

Action plan update November 2021

Short Term Actions – 2020-2023

Key:	
RAG rating	Indicating progress on row H
New actions:	Row Highlighted in blue
Completed actions:	Row highlighted in green
Superseded actions	Row highlighted in red

No	Actions	Target date	Council's role	Indic. Cost	Carbon impact	Lead Officer	Progress with RAG rating
B01	Develop plans for alternatives to individual gas boilers in new and existing Council homes, based on a pilot scheme.	2022	D	£ HRA	L	Peter David	Short-term - Pilot scheme for ASHP conversion planned for 15-19 Rackfield (Dec21). Consultation underway with residents with ASHP installed in 2014 as part of the Energy Study/AMS
B02	Evaluate the stock condition data held to ensure it is robust enough to inform plans for energy efficiency. Take remedial action on any short falls identified.	2022	D	£ HRA	M	Peter David	Investigating potential pilot scheme for ASHP conversion. Longer-term - Linked to the AMS Development and Energy Strategy
B03	Undertaken a stock condition / energy efficiency survey of all the senior living schemes to inform an asset management plan for the schemes	2022	D	£	L	Peter David	Largescale stock condition survey exercise planned for start Apr22
B04	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.	2021	D	£40k	Enabling	Simon Brisk	This project is on hold as we have been advised the budget is no longer available.
B05	Review of Home Improvement policy for Private Sector Housing 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.	2021	D	£	Enabling	Simon Brisk	The new Grant Officer position was not filled until March 2021 due to COVID-19 restrictions. Therefore the review of the Home Improvement Policy has been put back until late 2021.
B06	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.	2020	E	£	Enabling	Graham Parrott	Requirements to be incorporated into Sustainability Supplementary Planning Document Sharing good policy and practice with partners
B07	Work with landscape consultants to develop Climate Positive Design for new council homes, developing carbon off-set opportunities in the materials used in hard landscaping and plants in soft landscaping.	2020-ongoing	D	£	L	Louisa Blundell	The Sustainability Strategy and Climate Neutrality Action Plan are part of information included when procuring consultants and contractors to work on new build and refurbishment schemes. Also we are working with appointed consultants to deliver carbon off-set opportunities through soft landscaping. Working with Parks and Countryside to support adoption of emerging policies that will enhance the natural environment
B08	Continue to provide EV chargers to new build homes and introduce to refurbishment projects. Future proof parking bays by installing infrastructure so additional chargers can be added.	2020-ongoing	D	££	Enabling	Louisa Blundell/ Kate Douglas	Provision of EV chargers are a condition of planning consents for new build homes. Review of employers requirements to include more detail in terms of specification for EVCP with implementation of back office functions where points are communal. Where practical EVCP will be included in the next phase of refurbishments of properties at Ockford Ridge. Infrastructure to be installed to ensure potential for future EVCP in bays within the next phase of development at Ockford Ridge (Site B). Requirements for EVCP and necessary infrastructure incorporated in development schemes at design stage.
B09	Review the design specifications for acquisitions and procurements to include opportunities to build carbon neutral homes – of Passivhaus standard or equivalent.	2022	D	£	H	Louisa Blundell	COMPLETED - Housing Overview and Scrutiny Committee has considered a report and recommendations by the Housing Design Standards Working Group. Recommendations endorsed by Executive on 7 September 2021. Review of employers requirements to reflect targets set in the action plan and new design standards to be completed and adopted early Q1 2022.
B10	Review of Design Awards criteria to place greater emphasis on sustainability goals.	2021	S	£	Enabling	Sarah Wells	review to begin late 2021/early 2022 as we will open them in the Spring for entries
B11	Produce a Sustainability Supplementary Planning Document (SPD) that will support developments consistent with the policy of carbon neutrality.	2022	E	£	Enabling	Graham Parrott	Consultants have been appointed to produce the SPD. The SPD should be adopted by Spring/Summer 2022 Note - A Dunsfold Park Garden Village SPD is being produced which will cover sustainable development, design and climate change mitigation as strategic considerations for the site.
B12	Produce a sustainability checklist for the use of officers and members for the review of planning applications in order to ensure that full account is taken of all criteria in relation to the consideration of planning applications.	2021	S	£	Enabling	Sally Busby	work on this not yet started due to resourcing issues within the team.
B13	Produce a checklist for developers to audit sustainability in planning applications.	2021	S	£	Enabling	Sally Busby	work on this not yet started due to resourcing issues within the team.

B15	Undertake an Energy study and develop a strategic approach to improving the performance of housing assets, in order to deliver the necessary levels of carbon reduction	2021		£HRA	H	Peter David	Work on this is currently ongoing. First draft expected early Dec21
B16	Dunsfold Park Garden Village SPD - covering high level masterplan principles and design coding for the new settlement. Sustainability is at its core and should flow throughout the document	Feb-22	E	£100,000 - capacity funding	Enabling	Sarah Wells	Allies & Morrison LLP have been appointed to undertake the document. Early stakeholder engagement has commenced and a project plan agreed to meet the February 2022 adoption date.
E01	Investigate viability and finance options of ground mounted solar PV in car parks and on Waverley land. Commission a feasibility study to include a business case including financing options for approval.	Jun-22	D	£15,000	M	Delma Bryant	A feasibility assessment will be tendered late 2021 to produce detailed costings and business cases to deliver solar canopies over 4 Waverley car parks. Report to be produced early 2022.
E02	Review renewable energy options in senior living units to increase renewable energy generation to 100% by 2030.	2021	D	££	L	Peter David	Linked to the AMS Development and Energy Strategy This will form part of the Asset Strategy review work currently taking place. The senior living buildings have been nominated for solar feasibility under the SCC solar potential project
E03	Undertake a feasibility study of an extensive (up to 2000 homes) PV (photovoltaic) panels and solar thermal installation programme.	2022	D	£ HRA	Enabling	Peter David	Linked to the AMS Development and Energy Strategy – TO BE DELETED
E04	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.	2022	D	££££	Enabling	Caroline Wallis	This project will not be offering direct carbon emissions and at this stage it has not been prioritised. Removed from the plan. - TO BE REMOVED
E05	Investigate and implement opportunities for community energy projects in conjunction with other stakeholders, including not-for-profit organisations	2023	E/S	£££	Enabling	Fotini Vickers	Continual engagement with Wey Valley solar CO-OP to discuss possibilities for community funded PV projects. currently exploring suitability of proposed leisure sites. A report outlining solar PV options will be brought to the Executive in early 2022. Supported Cranleigh PC in submitting a bid to the Rural Community Fund to explore the possibility of a district heating/ electricity generation system on CPC land.
E06	Investigate viability and finance options of rooftop solar PV, with approximate capacity 300kwp, on a number of leisure centres. Prepare business case including financing options for approval and installation	Aug-22	D	£	30t CO2	Fotini Vickers	
GE01	Develop a strategy to provide incentives and support for local businesses to operate on a carbon neutral model.	2021	E	£	Enabling	Catherine Knight	Identified ARG funds to support Race to Zero campaign autumn 2021+ this will form part of the Economic Development Strategy 2022. Promote LoCase.
GE02	Develop a business award scheme to incentivise local businesses to become carbon neutral.	2022	S	£	Enabling	Catherine Knight	Due to resourcing constraints we will be unable to develop our own award schemes currently however we will promote business awards schemes to incentivise local businesses to become carbon neutral. (CREST/BIG Awards). Working with Inspiration Space to support small Carbon Trust accreditation project with small businesses 2021/22.
GE03	Support the national "Take The Jump" scheme and promote the behavioural change required to move to a net-zero carbon economy amongst Waverley staff and across Waverley.	2022	E	£	Enabling	Delma Bryant	Ongoing. Take the jump promoted to staff and councillors and promoted on social media.
GE04	Aiming to upskill 36 - 70 SMEs businesses through Carbon Literacy Training to help reduce their carbon emissions. training will be delivered by Inspiration Space.	2022	S	£15k	enabling	Catherine Knight	Just awaiting approval of the funding.
GE05	Promote the EM3 LEP low carbon business support function and one to one consultancy advice with a new green specialist associate.	2022		£		Catherine Knight	
L01	Work with Parish and Town councils and relevant not-for-profit organisations to encourage local food production via allotments and community Farms.	2021	E/S	£	Enabling		
L02	Investigate the opportunity to identify unused land that can be used for local food production.	2021	E/S	£	Enabling	Kate Douglas	Housing currently engaging with tenants on better use of gardens. The following strands have been developed: 1.Orchard development on our housing sites – (which may or may not lead to further food production) 2.Assisting tenant on new development sites with garden design with biodiversity in mind 3.Monitoring communal areas on our blocks on how tenants manage their raised beds etc
L03	Provide a badge system for local (less than 30 miles) producers of food.	2022	E/S	£	Enabling	Catherine Knight	Create a food map to support and promote local food suppliers, June 2021. Promote in brochure going to all households November 2021

L04	Adoption of policies that will enhance the natural environment such as: *Biodiversity strategy and action plan. *Pesticide policy with a view to phasing out the use of pesticides *Tree and Woodland management policy taking a sustainable approach to planting, provide succession for tree stock that are able to cope with future diseases and pests and opportunity to offset carbon.	2022	D	£	Enabling	Matt Lank	Pesticides Policy and Action Plan adopted in November 2020. Trial has started on SCC highways on non-pesticide based product. SCC highway main weed spray reduced to 1 spray. No pesticides used in playgrounds anymore and reductions in use of pesticides elsewhere in parks. Tree & Woodland Policy in drafting stage presently, with target adoption date February 2022. Biodiversity Policy is aimed for adoption Early spring 2022.
L05	Work with SCC to replace and renew the roadside verge with new and replacement plans, and the removal of stumps, refine grass cutting regime consistent with the highest biodiversity standards and promote rewilding.	2020	S	££££	Enabling	Matt Lank	Using learning from implementing 'No Mow May' trials, we are currently embarking on a project to revise all the grass cutting schedules again to better balance biodiversity against resident's needs. This will involve close working with SCC and aligning with their own biodiversity objectives.
L06	Support the Wey and Arun Canal Trust in the renovation and upgrade of the canal path.	2021	S	£	Enabling	Matt Lank	No real active involvement however support the trust with the planning process and agreeing easements across our land or selling land to help - ACTION TO BE DELETED
L07	Facilitate and support 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.	2021	S	£	Mitigating	Tinaz Erenler	Participate in Thames Valley Flood Scheme (A catchment approach to flood risk and climate resilience). Public consultation still running and no funding has been allocated yet.
O01	Work with SCC to map out opportunities for solar generation on Waverley assets and tree/hedgerow planting	2020	D	£	L	Fotini Vickers	COMPLETED - This work has now been completed by SCC and report has been shared with WBC. There was little potential identified for Solar Farms however rooftop solar appears to have more potential. Currently exploring options including community funded installations. A report outlining solar PV options will be brought to the Executive in early 2022.
O02	Identify and resolve any barriers to use of existing Mod.Gov by all councillors and officers to access and use all committee papers electronically.	2021-22	D	£	L	Louise Fleming	Participation in council meetings from home during the pandemic has inhibited progression of this action as screen time previously given to viewing and marking up papers via modgov was, for some if not all councillors, given to accessing Zoom instead. As a result, the extent to which papers were accessed digitally reduced rather than increased. However, with the return of Councillors to the chamber for all public meetings both actions need to be progressed. Councillors will be offered training on MODGOV and encouraged to receive, read and mark up all of their papers digitally.
O03	Full Council and Standards Committee to consider proposals for transition to 100% electronic provision of agenda papers. Any accessibility issues to be identified and resolved by Equality Impact Assessment.	2021	D	£	L	Louise Fleming	The Council's Corporate Strategy includes the following commitment: 'Through our enhanced use of technology we can also reduce our reliance on paper by largely phasing out printed agendas and reports by December 2022, continuing and enhancing suitable arrangements where appropriate.'
O04	Rethink Pilot - work with SCC to nudge behaviour to consider alternative ways for staff to travel to get to work.	2021	E	£	L	Tom Lankester	Not yet started, related to O24
O05	Investigate the option of ULEV pool cars for business use and promote behavioural changes.	2022	D	££	L	Tom Lankester	Capital bid for Zero carbon vehicles to be made for 2022-23. This will tie into the Travel Plan work that we are about to begin.
O06	Replacing Borough Hall lighting: 12 fluorescent tubes with LEDs, including connections and controls.	2020	D	£	L	David Copping	COMPLETED -No funding was available to implement this in 2020. The project has been awarded some of the Empty Homes Grant that will enable its implementation in 2021
O07	Optimise the parking software system to minimize necessity to print documents.	2020	D	££	L	Guy Coombs	COMPLETED
O08	Develop an Energy Performance Contract when procuring the new Leisure Centre management contract.	2023	D	£	M	Tamsin McLeod	To be explored as part of the contract specification work for 2023
O09	Conclude the lighting replacement programme in Car parks with one final car park	2020	D	£	L	Guy Coombs	COMPLETED

O10	Cranleigh Leisure Centre - Carry out an energy audit to establish what work would be required to build the new leisure centre in Cranleigh as close to carbon neutral as possible. To include a step-by-step list of emissions versus costs.	2022-23	D	£	L	Tamsin McLeod	An initial energy audit has been completed, providing indicative options and costs. The council is aspiring to a low carbon new build and this principle will be incorporated into any designs for a new build.. The Passivhaus standard will also be considered, taking learning points from the first 2 Passivhaus leisure centres designed in the UK.
O11	Improvements in Energy Efficiency at Farnham Leisure Centre – Install a 90 kW Combined Heat and Power Plant. Project details provided by a technical report Installation of pool covers to reduce evaporation, heat loss from the pool will reduce the need for ventilation from the pool hall. Replace 12 showers in the members changing rooms with ones that have reduced flow rate. Fit insulation jackets on steel sand filters. Replace the existing pool hall and gym windows with new triple glazing with a double soft heat reflective coating. Review operation of AHU and explore more efficient options.	2022	D/E	Approx. £300k	L	Tamsin McLeod	No funding available during 2020/21. Energy efficiency measures are now being explored with Places Leisure. Due to the significant impact of COVID-19 on the leisure contract, further discussion needs to take place to determine the most viable options and the associated return, and then capital bids developed accordingly. PSDS Phase 3 bid has been submitted for the decarbonisation of FLC. Outcome will be known early 2022
O12	Haslemere Leisure Centre - Replace the existing Pool hall lighting with LED equivalents	2022	D/E	£	L	Tamsin McLeod	No funding available over the past year. Currently being discussed and explored with Places Leisure.
O13	Edge Leisure Centre - Replace the existing sports hall lighting with LED equivalents. The energy savings are likely to be on the region of 50%.	2021	D/E	£15k	L	Tamsin McLeod	COMPLETED
O14	Work with Housing contractors 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.	2021-24	D/E	£	L	Heather Rigg	The main housing contractors are using systems which incorporate dynamic resource scheduling which will ensure appointments are allocated in the most cost effective way to reduce travel time, increase productivity and so reducing carbon emissions. Carbon emissions are now being provided quarterly to Sustainability team to track. Going forward for new contract all contractors have made promises that they will introduce electric/hybrid vehicles on to their fleet .
O15	Godalming Leisure Centre - Install a 90kw Combined Heat and Power Plant. Further work to be done on viability, specification and costing.	2023	D/E	£250k approx.	M - 150t	Tamsin McLeod	the CHP will not be considered as an option for boiler replacement any longer as it is not a technology that contributes to decarbonisation.
O16	Woolmer Hill Pavilion upgrade – improve energy performance of the building with a view to make it carbon neutral.	2022	D	£110k	L – 15t	Adam Holt	The project was paused due to the withdrawal of external grant funding. In June 2021 alternative funding was secured from the Surrey County Council Empty Property Fund and so the project is to be re-started with a target to complete by the end of 2022.
O17	Develop a plan to work with all existing contractors to reduce their carbon footprint from fuel consumption and make explicit their goals in terms of carbon reduction.	2021	S	£	L	Fotini Vickers	COMPLETED - This is being done through the procurement mechanism when opportunities arise either at contract break points when renegotiations take place or when technology changes.
O18	Modify procurement policies and present a revised procurement policy to Executive consistent with the promotion of sustainable and ethical trading for approval and implementation by January 2022.	2022	D	£	L	Patrick Tuite	Review the CPRs to ensure more robust carbon requirements including shifting the evaluation weighting for carbon implications to be as important as cost.
O21	Switch to green tariff at the end of the current energy procurement contract.	2021	D	£	L	David Alum	We had agreed a Green Basket arrangement with our supplier which would have seen us sourcing 50% of our energy from renewable sources as of October 2021. However they withdrew the proposition due to the overall price increases and the additional costs of green energy. They may re-launch in April 2022.
O23	Decarbonising the Memorial Hall - installation of an ASHP and a solar PV system partly funded from the PSDF	2022	D	££ approx. £145k	L	Fotini Vickers	Contractor appointed to carry out the work. Final completion date end of March 2022. External funding acquired for 70% of the project from PSDF and the remainder will be funded form existing resources.
O24	Develop a staff travel plan that will complement the business travel policy. The travel plan will consider a variety of travel options for staff including car clubs, zero carbon pool cars and active travel incentives.	2022	L	£	L	Thomas Lankester	This work is at discovery stages and it is hoped to have some proposals in place early 2022.
O25	Develop detailed feasibility studies of our Leisure centres to identify viable energy efficiency projects that are "funding ready"	Mar-23	D	£15,000	L	Tamsin McLeod	
O26	Develop detailed feasibility studies of our pavilions and rangers offices to identify viable energy efficiency projects that are "funding ready"	Mar-23	D	£	L	Nick Laker	
O27	investigate options to decarbonise the Depot in partnership with Biffa, by carrying out an energy audit	Mar-23	D		L	Richard Homewood	

O28	Explore options for decarbonising the Biffa fleet that will include the use of biofuel and electric vehicles. A report to be presented to Executive with costed proposals.	Mar-23	D			Richard Homewood	
O29	New Cranleigh Leisure centre design to minimum Passivhaus standard and assess the level of carbon reductions possible.	2023	D	££	H	Tamsin McLeod	
T01	In partnership with SCC pilot the installation of on street EV chargers to encourage residents and taxi drivers to switch to electric vehicles. Promotion of chargers once in place	2023	S	£	Enabling	Delma Bryant	In progress. 5 twin on street EV chargers have been installed in Farnham, Farncombe and Haslemere. Further 2 sites in Godalming have been proposed and will be consulted on late 2021. Options for phase 2 of the EV charger roll out have been discussed with town and parishes and further sites have been proposed.
T02	Review taxi licensing policy to encourage the use of ultra-low emission vehicles and introduce a maximum age limit for cars. Proposed targets are: From 1 January 2023 a new application to licence a taxi must be a ULEV. From 1 January 2027 new licences must only include zero emission vehicles (Consultation January - March 2020)	2020-21	D	£	Enabling	Paul Hughes	COMPETED Review of taxi policy completed. New policy effective from 01 April 2021 which has introduced: From 01 January 2024 a vehicle submitted for a new application must be a ULEV as defined by the Vehicle Certification Agency. From 01 January 2031 Waverley will only accept new and renewal applications for vehicles that are ULEV
T03	Upgrade of the Eastern boundary footpath (Hale Trail) 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.	2020-23	E	Initial budget £500k+ £170k	Enabling	Tom Lankester	£170k identified for construction. £25k + £30k identified for ground and tree surveys, design and detailed costing. Additional SANG (Thames SPA) and DfT Active Travel Capital Funding bid options available. Proposed to Farnham Infrastructure Programme as an element of the programme's 'Medium Term Interventions'.
T04	Develop and implement plans for a network of cycle routes across Waverley, in partnership with Surrey County Council, ensuring that by 2030 all towns and main population centres are connected by dedicate cycle routes. Guildford- Godalming Greenway Farnham Cycleway Downs Link	2020-23	E	£340k for LCWIP development £420k – initial budget for Godalming Gateway	Enabling	Tom Lankester	SCC has rescheduled development of a Local Cycle and Walking Infrastructure Plan (with WBC contribution) to start in Q4 of FY 21/22. Stage 1 funding split with SCC agreed (£20k from WBC approved). Supporting data and analysis carried out for Farnham. This data has been loaded to the WBC GIS (Statmap) to support Planning). Training of local groups in Haslemere, Godalming carried out. Data gathering started for Womersley and Cranleigh options being explored. Godalming-Guildford Greenway now in public consultation. £200k CIL funding available, S106 funding opportunities identified an earmarked with SCC TDP.
T05	Phase 2 of the EV charger roll out in Waverley owned car parks to encourage the switch to electric vehicles.	2022	D	£112K	Enabling	Delma Bryant	Phase 1 completed. Four chargers now installed in Godalming, Farnham, Haslemere and Cranleigh. Phase 2 has commenced. Sites are currently being assessed. The target is to install 5 fast chargers and 3 rapid chargers. Two of the chargers potentially in Leisure Centre car parks.
T06	Introduce differential parking charges to incentivise electric car users.	2021	D	£	Enabling	Richard Homewood	Proposals for differential parking charging for electric vehicles rejected by Full Council on 22 September -Action to be removed
T07	Implement a DEFRA funded programme with other local authorities in Surrey, through the Surrey Air Alliance, to encourage taxi and PHVs drivers/operators to take up EVs.	Mar-23	E	£	Enabling	Jeanette Guy	Currently awaiting DEFRA approval for specific project
W01	Investigate feasibility of a community composting scheme to reduce the necessity of garden waste collection	2022	D	£	Enabling	Richard Homewood	No progress to date due to staff resources and pressure of responding to effects of Covid-19 on mainstream waste services.
W02	Introduce the kerbside collection of textiles & WEEE to promote recycling and reduce the need for residents to drive to bring sites.	2021	D	££	Enabling	Richard Homewood	Proposed kerbside collection arrangements agreed by Exec. Working with Biffa to launch the scheme. Kerbside Textile and WEEE collections due to start on 6 December 2021.
W03	Develop a plan for becoming a zero waste borough through encouraging waste reduction and reuse as well as recycling both in respect of domestic waste and commercial and industrial waste.	2022	L	£	Lobbying	Richard Homewood	Proposal for a task and finish group to work on a zero waste strategy under consideration. Need to await the outcome of current Government consultation on the National Waste Strategy and to work with Surrey County Council on their future waste disposal arrangements both of which will dictate the shape of Waverley's waste strategy.