.	Sustainable Energy Officer	10 - 12 months	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan	Number of businesses engaged	
	4) Reduce CO2 and other emissions from cars through promoting efficient driving and roadside emissions testing	Environmental Health Team	By March 2012	Intention is to obtain funding through DEFRA capital grant programme for air quality and join this action with the proposed forthcoming action contained within the Ewell High Street Air Quality Action Plan	Ewell High Street Air Quality Action Plan, Corporate Plan	Monitoring via Air Quality Action Plan monitoring plus Climate Change Action Plan monitoring	
	5) Introduce more weblinks to appropriate information on the Council's website	Head of Consultation and Communication	12 months	Consultation and Communications Team with support from other officers	1) Communication Strategy	Review after 12 months to see how effective the links are.	

	6) Replace the Mayors Rolls Royce with a more fuel efficient model.	Head of Corporate Risk and Resource Management	3 months	Allocated budget but significant reduction during 2009 - 2010	Corporate plan 2007-2011, Surrey Climate Change Strategy.	New vehicle	
	7) Develop a project to promote water saving measures to members of the public by working with water suppliers and existing private sector housing partnerships in East Surrey	Environmental Health Team	By March 2011	Free measures available from water suppliers, supplementary funding options available via existing partnership funding (expires March 2011)	Corporate plan 2007-2011, Surrey Climate Change Strategy.	Monitoring every quarter through partnership meetings in support of partnership programme of private sector housing renewal	
Own Estate:							
Ob 8) Ensure that the Council's procurement policies support the priority to promote sustainability and to combat climate change	1) Ensure high energy efficiency standards in the purchase of electrical goods; for example energy saving recommended certified products.	Head of Procurement	9 months	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan 3) Procurement Strategy	1) Buyers of electrical equipment within the council identified 2) Awareness raised amongst the above and general awareness via IRIS	
	2) Encourage procuring local items where possible and items manufactured with minimal energy usage and environmental impact.	Head of Procurement	6 months	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan 3) Procurement Strategy	1) Toolkit amended	
	3) Encourage purchasing green electricity for Council's sites (subject to availability)	Head of Procurement & Sustainable Energy Officer	Ongoing	Existing Resources	1) Surrey Climate Change Strategy 2) Energy Management plan 3) Procurement Strategy	1) Utility contracts negotiation form	
	3) Through procurement toolkit, encourage sustainability amongst subcontractors by including environmental criteria as part of the process for selecting suppliers and consider how this can be better enforced.	Head of Procurement	Ongoing	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan 3) Procurement Strategy	1) Toolkit amended	
	4) Review procurement toolkit to include weighting towards more sustainable options	Head of Procurement	12 months	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan 3) Procurement Strategy	1) Toolkit amended	
Ob 9) Ensure high energy standards for new council buildings or development on Council land	Ensure that appropriate planning advice is given in relevant negotiations and in preparing Development Briefs on Council land	Head of Planning	2 years	Existing Resources	Key Priority "Promoting sustainability and tackling issues of climate change."	Review planning decisions and development on the ground	
Ob 10) Continue reducing the use of energy in existing Council buildings	Continue identifying and implementing energy reduction measures in Council Buildings using SMART METER data.	Sustainable energy officer	Ongoing during 2010 - 2011	Funded via Backlog budget and capital funds	1) Surrey Climate Change Strategy 2) Energy Management plan	Energy reduction and related CO2 emissions to be monitored using smart meters data. Progress reports produced on a monthly basis.	Some projects for 2010 - 2011: Playhouse: Split heating system and boiler replacement. CO emissions sensor and control. Hook Road car park: aiming to reduce over 45% of electricity consumption (c140000KWH/annum) by installing LED lighting and light sensors; and timers (to be rolled out to Ashley Centre). Town Hall: installation of voltage optimiser (expecting to reduce 9% of electricity consumption c65000KWH/annum)
	Review energy reduction targets per building and publish	Sustainable energy officer	Sep-10	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan	Targets published, S&R report	
	Outsourced buildings: work with GLL and support preparing an energy management plan to reduce energy usage at Rainbow Leisure Centre.	Sustainable energy officer and M&E engineer	Ongoing 2010 - 2011	Loan to GLL for implementation of energy efficiency measures.	1) Surrey Climate Change Strategy 2) Energy Management plan	Advanced metering solutions installed so by provision of smart meter data	
Ob 11) Encourage more sustainable travel habits amongst staff and customers	1) Update the Council's travel plan.	New Climate Change Officer	Subject to appointment, by mid 2011 - 2012	New Climate Change Officer funded via Climate Change Area-Based Grant	1) Surrey Climate Change Strategy	Monitoring system to be developed	
	2) Expand the travel plan to include visitors.						
	3) Include plans for working with public transport providers to ensure that, where possible, public transport provision is convenient for staff.						
	4) Ensure that the travel plan includes provision to promote public transport.						
	5) Include a target for reducing car use by 10%.						
	6) Encourage car sharing.						
	7) Continue monitoring business mileage and report progress (via 185)	Sustainable Energy officer	Ongoing	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan	Continue using the monitoring template produced in 2008 - 2009;	
Ob 12) Promote water efficiency measures.	1) Produce water management plan for Council properties and implement measures accordingly	Sustainable Energy Officer & Building Surveyor	Production of plan - 2 months Implementation of plan - 12 months	Water efficiency budget	1) Surrey Climate Change Strategy 2) Corporate priority: promoting sustainability and climate change	Produce monitoring system as part of water management plan. Water readings to be taken on regular basis so progress can be monitored.	

Strategy:

Objective	Action	Who	When	How	Corporate fit	Monitoring	Comments
Ob 1) Training for staff and Members	1) Stage a training session, with Elmbridge, for planners and building control officers on the Code of Sustainable Homes and renewable energy	Head of Planning and Building Control	6 months	Funded from existing budgets along with free support form the Energy Saving Trust	1) Surrey Climate Change Strategy 2) Epsom & Ewell Core Strategy 3) Key Priority "Promoting sustainability and tackling issues of climate change."	1) Training session held	0
	2) Raise staff awarenessof the Council's approach to combating climate change	Climate Change Officers' Group in conjunction with Directors	12 months and ongoing beyond	Existing resources facilitated by Council staff	1) Surrey Climate Change Strategy 2) Key Priority "Promoting sustainability and tackling issues of climate change."	1) What measures have been taken to raise awareness? (e.g. a 20 minute slot in Council-wide staff briefing sessions)	0
	3) Stage a seminar for planning committee members on sustainable energy	Head of Planning and Building Control	12 Months	Funded from existing budgets with possible external facilitation	1) Surrey Climate Change Strategy 2) Epsom & Ewell Core Strategy	1) Seminar held	0
Ob 2) Ensure that Council Services are adapting to the impacts of climate change	1)To undertake an assessment of how vulnerable services and operations are to weather and climate changes and identify ways in which the Council can adapt.	Head of Corporate Risk and Resource Management and New Climate Change Officer	12 months (delivery subject to appointment of new Climate change officer)	Existing resources with support from new Climate Change Officer	1) Surrey Climate Change Strategy 2) Epsom & Ewell Core Strategy	Our annual return on National Indicator 188 - "Adaptation to Climate Change".	0
Ob 3) Keep the issue of climate change 'live' in people's minds	1) Appoint a part time Climate Change Officer	Head of Planning	6 months	Funded by Climate Change Area-Based Grant	1) Surrey Climate Change Strategy 2) Epsom & Ewell Core Strategy	1) Position created and officer appointed	0
	2) Introduce Eco-champions in each department or building and ensure they are responsible for keeping staff informed of energy/ water/ paper saving behaviours.	Head of Planning with the new Climate Change Officer	12 months	Climate Change Officers' Group and New Climate Change Officer	1) Surrey Climate Change Strategy 2) Epsom & Ewell Core Strategy	1) List of Eco-champions published and staff aware	0
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	3) Update and roll-forward this Climate Change Action Plan	Head of Planning and Building Control with Sustainable Energy Officer and Climate Change Officer	Annually	Existing resources and any additional funding which can be secured from available government grants	1) Surrey Climate Change Strategy 2) Epsom & Ewell Core Strategy	1) Committee reports, minutes and progress reports completed	0

Services:

Objective	Action	Who	When	How	Corporate fit	Monitoring	Comments
Ob 4) Reducing Carbon Emissions from the existing housing stock	1) With Elmbridge stage a seminar for local RSLs on sustainable energy, supported by Energy Saving Trust.	Sustainable Energy Officer and Housing	3-6 months	Existing resources	1) Surrey Climate Change Strategy	1) Event held	0
	2) Following seminar, to establish a working group with RSLs to develop and implement an action plan to reduce CO2 emissions in the local area from RSLs properties	Sustainable Energy Officer and Housing	6 months	Additional resources to support group and progress action plan	1) Surrey Climate Change Strategy	1) Group established	0
	3) Strengthen relationships with "Warmfront" and "Heat" projects following mailout June 2010	Grants and Licensing Team	12 Months	Existing resources	Key Priority "Promoting sustainability and tackling issues of climate change."	1) Monthly reports from both organisations	0
	4) Hold and Energy Saving Week in conjunction with EST and Epsom Energy Group	Grants and Licensing Team	6 Months	Existing resources	Key Priority "Promoting sustainability and tackling issues of climate change."	1) Event held	0
	5) Work in partnership with the six main energy companies to reduce energy usage in existing homes	Grants and Licensing Team	Ongoing	Existing resources	Key Priority "Promoting sustainability and tackling issues of climate change."	1) Review the partnership every six months	0
	6) Subject to agreement after initial meeting with ECSC, to develop and impl Low Carbon Homes Programme (£7k)	Grants and Licensing Team	12 months	Existing resources	Key Priority "Promoting sustainability and tackling issues of climate change."	1) Epsom Action developed and running	0
	7) NI 187 Fuel Poverty undertake final annual questionnaire	Grants and Licensing Team	12 months	Existing resources	Key Priority "Promoting sustainability and tackling issues of climate change."	1) Return for 187 completed	0
Ob 5) Maintain a proactive programme by securing external funding and access to support services	1) Identify key areas for grant support and prepare bids to support the Council's Climate Change initiatives	Climate Change Officer and others	Following appointment of new Climate Change Officer after 6 months	New Climate Change Officer funded via Climate Change Area-Based Grant	1) Epsom & Ewell Core Strategy 2) Surrey Climate Change Strategy	1) New key areas of work identified	0
Ob 6) Prepare state-of-the-art planning policies and advice regarding sustainable building and renewable energy	1) Progress the preparation of relevant policies under the Local Development Framework	Planning Policy Manager	2 years	Existing resources	1) Epsom & Ewell Core Strategy 2) Surrey Climate Change Strategy	1) Local Development Framework annual monitoring report	0
	2) Develop informal advice for builders/developers on Sustainable construction and renewable energy issues based upon best practice elsewhere.	Planning Policy Manager/ Development Manager	6 - 8 months	Existing resources	1) Epsom & Ewell Core Strategy	1) Informal monitoring of numbers (of guidance) distributed	0
	3) Improve upon the monitoring of the implementation and operation of decentralised energy installations.	Planning Policy Manager	12 months	Existing resources	1) Epsom & Ewell Core Strategy	1) Local Development Framework annual monitoring report	0

Community Leadership:

Objective	Action	Who	When	How	Corporate fit	Monitoring	Comments
Ob 7) To lead the community to take action through behavioural change, installing energy efficiency measures and/or microgeneration.	1) Work through the Local Strategic Partnership to bring about joint working on energy saving matters	Head of Planning	2 year process	Working with partners within existing resource constraints	Key Priority on Sustainability and Climate Change	Through an Action Plan agreed with partners	This is one of the LSP Environment Delivery Group's three priorities.
	2) Develop the Council's Communications Plan to support this objective. Staff to meet to decide what is to be communicated - to include items from own estate and other sections of this plan. Develop plan. Plan to set out timeframes and how info will be communicated. Implement	Head of Consultation and Communication	Plan developed within 4 months, remaining period to implement	Relevant staff will input into what needs to be communicated and will assist as per the plan to get the messages out. The Communications team will work on the internal and external aspects with assistance as required. If an officer is appointed, they will assist in implementing this plan.	Communications strategy	Actions will be monitored on a regular basis and timings and responsibility will be allocated in the drafting stage.	0
	3) Work with the Carbon Trust to promote its services to businesses and industry.	Sustainable Energy Officer	10 - 12 months	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan	Number of businesses engaged	0
	4) Reduce CO2 and other emissions from cars though promoting efficient driving and roadside emissions testing	Environmental Health Team	By March 2012	Intention is to obtain funding through DEFRA capital grant programme for air quality and join this action with the proposed forthcoming action contained within the Ewell High Street Air Quality Action Plan	Ewell High Street Air Quality Action Plan, Corporate Plan	Monitoring via Air Quality Action Plan monitoring plus Climate Change Action Plan monitoring	0
	5) Introduce more weblinks to appropriate information on the Council's website	Head of Consultation and Communication	12 months	Consultation and Communications Team with support from other officers	1) Communication Strategy	Review after 12 months to see how effective the links are.	0
	6) Replace the Mayors Rolls Royce with a more fuel efficient model.	Head of Corporate Risk and Resource Management	3 months	Allocated budget but significant reduction during 2009 - 2010	Corporate plan 2007 2011, Surrey Climate Change Strategy.	New vehicle	0
	7) Develop a project to promote water saving measures to members of the public by working with water suppliers and existing private sector housing partnerships in East Surrey	Environmental Health Team	By March 2011	Free measures available from water suppliers, supplementary funding options available via existing partnership funding (expires March 2011)	Corporate plan 2007 2011, Surrey Climate Change Strategy.	Monitoring every quarter through partnership meetings in support of partnership programme of private sector housing renewal	0

Own Estate:

Objective	Action	Who	When	How	Corporate fit	Monitoring	Comments
Ob 8) Ensure that the Council's procurement policies support the priority to promote sustainability and to combat climate change	1) Ensure high energy efficiency standards in the purchase of electrical goods; for example energy saving recommended certified products.	Head of Procurement	9 months	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan 3) Procurement Strategy	1) Buyers of electrical equipment within the council identified 2) Awareness raised amongst the above and general awareness via IRIS	0
	2) Encourage procuring local items where possible and items manufactured with minimal energy usage and environmental impact.	Head of Procurement	6 months	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan 3) Procurement Strategy	1) Toolkit amended	0
	3) Encourage purchasing green electricity for Council's sites (subject to availability)	Head of Procurement & Sustainable Energy Officer	Ongoing	Existing Resources	1) Surrey Climate Change Strategy 2) Energy Management plan 3) Procurement Strategy	1) Utility contracts negotiation form	0
	3) Through procurement toolkit, encourage sustainability amongst subcontractors by including environmental criteria as part of the process for selecting suppliers and consider how this can be better enforced.	Head of Procurement	Ongoing	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan 3) Procurement Strategy	1) Toolkit amended	0
	4) Review procurement toolkit to include weighting towards more sustainable options	Head of Procurement	12 months	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan 3) Procurement Strategy	1) Toolkit amended	0
Ob 9) Ensure high energy standards for new council buildings or development on Council land	Ensure that appropriate planning advice is given in relevant negotiations and in preparing Development Briefs on Council land	Head of Planning	2 years	Existing Resources	Key Priority "Promoting sustainability and tackling issues of climate change."	Review planning decisions and development on the ground	0
Ob 10) Continue reducing the use of energy in existing Council buildings	Continue identifying and implementing energy reduction measures in Council Buildings using SMART METER data.	Sustainable energy officer	Ongoing during 2010 - 2011	Funded via Backlog budget and capital funds	1) Surrey Climate Change Strategy 2) Energy Management plan	Energy reduction and related CO2 emissions to be monitored using smart meters data. Progress reports produced on a monthly basis.	Playhouse: Split heating system and boiler replacement, CO emissions sensor and control. Hook Road car park: aiming to reduce over 45% of electricity consumption (c14000KWH/annum) by installing LED lighting and light sensors: and timers (to be rolled out to Ashley Centre). Town Hall: installation of voltage optimiser (expecting to reduce 9% of electricity consumption c65000KWh/annum)
	Review energy reduction targets per building and publish	Sustainable energy officer	01/09/2010	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan	Targets published, S&R report	0
	Outsourced buildings: work with GLL and support preparing an energy management plan to reduce energy usage at Rainbow Leisure Centre.	Sustainable energy officer and M&E engineer	Ongoing 2010 - 2011	Loan to GLL for implementation of energy efficiency measures.	1) Surrey Climate Change Strategy 2) Energy Management plan	Advanced metering solutions installed so by provision of smart meter data	0
Ob 11) Encourage more sustainable travel habits amongst staff and customers	1) Update the Council's travel plan.	New Climate Change Officer	Subject to appointment, by mid 2011 - 2012	New Climate Change Officer funded via Climate Change Area-Based Grant	1) Surrey Climate Change Strategy	Monitoring system to be developed	0
	2) Expand the travel plan to include visitors.						
	3) Include plans for working with public transport providers to ensure that, where possible, public transport provision is convenient for staff.						
	4) Ensure that the travel plan includes provision to promote public transport.						
	5) Include a target for reducing car use by 10%.						
	6) Encourage car sharing.						
	7) Continue monitoring business mileage and report progress (via 185)	Sustainable Energy officer	Ongoing	Existing resources	1) Surrey Climate Change Strategy 2) Energy Management plan	Continue using the monitoring template produced in 2008 - 2009; Produce monitoring system as part of water management plan. Water readings to be taken on regular basis so progress can be monitored.	0
Ob 12) Promote water efficiency measures.	1) Produce water management plan for Council properties and implement measures accordingly	Sustainable Energy Officer & Building Surveyor	Production of plan - 2 months Implementation of plan - 12 months	Water efficiency budget	1) Surrey Climate Change Strategy 2) Corporate priority: promoting sustainability and climate change		0