

Appendix 1 – Climate Change Action Plan Full Year One Document

The Actions for Year 1 are given a colour-coded status:

- Green are achieved;
- Blue have been deferred until Year 2 as part of the Service Delivery Plan;
- Grey have been deferred until Year 2 but have made progress;
- Amber are partially achieved;
- Red are not completed.

All of the agreed actions in the Climate Change Action Plan were included in the Service Delivery Plan for 2020/21. Furthermore, following this committee meeting further details of Year 2 onwards actions will be produced and released.

	Objective	Outcomes	Timescale	Lead Officer	Rating	Comment
	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		Achieved - officer joined in February 2020.
2	Impact of Climate Change addressed in every Council Committee report coming forward	Climate change addressed in committee reports	May 2020	Chief Legal Officer		Achieved - Format of all committee reports altered to include consideration of sustainability.
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		Achieved - The new Four Year Plan includes 6 themes including Green and Vibrant.
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	Aligned to formal published Local Plan timetable	Head of Planning		Partially achieved - The Local Plan programme has been delayed due to the pandemic, but climate change is considered throughout, having been included in the top 6 priorities in the 2017-2037 Local Plan. This local plan is subject to annual monitoring to the Council's Licencing and Planning Policy Committee

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		better understanding and knowledge of construction methods and costs. A proposal for the Council to adopt PassivhausTrust standards (or similar)				
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		<p>Deferred until Year 2, some work has commenced with Action Surrey who have worked to implement carbon reduction methods e.g. installing insulation in a number of households within Surrey (exact number within Epsom and Ewell yet to be confirmed).</p> <p>Communication relating to residents seeking to make their own home carbon neutral has been made available on the council's designated Climate Change webpage.</p>
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	<p>Sept 2020</p> <p>Ongoing</p>	Head of Policy, Performance & Governance		<p>Achieved - A number of businesses contacted to discuss renewable sources throughout council services and associated businesses.</p> <p>Useful links relating to businesses have also been distributed via the Business Brief in order to promote sustainable practices for local commerce.</p>

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		new contractors to be designed/procured so that they use renewable energy.				
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		<p>Achieved throughout Year 1 - Useful information regularly updated on council website and in business insight relating to important environmental issues/climate change. The council website now has its own designated page for this topic which is maintained with the most relevant information.</p> <p>A key priority will remain increased communication relating to a green recovery from COVID-19 and ways in which the borough can work to promote sustainable practices following the pandemic.</p>
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	Dec 2020	Head of HR & OD		<p>Achieved throughout Year 1 - There has been an increase in communication relating to climate change through Borough Insight and social media channels.</p> <p>This includes -Promotion of 'Right Thing, Right Bin' helps to detail which waste is recyclable and which bin should be used therefore reducing amount of contamination which is an important factor in increasing recycling rates.</p> <p>Regular communication will be scheduled surrounding a green recovery and</p>

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		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.				highlighting important issues surrounding climate change. Articles relating to the council's own emissions have been produced and distributed in the Borough Insight.
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		Partially achieved – moved to Year 2 - work has commenced with Green Jump Surrey via Action Surrey to provide economic support in home improvements/improved energy efficiency. Furthermore, providing useful links on website relating to energy efficiency.
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	Dec 2020	Chief Operating Officer		Deferred to Year 2.

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		construction of new homes and managing existing homes, to reduce CO2 emissions.				
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		Achieved in Year 1 - The Council has promoted allotments through its website and the contact centre, and as a result currently 99% of the allotments are occupied and work is being completed to allocate the few plots available. Further reviews to take place in order to determine the most appropriate allotments to promote in 2021/22.
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		Achieved new contracts from October 2020 - 100% renewable electricity has now been successfully secured for all Council Operated Buildings.
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		Achieved February 2020 - An impact of the pandemic has increased working at home and has reduced the need for Officers to attend Council buildings. Emissions in council buildings will see a reduction due to COVID and changing patterns due to reduced use of resources. It is key that we

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						<p>consider how we can maintain this to ensure a green recovery and to continue with this positive trend.</p> <p>The pandemic has also resulted in some Council buildings having to temporarily close in line with Government guidance which has also had a significant impact on energy use and reducing CO2 emissions.</p> <p>Investment is delivered through the Council's new Capital Strategy Statement (February 2020). As part of its implementation capital investment the following criteria was reviewed and agreed at S&R committee in July 2020 to further facilitate actions which positively impact the environment:</p> <p>Where the scheme is consistent with the Council's Climate Change Action Plan, subject to affordability, supported by a robust business case and value for money can be demonstrated through a maximum payback period of 10 years.</p>
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		Achieved - The Council's Asset Management Plan was approved by the S&R Committee on 28 July 2020. The Plan supports the delivery of "high quality, sustainable and energy efficient buildings which include new green spaces' and will inform future decisions "regarding asset

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						acquisition, development or disposal". This document recognises the importance of moving to renewable energy sources, more efficient lighting (eg. led lights) and heating systems (eg. air and ground source heat pumps) and better insulation and design. Plans for the Council's property assets will reduce carbon emissions and improve environmental sustainability.
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		Achieved - a review of electric vehicles is completed on a regular basis and the current state of the technology available has been studied by our operational services team. This involves the proposal of the adoption of a tracking system in 2021 to detail the areas of the Council's fleet including Waste Transportation that are most appropriate for transfer to electric vehicles aligned to the expiry of the Council's current fleet contract. The Council currently has one fully electric vehicle – the Council's enforcement car. Furthermore, a feasibility study by Joju relating to EV Charging Points has been completed and a report on this is due at committee within the first quarter of 2021.
16	Encourage more sustainable transport options for visiting the	a) Work with Surrey County Council Highways	Dec 2020	Chief Operating Officer/ Head of Policy,		Partially Achieved – discussions did take place with Surrey Highways during the early stages of the pandemic to explore transport options that could be funded by

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	Town Centre and trips to schools	<p>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>		Performance & Governance		<p>Government Grant and were capable of meeting the Government’s requirement for rapid implementation. Unfortunately no schemes met this criteria although Surrey Highways did explore a road closure in Ewell Village to promote pedestrian access. On 27 October 2020 Strategy and Resources agreed a report on developing a pipeline for future investment, including supporting the funding of initial feasibility work that may then be capable of attracting external funding to enable the delivery of the full scheme. Discussions are taking place with Surrey Highways about potential candidates for this.</p> <p>This target is also being worked on within the council through the means of promoting walking and cycling. This includes health walks and guided walks with the Countryside Team (guided walks are currently paused due to COVID-19 and not expected to restart until later in 2021).</p> <p>In terms of cycling key schemes that have been positive include the Round the Borough Bike and Surrey Wheels for All.</p> <p>A report on idling vehicles, which is particularly relevant to vehicles waiting outside schools is due to be considered by the Environment and Safe Committee in early 2021.</p>

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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		Partially Achieved but deferred to Year 2 – work has started with Health and Officers in order to promote healthy cycling. This will work in alignment with other key council targets including the Health and Wellbeing Action Plan, however has been delayed in order to prioritise COVID response.
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		Deferred until Year 2. Use of public transport has been severely impacted by the Pandemic with people either encouraged to stay at home during the first and second lockdowns, or as a result of unprecedented numbers of people now working from home, furloughed, or having lost their jobs.
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	Dec 2020	Chief Operating Officer/ Head of Policy, Performance & Governance		Achieved in Year 1 - A total number of 27 cycle racks have been introduced in the market place. The promotion of cycle racks also aligns with our target of promoting sustainable transport.

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		– particularly at key transport hubs.				
20	Introduce Electric Buses	<p>Understand recent policy change from Surrey County Council and promote the idea of the borough taking part in any pilot schemes.</p> <p>Contact local bus operators regarding piloting the introduction of low or zero emissions electric buses, starting with a smaller hopper bus.</p>	June 2020	Chief Operating Officer/ Head of Policy, Performance & Governance		Deferred to Year 2.
21	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 their travel across the borough	December 2020	Chief Legal Officer		Partially Achieved - The electric pool car is being used regularly although the overall usage is low due to safe capacity of staff within the Town Hall. It has been used regularly by the High Street Task Force during the pandemic. In 2021/22 the overall need for two pool cars will be reviewed as more staff return to work.
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.	April 2020	Head of Housing and Communities		Achieved and submitted - Published and reported to Environment and Safe Communities Committee on 20 October 2020.

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c	THEME 4 - Improvements to the environment					
23	Install water drinking fountains	Install drinking water fountains in the Market Place and the Harrier Centre.	Dec 2020	Chief Operating Officer/ Head of Operations		Achieved in Year 1 - Water fountains have been installed at the Marketplace and the Harrier Centre. However, due to COVID-19 the Water Fountain in the Marketplace is not currently switched-on due to COVID restrictions but will be opened following guidance. A CIL bid has been submitted in relation to additional water fountains. Proposed locations including Auriol Park, Court Recreation Ground, Gibraltar Recreation Ground, Alexandra Recreation Ground, Bourne Hall and Horton Country Park.
24	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		Partially Achieved - Progress made at removing single use plastic from the supply chain but unfortunately a number of targeted services were suspended during the pandemic including the Playhouse, Ewell Court House and services at Bourne Hall. Review to consider opportunities to support a green recovery from the pandemic to be explored. A number of positive actions have taken place relating to this including signage around recycling and expectations in relation to Markets in Epsom Town Centre.
25	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	Oct 2020	Head of Operational Services		Deferred to Year 2 but some work has progressed – baseline data collected and GIS software in use. Systems are in place to provide this information and this is being reviewed in 2021.

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		that the Council owns and manages.				
26	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		<p>Achieved in Year 1 - While there has been less scope to engage with specialist groups during the pandemic, particularly local friends and volunteer groups, contacts have been identified and engagement planned and started from Countryside Officers including active volunteer days.</p> <p>The Council has also worked with the Green Jump Surrey scheme which gives eligible owner-occupied households funds to improve the energy efficiency of their homes. Work which can be funded by a Green Jump Surrey grant includes loft, solid wall, cavity wall, underfloor and park home insulation, draught proofing, LED lighting, air source heat pumps and solar hot water systems.</p>
27	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		<p>Achieved October 2020 - Council's Biodiversity Action Plan was developed this year and approved by the Environment and Safe Communities Committee in October 2020.</p> <p>Countryside Officers have implemented a range of positive actions relating to climate change in this action plan including: - protecting and improving amenities such as the Borough's parks and open spaces.</p>

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						- increase in biodiversity, by preparing for Biodiversity Net Gain planning policies (when the legislation is introduced) and managing the Borough's important habitats to a high standard.
28	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		Deferred to Year 2 – the Second reading of this Bill is scheduled to take place on Friday 5 February 2021 following being accepted by parliament in June.
THEME 5 - Tackling and minimising waste						
29	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		<p>Deferred to Year 2 – The borough's recycling rate has increased over the last few years but has been subject to changing waste habits during the pandemic. A full waste composition review will be completed in early 2021 and will detail areas of improvement in terms of recycling.</p> <p>Actions were in place to strongly promote the Council's business bins service in the current financial year, but the majority of local businesses were disrupted as a result of the two lockdowns and continued restrictions, leading to an overall reduction in tonnage.</p> <p>The impact of changing waste patterns and higher levels of plastic waste via PPE will also be considered in future service reviews.</p>

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30	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 local businesses (including retailers and restaurants).	March 2020	Chief Operating Officer		Achieved – appropriate companies found and letter produced. Highlighting the importance of sustainable packaging will also be completed through communications on website/borough insight as part of the Council's commitment to a green recovery.
31	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		Achieved - success of marketplace promoted under new COVID guidelines. A number of positive steps have been taken in the marketplace including: provision of reusable tote bags, planting of 18 new trees and the promotion of sustainable packaging for vendors and consumers.
32	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	June 2020	Head of Operational Services		Achieved - increased number of public recycling bins throughout the borough and market place. Clear labelling is attached to all public bins in order to reduce contamination.

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		locations after assessment of performance				
THEME 6 Use of technology & information systems						
33	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		Achieved - The Council's capacity for working at home has greatly increased. The use of technology for virtual working has been greatly enhanced nationally with the impact of the Pandemic. The IT Team now support over 150 remote workers every day, virtual meetings are held with a range of partners and all committee meetings are held virtually. Building on the success of this digital shift the ITNOW Group have approved business cases to support further enhancements that will support digital working and reduce energy consumption.
34	Rollout new low energy thin client infrastructure	Install thin client technology reducing power use	June 2020	Head of Digital & Service Transformation		Achieved - Introduction of 10-zig high efficiency infrastructure is completed and functional. This has taken place in Council Operated buildings.
35	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 Digital & Service Transformation / Head of HR & OD		Achieved - The number of people in office reduced alongside the increased use of computer based systems and therefore amount of paper usage has decreased significantly. It is anticipated that resource use overall in the town hall will have been reduced due to lower numbers of staff attending the building during the pandemic.