

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

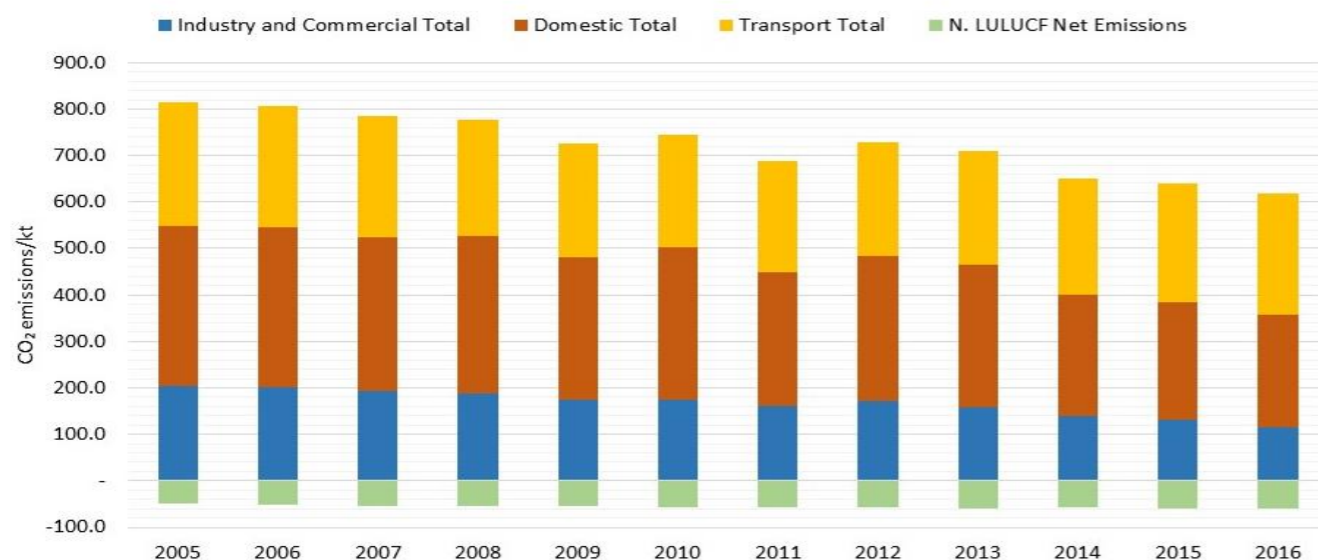
In 2008 the UK passed the Climate Change Act which committed the UK to lower their net UK carbon account for greenhouse gases (carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, sulphur hexafluoride and any other greenhouse gas designated as a targeted greenhouse gas) by at 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.

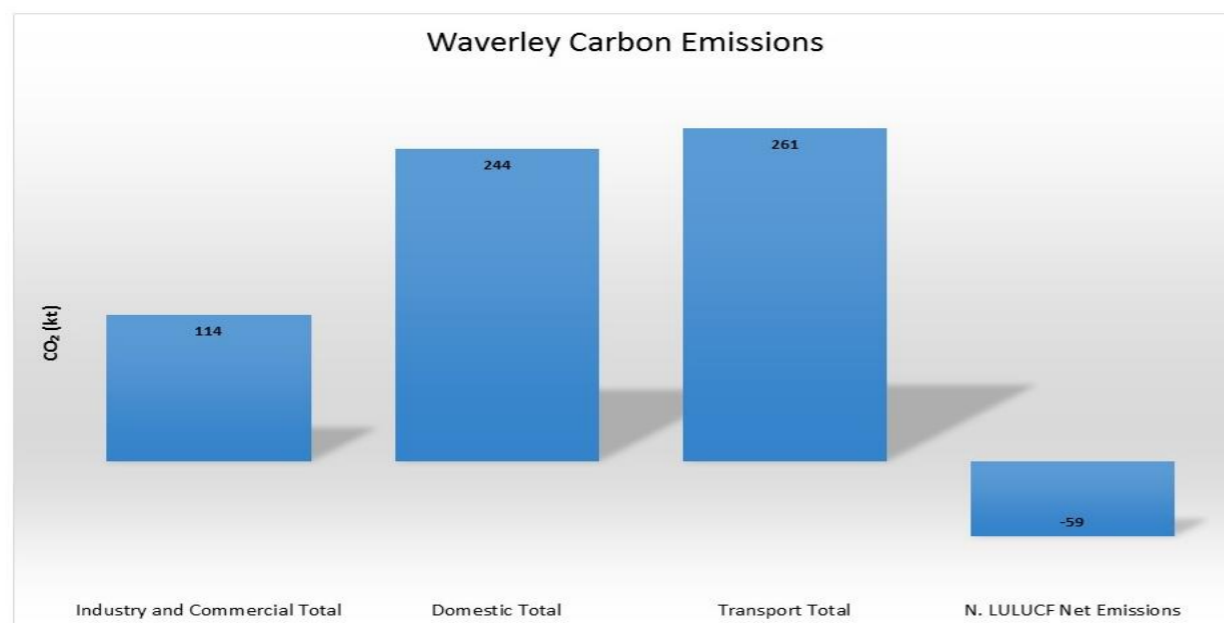
Local

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

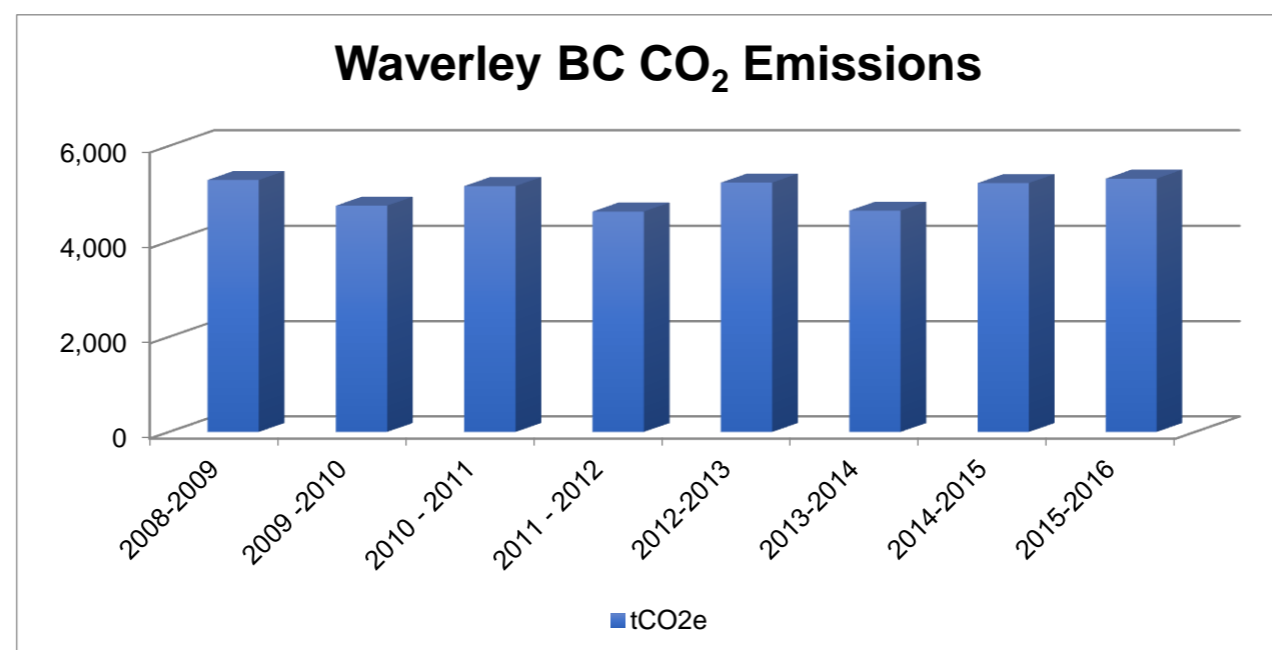
	Action/ Project	Project detail	Responsible Officer/Team	Consultation	Partner Organisation/ Department	Target dates Green – Short Blue – Medium Grey – Long	Cost/ HR Implications	Return on Investment - Financial & Carbon Emissions
45.	Wood burning stoves.	Offer advice on wood burning stoves and encouraging 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 emissions 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;

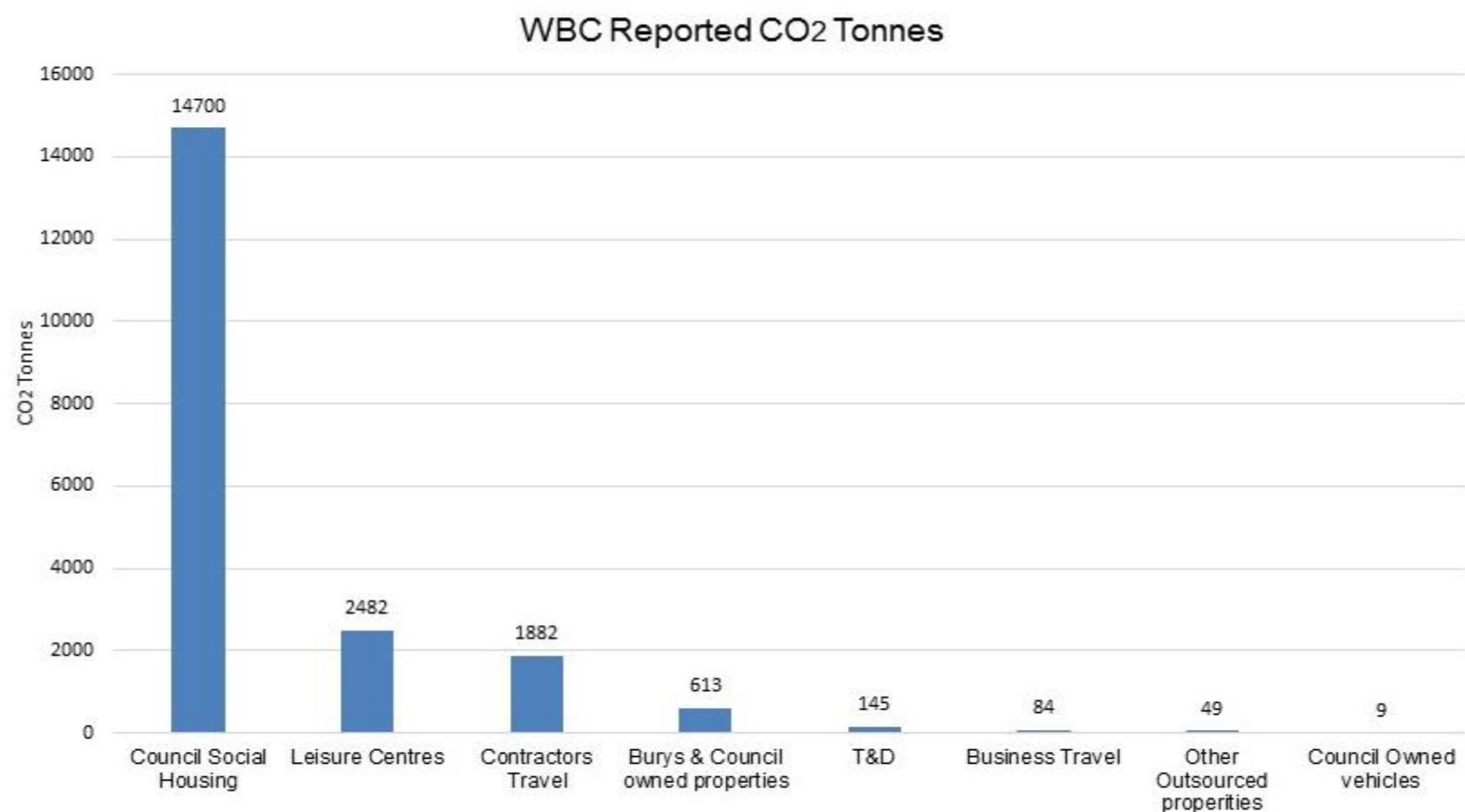
- The gas and electricity used in our owned and managed buildings.

- 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.
-----	---	--	----------------------	--	--	-------	-----------------	-------------------

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
--	--	--	--	--	--	--------------	-----------

	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.
--	--	--	--	--	--	--	--	-------------------

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.
------	---	---	----------------------------	--	--	---	---------------------------------	---

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 .

	the Burys.							
--	------------	--	--	--	--	--	--	--

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 assess 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 infrastrucutre so additional	Housing Development Manager /		Contractors/ Consultants.	Ongoing.	Budgets to be assess 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