

To: All Members of the EXECUTIVE

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Date: 21 February 2020

Membership of the Executive

Cllr John Ward (Chairman)
Cllr Paul Follows (Vice Chairman)
Cllr David Beaman
Cllr Andy MacLeod
Cllr Mark Merryweather

Cllr John Neale
Cllr Nick Palmer
Cllr Anne-Marie Rosoman
Cllr Steve Williams

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 3 MARCH 2020

TIME: 6.00 PM (OR AT THE CONCLUSION OF INFORMAL QUESTIONS)

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR
Head of Policy and Governance

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NOTES FOR MEMBERS

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

Prior to the commencement of the meeting, the Leader, Deputy Leader or an appropriate Portfolio Holder to respond to any informal questions from members of the public, for a maximum of 15 minutes.

[Questions will be taken in the order in which questioners register with the Democratic Services Officer prior to the start of question time. When read out, each question must be concluded within 2 minutes. In the event that it is not possible to give a verbal response, a written response will be provided following the meeting.]

AGENDA

1. **MINUTES**

To confirm the Minutes of the Meeting held on 4 February 2020.

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DECLARATIONS OF INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

4. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Leader to respond to any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on Tuesday 25 February 2020.

5. **QUESTIONS FROM MEMBERS OF THE COUNCIL**

The Chairman to respond to any questions received from Members in accordance with Procedure Rule 11.

The deadline for receipt of questions is 5pm on Tuesday 25 February 2020.

6. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

To receive any updates from the Leader or Portfolio Holders.

7. CLIMATE CHANGE AND SUSTAINABILITY STRATEGY AND CLIMATE EMERGENCY ACTION PLAN (Pages 5 - 62)

[Portfolio Holder: Cllr Steve Williams]
[Wards Affected: All Wards]

In September 2019, the Council joined a growing number of Councils that made a commitment to taking urgent action to address Climate Change and aim to become Carbon Neutral by 2030. It was agreed that an Action Plan would be produced specifying how the target will be achieved within 6 months of the commitment.

This report presents the draft Climate Change and Sustainability Strategy (Annexe 1) and the draft Climate Emergency Action Plan (Annexe 2) bringing together input from all Council services. The Strategy outlines Waverley's strategic commitment to addressing the causes and impact of Climate Change as well as wider sustainability. The Action Plan sets out the specific measures that will be taken in order to achieve the Council's commitment. It will be a living document, the actions within it will evolve and change throughout its life as new budgets and external funding opportunities become available and changes in technology take place to permit further work to be carried out.

Recommendation

It is recommended that the Executive:

- a. Notes the draft Climate Change and Sustainability Strategy 2020-2030 at Annexe 1.
- b. Welcomes the work carried out so far on the development of the Climate Emergency Action Plan and notes its content, attached in Annexe 2.
- c. Recognises the need for further work to define SMART targets that will be measurable and tangible and request that officers present those in September 2020.
- d. Invites the Environment O&S Committee to contribute to the further development of the draft Strategy and the draft Action Plan.

8. LEISURE CENTRE INVESTMENT, FARNHAM (Pages 63 - 72)

[Portfolio Holder: Cllr David Beaman]
[Wards Affected: All Wards]

In July 2018 Council approved a capital scheme to extend Farnham Leisure Centre and expand the facilities. This report provides an update on the Farnham leisure investment project and requests approval for some changes

to the proposed facilities which will be met from the existing approved budget, namely extended adventure (soft) play, larger café and seating, new energy efficiencies and closure of the crèche.

Recommendation

It is recommended that the Executive:

1. Agrees the revised facility mix for Farnham Leisure Centre, including the closure of the crèche, reflecting the extremely low usage and the minimal impact identified in the Equality Impact Assessment;
2. Gives officers delegated authority to deliver the development project, including the procurement of the contractor;
3. Agrees that energy efficiency, carbon reduction opportunities are explored and where possible and subject to being within budget are embedded within the project, as part of the Council's Climate Emergency Action Plan.

9. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:

Recommendation

That, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972.

10. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone
Fiona Cameron, Democratic Services Manager & Deputy Monitoring
Officer, on 01483 523226 or by email at
fiona.cameron@waverley.gov.uk**

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

3 MARCH 2020

Title:

**Climate Change and Sustainability Strategy and
Climate Emergency Action Plan**

Portfolio Holder: Cllr Williams, Portfolio Holder for Environment and Sustainability

Head of Service: Richard Homewood, Head of Environmental and Regulatory Services

Key decision: Yes

Access: Public

1. Purpose and summary

1.1 In September 2019, the Council joined a growing number of Councils that made a commitment to taking urgent action to address Climate Change and aim to become Carbon Neutral by 2030. It was agreed that an Action Plan would be produced specifying how the target will be achieved within 6 months of the commitment.

1.2 This report presents the draft Climate Change and Sustainability Strategy (Annexe 1) and the draft Climate Emergency Action Plan (Annexe 2) bringing together input from all Council services. The Strategy outlines Waverley's strategic commitment to addressing the causes and impact of Climate Change as well as wider sustainability. The Action Plan sets out the specific measures that will be taken in order to achieve the Councils commitment. It will be a living document, the actions within it will evolve and change throughout its life as new budgets and external funding opportunities become available and changes in technology take place to permit further work to be carried out.

2. Recommendation

It is recommended that the Executive:

- a. Notes the draft Climate Change and Sustainability Strategy 2020-2030 at Annexe 1.
- b. Welcomes the work carried out so far on the development of the Climate Emergency Action Plan and notes its content, attached in Annexe 2.
- c. Recognises the need for further work to define SMART targets that will be measurable and tangible and request that officers present those in September 2020.

- d. Invites the Environment O&S Committee to contribute to the further development of the draft Strategy and the draft Action Plan.

3. Reason for the recommendation

To update the Executive on progress with the development of the Climate Emergency Action Plan.

4. Background

- 4.1 In September 2019, the Council joined a growing number of Councils that made a commitment to taking urgent action to address Climate Change and aim to become Carbon Neutral by 2030. It was agreed that an Action Plan would be produced specifying how the target will be achieved within 6 months of the commitment.
- 4.2 Although most solutions to tackle Climate Change sit at national and international level, Local Authorities, businesses and the wider community have a vital role to play in reducing the impact of climate change. The overall target is incredibly ambitious and potentially unachievable within the current funding, resource availability and technological innovation. Officers will work towards significantly reducing Waverley's impact on climate change and will strive to get as close as possible to carbon neutrality.
- 4.3 Waverley is not alone in this and a number of other Councils face the same challenges. This ambitious target cannot be delivered without major changes in national policies, further funding availability and close working with key partners. Lobbying the government and other relevant organisations forms a major part of the action plan delivery. It is essential to enable carbon neutrality.

Draft Climate Change and Sustainability Strategy

- 4.4 The Strategy's vision is to meet the needs of all the people in Waverley and promote sustainability to everyone whilst mitigating the effect of climate change to avoid compromising the needs of future generations.
- 4.5 The aim of this Strategy is to provide an overarching framework to guide the Council in integrating and coordinating the principles of sustainability and the need to reduce carbon emissions across all its strategies, plans, policies and actions and, in turn, to influence and provide direction on sustainability issues to the businesses and residents of Waverley.

Draft Climate Emergency Action Plan

- 4.6 The draft Action Plan outlines short, medium and long-term actions. It takes a holistic view of sustainability not only addressing energy and fuel consumption but also the way we manage waste, encourage locally grown food, improve air quality and identify opportunities to offset carbon through managing greenspaces and planting trees. Getting our house in order is an important element of the plan but also leading and encouraging the wider community to consider how they can become more carbon conscious in their daily activities.

- 4.7 The scope of this work is very complex with a wide variety of elements within it. It will be challenging to quantify the overall target with one uniformed metric. In order to enable the Council to demonstrate its achievements throughout the 10-year period of the plan it is essential that the baseline and targets are agreed by the Executive are meaningful, tangible and measurable. Further work will be required by officers to refine this element of the Action Plan.
- 4.8 The journey to becoming carbon neutral offers great opportunities but also comes with many challenges and limitations, some of which are outlined below. While we have direct control over the environmental impact of the Council's operations and assets there are still important decisions that have to be taken that will involve the consideration of competing priorities.
- 4.9 The Council is facing significant financial pressures therefore **budgets** will have to be considered very carefully. Energy efficiency comes with a cost and the Council will need to consider quality over quantity in areas such as new housing. It would be feasible to commit to building zero carbon homes but there would be fewer of them in order to stay within the agreed budgets.
- 4.10 The Council has limited **resources** in terms of staff time and in-house expertise. Significant consideration should be given to how teams are resourced and equipped to deliver the commitments outlined within the Action Plan.
- 4.11 While there is a lot of innovation in **low carbon technologies** and renewables, most of it is not yet at a stage to be widely rolled out and in many cases is unaffordable.
- 4.12 **Partner/stakeholder engagement** is a significant element of the Action Plan delivery and this comes with its own challenges, as different organisational priorities could be in conflict. The Council outsources its biggest services, which will require negotiation with contractors in order for them to share our carbon aspirations.
- 4.13 **Targeted communications and engagement** activity will be a key factor in taking forward the Action Plan – not just in respect of actions that refer to lobbying but also when we are seeking to change the way we do things as a business and as a borough community. Budget will need to be identified to fund each separate communications and engagement campaign.
- 4.14 The Council and its residents will continue to rely on **grid gas and electricity** and until the grid can provide 100% green energy the task of becoming carbon neutral as a borough will be very difficult.
- 4.15 Our role as a community leader is a very important one. Waverley **aims to help, guide and facilitate change** in our community but overall we have no control over how people live their lives.

Funding the action plan

- 4.16 The Council allocated a budget of £100k to support the ongoing delivery of the Climate Emergency Action Plan and £200k that can be spent on specific projects.

However, such an ambitious plan cannot be delivered by taxpayers' money alone. Officers will have to be proactive in identifying external funding opportunities. Considering a carbon-offsetting fund from the Community Infrastructure Levy (CIL) contributions could also generate funding for the delivery of the carbon neutral plan.

Conclusions

- 4.17 Over the next 10 years, the Council will strive to become carbon neutral. However, it should be noted that with the current funding, government support and technological innovation this target is unlikely to be achieved.
- 4.18 It is hoped that during the period of the Climate Emergency Action Plan, technological improvements, changes to government policies and additional funding will enable Waverley to realise its ambitious target.
- 4.19 The journey to becoming carbon neutral could offer exciting opportunities but also carries significant challenges that will result in difficult dilemmas. The Council's role is to lead by example and support our community to reduce their impact on Climate Change, to raise awareness and attempt to influence national government to radically change policies.
- 4.20 In order to achieve carbon neutrality a lot of change will be required within existing practices and policies. Embedding carbon reductions in strategic decision making, procurement, budgets and Council policies is a vital part of the Action Plan delivery.
- 4.21 The projects within the Action Plan require further investigation and quantification to offer a true reflection of the costs involved. The delivery of the Action Plan will be funded through a combination of Council funds, CIL contributions, external grants and funding opportunities.
- 4.22 The Action Plan presented will be continually evolving and adapting to accommodate changes. It is recommended that an updated Action Plan be presented to Environment O&S in September 2020 and the Executive in October 2020 to include a collection of meaningful and measurable targets. This date will coincide with the annual Greenhouse Gas reporting. An annual progress update will be reported every October thereafter.

5. Relationship to the Corporate Strategy and Service Plan

This report directly relates to the Climate Emergency Motion that the Council has identified as a top priority in its Corporate Strategy.

6. Implications of decision

6.1 Resource (Finance, procurement, staffing, IT)

The approved 2020/21 budget includes £300k provided for climate change; £100k for ongoing costs of delivery of the action plan and £200k for one-off project costs.

Currently, any further funding needs will require a supplementary estimate or Waverley will need to achieve external funding such as grants, S106 or CIL funding.

Some projects may offer savings to Waverley, therefore improving the financial situation of the council; the financial impacts of each project will be considered on a case-by-case basis.

Staff resource to support projects will be met within current staffing levels at this stage. Any additional requirements will be met from the project budgets.

6.2 Risk management

The target of becoming carbon neutral by 2030 will not be achieved without additional funding, resources and technological improvements. The Council will continue to lobby the government, seek external funding opportunities and exploit new technologies as the opportunity arises.

6.3 Legal

There are no direct legal implications associated with this update on the progress of the development of the Climate Emergency Action Plan.

6.4 Equality, diversity and inclusion

There are no direct equality, diversity or inclusion implications in this report.

6.5 Climate emergency declaration

This report is directly related to the Climate Emergency declaration. The Action Plan is the proposed path to achieving its target.

7. Consultation and engagement

The draft Strategy and Action Plan will be submitted to the Environment O&S Committee for scrutiny. Guidance on the extent of any wider consultation is also being sought.

8. Other options considered

None at this stage

9. Governance journey

- 3 March – Executive
- 23 March – Environment O&S meeting
- Possible public consultation

Annexes:

Annexe 1 – Draft Climate Change and Sustainability Strategy

Background Papers

There are no background papers, as defined by Section 100D (5) of the Local Government Act 1972).

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Agreed and signed off by:

Legal Services: 19/02/2020

Head of Finance: 11/02/2020

Strategic Director: Management Board 11/02/2020

Portfolio Holder: 11/02/2020



Waverley Borough Council
**Climate Change and
Sustainability Strategy**

Latest version number: V1

Latest publication date: 21/02/2020



Document Information & Governance

Approval & Publication:

Approving Body	Approval route requirement	Publication Type	Publication requirement	Review frequency	Document owner	Next Review Date
Executive		External				

Version Control Information:

Version	Version Status (Draft, Approved /Published Internally or Externally)	Date	Version Comment	Version Author
V0.1	Draft		Creation of the document	Delma Bryant
V0.2	Draft		SMT & Portfolio Holder	Delma Bryant
V0.3	Draft		Portfolio Holder	Delma Bryant
V0.4	Draft		Executive briefing	Delma Bryant
V1	Published		1 st Publication	Delma Bryant
V1.1	Draft		In year corrections	
V1.2	Final Approved & Re-Publication		In year correction approval by Management Board	
V2			Full Annual review	

Impact Assessments and Consideration:

Impact Assessment Type	Required / Not Required	Date Completed	Impact Assessments and Considerations Comment	Assessment Owner
Equality Impact Assessment	Document is being produced in conjunction with the Climate Change Action Plan			
Health in all Policies				
Data Protection Impact Assessment				
Climate Change				

Table of Contents

Document Information & Governance	2
Executive Summary	4
Introduction	4
Vision	6
Aims	6
Climate Change and Sustainability	6
Objectives	7
National Context.....	9
Local Context.....	9
Action Plan Scope.....	10
The Climate Change and Sustainability Strategy and how it fits with other strategies	11
Implementation.....	12
Year on Year Targets.....	12
Action Plan Overview	Error! Bookmark not defined.
Climate Resilience	12
Air Quality	15
Travel	15
Buildings and Energy Efficiency.....	16
Waste.....	17
Renewable Energy.....	17
Countryside and Biodiversity.....	18
Planning Policy.....	18

Executive Summary

This document is the third strategy document since 2010 aimed at carbon management, energy efficiency and sustainability. However, this plan needs to be seen in the context of the council's declaration of a climate emergency on Wednesday 18th September 2019 and the subsequent action plan detailing actions the council will take over the next ten years as we aim to be carbon neutral by 2030.

Waverley is a growing borough however, it is vital that transport, developments and businesses are sustainable to ensure that whilst meeting the needs of the current generation we do so without compromising the ability of future generations to meet their own needs.

Waverley's Carbon Management Plan 2011-2015 targeted a reduction in CO₂ emissions of 25% by 2015. This was superseded in 2015 by the Energy Efficient Plan 2015-2020 which targeted a 3% reduction in emissions year on year. A number of projects including the installation of energy efficient boilers, solar panels on the Burys, LED lighting in our office and in our car parks and introduction of pool cars were completed to contribute to that target. Overall between 2008 and 2014 there was an 8.5% reduction in carbon emissions. Since 2014 the increase in population and services provided by the Council have increased the total emissions.

Previously, there has been a number of challenges including limited budgets, lack of political commitment, changes in service delivery and data accuracy. However many lessons have been learnt. Waverley has now made a political and organizational commitment to embed carbon reduction into all we do, consider energy efficiency at the start of projects, identify opportunities and plan ahead and implement robust data collection.

Introduction

The UK Climate Change Act 2008 sets a statutory target to reduce UK greenhouse gas emissions by 80% from 1990 figures by 2050. The Intergovernmental Panel on Climate Change (IPCC) in their October 2018 report warned that it would take an international effort to limit global warming to 1.5°C. However humanity is falling far short of



of the action necessary to limit warming to even 2°C. To fail would result in increasing episodes of large scale water and food shortages, widespread flooding, heat-related morbidity and large scale destruction of the natural world and its biodiversity. In May 2019, the UK Committee on Climate Change recommended that the UK Government respond by increasing their target to net-zero greenhouse gas emissions by 2050. The Government has now adopted this target and on the 1st May 2019 the House of Commons passed a motion declaring a national climate change emergency.

On 18th September 2019, Waverley Borough Council (WBC) unanimously declared a Climate Emergency and committed itself to being carbon neutral by 2030 to help reduce the risk of temperatures rising in excess of 1.5°C. Whilst many solutions to climate change need to be tackled at a national or international level, all levels of government, communities, businesses and individuals have a role to play in addressing climate change. WBC has a key role to play in mitigating the effects of climate change – both as a community leader and through the services we provide. WBC will focus on ensuring that we are doing all we can to prevent climate change by reducing our emissions on our sites and in the services we provide; we will ensure our services are resilient and adaptable enough to respond to the impacts of climate change; and we will provide community leadership so that residents and businesses are able to get involved in preventing climate change rather than simply preparing for it.

This strategy replaces the Climate Change Strategy 2010:2020.

Vision

Our vision is to:

- lead by example in our endeavours to reduce carbon emissions throughout Waverley by committing the council to become a carbon neutral council by 2030;
- promote action to move towards sustainability to businesses, community organisations, households and individuals across Waverley;
- mitigate the effect of climate change to avoid compromising the needs of future generations;
- work with partner organisations within Waverley and beyond in furtherance of these goals.

Aims

The aim of this strategy is to provide an overarching framework to guide the Council in integrating and coordinating the principles of sustainability and the need to reduce carbon emissions across all its strategies, plans, policies and actions and, in turn, to influence and provide direction on sustainability issues to the businesses and residents of Waverley.

Climate Change and Sustainability

The Brundtland Commission defined sustainable development as development that meets the needs of the present without compromising the ability of future generations to meet their needs.

For Waverley to be a sustainable council, it is important that we do all in our power to safeguard our environment for present and future generations and play our part in promoting biodiversity as well as making our contribution to preventing the extremely serious consequences of severe climate change through carbon reduction strategies.

Waverley Borough Council's challenge is to play its part in local, regional, national and international efforts to become carbon neutral and support the efforts of households, businesses and other local organisations in Waverley to do the same whilst, preparing for the possible impact of unavoidable climate change.

Climate change, however serious it might be, will affect the social, economic and environmental well-being of Waverley's communities and businesses

As a public sector organisation WBC has a responsibility to look after the local environment and the people in the borough, including those who are most vulnerable. The Council will therefore need to ensure that the services delivered avoid the worst impacts.

The Council will prepare for extreme weather events including: increased temperatures with risks to health from heat waves, increased risk of wild fires, greater pressure on water resources, surface water and fluvial flooding and damage to existing natural habitats.



Many of the Council's services are likely to be impacted by the predicted increase in magnitude of weather events and the Council will now begin planning how to incorporate resilience building to maintain future service provision. By future proofing our services the council will aim to avoid increasing common costs in relation to extreme weather events such as service downtime or damage to physical resources.

Objectives

The Council as a consumer of resources, a service provider and a community leader, has a key role in leading Waverley's communities towards



sustainable and lower carbon lifestyles and enabling moves to adopt them. As outlined above, in September 2019 WBC declared a Climate Emergency and committed to becoming carbon neutral by 2030.

To meet this objective the Council will:

- take into account the potential impact on the climate and the environment in all Council decisions. This will be embedded in strategic decision making, budgets, approaches to planning decisions and through updates to policy and guidelines;
- require as part of the procurement process that the environmental impact of service provision is considered alongside financial and ethical considerations. This should include, steps to be taken to minimize/offset the carbon impact and ensure that 100% renewable energy and low or zero carbon technologies are used where possible;
- aim to reduce its dependence on fossil fuel energy by incorporating efficient and low carbon technologies in the council owned properties and fleet;
- actively encourage all Councillors, Officers and Services to work with other services, contractors, businesses and residents to reduce their emissions;

- consider carbon offsetting to mitigate carbon emissions that cannot be avoided.
- produce a Climate Emergency Action Plan to guide the route to carbon neutrality, modifying the actions as appropriate in order to keep on track with the year-on-year targets for carbon reduction.

National Context

In 2008 the UK passed the Climate Change Act which committed the UK to lower their net UK carbon account for greenhouse gases by at least 80% of the 1990 baseline by 2050. In 2019 the Climate Change Act's targets were revised setting a new target of net-zero emissions by 2050.

Local Context

On 18th September 2019 WBC noted the urgency to respond to climate change and agreed the following:

- Waverley Borough Council declares a 'Climate Emergency' that requires urgent action.
- Waverley Borough Council aims to become carbon neutral by 2030, taking into account both production and consumption emissions, and will take a leadership role to achieve this working with other councils, including town and parish councils within the borough.
- Waverley Borough Council recognises that the achievement of the target will require central government to provide the powers, funding and other resources to achieve the target and therefore calls on the government to provide such powers, funding and other resources as appropriate to facilitate achieving the 2030 target.
- Officers are required to provide to the Executive, within six months of the date of this decision, a report on the actions the Council can take to address these issues together with an action plan, specifying year on year milestones and metrics to show progress towards achieving the goal of carbon neutrality by 2030 noting any additional costs that might be involved.

WBC have been reporting their emissions since 2008 as required by the Department for Energy and Climate Change (DECC). Through initiatives identified in our Carbon Management Plan 2010-2015 and Energy Efficiency Plan 2015-2020 WBC were successful in reducing our emissions per capita. However due to a growing number of residents and houses in the borough, the addition of the garden waste collection and increase in footfall to our Leisure Centre's our absolute emissions are now equal to those in 2008.

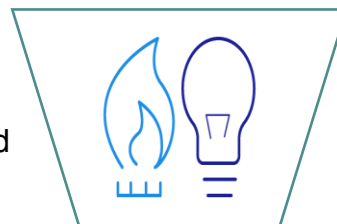
Action Plan Scope

The Climate Emergency Action Plan targets the main contributors to carbon emissions and air pollution whilst preparing for the effects of climate changes.

The Council will use the data collected as part of the statutory greenhouse gas reports for 2015/16 (the last year with full data) and the social housing figure from June 2016 as our baseline figures. This equates to a total of 19,964 tonnes of CO₂.

WBC will measure its own carbon emissions from:

- The gas and electricity used in our owned and managed buildings
- The gas and electricity in Council's outsourced properties
- Gas and Electricity used in our Leisure Centres
- The use of pool cars
- Business Travel where possible
- Contractors' Travel
- Waverley will measure the emissions from Social Housing based on the reduced EPC or reduced SAP figure. This is a measure of the energy efficiency of the property and not the lifestyle of the tenant.



The Council will also be monitoring the emissions produced by the whole of Waverley Borough as reported by the Department for Business, Energy & Industrial Strategy. For 2016 the net emissions for the whole of Waverley were 560,000 tonnes¹ of CO₂.

Waverley will measure the level of residual waste collected in the borough as well as the recycling rates.

Air quality is measured independently and can be found on Waverley's website.² The Air Quality Action Plan³ aims to reduce air pollution emissions but also greenhouse gases.

Waverley will also move towards its carbon neutral objective in terms of indirect emissions by implementing a Single Use Plastic Policy and Biodiversity Policy both of which will contribute to the carbon neutral strategy and further protect the environment.

The Climate Change and Sustainability Strategy and how it fits with other strategies

The Climate Change and Sustainability Strategy is an overarching framework bringing together existing areas of work.

Biodiversity Policy	Electric Vehicle Strategy
Tree Planting Policy	Green Spaces Strategy
Air Quality Action Plan	Contaminated Land Strategy
Pesticides Policy	

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/812142/2005-17_UK_local_and_regional_CO2_emissions_tables.xlsx

² <https://www.waverley.gov.uk/monitoring-air-quality>

³ [Air Quality Action Plan](#).

Implementation

The implementation of the strategy and action plan will take place from 2020. The strategy and the actions to deliver the strategy will be reviewed annually to monitor the progress and identify new and emerging priorities. Results will be published on the WBC website.

Climate change mitigation is about using energy and fuel more efficiently and in turn gives scope for financial savings. Implementing carbon reductions will certainly have an associated up front cost to the Council but the cost of adapting later far outweighs this cost.

The Council will seek to use various capital funds available to deliver infrastructure and investment based actions around climate change, including CIL, SALIX, external grants and any other funding streams available.

Business cases will be developed for all activities within the action plan. These will be prioritized by Management Board and Executive and funding sought, where necessary, in order to deliver on the strategy within the agreed timescales.

The Council will also develop communication initiatives around climate change to increase awareness and promote the take up of new approaches.

Year on Year Targets

Carbon reduction will be reviewed and targets set subject to the information provided by Leeds University, WBC GHG reports and Council Social Housing model. These targets and the results from the previous year will be presented to the September Environment O&S and the October Executive.

Climate Resilience

Climate Change is likely to lead to an increase in extreme weather patterns.



Winters are expected to be wetter with high intensity rainfall over prolonged periods of time leading to surface water, groundwater and fluvial flooding. Summers will be hotter and drier which could result in droughts and an increased the risk of wildfires.

A more resilient Borough:

Waverley is aware that resilience can be increased during both the disaster preparedness phases and the disaster response phases. In the same way that we maintain a state of preparedness for other events and catastrophes we would otherwise wish to avoid, we shall continue to make contingency plans for events arising from the failure of world governments to act to heed the warnings of climate scientists

At a Local Authority level, resilience can be increased through the following means: planning, multi-agency working, risk assessing, identification of vulnerable people, warning and informing and facilitating the action of the local public to protect themselves.



To mitigate the risk from flooding WBC will work with the Environment Agency and Surrey County Council (SCC) through the flood risk partnership board to ensure area within Waverley which have a high frequency flooding receive the protection to reduce this.

Waverley sees the benefits of natural flood risk management during the preparedness phases. This management system has been proven by other projects across the UK as not only an effected way of slowing run-off and fluvial flow rates, but also proved that emission heavy, hard engineering is not always necessary.

Mitigating the risk of drought and wildfires means WBC working with Public Health England (PHE), the NHS and Surrey Fire and Rescue Service (SFRS). PHE currently provides guidance on drought action and WBC will be looking to them to lead on diagnosing the medical impacts on residents of extreme heat. WBC will be able to play a key role in communicating with residents how to protect themselves from extreme heat. SFRS and the County Council will be consulted on what measures WBC can help facilitate in order to prevent fire and increase awareness and education on wildfire.

The Civil Contingencies Act (2004) ensures that this Council will continue to invest and engage in emergency planning and resilience building as per its statutory duty. By working with the Surrey Local Resilience Forum, Waverley will have access to all stakeholders working to build resilience to extreme weather events.

A more resilient Council:

Waverley acknowledges that larger magnitude weather events will cause disruption at a higher level than seen before, resulting in a need for assurance that the Council can continue to function during such periods.

In order to adapt to increased weather events in both frequency and magnitude Waverley must ensure its business continuity practices adapt to increase its ability to cope with downtime. Through the creation of a business continuity, management system Waverley is able to calculate the minimum level of service it can provide with certain staffing and infrastructure available.

This will involve encouraging flexible working and remove a reliance on systems and infrastructure which can easily be impacted by weather events. The result should be an organisation that can adapt and through planning, has multiple ways of continuing a certain level of service, no matter the event type.



Air Quality

Air quality and climate change are closely interrelated with many common air pollutants. The Environment Act 1995 requires local authorities to check local air quality against objectives set to protect human health. Where the objective is exceeded an Air Quality Management Area (AQMA) is declared.

There are two AQMAs (Farnham and Godalming) in WBC's area due to traffic causing annual average nitrogen dioxide levels to exceed the air quality objective at relevant receptors.

The main sources of air pollution in Waverley include:

- Road transport; private vehicles, public transport, taxi's and private hire vehicles, HGVs (delivery and service vehicles)
- Buildings; heating and cooling of homes and workplaces
- Construction; dust and emissions from construction and demolition activities including non-road mobile machinery
- Wood burning, such as garden waste bonfires and domestic wood burning (open fireplaces and stoves)

Travel

Transport was the largest emitting sector of Waverley greenhouse gas emissions in 2016. Whilst the Council has less control over public transport as those responsibilities are with the national government and SCC, WBC will take action within

its own powers in support of electrification and hydrogen alternatives and more sustainable transport while lobbying SCC and government as appropriate.

WBC can however, influence the reduction of emissions directly by:

- encouraging council staff to look at alternative ways of travelling to work based on a Transport Impact Hierarchy;
- working with towns and parishes and our neighbouring councils to increase the number of cycle paths in key areas across the borough;
- reducing business travel by adopting a range of infrastructure and behavioural changes;
- asking contractors to contribute to the carbon neutral goal when they update their business plans and ensure that climate resilience is built into their forward plans;
- promoting taxi drivers transitioning to more energy efficient cars and electric vehicles as well as changing licensing requirements as appropriate;
- encouraging drivers in Waverley to switch to electric vehicles and other low emission vehicles by the roll out its own EV chargers and any alternative energy sources that subsequently become available across the borough in our car parks, developments and leisure centres and lobbying large businesses to install workplace chargers;
- requiring the provision of EV chargers for new developments through the planning process;
- ensuring that planning powers are used as far as is possible to promote sustainability.

Buildings and Energy Efficiency

The Council will carry out energy audits to identify opportunities for energy conservation, efficiencies and cost savings. The audits will



enable the Council to develop energy investment strategies for its facilities. Long term plans will be developed to reduce emissions and improve the energy efficiency when retrofitting Council owned properties and look to building carbon neutral new homes.

The role out of LED lighting will continue in our properties and car parks where suitable and an electric vehicle charger infrastructure will be expanded across key car parks, on council owned developments and in a joint pilot with SCC on residential streets.

Waste

WBC will embed reduce, reuse, recycle into everything Waverley does around waste. There will be campaigns aimed at residents, businesses and schools to



encourage an overall reduction in waste. To support the efforts to recycle WBC will expand their kerbside collections to include textiles and WEEE. Within the council offices a Single Use Plastic policy will aim to remove all single use plastic from our operations by 2023.

Working with SCC and our contractors WBC will ensure waste and recycling operations are conducted in the most sustainable way and look for opportunities to reduce emissions.

Renewable Energy

WBC will look at ways to increase renewable energy generation and use both on its own properties and in its planning process. WBC will optimise the opportunity to install solar panels on Council owned properties and the work with Planning to encourage the uptake of renewable energy on new developments.

Countryside and Biodiversity

WBC will improve and protect the biodiversity and ecology of their green spaces and protect them against the negative impacts of climate change. Tree planting and biodiversity policies will be prepared and delivered to ensure they are considered both in policy and practice across the Council's services.

Across the borough existing trees will be protected and sustainable tree planting expanded for the sequestering and storing of carbon.



Planning Policy

WBC Planning Department through their processes will use the planning legislation, Local Plans and Supplementary Planning Documents to ensure developments are sustainable, energy efficient, use renewable energy and passivhaus standards where possible.



Waverley Borough Council
Climate Emergency Action Plan
2020 - 2030

DRAFT



Table of Contents

INTRODUCTION.....	3
DECLARATION.....	4
CONTEXTS.....	4
GLOBAL.....	4
NATIONAL.....	4
LOCAL.....	4
ACTIONS WE CAN TAKE AS A COMMUNITY TO REDUCE CARBON EMISSIONS ACROSS WAVERLEY	5
CLEAN AND SUSTAINABLE TRAVEL.....	5
REDUCING OUR CARBON FOOTPRINT FROM WASTE AND USE OF NATURAL RESOURCES.....	7
LOCAL FOOD PRODUCTION.....	9
GENERATING CLEAN, AND RENEWABLE ENERGY ACROSS WAVERLEY AND BATTERY STORAGE OPPORTUNITIES.....	9
PLANNING POLICY	10
GREEN SPACES	11
CLIMATE RESILIENCE.....	13
OPPORTUNITIES TO IMPROVE AIR QUALITY.....	13
ENGAGEMENT OPPORTUNITES	13
ACTIONS WAVERLEY BOROUGH COUNCIL CAN TAKE TO REDUCE ITS OWN CARBON EMISSIONS.....	14
CHANGES IN PROCUREMENT	17
FINANCE.....	18
TRANSPORT.....	18
<i>Contractor Travel</i>	18
<i>Staff Travel and Council Owned vehicles</i>	18
ENERGY EFFICIENT HOMES AND OFFICES	19
BURYS AND COUNCIL OWNED BUILDINGS.....	19
<i>The Bury</i>	19
<i>Council Owned Car Parks</i>	20
OUTSOURCED BUILDINGS	21
<i>Leisure Centres</i>	21
<i>Other Outsourced properties</i>	23
DOMESTIC PROPERTIES.....	23
<i>Council Social Housing</i>	23
<i>Senior Living</i>	27
<i>Private Sector Housing</i>	29
<i>New Builds</i>	29
EDUCATIONAL, COMMUNICATION AND ENGAGEMENT OPPORTUNITIES	31
GOING FORWARD AND MONITORING PROGRESS	33
GLOSSARY.....	33

Introduction

Dear Waverley resident

On Wednesday 18th September 2019, Waverley Borough Council passed a motion which I moved on behalf of the Executive, declaring a climate emergency and committing the council to become a net zero carbon council by 2030. This action plan is a response to that declaration of a climate emergency.

Waverley Borough Council had never before declared a state of emergency of any kind, and this is significant. For this is not merely another policy initiative; it is an attempt to ensure we do everything we can as a council as part of a worldwide movement to reduce carbon emissions to a level which will keep global temperatures in check. In essence, we are doing our bit to avoid the utterly catastrophic events that will ensue should global temperatures rise by more than 1.5 degrees Celsius above pre-industrial levels.

Being on an emergency footing means that everyone who works for or works with Waverley Borough Council should be aware of the carbon footprint for which they are responsible – and should be doing everything they can to reduce this carbon footprint to zero. Being on an emergency footing means that everyone who works for or with Waverley Borough Council should be doing everything in their power to influence others to reduce their carbon footprint and to influence other councils and private, public and third sector organisations to support us in our ambition.

Some of the actions in this plan are easy to take and cost little to implement. Other actions are more difficult and more costly. Some will only be achieved through National Government and Surrey County Council action for which we will need to lobby. Whatever the challenges we face over the coming decade, it has never been more important for our council to respond and do our bit in the face of an impending climate catastrophe. We owe it to ourselves and to future generations.

Best wishes

Steve Williams

Portfolio Holder for Environment & Sustainability

Declaration

On 18th September 2019 WBC noted the urgency to respond to climate change and agreed the following:

- WBC declares a 'Climate Emergency' that requires urgent action.
- WBC aims to become carbon neutral by 2030, taking into account both production and consumption emissions, and will take a leadership role to achieve this working with other councils, including town and parish councils within the borough.
- WBC recognises that the achievement of the target will require central government to provide the powers, funding and other resources to achieve the target and therefore calls on the government to provide such powers, funding and other resources as appropriate to facilitate achieving the 2030 target.
- Officers are required to provide to the Executive, within six months of the date of this decision, a report on the actions the Council can take to address these issues together with an action plan, specifying year on year milestones and metrics to show progress towards achieving the goal of carbon neutrality by 2030 noting any additional costs that might be involved.

Contexts

Global

The 1992 Kyoto Protocol is an international treaty that recognised that the problem of global warming needed a global solution. The Kyoto Protocol implemented the objective of the United Nations Framework Convention on Climate Change (UNFCCC) to reduce the onset of global warming by reducing greenhouse gas concentrations in the atmosphere to "a level that would prevent dangerous anthropogenic interference with the climate system" (Article 2). The Protocol's first commitment period started in 2008 and finished in 2012. 37 industrialized countries and the European Union committed themselves to binding targets for greenhouse gas emissions (GHG). The UK had a target of 12.5% reduction which was measured against a 1990 baseline. The UK exceeded its targets. In 2016 196 states signed the Paris Agreement which committed to dealing with GHG mitigation, adaptation, and finance. As of November 2019, 195 UNFCCC members have signed the agreement as USA withdrew their commitment, and 187 have become party to it.

Under the Paris Agreement, each country must determine, plan, and regularly report on the contribution that it undertakes to mitigate global warming. No mechanism forces a country to set a specific target by a specific date, but each target should go beyond previously set targets. The UK have declared their target is to be carbon neutral by 2050.

National

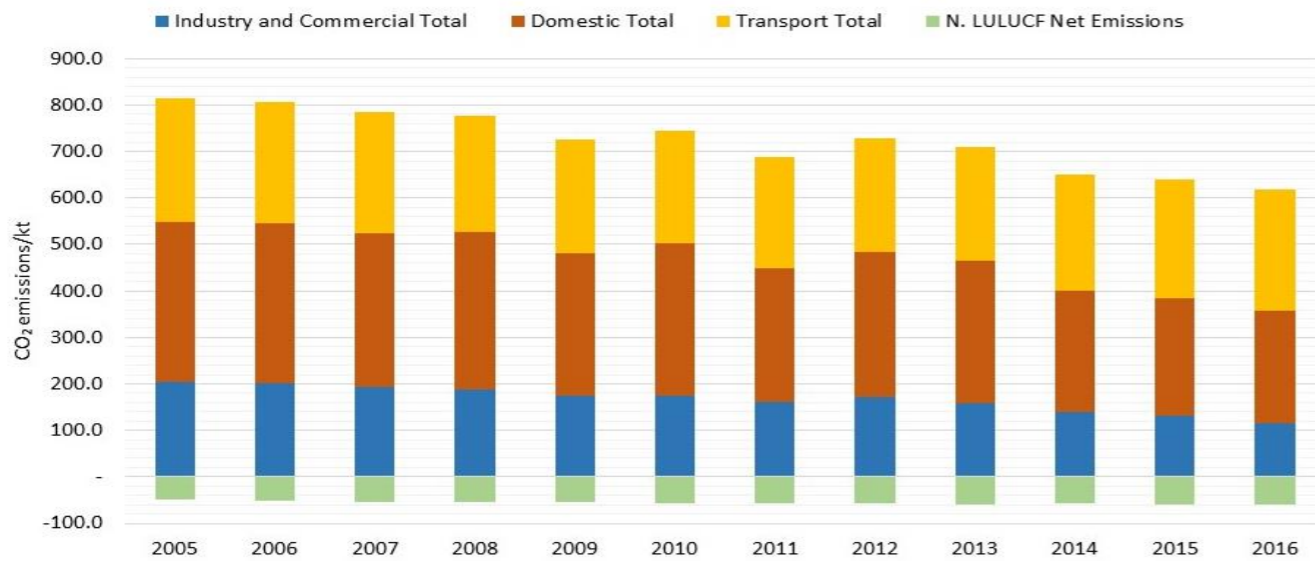
In 2008 the UK passed the Climate Change Act which committed the UK to lower their net UK carbon account for greenhouse gases (carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, sulphur hexafluoride and any other greenhouse gas designated as a targeted greenhouse gas) by at least 80% of the 1990 baseline by 2050. To measure progress and ensure this was reached 5 year targets were set. They restrict the amount of greenhouse gas the UK can legally emit in a five year period. The UK is currently in the third carbon budget period (2018 to 2022).

In 2019 the Climate Change Act's targets were revised. A new target of net-zero emissions by 2050 was implemented and became law on the 27th of June 2019.

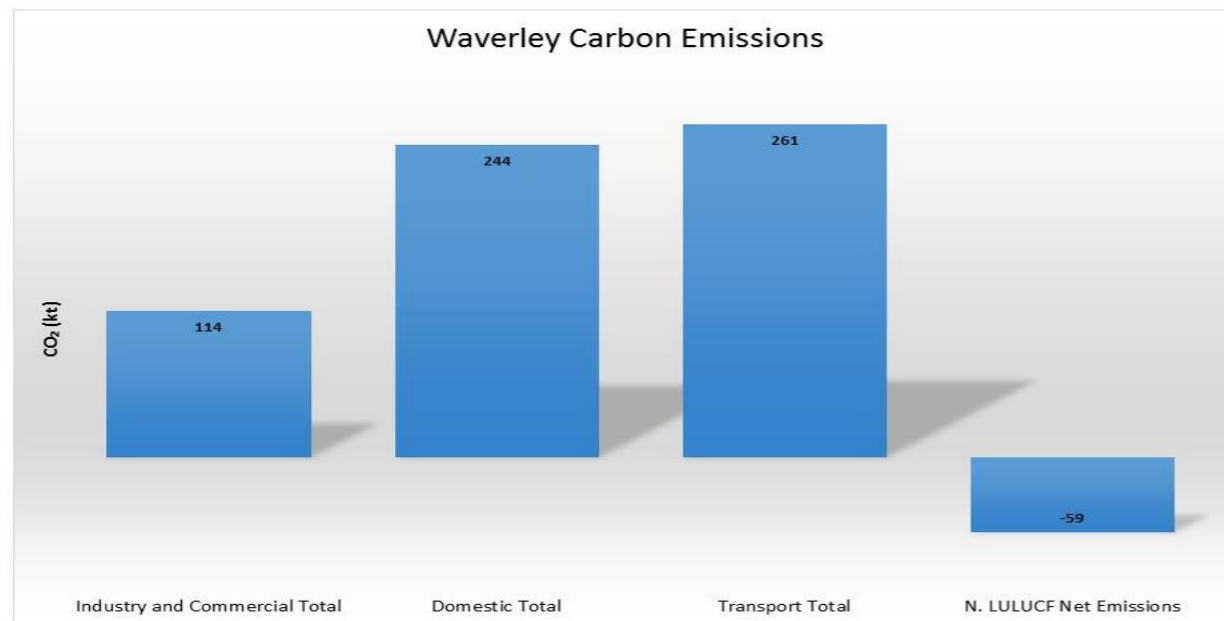
Local

Surrey County Council (SCC) and Waverley Borough Council along with Guildford, Mole Valley, Surrey Heath, Woking, Elmbridge and Epsom & Ewell have all declared climate emergencies with all but Epsom & Ewell aiming to be carbon neutral across their own estates by 2030. Surrey have declared that as a county they will be climate neutral by 2050 and Spelthorne who have not declared an emergency have confirmed they too are aiming to be carbon neutral by 2050. Epsom & Ewell have not confirmed their date. Across the county, transport has consistently accounted for a majority of the emissions. However in Waverley up until 2015 domestic heating (orange in graph 1) has accounted for a majority of the emissions. With improved energy efficiency in buildings this figure has gradually reduced and from 2015 transport (yellow) accounted for the majority of carbon emissions. Despite the 33% tree coverage across the borough land use (green) offsets only a minority of the emissions. [UK local authority and regional carbon dioxide emissions national statistics: 2005 to 2017.](#)

Waverley Carbon Dioxide emissions by end- user sector, 2005-2016



[UK local authority and regional carbon dioxide emissions national statistics: 2005 to 2017](#)



Waverley Borough councils are committed to reducing their own carbon footprint, to champion businesses who also are actively working to reduce their carbon footprint, and to create both the infrastructure and provide the information resources to help the residents of Waverley to reduce their carbon footprint be it personal, domestic or transport.

The below graph shows the carbon emissions across the whole of Waverley for 2016 (Graph 2) indicating the amount of emissions that will need to be reduced to be carbon neutral. In 2016 the offset from land use was 59 kilotonnes (kt) of CO₂ therefore the net emissions were 560 kt CO₂

Actions we can take as a community to reduce carbon emissions across Waverley

Clean and Sustainable Travel

Across the borough of Waverley, transport accounts for the highest level of direct emissions of CO₂ as well as most of the gases and particles which cause local air pollution. In 2016 261 kt CO₂ were produced across the whole borough ([UK local authority and regional carbon dioxide emissions national statistics: 2005 to 2017](#)), 42% of the net emissions produced.

As identified by the [Climate Change Commission](#), to become carbon neutral the council in conjunction with the Government, Surrey County Council and the residents of Waverley need to:

- Reduce car mileage by 10% by optimizing the opportunities to switch to walking, cycling, public transport and car sharing by 2030.
- Facilitate the transition to electric vehicles by the provision of the necessary chargers by the Council, through planning requirements and encouraging local businesses to install workplace chargers. The sale of new petrol and diesel cars is expected to end by 2035.

However more action is required that is outside of the capabilities of WBC and residents. This will therefore require us all to lobby central government and Surrey County Council to take the lead.

Lobby the government and Surrey County Council to:

- Provide incentives for a switch to ultra-low emission vehicles and electric vehicles
- Seek a solution to refurbish existing petrol and diesel engine cars with electric or alternative energy which are environmentally friendly. Buying/building new electric cars carries a very high carbon footprint, and should not be the only solution to reducing CO₂ from transport.
- Bring forward the date in which petrol or diesel combustion engine vehicles can no longer be driven on UK roads
- Electrify the bus and railway networks
- Provide substantial incentives for walking, cycling and use of public transport
- Expedite investigations into carbon neutral HGVs.
- Promote hydrogen technology development that can be used in the transport sector.

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
1.	Review taxi licensing policy to encourage the use of ultra low emission vehicles and introduce a maximum age limit for cars.	<p>Policy Proposals for consultation are:</p> <p>Preferential taxi rates discount of 50% as incentive for ultra low emission vehicles (ULEV).</p> <p>As from 01 April 2020 a vehicle submitted, for a new application, to licence will be under 3 years old. Once licensed a vehicle may continue to be licensed up to the 7th anniversary of first registration. Once any vehicle reaches 5 years of age, it becomes subject to 6-monthly tests.</p>	Licensing Manager.	Consultation Jan – March 2020.		<p>2020-2030.</p> <p>From 01 January 2023 new application, to licence must be an ULEV.</p> <p>From 1 January 2027 new application, to licence must be a zero emission vehicle.</p> <p>All taxis to be ULEVs by 1 January 2030.</p>	<p>Cost & HR implications unknown.</p> <p>Cost for WBC due to incentive.</p>	To be quantified..
2.	<p>Install EV chargers on residential streets and at Taxi Ranks.</p> <p>Promotion of chargers once in place</p>	Pilot with SCC to install on street chargers to encourage residents and taxi drivers to switch to electric vehicles.	Head of E&RS, Sustainability Manager, Communication and Engagement		SCC & Joju.	2020.	Cost identified and funding opportunities will be sought.	To be quantified.
3.	Residential parking permits for electric vehicles.	Work with SCC and Town & Parish councils to introduce residential parking permits that encourage the use of ULEV.	Environmental and Parking Services Manager.	Planning, Landowners depending on ownership.	SCC, Towns and Parish Councils.	2025.	Cost & HR implications unknown.	To be quantified.
4.	Bike lockers.	Seek to introduce bike hire lockers at rail stations and town centre locations.	Sustainability Manager.		South West Trains, Towns and Parish Councils.	2025.	Cost & HR implications unknown.	To be quantified.
5.	Bike schemes (Electric and pedal powered).	Seek to introduce a bike hire scheme in all major hubs with allocated parking bays at railway stations, bus terminals, in town centres and at university and educational sites.	Sustainability Manager.		Local Towns and Parish Councils, Local businesses.	2025.	Cost & HR implications unknown.	To be quantified.
6.	Electric Bikes/ Scooters.	Seek to introduce a pool of electric scooters across Waverley that can be used for short journeys.	Sustainability Manager.		Towns and Parish Councils.	2025.	Cost & HR implications unknown.	To be quantified

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
7.	Electric buses.	Work with SCC and bus companies in Waverley to introduce electric buses.	Sustainability Manager.		SCC, bus companies.	2025.	Cost & HR implications unknown.	To be quantified.
8.	Uber buses/ Extend hoppa bus service.	Investigate the option for uber buses to be available across the borough particularly in outlying areas not currently serviced by alternative public transport. Extension of the Hoppa service to cover a wider population .	Sustainability Manager.		SCC, Hoppa.	2025.	Cost & HR implications unknown.	To be quantified.
9.	Home working & charging for work place parking spaces in local businesses.	Investigate working with businesses to encourage home working where appropriate and introducing charging for work place parking spaces and promote the switch to ULEV/EV and the use of public transport.	Sustainability Manager.	Economic Development.		2023.	Cost & HR implications unknown.	To be quantified..
10.	Restricting HGVs in urban centres during rush hour.	Lobby SCC to restrict HGVs going through and making deliveries in urban centres during rush hour.	Sustainability Manager.		SCC.	2023.	Cost & HR implications unknown.	To be quantified

Reducing our carbon footprint from Waste and Use of Natural Resources

Waste produced across the borough are currently excluded from the GHG report as not a requirement of the reporting system. However to reduce our carbon footprint Waverley will be looking at their own practices and recommend local business and residents do the same.

As identified by the [Climate Change Commission](#), to become carbon neutral the council in conjunction with the Surrey County Council and the residents of Waverley need to:

- Dramatically reduce the total quantity of waste produced.
- Remove food, paper and card, wood, textiles and garden waste from landfill by 2025.
- Reduce avoidable food waste by 20% by 2025.
- Increase recycling rates to 70% by 2030.
- Reduce household waste to 85kg per household by 2020.

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
11.	Waste and Recycling Target.	Working with SEP set and review targets yearly to increase recycling and reduce residual waste. Initial target of 60% recycling and 85kg household waste.	Environmental and Parking Services Manager.	Biffa.	Surrey Environmental Partnership (SEP).	2020.	To be assessed.	Minimal ROI through SEP recycling improvement funding.

								To be quantified.
12.	Reducing Post, printing and use of paper.	WBC will be reviewing the use of paper used across the organisation and our postal service. Services are being asked to reduce unnecessary printing and use electronic alternatives where appropriate.	Business Transformation.			2020.	To be assessed.	Monetary saving and saving of natural resources and emissions. To be quantified.
13.	Community Composing Scheme.	Investigate the option for a community composting scheme to reduce the necessity for garden waste collections.	Environmental and Parking Services Manager.	Communications and Engagement.	Surrey Environmental Partnership (SEP), Biffa.	2021.	To be assessed.	Promotes recycling & reduces emissions in Waverley from transport. To be quantified.
14.	Waste and Recycling – Introduction of additional kerbside collections.	Introduce the kerbside collection of textiles & WEEE to promote recycling and reduce the need for residents to drive to bring sites.	Environmental and Parking Services Manager.	Communications and Engagement.	Biffa.	2021.	To be assessed.	To be balanced against increased contractor emissions if kerbside collections increase.
15.	Recycled paper.	Investigate the opportunity to switch to recycled paper where possible. The offset between carbon emissions, water used in the process and cost implications to be considered.	All businesses, Sustainability Manager, Communications and Engagement.			2021.	To be assessed.	To be quantified.
16.	Single-use plastic project.	Implement the project to stop the use of single use plastic across the Council offices and encourage businesses to do the same.	Environmental and Parking Services Manager, Head of E and RS and Head of Business Transformation, Commercial Services.	Communications and Engagement.	Surrey Environmental Partnership (SEP).	2020-23.	Increased cost of consumables/ offset by the stopping or charging for other consumables.	To be quantified.
17.	Water Fountain at Memorial Hall.	Installation of a water fountain at Memorial Hall to reduce the need for single use plastic.	Commercial Services.		Tenants of Memorial Hall.	2020.	Cost & HR implications unknown.	To be quantified.

18.	Recycle bins at Memorial Hall.	Installation of recycling bins at Memorial Hall.	Commercial Services.		Tenants of Memorial Hall.	2022.	Cost & HR implications unknown.	To be quantified.
19.	Bin provision and collection.	Investigate the implications of reducing bin collections. (Monthly bin collections for refuse / rather than fortnightly).	Environmental and Parking Services Manager.	Biffa, Residents of Waverley.	Biffa.	2027.	Cost & HR implications unknown.	To be quantified.
20.	Additional seasonal green waste collections.	Investigate the implications of increasing the green waste collections at peak seasonal times. Additional collections of leaves can reduce the number of bonfires.	Environmental and Parking Services Manager.		Biffa.	2027.	Cost & HR implications unknown.	To be quantified.

Local Food production

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
21.	Local food production.	Work with Parish and Town councils to encourage local food production via allotments and community Farms.	TBC.		Town and Parish Councils, local groups.	2022.	Cost and HR implications unknown.	To be quantified.
22.	Availability of land for food production.	Investigate the opportunity to assign/locate additional land that can be used for local food production.	TBC.	Planning.	Towns and Parish Councils.	2022.	Cost and HR implications unknown.	To be quantified.
23.	Surrey food producer badge.	Provide a badge system for local (less than 30 miles) producers of food.	TBC.			2022.	Cost and HR implications unknown.	To be quantified.

Generating clean, and renewable energy across Waverley and Battery Storage Opportunities

As identified by the [Climate Change Commission](#), to become carbon neutral the council in conjunction with Surrey County Council and the residents of Waverley need to:

- Encourage the uptake of Solar energy production across the borough.
- Take opportunities to further develop the low carbon hydrogen technology.

Lobby Government to

- Optimize opportunities to explore further renewable energy technologies, development of low carbon hydrogen production and development of a carbon capture transportation and storage infrastructure.
- Make more green electricity available A green tariff does not guarantee that renewable energy is being used.
- The incentivize the switch from gas boilers to hydrogen ones with grant funding.
- Promote the research and development of innovative new technologies.

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates		Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
						Green – Short	Blue – Medium Grey – Long		
24.	Solar Panels in Car Parks.	Seek to install Solar Panels over Waverley BC owned car parks which can be used for EV chargers and as a source of energy.	Head of E&RS, Sustainability Manager.	Planning, Legal, Procurement, Communications and Engagement.	Engie EV Solutions.	2022.		Cost & HR implications unknown.	To be quantified.
25.	Income generation from electricity storage.	Seek to purchase batteries to store electricity/ energy supplied overnight when it is cheaper. To supply offices or properties during the day or sell back to the National Grid. Explore opportunity to work with Pivot Power.	Corporate project / Sustainability Manager.		Pivot Power / other contractor.	2022.		Cost & HR implications unknown.	To be quantified..
26.	Identify WBC land that can host solar farms.	Carry out a land asset review and propose sites.	Commercial Services, Planning.			1-10 years. Ongoing programme.		The cost location dependant. Consultant support required.	To be quantified.
27.	Micro hydro electricity generation.	Investigate the option to for micro hydro electricity generation on rivers/ at mills within Waverley.	Sustainability Manager, Head of E&RS.	Planning.		2025.		Cost & HR implications unknown.	To be quantified.

Planning Policy

Waverley Borough Council Planning Department through their processes will use the planning legislation and local plans to ensure developments are energy efficiency and sustainable.

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates		Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
						Green – Short	Blue – Medium Grey – Long		
28.	Skype Meetings.	Review the necessity of Planning Surgery appointments in house and encourage skype meetings where appropriate.	Planning Service.					To be assessed.	To be quantified.
29.	Review of Local Plan Part 1.	Review the climate change policies within the Local Plan Part 1.	Planning Policy.			Within 5 years of adoption.		To be assessed	To be quantified.
30.	Review of Local Plan Part 2.	Strengthen sustainability requirements within Local Plan Part 2 as far as permissible and raise the level of energy efficiency and renewable energy provided above the level required in the Building Regulations.	Planning Policy.			2021.		To be assessed.	To be quantified..

31.	CIL Money.	Secure CIL money to invest in sustainable, borough wide, infrastructure projects.	Planning Policy.				To be assessed.	To be quantified.
32.	Design Awards Criteria.	Review of Design Awards criteria to place greater emphasis on sustainability goals.	Planning Policy.				To be assessed.	To be quantified.
33.	Publish Climate Change Supplementary Planning Document.	Document designed to advise officers on how to implement climate change policies and agents/applicants/ developers on how to ensure their projects are as sustainable as possible.	Planning Service.				May require additional technical consultation.	To be quantified.

Green Spaces

Across the borough of Waverley land use change was offset by 59 kt CO₂ in 2016 ([UK local authority and regional carbon dioxide emissions national statistics: 2005 to 2017](#)). This is reduction of 11% % of the total emissions that were generated. Land use can be both an emitter of carbon emissions and a sink. Land use including existing forests, cropland, grassland, wetlands can be a sink for emissions therefore offsetting the carbon emitted in other sectors. Emission changes can occur when land is converted to forests, crops, grassland or settlements from their existing land use or due to wildfires.

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
34.	Biodiversity Policy and Action Plan.	Preparation and delivery of a biodiversity policy and action plan.	Parks & Countryside Service.			2020.	To be assessed.	Sequestering potential to be quantified
35.	Pesticide Policy.	Preparation and delivery of a pesticide policy with a view to phasing out the use of pesticides.	Parks & Countryside Service.			2020.	To be assessed.	To be quantified.
36.	Tree, hedge, scrub planting policy and planting action plan.	Preparation and delivery of a planting plan for Council owned land will be produced in conjunction with a tree planting policy. Sites to be audited to establish suitability for planting and re-wilding. A sustainable approach to planting will be taken that provides succession for tree stock, able to cope with future diseases and pests and opportunity to offset carbon.	Parks & Countryside Service.		Planning, Housing, Carparks, Parks & Countryside.	2020.	To be assessed.	Sequestering potential to be quantified.
37.	Heathland Hub.	New sustainable facilities at a popular Frensham SSSI site to be built. To include new café, toilets, rangers office & yard with visitor area and revised carpark. To be built using green technologies where possible, ie solar panels, grey water harvesting, air source heat pumps and straw bale wall. Sustainable wood and materials to be used.	Parks & Countryside Service.		National Trust.	2021.	Current budget £350,000, funding gap of £900,000.	To be quantified.
38.	Use of council land / property asset.	Review use of council land assets which are not developable to deliver opportunities to plant trees as carbon offset or installation of solar arrays to deliver renewable energy to residents or to the national grid.	Sustainability Manager – Environmental Services /		Woodland Trust. Community Groups, external funding	2020.	To be assessed.	Sequestering potential to be quantified.

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
			Green Spaces Manager – Community Services.		partners.			
39.	Eastern Boundary path upgrade.	Upgrade of the Eastern boundary footpath to be carried out. Path to be widened with sensitive lighting to improve access for all users and promote alternative transport options between North Farnham and the main central area.. The footpath will connect to the current Southern boundary footpath.	Parks & Countryside Service working with SCC.		SCC, Sustrans, Cycling Groups and perhaps Farnham Town Council. Requires engineer service input and consultants.	2020-23.	£500,000 +. £170,000 secured already from local development.	To be quantified.
40.	Guildford Godalming Greenway.	A cycling led project (Godalming Cycle Campaign) guildfordgodalminggreenway.com to connect Guildford and Godalming by an off road path suitable for pedestrians and cyclists. Will require joint working with SCC and Guildford Borough Council.	SCC lead and Parks & Countryside service involvement on on WBC land.		SCC, Sustrans, Cycling Groups and perhaps Godalming Town Council. Requires engineer service input and consultants.	2020-23.	£420,000 + no funding yet identified, although there is potential funds from SCC from Highways England.	To be quantified.
41.	Improve and maintain trees and bushes on roadside verges.	Work with SCC to replace and renew the roadside verge with new and replacement plans, and the removal of stumps.	SCC.		SCC.	2022.	Cost and HR implications unknown.	Sequestering potential to be quantified.
42.	Downs Link.	Work and support SCC in the initiative to resurface the Downs Link to improve usability.	SCC.		SCC.	2022.	Cost and HR implications unknown.	To be quantified.
43.	Wey and Arun Canal Path.	Support the Wey and Arun Canal Trust in the renovation and upgrade of the canal path.	Wey and Arun Canal Trust supported by Parks & Countryside Service, Economic Development.		Wey and Arun Canal Trust.	2022.	Cost and HR implications unknown.	To be quantified.

Climate Resilience

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
44.	Natural Flood Alleviation Schemes.	Using contacts in EA to create a multi-agency bid for some of the £33 million available for flood elevation schemes. Focus will be to utilise the concept of natural flood risk management achieving the objectives of lowering flood risk and planting trees and restoring marshland.	EPRSO, Parks and Countryside.	Environment Agency, SCC.	Environment Agency, Parish Councils, Town Councils, Surrey Local Resilience Forum.	2020.	Funding bid opportunity.	Sequestering potential to be quantified.

Opportunities to improve Air Quality

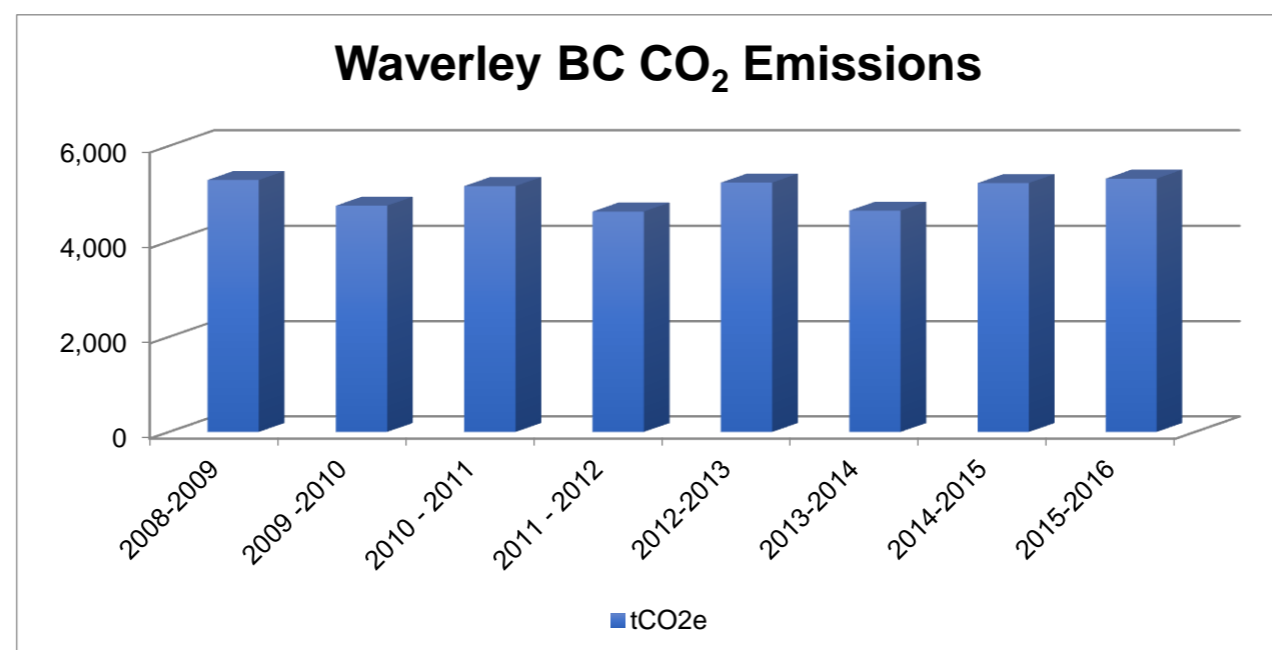
	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
45.	Wood burning stoves.	Offer advice on wood burning stoves and encouraging the purchase of less polluting eco-design stoves.	Deputy Environmental Health Manager /Environmental Health Manager.		DEFRA, Communications and Engagement.	2021.	Cost & HR implications unknown.	To be quantified.
46.	Low Emission Clean Air Strategy for Waverley.	When the current Air Quality Action Plan for Waverley is reviewed, consider a low emission strategy for Waverley, incorporating Action Plans for the Air Quality Management Areas.	Deputy Environmental Health Manager /Environmental Health Manager.	Legal, SCC. DEFRA. Communications and Engagement, Public.	SCC.	2022.	Cost & HR implications unknown.	To be quantified..
47.	Garden Bonfires.	Investigate the possibility of the introduction of bylaws to prohibit garden bonfires.	Deputy Environmental Health Manager /Environmental Health Manager.	Legal, Communications and Engagement, public.	Legal, Communications and Engagement.	2025.	Cost & HR implications unknown.	To be quantified.
48.	Smoke Control Area.	Investigate the possibility of having Smoke control areas within Waverley. This will ensure only authorised fuels in approved appliances (exempted stoves) can be used.	Deputy Environmental Health Manager /Environmental Health Manager.	Legal, SCC. DEFRA. Communications and Engagement, Public.	DEFRA.	2025.	Cost & HR implications unknown.	To be quantified.

Engagement Opportunitites

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
49.	Communication and Engagement Plan.	Communication and Engagement Team to prepare annually a list of campaign and lobbying opportunities for that year targeting projects identified within the action plan and being carried out by the various services in the Council.	Communication and Engagement.		All Services across the Council.	2020.	To be assessed.	To be quantified.

Actions Waverley Borough Council can take to reduce its own carbon emissions

Waverley Borough Council (WBC) have been reporting their emissions since 2008 as required by the Department for Energy and Climate Change (DECC). Through initiatives identified in our Carbon Management Plan 2010-2015 and Energy Efficiency Plan 2015-2020 WBC were successful in reducing our emissions per capita. However due to a growing number of residents and houses in the borough, the addition of the garden waste collection and increase in footfall to our Leisure Centres our absolute emissions on the latest available figures are now equal to those in 2008.



The reported emissions under Scope 1, 2 and 3 for the year 2015/16 were 5,264 tonnes CO₂ and broken down as follows.

Scope 1 (direct emissions), Scope 2 (energy indirect), Scope 3 (Other indirect).

The emisisions from council owned social housing in June 2016 was 14,700 tonnes based on on RDSap 9.93 format.

The Council will use the data collected from 2015/16 GHG Report and the Social housing figure from June 2016 as our baseline figures. For 2015/16 this equates to a total of 19,964 tonnes of CO₂.

As previously WBC will be measuring the carbon emissions from;

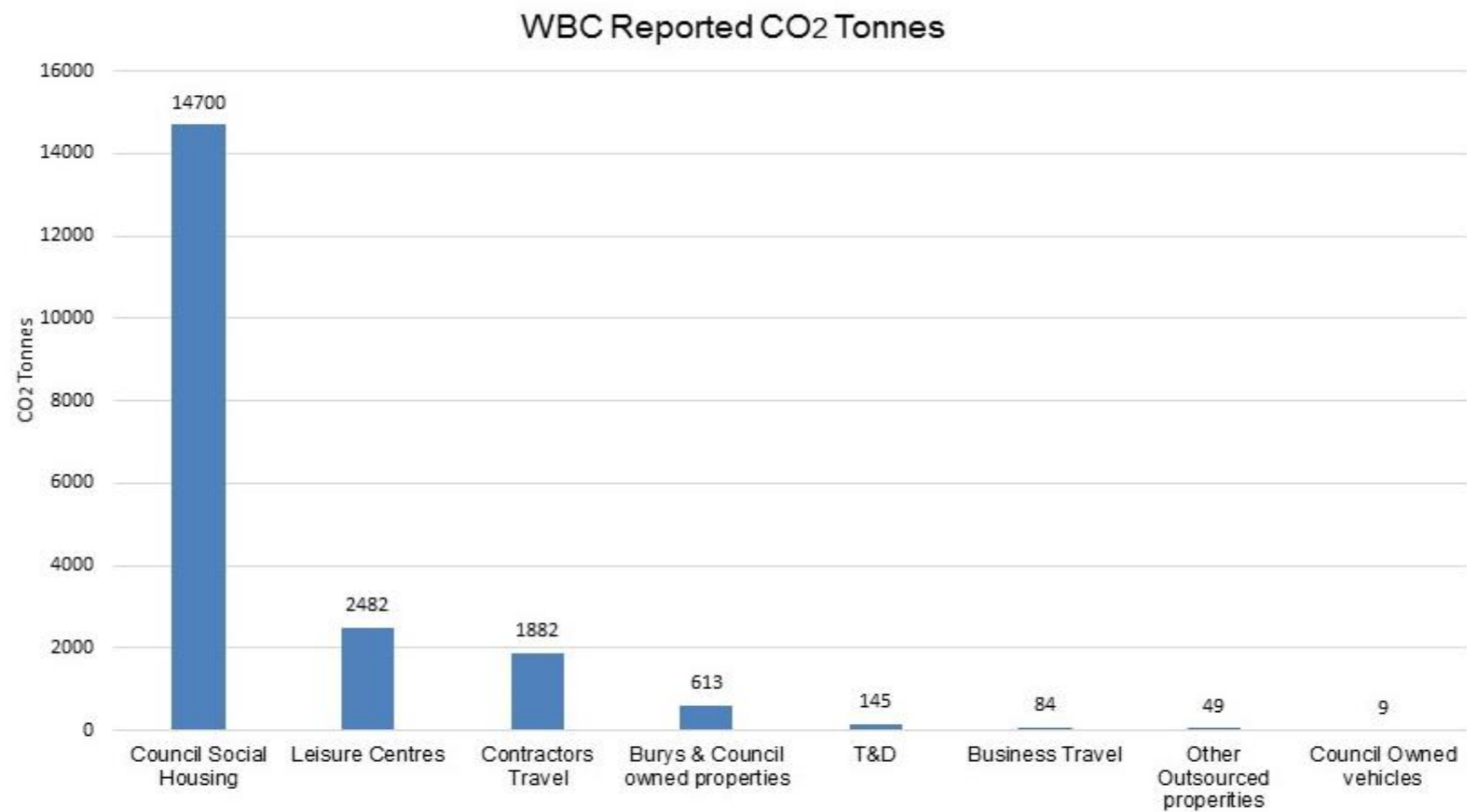
- The gas and electricity used in our owned and managed buildings.

- The gas and electricity in Council's outsourced properties.
- Gas and Electricity used in our Leisure Centres.
- The use of pool cars.
- Business Travel.
- Contractors Travel.

Additionally WBC will be measuring their emissions from council owned social housing based on the RDSap 9.93 format.

To be carbon neutral WBC have put together an action plan aimed at reducing the councils emissions with the aim that by 2030 these actions will remove as much carbon dioxide from the atmosphere as are put into it and any remaining emissions are offset. This action plan is a live document which will be updated annually as new budgets, changes in technology and opportunities permit further work to be carried out. Progress against targets will be monitored by the Management Board, Environment O&S and the Executive at Waverley Borough Council.

Below is a graph of the breakdown of the emissions from 2015/16;



Changes in Policy and Governance

The Climate Emergency Declaration is the first emergency that the Council has declared and will be a key priority in the years up to 2030. All recommendations and policy proposals being put to Waverley's committees for a decision will be analysed in terms of their anticipated environmental impact, so that councilors can make sure climate considerations are mainstreamed into all areas of decision-making.

All major projects will be assessed in terms of :

- a. The impact they have on increasing or decreasing greenhouse gas (GHG) emissions. In this incidence this relates to CO₂.
- b. Whether the project will be affected by the consequences of climate change.
- c. Whether measures to mitigate and/or adapt to climate change have been considered.

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
50.	Development of a Sustainability Strategy.	Embed a consideration for sustainability and reduction of carbon emissions in all activities across the Council.	Sustainability Manager, Head of E&RS.	Management Board, Executive.		May 2020.	Staff time and resources to be confirmed.	Not quantifiable.
51.	Committee papers to be provided and read electronically, ensuring better data protection, lower costs and lower carbon footprint (draft P&G service plan outcome 10).	Identify and resolve any barriers to use of existing Mod.Gov by all councillors and officers to access and use all committee papers electronically. Consider technical and non-technical eg. Software; hardware; accessibility; training and development; formatting.	Democratic Services.	Proposals for transition to electronic provision of agenda papers to be considered by Standards Committee and ultimately full Council. Any accessibility issues to be identified and resolved by Equality Impact Assessment.	IT. ModGov (software provider).	2021/22.	To be assessed.	109,159 sheets of paper were printed and collated in 2019 at a cost of £2195.63 for the purposes of printing paper committee agendas and reports. Posting all of those agendas to councillors (5,502 packets in total) cost a further £4,778. The capital costs of providing a tablet to any councillor or member of staff to enable them to view committee report packs paperlessly are paid back in approximately 1 year. To be quantified.

52.	Transition to 100% electronic provision of agenda papers.	Consideration by Full Council Proposals for transition to 100% electronic provision of agenda papers to be considered by Standards Committee and ultimately full Council. Any accessibility issues to be identified and resolved by Equality Impact Assessment.	Democratic Services.			2021.	To be assessed.	To be quantified.
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Changes in procurement

For every procurement within the scope of the Council’s contract procurement rules the environmental impact will be considered, as well as steps taken to minimize/ offset the carbon impact where applicable, with a focus on renewable energy or low carbon technologies.

Suppliers being invited to participate in material Waverley procurement exercises (Threshold 4) will be required to document all measures that they are taking to monitor and reduce the carbon footprint of their operations. Where legally permissible Waverley BC will take these measures into considerations when evaluating competitive tenders.

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
53.	Review of procurement policy documentation.	To amend the councils Contract Procurement Rules, which form part of the constitutional framework, to ensure that all bidders are required to assess and document all measures that they are taking to reduce the carbon footprint of their operations. The goal of Carbon Neutrality will also form part of the evaluation criteria.	Procurement Officer.	Audit Committee / All staff.		2020-21.	Existing staff, no direct cost implications but may indirectly result in more expensive contracts.	Not quantifiable.
54.	Review of contract document.	To ensure that following the appointment of suppliers, their contracts reflect their environmental obligations and tender commitments in a contractually enforceable manner.	Procurement Officer.	Legal Service / Contract managers.		2020-21.	Existing staff, no direct cost implications but may indirectly result in more expensive contracts monitoring.	Not quantifiable.

Finance

Becoming carbon neutral is a corporate priority as is ensuring that Waverley are financially sound with infrastructure and services fit for the future.

To fulfil both criteria WBC will:

- Consider identified projects every year to coincide with capital budget setting. Whilst there are financial constraints, the Council has developed a prioritization methodology which covers a number of criteria including any ongoing revenue costs or savings, deliverability, the extent to which the proposed scheme meets the Council's priorities and the environmental credentials of the project. Invest to save capital projects are encouraged and supported particularly when achieving a revenue payback of 5 years or less.
- WBC will continually look for external funding sources as they come available to supplement the cost of installations.
- Utilise CIL funding where appropriate.

Transport

Contractor Travel

The travel as recorded by our main contractors accounted for 1882 tonnes of CO₂ and 9% of WBC reported emissions in 2015/16.

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
55.	Waste and Recycling, street cleaning - Route Optimisation.	Review of routes taken by waste, recycling and street cleaning vehicles to improve efficiency and reduce contractor mileage.	Environmental and Parking Services Manager.	Communications and Engagement, Waste Contractor.	Waste Contractor.	April 2020.	£60,000 for publicity (identified in 2019/20 budgets).	To be quantified.
56.	Grounds Maintenance Contract.	Reducing the carbon emissions associated with the grounds maintenance contract operation from vehicles and equipment by working with appointed contractor.	Parks & Countryside Service.		Grounds Maintenance Contractor.	5 + 5 + 5 years.	Cost implication subject to timescale	To be quantified.
57.	Reduce Fuel costs of contractors delivering the repairs service for council home.	Work with contractor to modifying response times or batching of work in areas on specific days to reduce travel costs. Especially important for trades that only have one or two operatives.	Repairs and Voids Manager.		Repairs contractor.	2021-24.	Future capital budget required. Staff time , consultation and contractor required	Estimate 140 tonnes of CO ₂ . To be quantified.

Staff Travel and Council Owned vehicles

The business travel as recorded by staff accounted for 84 tonnes of CO₂ in 2015/16.

The travel as recorded for council owned vehicles accounted for 9 tonnes of CO₂ in 2015/16.

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
58.	Staff Travel.	Encourage Staff to car share for journeys to work and meetings/site visits.	All Services.		Communications and Engagement, HR, Heads of Service.	Ongoing.	To be assessed.	To be quantified.
59.		Support flexible working for suitable job roles.						
60.		Site visits to be planned to minimize business miles.						
61.	Rethink Transport Pilot.	Pilot with SCC to nudge behaviour to consider alternative ways for staff to travel to get to work.	Sustainability Manager.	Communications and Engagement.	SCC.	September 2020.	To be assessed.	To be quantified.
62.	Business Travel.	Review business travel with a view to reduce costs and carbon emissions by investigating the option of ULEV pool cars/ electric vehicles and promote behavioral changes.	Business Transformation.	HR, Essential Car Drivers.		2020.	Future capital budget required.	To be quantified.
63.	Live Streaming of meetings/ Conference Calls/ Skype.	Where possible officers/ Counsellors will be given the option to call in to meetings to reduce the necessity to travel between offices. WBC will investigate the option to live stream larger meetings.	Business Transformation, Policy and Governance.	All Services, SCC.		2020.	Future capital budget required.	To be quantified.

Energy Efficient Homes and Offices

Across the borough of Waverley domestic fuel accounted for 244 kt CO₂ in 2016 (UK local authority and regional carbon dioxide emissions national statistics: 2005 to 2017), 36% of the net emissions produced across Waverley. Industry and Commercial buildings accounted for 114 kt CO₂ in 2016. 17% of the net emissions.

As identified by the [Climate Change Commission](#), to become carbon neutral the council in conjunction with the Government, Surrey County Council and the residents of Waverley need to:

- Decarbonise those buildings which can be done easily and cost effectively.
- Lobby central government for sufficient funding to decarbonise remaining buildings.
- Retrofit those homes that can be to EPC band C (SAP rating 69-80) by 2030.
- No new homes to be connected to the gas grid by 2025.

Waverley Borough Council will be looking at their own properties to identify ways of improving energy efficiency and encourage businesses and local residents to do the same.

Burys and Council Owned Buildings

The Bury's and other Council owned buildings generate 613 tonnes of CO₂, accounting for 3% of our total emissions in 2015/16.

The Bury

						Target dates	Return on
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	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Investment - Financial & Carbon Emissions
64.	The Burys - Service Function Reviews.	Review service functions to explore opportunities for collaboration and sharing resources. Smarter effective working across the organisation will potential save on requirement for resources and business travel.	Business Transformation.		Other services.	2020.	Existing budget.	To be quantified.
65.	Burys Accommodation.	Investigate replacing the existing council office as part of a re-development of the Burys and associated sites with a energy efficient or carbon neutral building.	Business Transformation.		Building Tenants.	2023-2025.	Future capital budget required.	To be quantified.
66.	The Burys - Energy Procurement.	Review the opportunity to switch to a renewable energy provider at the end of the current energy contract.	Business Transformation/ Procurement.			2024.	Future capital budget required.	To be quantified.
67.	Borough Hall - main hall lighting replacement.	Replacing 12 fluorescent tubes with LEDs, including connections and controls.	Borough Hall Manager.			Currently a proposal, could be implemented by mid-2020.	7k new capital budget will be required.	To be quantified..
68.	Solar Panels on Memorial Hall and other council owned buildings where feasible.	WBC will investigate the opportunity to have solar panels on the roof of memorial Hall.	Commercial Services.			2025.	Future capital budget required.	To be quantified.

Council Owned Car Parks

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
69.	Parking – reduce paper & printing.	Optimise the parking software system to minimize necessity to print documents.	Environmental and Parking Services Manager.	Parking team.	IT.	April 2020.	To be assessed.	Saving of 1000 sheets of paper per year based on current information. To be quantified.
70.	Parking – Differential parking charges.	Promote use of Ring-go, seek to incentivise electric car users.	Environmental and Parking Services Manager.	Ring-go; Communications and Engagement.	Ring-Go; Flowbird; NSL.	September 2020.	Existing resources for implementation.	To be quantified.
71.	EV chargers in	Role out of EV chargers in Waverley owned car parks	Head of E&RS,	Car Parking	Engie EV	Ongoing.	To be assessed	No cost too

	Car Parks.	to encourage the switch to electric vehicles.	Sustainability Manager.	Team, Legal.	Solutions.			WBC on current contract. To be quantified.
72.	Parking – Lighting.	Replace lightbulbs in one final car park with LED bulbs.	Environmental and Parking Services Manager.		Engineers.	April 2020.	Cost identified in capital programme.	To be quantified.

Outsourced Buildings

Leisure Centres

The leisure centres generated 2482 tonnes of CO₂ accounting for 12% of WBC reported emissions in 2015/16

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates		Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
						Green – Short	Blue – Medium Grey – Long		
73.	Cranleigh Leisure Centre - Energy Audit of the new building.	Carry out an energy audit to establish what work would be required to build the new leisure centre in Cranleigh as carbon neutral as possible. To include a step by step list of emissions versus costs.	Leisure Team.		Places Leisure.	March 2020.		The audit will be funded by existing budgets.	The cost of the energy audit will be offset by any energy savings that will be implemented. To be quantified.
74.	Farnham LC - CHP.	Install a 90 kw Combined Heat and Power Plant Project details provided by a technical report. The carbon savings would be in the region of 150 tonnes of CO ₂ per year.	Leisure Team.		Places Leisure.	Currently a proposal - could be implemented by late 2020.		200k new capital budget will be required.	Indicative return on investment 8 years. The carbon savings would be in the region of 150 tonnes of CO ₂ per year
75.	Farnham LC - Pool Covers for main and teaching pool.	Installation of a pool covers to reduce evaporation, heat loss from the pool will reduce the need for ventilation from the pool hall.	Leisure Team.		Places Leisure.	Currently a proposal.		25k new capital budget will be required.	Indicative return on investment 5-6 years. Approximate carbon savings 3.7 tonnes
76.	Farnham LC -	Replace 12 showers in the members changing rooms	Leisure Team.		Places Leisure.	2020/21.		7.5k	Indicative return

	shower replacement.	with ones that have reduced flow rate. They use 1/3 of the water, which reduces the requirement for hot water.					Capital budget in place.	on investment 7-8 years. To be quantified..
77.	Farnham LC - insulation jackets in plant room.	Fit insulation jackets on steel sand filters.	Leisure Team.		Places Leisure.	Currently a proposal.	1.5k capital budget required.	Indicative return on investment 7 years. To be quantified.
78.	Farnham LC - pool hall window replacement.	Replace the existing pool hall and gym windows with new double glazing. Energy saving of 26,000kWh,.	Leisure Team.		Places Leisure.	Currently a proposal.	60k new capital budget will be required.	Annual saving of about £800/y indicative return of investment 75 years. Carbon savings of approximately 7 tonnes of CO2 per year
79.	Haslemere LC - Pool Hall Lighting replacement .	Replace the existing Pool hall lighting with LED equivalents. The energy savings are likely to be on the region of 50% but further quantification and costing is required.	Leisure Team.		Places Leisure.	Currently a proposal.	Future capital budget required.	To be quantified.
80.	Farnham LC - review heat exchange/AHU.	Review operation of AHU and explore more efficient options.	Leisure Team.		Places Leisure.	Currently a proposal.	Future capital budget required.	To be quantified.
81.	Godalming LC - LED lighting options.	Currently exploring new lighting options.	Leisure Team.		Places Leisure.	TBC.	Future capital budget required.	To be quantified.
82.	The Edge LC Sports Hall lighting replacement.	Replace the existing sports hall lighting with LED equivalents. The energy savings are likely to be on the region of 50% but further quantification and costing is required.	Leisure Team.		Places Leisure.	Currently a proposal.	£14,500 capital budget required.	Up to £10k saving a year on energy savings and a return of investment in 1.5 years
83.	Godalming LC - CHP.	Install a 90kw Combined Heat and Power Plant. The carbon savings would be of the region of 150 tonnes of CO ₂ per year. Further work to be done on specification and costing.	Leisure Team.		Places Leisure.	Currently a proposal could be implemented as part of the leisure centre extension plans (estimated 2022).	200k new capital budget will be required.	Indicative return of investment 8 years and carbon reductions of approximately 150 tonnes of CO ₂ per year.

								To be quantified.
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Other Outsourced properties

The other outsourced properties generated 49 tonnes of CO₂ in 2015/16.

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
84.	Review our property assets and implement/ encourage energy savings initiatives.	Council owns a significant number of pavilions / sports changing rooms.	Parks & Countryside Service / Property Services.		Sports Clubs Recreation Ground Committees.	Currently a proposal.	Increase in budget required.	To be quantified.

Domestic Properties

Council Social Housing

The 4861 council owned social houses generated 14,700 tonnes of CO₂ accounting for 74% of emissions in June 2016.

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
85.	Baseline Review.	Set up clear monitoring of average SAP, CO ₂ savings, costs of space and water heating for every council home Base figures to be set up for Average SAP Average lighting costs Average heating costs Average water heating costs.	Housing Strategic Asset Manager.			2020. In 5 year plan.	To be assessed.	Estimated saving of 140 CO ₂ .
86.	Survey of all council properties to plug gaps in energy data.	Ensure data held for properties are correct to enable improved programme planning.	Housing Strategic Asset Manager .		Gas Engineer Contractor.	2020 -21. In 5 year plan.	To be assessed.	No Emission savings.
87.	Energy review of	Gas engineer to provide a technical report of all	Compliance	Gas engineer	Gas engineer	2021-24.	Future capital	Target of 1400

	systems identified as inefficient at gas service.	systems identified as inefficient at service. To identify heating system improvements, controls required to upgrade system.	Manager, Housing Operations.	contractor.	contractor.		budget required.	tonnes of CO ₂ . To be quantified.
88.	Set a minimum energy rating for the council housing stock.	Target all 40 homes with a SAP energy rating of 55 or less and raise the rating to a minimum of 60. Target the 195 properties currently with an energy rating between 55 and 60 and raise the level above 60 in a least 100 cases.	Housing Strategic Asset Manager.			2022 (excluding tenant refusals).	£25,000.	To be quantified.
89.	Fit cavity wall insulation.	Cavity walls insulated. Validate the 167 identified and fit insulation Others to be addressed as they arise.	Housing Strategic Asset Manager.			2020-21. In 5 year plan.	To be assessed.	Target of 140 tonnes of CO ₂ .
90.	Efficient & Reliable lighting in Communal Areas.	Introduce energy efficient LED lighting triggered by microwave movement sensors in communal areas. Remove unreliable push button controls.	Housing Strategic Asset Manager.			2020-25. In 5 year plan.	To be assessed.	Review of landlord lighting is expected to saving 25% energy and 50% on repairs. Estimate of 12 tonnes of Carbon over three years (0.1 % saving over 3 years.
91.	Review external lighting on housing land.	Night survey of all HRA open space planned for December 2019. Survey blocks of flats and garage sites to look at lighting effectiveness , need and type . Consider new LED and Solar generated options), Link assessments to risk of fall, risk of fear of crime and combatting loneliness concerns. Take in to consideration the effect on wildlife.	Housing Strategic Asset Manager.	Parks and Countryside.		2021-23.	To be assessed.	Survey to be carried out. Presume saving is 0.1 % saving over 3 years.
92.	Offer free LED lightbulb with either a Stock survey or gas service.	Promoting a free LED in letters to incentivise customers to ring for an appointment and visit access. The lightbulb is given at the point of visit.	Housing Strategic Asset Manager.		Gas contractor.	2021.	To be assessed.	Saving is potentially about 600 tonnes (5% saving of CO ₂).
93.	Repairs analysis of repairs.	Look to introduce planned programmes of work to reduce repair costs and travel time - examples include bulb changes to common areas, planned clearing of certain gutters, communal fencing repairs.	Housing Strategic Asset Manager.			2022.	Future capital budget required.	Target of 140 tonnes of CO ₂ . To be quantified
94.	Review of schedule of rates for repairs where energy saving additions need to be made	Embedded energy improvements into schedules of works . Identify variations required in existing contracts to ensure energy improvements get imbedded into routine maintenance of buildings.	Repairs and Voids Manager.		Repairs contractor.	2021-22.	No funding in place for this scheme.	Target of 140 tonnes of CO ₂ . Any return on investment will be of benefit to the tenant.

	to the specification.							
95.	Set a reliability target for boilers which will reduce travel and repair costs.	Training tenants to use systems. Where repairs are required review all or part of the system as required to reduce the number of visits required.	Compliance Manager, Housing Operations.		Gas engineer contractor.	2020-30.	To be assessed.	Target of 140 tonnes of CO ₂ . Any return on investment will be of benefit when contracts are retendered.
96.	Feedback From Voids.	Improve the processes between sign up and moving in. Review actions highlighted in the EPC Energy report two months after a new tenancy.	Repairs and Voids Manager.			2022-2024.	Future capital budget required.	Any return on investment will be of benefit to the tenant. Emissions not quantifiable.
97.	Manage customers with history of high repair levels.	Map customers asking for ten or more different day to day repairs annually. Provide special support and training for customers who fail to reset their heating or use controls correctly. Equally we will need to investigate the many tenants that request no repairs and do not use the service.	Repairs and Voids Manager.		Repairs contractor.	2021-24.	HR Implications.	Target of 280 tonnes of CO ₂ .
98.	Void standard.	Include dry lining external walls to kitchens and bathrooms in solid wall homes if we replace the kitchen or bathroom at void. Insulation backed plaster board for cold bridging checks at roofline like sloping ceilings or concrete gutters. Checks on heating controls such as thermostatic radiator valves and new pumps. LED light bulbs in all principal rooms.	Repairs and Voids Manager.		Repairs contractor.	2021-24.	Future capital budget required.	Target of 2800 tonnes of CO ₂ . Savings will benefit the tenant.
99.	Replace low energy with efficient boilers.	All new boilers to be A or B rated by 2021 (88% efficient as a minimum) 80% of properties currently have a modern boiler which is less than fifteen years old. Therefore all gas heated homes with SAP of less than 56 with CDEF or G boilers to be offered new boilers by 2021 (Refusals to be kept to a minimum). In addition , all gas heated homes with SAP of less than 56 with CDEF or G boilers to be offered new boilers by 2021.	Housing Strategic Asset Manager.			2020-22.	250k set in 2020/21 capital. PROGRAMME FOR boiler replacements, system replacements, Elec heating replacement, heating controls, tank replacement.	Target of 5600 tonnes of CO ₂ .

100.	To alleviate damp conditions in properties because of insulation, construction or tenant education.	Form an improved damp register. Support customers experiencing high levels of damp or mould spores and track the customers with the worst damp. Offer regular support, advice and solutions. Project includes heating and insulation options where that is the appropriate remedy including insulation of sloping ceilings.	Housing Strategic Asset Manager.			In 5 year plan. Carried out annually in winter months.	To be assessed.	Target of 140 tonnes of CO ₂ . Savings dependent on the life of components. and building fabric.
101.	Air Source heat pumps.	Review date from recently fitted air source heat pumps and extend the scheme if successful.	Housing Special Projects Officer, Housing Strategic Asset Manager.			2023-30.	To be assessed.	Estimated 420 tonnes of CO ₂ .
102.	Solar roofing tiles and extension of the Solar panel project.	Look at options for using increasing the number of solar panels on properties and investigate the option of using solar tiles in conservation areas. Replace roofs with with solar tiles when roofs are replaced.	Housing Strategic Asset Manager.			2023-30.	To be assessed.	To be quantified.
103.	To raise the minimum standard for loft insulation to 10 inches.	Top up loft insulation in over 2000 homes.	Housing Strategic Asset Manager.			Offer loft insulation to the 449 properties known to have less than 200mm by 2021 and to the 1881 properties known to have 200mm by 2024. Programme will include pipe and tank lagging.	No additional resources required – in the 5 year plan.	Will reduce our carbon footprint by 0.93% removing 110 tonnes annually of CO ₂ (stock SAP change of 0.25).
104.	Review of all hard to insulate properties.	Identify hard to insulate properties including solid wall and cross wall properties, prepare contract documentation awaiting grant funding.	Housing Strategic Asset Manager.			2023-26.	Future capital budget required. High cost per property (approx. £15,000 per property).	Target of 1400 tonnes of CO ₂ .
105.	Finlock gutters.	Programme to remove finlock gutters and resolve cold bridging behind concrete gutters.	Housing Strategic Asset Manager.			2023-26.	Future capital budget required.	To be quantified.
106.	Accessing funding and installing measures.	Carry out analysis of housing stock and planned funding options . Set up partnership working groups of asset managers with neighbouring authorities.	Housing Strategic Asset Manager.			2020- 2022.	Funding required.	Emissions not quantifiable.

107.	Showers above baths / or remove baths where combi boilers fitted.	Investigate option to replace baths with showers if combi boilers are fitted.	Repairs and Voids Manager.			Change in specification would trickle in over 30 years as part of a replacement policy.	Future capital budget required.	Target of 1400 tonnes of CO ₂ . Monetary saving for tenant.
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Senior Living

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
108.	Fit smart meters in all housing locations where the bill is paid for by the council and exceeds £1000 pa.	Install smart meters in remaining senior living units. Review costs and check energy efficiency for high costs sites.	Housing Finance Manage.			2019-2. In 5 year pla.	To be assessed.	Target of 1400 tonnes of CO ₂ .
109.	Senior living gas & electricity consumption review.	Review gas & electricity consumption per senior living unit and explore option to reduce energy consumption. Fit LEDs in all lighting outlets in every flat and check these especially when a property is void, check heating controls.	Housing Finance Manager.	Residents of senior Living units.		2020-24. In 5 year plan.	To be assessed.	Target of 700 tonnes of CO ₂ .
110.	Explore options for district heating and more energy efficient heating in senior Living units.	Following this review, set targets to update and renew heating systems based on spend and opportunities offered.	Housing Strategic Asset Manager.			TBC.	Future capital budget required.	Target of 1400 tonnes of CO ₂ .
111.	Insulation survey to heat common areas.	2 options to reduce carbon , depending on tenant vulnerability- Either insulate or remove heating altogether.	Housing Strategic Asset Manager.			2019-21. In 5 year plan.	To be assessed.	Target of 420 tonnes of CO ₂ .
112.	Renewable energy options for Senior Living units.	Review renewable energy options in senior living units to increase renewable energy generation.	Housing Special Projects officer.			In 5 year plan.	To be assessed.	Emissions not quantifiable.
113.	Remote monitoring of heating controls and temperatures at senior Living units , to be controlled from	Remote monitoring allows proactive management of heating controls and saves energy.	Housing Strategic Asset Manager.			2020-24.	Future capital budget required.	Target of 1400 tonnes of CO ₂ .

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Private Sector Housing

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
114.	Housing Stock Condition Database.	Desktop modelling exercise to ascertain current private sector stock conditions, including use of data from Experian, English Housing Surveys and Energy Performance Certificates. This will enable us to identify areas of interest for planned programmes of works to meet the carbon neutral commitment.	Private Sector Housing Manager.		Building Research Establishment (BRE).	Jul-20.	£40,000.	Emissions not quantifiable.
115.	Landlords Forum/Website.	Promotion of energy saving measures and any available funding to landlords.	Private Sector Housing Manager.		Action Surrey.	Dec-20.	£1,000.	Additional 25 privately rented properties made fully energy efficient per year. To be quantified.
116.	Home Improvement Policy review.	Review of Home Improvement policy to increase the availability of grant aid for domestic energy efficiency schemes. Achieved by changes to list of eligible works and/or applicants' eligibility criteria.	Private Sector Housing Manager.		Action Surrey.	Dec-20.	Within existing capital budget and external funding sources.	Additional 25 properties made fully energy efficient per year.

New Builds

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
117.	Work with Affordable Housing partners to meet climate change agenda in terms of incorporating good policy and practice on new affordable housing developments in Waverley.	Work to influence Affordable Housing partners to meet climate change agenda, in terms of incorporating good policy and practice on new affordable housing developments in Waverley, as reflected in yearly updates to the Housing Strategy Action Plan and end of year achievements.	Housing Strategy and Enabling Team.	April 2020. October 2020. (6 monthly consultation with Affordable Housing Provider partners.	Affordable Housing Providers, Housing Associations, other affordable housing providers, Private Developers Homes England. Town and	Ongoing.	Within existing capital budget and external funding sources.	Emissions not quantifiable.

					Parish Councils, Communities and neighbours of new S.106 sites.			
118.	Use of contractor shortlisting / tender process to support WBC ambition of being carbon neutral by 2030.	Require contractors to include an explanation of how they plan to minimise their carbon impact when delivering a scheme. Address traditional issues and new legislation. Contractors required to demonstrate areas of innovation the firm has developed and how it might introduce and develop with the council, having regard to our current Employers Requirements.	Housing Development Manager / Housing Development Team – Housing Delivery.		Contractors / subcontractors & Procurement Officer.	Ongoing.	To be assessed.	To be quantified.
119.	Delivery of development led community benefit programmes.	Inclusion of a schedule of community benefits programme to support WBC commitment not to improving housing stock and the overall condition and quality of life of the immediate area and community.	Housing Development Manager/ Housing Development Team – Housing Delivery.		Community Development Team / Contractors / Town & Parish Councils / local community / Woodland & Wildlife Trusts.	Ongoing - every scheme proportional to the scale of the project.	To be funded by the developer and form a binding contractual commitment.	To be quantified.
120.	Review of information provided in the new build Home User Guides (HUG).	Home User Guides issued to tenants to be reviewed to capture property specific savings and include Council and local community initiatives aimed at energy efficiency, carbon reduction and natural resource preservation. Explore provision of HUG's in digital format available to reference online.	Housing Development Manager / Housing Development Team – Housing Delivery.		Contractors/c consultant/ Housing Operations Team.	Review in line with the Overview and Scrutiny Review and then refresh for each scheme to reflect current initiatives.	To be assessed.	Emissions not quantifiable.
121.	Review of Waverley Borough Council Housing Design Standards and Specification.	Review the design specifications for procurements to include opportunities to building carbon neutral passivhaus homes.	Housing Development Manager / Housing Development Team – Housing Delivery.		Democratic Services/ Members via Housing Overview and Scrutiny Committee.	Start March 2020.	Review of build cost to be carried out to inform capital requirements. Funding opportunities to be explored.	To be quantified.
122.	Climate Positive Design.	Work with landscape consultants to develop climate positive design, developing carbon off-set opportunities in the materials used in hard landscaping and plants in soft landscaping.	Housing Development Manager / Housing Development Team – Housing Delivery.		Contractors/ consultants/ Green Spaces Manager – Community Services.	Ongoing.	Budgets to be assessed for each project.	To be quantified.
123.	Electric Vehicle Charging Points (EVCP)- Council	Continue to provide EVCP's to new build homes and introduce to refurbishment projects. Future proof parking bays by installing infrastructure so additional	Housing Development Manager /		Contractors/ Consultants.	Ongoing.	Budgets to be assessed for each project should	To be quantified.

	new build and refurbishments schemes.	chargers can be added.	Housing Development Team – Housing Delivery.				be minimal as only installing conduit at development stage.	
124.	On all WBC development, projects install energy efficient / carbon reducing elements.	Ensure each project reviews environmental impacts and carbon from the outset.	Commercial Services, Housing Delivery and Communities.		Development dependant.	Currently a proposal.	Additional capital investment required balanced against energy saving / carbon reduction	To be quantified.

Educational, Communication and Engagement Opportunities

	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
125.	Climate emergency training module.	Training module for all staff to help educate, train and facilitate staff on how they can become greener and do their bit at home and in the workplace.	Learning and Development, IT, Communications and Engagement.		Sustainability Manager.	2021.	Additional funding and HR required.	Emissions not quantifiable.
126.	Staff Training on Carbon Footprint calculations.	Train front line staff to enable them to engage and offer advice to tenants on energy saving opportunities and carbon foot calculations.	Learning & Development/ Sustainability Manager/ Housing Operations.	Learning & Development.	Will require additional resource. To be confirmed.	2021-2025.	Additional funding and HR required.	Estimated 1400 tonnes saving.
127.	Climate Emergency Champions.	Set up a staff action group to champion the climate emergency across the Council. They will promote the reduction of emissions through each of the departments.	Sustainability Manager, Communications and Engagement.		To be confirmed.	2020.	HR required.	Emissions not quantifiable.
128.	Carbon footprints assessments for tenants in conjunction with proposed energy improvements.	Work with tenants to measure carbon footprints and look at saving options available including changing suppliers, smart meters, heating & insulation, life style choices.	Housing Operations.		Tenants & local groups.	2024-2030.	Additional funding and HR required.	Estimated 7000 tonnes saving.
129.	Service Level Agreements.	Update the overarching document for the Service Level Agreement for 2021/24 to include a section on Climate Change responsibilities and supporting the	Community Services Manager.			TBC.	To be assessed.	Emissions not quantifiable.

		council to achieve a carbon neutral status by 2030.						
130.	Work with Partners.	Work in partnership with SLA organisations to consider ways in which they can contribute to the carbon neutral agenda.	Community Services Manager.		Hoppa Community Transport, Citizens Advice Waverley and the Social Centres for Older People.	TBC.	To be assessed.	Emissions not quantifiable.
131.	Customer mapping.	Review of carbon emissions incurred due to how service is provided by WBC to find opportunities to reduce carbon emissions.	Housing Operations.		Tenants & local groups.	2024-30.	Additional capital budget required.	To be quantified.

Going forward and monitoring progress

This action plan is intended to be a live document which will be updated with any changes as required, From April 2020 all departments/contractors will be required to record their emissions on the GHG form and submit to the Sustainability Manager 6 monthly. A GHG report will be prepared from this information yearly and the report submitted to the next Senior Management Team Meeting, Management Board and the Executive of the Council along with any suggest updates. Updates to the action plan will be made, next years target set and the amended action plan produced by September for Environment O&S and October Executive of the same year.

Heads of Service with their Portfolio Holders are responsible for ensuring:

- Projects identified in the action plan are delivered
- Monitoring and delivering on performance indicators
- Identifying potential opportunities for new projects/developments and funding
- Ensuring information sharing on climate change is being spread throughout the organisation
- Ensuring up to date and relevant information is available for the public on climate change issues and delivering on community engagement.

The first target will be set by September 2020 for 2021.

Glossary

Main sources of 6 of the green house gases (GHG)

- Carbon dioxide is produced by the combustion of fossil fuels (coal, natural gas, and oil) for energy and transport. Some industrial processes and land-use changes also emit CO₂
- Methane is emitted by natural gas systems, the raising of livestock and from landfills. It is also produced naturally from wetlands.
- Nitrous Oxide is produced in agricultural processes, fertilizer production, burning of fuels and treatment of wastewater
- Hydrofluorocarbons are mainly emitted by refrigerants and air conditioners
- Perfluorocarbons are a byproduct from the production of aluminium
- Sulphur Hexafluoride is a byproduct of magnesium processing.

Net Zero reference to an overall balance between emissions produced and emissions taken out of the atmosphere

N.LULUCF – Land use, land use change and forestry.

SAP or Standard Assessment Procedure is an energy rating procedure developed by BRE and based on the BRE Domestic Energy Model (BREDEM)

ULEV – Ultra low emission vehicle

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

3 MARCH 2020

Title:

Farnham Leisure Centre Investment

Portfolio Holder: Cllr D Beaman, Portfolio Holder for Health & Wellbeing

Head of Service: Kelvin Mills, Head of Commercial Services

Key decision: Yes

Access: Public

1. Purpose and summary

- 1.1 In July 2018 Council approved a capital scheme to extend Farnham Leisure Centre and expand the facilities. This report provides an update on the Farnham leisure investment project and requests approval for some changes to the proposed facilities which will be met from the existing approved budget, namely extended adventure (soft) play, larger café and seating, new energy efficiencies and closure of the creche.

2. Recommendation(s)

It is recommended that the Executive:

- 2.1 Agrees the revised facility mix for Farnham Leisure Centre, including the closure of the crèche, reflecting the extremely low usage and the minimal impact identified in the Equality Impact Assessment;
- 2.2 Gives officers delegated authority to deliver the development project, including the procurement of the contractor;
- 2.3 Agrees that energy efficiency, carbon reduction opportunities are explored and where possible and subject to being within budget are embedded within the project, as part of the Council's Climate Emergency Action Plan.

3. Reason for the recommendation(s)

To progress the investment in facilities at Farnham Leisure Centre taking account of developments since the original approval of the facility mix and budget.

4. Background

- 4.1 In July 2018 Council approved a capital budget of £1.5M to progress with the more detailed specification and procurement of the Farnham Leisure Centre scheme, subject to negotiations with Places Leisure on future management fee payments for the remainder of the management contract (until the end of June 2023).

- 4.2 The proposal included an extension to incorporate a children's soft play and climbing facility, with the addition of a larger café area. It involved the relocation of the current offices. The local supply of such facilities in the surrounding area was low, therefore offering an opportunity for Farnham Leisure Centre to improve and diversify the current offering.
- 4.3 Officers were given the delegated authority to negotiate the management fee terms for the remainder of the contract with Places Leisure, on the basis that the extended facilities are delivered.
- 4.4 It was also agreed that Places Leisure are employed to project manage the Farnham Leisure Centre project.

Developed proposals

- 4.5 Following Council approval in 2018 the project proposals have been further explored. Unfortunately the specialist operator of the climbing facility, which formed part of the conceptual plan, is no longer an option as they have subsequently approved installations in Alton and Fleet and has therefore confirmed that such a facility at Farnham is not now available to the Council. Discussion with Places Leisure has concluded that due to a significant increase in local climbing provision since July 2018, it is now not financially viable to include a climbing facility as part of the project.
- 4.6 Consequently officers have explored other service opportunities with Places Leisure. New proposals include extending the adventure play offer with a much larger activity space and additional connected seating, while still retaining the original increased café area.
- 4.7 Further negotiation with Places Leisure has identified a number of options to deliver the enhanced facilities and improved revenue position. As per the 2018 delegation, Officers will continue to negotiate with Places Leisure to agree the best facility provision and associated revenue return.
- 4.8 Options to utilise technologies to make the facility more energy efficient are also being explored with the aim of reducing energy consumption and carbon emissions. Initial draft proposals indicate invest-to-save opportunities such as a new Combined Heat and Power (CHP) facility, boilers, shower units, pool covers, windows and plant. Some of these initiatives could have an additional initial cost but will improve the revenue position and are in line with the Council's Climate Emergency declaration.
- 4.9 Places Leisure have recommended closure of the creche due to the significant decline in usage and this will enable the revised new facility mix to be provided. In the past quarter the creche has had an average attendance of 4 children per day, which is an average of 15% capacity. Central Government funding is now available to parents, offering 30 hrs free childcare for children aged 3 and 4 years. In addition, the local area is well served by other childcare settings and the leisure centre provides a range of parent and child activities, and the new adventure play provision would be focused on children.
- 4.10 An Equality Impact Assessment has been carried out to assess the impact of having no creche provision in Farnham (Annexe 1). The conclusion being that there is minimal impact only on those parents or carers who have no other means of

childcare and who will no longer be able to attend classes or activities at the centre.

Timeline

- 4.11 The milestones for Farnham Leisure Centre facility improvement project are:
- Pre-construction phase completion (design, feasibility, planning process and procurement) = Spring 2021
 - Leisure centre extension construction completion = Spring 2022

Conclusion

- 4.12 The leisure investment agreed by Council will put the Council in the best possible position for tendering the next leisure management contract in 2023 and will maximise the Council's revenue position up to that point. The Equality Impact Assessment regarding creche closure highlights the minimal impact on customers due to the low usage, but will contribute to the wider corporate objectives.

5. Relationship to the Corporate Strategy and Service Plan(s)

- 5.1 The leisure investment in Farnham Leisure Centre directly links with Waverley's new Corporate Strategy and the vision to promote and sustain: a financially sound Waverley, with infrastructure and services fit for the future; high quality public services accessible for all, including sports, leisure, arts, culture and open spaces; and a thriving local economy, supporting local businesses and employment.
- 5.2 The provision of quality leisure facilities in Farnham will directly facilitate the Council pledge to: encourage affordable access to sports and leisure facilities and the arts for all; improve leisure services across the borough, focusing on health inequalities in the borough and seeking to ensure that no area is disadvantaged; and improve facilities for young people.
- 5.3 Future investment in leisure facilities is based on a robust feasibility assessment that offers value for money to the Council.

6. Implications of decision(s)

6.1 Resource (Finance, procurement, staffing, IT)

The July 2018 approval of funds for the Farnham Leisure Centre project remains, therefore no further funds are requested. The financing of this is as previously approved, using both S106 and developer contributions and capital receipts. Despite the loss of the climbing wall facility from the project, the proposed changes above ensure the improved management fee level is maintained and the business case remains feasible.

6.2 Risk management

A comprehensive Risk Log is in place, which is monitored by the Leisure Investment Project Working Group whom meet weekly and Leisure Investment Programme Board whom meet monthly.

6.3 Legal

The Legal Services team is currently supporting this project as part of officers' leisure investment working group and the Leisure Investment Programme Board. Should the Executive agree this report's recommendations, legal advice will be provided in

respect of the renegotiation of any arrangements with Places Leisure under the current management contract, together with any other implications arising from a decision to proceed with this project.

6.4 Equality, diversity and inclusion

An Equality Impact Assessment has been completed (Annexe 1) which concludes that the overall impact of the creche closure is likely to be very low.

6.5 Climate emergency declaration

The leisure centre development is the opportunity to implement new energy efficiency options highlighted in the independent report to reduce the leisure centres carbon footprint.

7. Consultation and engagement

7.1 The leisure investments were approved by Council in July 2018 and have subsequently been to Executive Briefing and Community O&S.

8. Other options considered

7.1 The proposed scheme is based on the findings of the Indoor Leisure Facilities Strategy and increased need to meet future demand.

9. Governance journey

8.1 This leisure investment report is going to Executive for update and approval.

Annexes:

Annexe 1 Equality Impact Assessment for creche closure

Background Papers

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

CONTACT OFFICER:

Name: Tamsin McLeod
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Name: Kelvin Mills
Position: Head of Commercial Services
Telephone: 01483 523432
Email: kelvin.mills@waverley.gov.uk

Agreed and signed off by:

Legal Services: 11 February 2020 (Dan Bainbridge)

Head of Finance: 19 February 2020 (Graeme Clark and Rosie Plaistowe)

Strategic Director: 19 February 2020 (Graeme Clark)

Portfolio Holder: Awaiting approval

Equality Impact Assessment Form



Name of policy/strategy/procedure/function

Closure of the creche at Farnham Leisure Centre

Name and telephone number of officer completing assessment

Tamsin McLeod x3423

Date completed

11/02/2020

Section 1 - What is the policy or activity trying to achieve?

What **outcomes** are wanted from this policy/activity, what are you trying to achieve?

Proposal to implement the planned closure of the underused crèche facility in order to maximise the contract and meet the wider corporate health & wellbeing objectives, as part of the leisure investment programme at Farnham Leisure Centre.

The creche is open Monday to Friday for 2.5 hrs per day with an average attendance of only 4.5 per day over the past quarter, which equates to 15% capacity. The service is currently running at a loss for Places Leisure as costs remain (staffing and room hire) regardless of usage.

The room currently utilised by the creche will be available to offer other classes and activities for the community, including parents/carers with young children. In addition, the new adventure play, provided as part of the leisure development, is designed specifically for parents/carers and their children (babies to 8 years).

The new facilities will address the demand shortfall and meet the increased need identified in the Options Appraisal, which will also provide high quality public services accessible for all. The new adventure play will encourage affordable access to leisure facilities and improve facilities for young people.

Who is affected by this policy/activity?

Parents and carers of young children (aged 7 weeks to 5 years) using the creche facilities at Farnham Leisure Centre.

There will be a negative impact on the limited number of customers who use the creche facilities for their child/ren, as they will need to find alternative provision. However, the impact will only be on those parents or carers who have no other means of childcare and who will no longer be able to attend classes or activities at the centre.

It is important to note that the Government now offer 30 hours free childcare funding for

children aged 3 and 4 years old. This has significantly decreased the demand for creche services due to a wide range of free childcare providers in the area.

Conversely, there will be a positive impact on those customers who will be able to utilise the new adventure play area and sessions available.

Who are the main people involved in this activity?

Places Leisure and parents/carers of young children using the creche facilities at Farnham Leisure Centre.

Is the responsibility for the proposed policy/activity shared with another department, authority or organisation? If so, what responsibility and with whom is it shared?

Yes. The service is managed by Places Leisure on behalf of Waverley Borough Council.

Section 2 - Information Gathering and Consulting Stakeholders

Do you have any monitoring data available on the number of people (from protected characteristic groups) who are using or are potentially impacted upon by your policy/activity?

We do not have specific information on visitors with protected characteristics. However, Places Leisure hold attendance data regarding the number of customers using the service.

Attendance data shows that there has been a decline in average daily creche use;

2015	2016	2017	2018	2019	2020
7.5	7	6.5	6.5	6	4.5

Bookings for the last quarter (October to December 2019) identified that there were 43 separate parents/carers of the creche. Of these 49% only used it once and only 13 individuals used the service 5 times or more (in the 13 week period).

If monitoring has NOT been undertaken specify the arrangement you intend to make; if not please give a reason for your decision.

The service is open to all customers, including casual users, therefore Places Leisure do not collect protected characteristic information about these visitors.

What research or consultation has been undertaken to understand the impacts of the strategy/policy/procedure/project/function?

Reviewed and analysed data usage over the past six years. The figures for the last quarter show a significant decline and therefore minimal impact on service users.

Section 3 – Assess the Impact on Protected Characteristic Groups

	Positive impact (it could benefit)	Neutral	Negative impact (it could disadvantage)	Reason
Sex				
Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input checked="" type="checkbox"/>	There may be a negative impact on female customers who currently use the creche for childcare provision to enable them to attend classes and activities, but this will be minimal due to low usage. There may be a positive impact on female customers with young children whom can utilise the new adventure play area, which will be designed for babies, children and young people.
Men	<input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input checked="" type="checkbox"/>	There may be a negative impact on male customers who currently use the creche for childcare provision to enable them to attend classes and activities, but this will be minimal due to low usage. There may be a positive impact on male customers with young children whom can utilise the new adventure play area, which will be designed for babies, children and young people.
Gender Reassignment				
Transgendered Men/Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input checked="" type="checkbox"/>	There may be a negative impact on transgendered customers who currently use the creche for childcare provision to enable them to attend classes and activities, but this will be minimal due to low usage. There may be a positive impact on transgendered customers with young children whom can utilise the new adventure play area, which will be designed for babies, children and young people.
Race				
The categories used in the Race section are those used in the 2001 census. Consideration should be given to the needs of specific communities within the broad categories.				
Asian	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	
Black	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	
Mixed race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	
White	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	
Chinese	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	
Gypsy, Roma, Traveller	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	
Other racial or ethnic groups - specify	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	
Disability				
Long term health impairment could include, mental health problems, asthma, heart conditions, chronic fatigue etc.				

	Positive impact (it could benefit)	Neutral	Negative impact (it could disadvantage)	Reason
Physical	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	No evidence or suggestion that persons with a disability are using the crèche.
Sensory	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	No evidence or suggestion that persons with a disability are using the crèche.
Learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	No evidence or suggestion that persons with a disability are using the crèche.
Long Term Health Impairment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	No evidence or suggestion that persons with a health impairment are using the crèche.
Sexual orientation				
Heterosexuals, lesbians, gay men and bisexuals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	
Age				
Older people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	Parents/ carers are regarded as the service users (rather than the children who attend). No evidence or suggestion that older persons are using the crèche.
Younger people and children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	Parents/ carers are regarded as the service users (rather than the children who attend). Children will have the advantage of the new adventure play area.
Religion or belief				
Faith or belief groups cover a wide range of groupings, the most common of which are Buddhists, Christians, Hindus, Jews, Muslims, and Sikhs. Consider faith or belief categories individually and collectively when considering positive and negative impacts.				
Faith or belief groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	
Pregnancy and Maternity				
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	High <input type="checkbox"/> Low <input checked="" type="checkbox"/>	There may be a negative impact on customers who currently use the creche for childcare provision. There may be a positive impact on customers with young children whom can utilise the new adventure play area and specific classes for parents and babies/children.
Marriage and Civil Partnership				
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High <input type="checkbox"/> Low <input type="checkbox"/>	

If you have indicated there is a potential negative impact on any group, are these intentional and of a high impact?

Intended – i.e. can be justified in terms of legislation
e.g. concessionary fares for over 60s

Yes No

High Impact? – i.e. it is or may be discriminatory
against some groups

Yes No

If there are no potential negatives impacts on any groups go to section 6.

Section 4 - Consider Alternatives or Changes

Change - Explain how policy/activity has changed/needs to change	Reasons for the Change
<p>Closure of creche provision</p>	<p>There will be an impact on those parents and carers using the crèche through the closure of this facility. However, the usage of the crèche is low (average 4.5 people per day, running at 15% capacity) and the consideration is that there is more advantage to a wider group of people by using the space for other users to participate in new activities, which will help to achieve the Council’s wider corporate objectives. There is also the opportunity for new adventure play, provided as part of the leisure development, which is designed specifically for parents/carers and their children (babies to 8 years plus).</p> <p>The development will achieve the wider corporate objectives of improving the health & wellbeing of our community and taking steps towards our aim of becoming a net zero-carbon council by 2030.</p> <p>It is not possible to mitigate the impact on those groups affected unless those people are able to find other childcare provision themselves. To assist with this it is proposed to communicate the closure to users well in advance and to signpost parents/ carers to the Surrey County Council maintained database of childcare</p> <p>For the reasons above it is not possible to change the proposal to close the crèche.</p>

Section 5 - Action Planning

Please outline your proposed action plan below:

Issue	Action required	Officer	Timescale	Resource implications	Comments
Alternative childcare	Communicate closure plans to creche users	Tamsin McLeod (via Places Leisure)	Two months prior to closure	Officer time Communications support	Signpost parents/ carers to the SCC maintained database of childcare: https://www.surreycc.gov.uk/people-and-community/families/childcare/choosing-and-arranging/help-and-advice

Section 6

Name of Assessor: Tamsin McLeod	Date: 11/02/20
Signed off by: Name of HOS or Director	Date: