

Runnymede Climate Change and Nature Action Plan v1.1

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Terminology used in this document

Carbon emissions – often used as shorthand to refer to the greenhouse gas (GHG) emissions that contribute to global warming. Carbon dioxide is the most common GHG and other gases can be measured in relation to it: data for all greenhouse gases are translated into a single comparable unit, carbon dioxide equivalence, or CO₂e, usually measured in kilogrammes or tonnes. Therefore, one tonne of CO₂e has the global warming impact of one tonne of CO₂, but it can be a mix of GHGs. The Council has agreed that its net zero targets should cover carbon dioxide, methane and nitrous oxide, not just carbon dioxide.

Net zero targets are used in this document to refer to both Council and government commitments to reduce emissions by 100% from 1990 levels by 2050. The net zero target was made legally binding by the Climate Change Act 2008 (as amended). In January 2022, the Council adopted its own target to achieve operational 'net zero' carbon emissions from its own services and operations by 2030. Net zero carbon emissions is achieved when the total operational carbon emissions released on an annual basis average to be zero or negative, so the amount of emitted carbon balances with that removed or offset.

Carbon Neutrality means “achieving net zero carbon emissions by balancing a measured amount of carbon released with an equivalent amount sequestered or offset” (UN Environment, 2018). The Council’s primary goal will be to develop solutions to reduce carbon emissions wherever they can be directly mitigated (avoided or reduced). But this will not always be possible or viable and we will need to offset some of our emissions in the short term.

Climate Resilience means ensuring that our communities are adapted to cope with the projected impacts of global warming locally.

Climate Change Mitigation essentially refers to actions which will lead to the avoidance or reduction of emissions or will reduce the projected impacts of global warming.

Adaptation refers to actions which are necessary to deal with the impacts that cannot be mitigated.

Offsetting is a way of compensating for emissions arising in one place, by taking action elsewhere. For instance, it may not be possible, feasible or viable to actually reduce emissions from a particular source any further, so instead money would be diverted to deliver additionality in mitigation/sequestration projects elsewhere to make up for the emissions that will remain.

Insetting – whereas carbon offsetting allows organisations to invest in environmental projects around the world as a means to offset their own emissions, insetting is when organisations invest in carbon reduction projects within their own supply chain. By engaging in carbon insetting, organisations are investing in making their own products, practices and supply chains more sustainable.

Sequestration is the process of capturing carbon dioxide from the atmosphere and the long-term storage of it in trees, plants, soils, geological formations and the ocean. Though it should be noted that increasing sequestration by oceans can lead to harmful ocean acidification. Can be a natural or artificial process.

Scope – a way of categorising emission sources in relation to the reporting organisation, used as a way of providing transparency in emissions accounting, making it clear the type of emission source and the level of control of the reporting organisation over the source. Three levels of scope have been defined and used on a global basis.

Circular economy – a model of production and consumption which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products for as long as possible. In this way, the life cycle of products is extended. Relies on reducing waste to a minimum in the first instance.

Co-benefits are secondary or ancillary benefits of an action that are also a relevant reason for that action in their own right. Many actions to mitigate and adapt to the climate emergency will have co-benefits such as improving health and wellbeing, improving air quality and building biodiversity.

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Appendix 1: Runnymede Climate Change Study: Council Estate and Area GHG Baseline v1.2

Appendix 2: Summer of Engagement Report & Summary of Findings

Introduction

The Council's [Corporate Business Plan](#), supported by the [Climate Change Strategy](#), has put tackling climate change at the heart of the Council's agenda going forward. The Climate Change Strategy describes how we are committed to working towards making the Council's services and operations net zero carbon by 2030, and to work with our communities and businesses to achieve net zero carbon emissions across the whole of Runnymede by 2050 in line with national targets. In December 2023, the Council declared a climate emergency, reiterating its commitment to achieving these targets.

The Strategy recognises that the Council has an obligation to reduce carbon emissions from its operations and to play its part in supporting communities and businesses to do the same. Whilst addressing climate change is everyone's responsibility - and we collectively have a role to play on the journey to carbon net zero by 2030 and 2050 – there is a significant opportunity available for the Council to act as a facilitator and enabler for change. We are aware that there are lots of activities already underway outside of the Council, led by a range of community groups. The Council can help by creating conversation about how things need to change, taking action where it can, supporting and enabling others to play their part, including supporting Government and other stakeholders to make changes. The Council can also lead by example and take action to reduce carbon emissions from its own services and operations.

The following Climate Change and Nature Action Plan supports the delivery of objectives in the Climate Change Strategy. Drawing on feedback from the local community and organisations, actions have been identified which focus on things that the Council can directly control and influence (actions which address our 'Scope 1' and 'Scope 2' emissions), those which focus on reducing emissions arising from activities which we can indirectly influence ('Scope 3' emissions), and actions which will help reduce borough-wide emissions. The three scopes are defined in the Climate Change Strategy, and in a section below.

Whilst the majority of actions in the Action Plan focus on reducing local carbon emissions in order to limit the impact of warming global temperatures, actions are also included which will help places, people and nature be ready for unavoidable climate change – 'climate change adaptation' actions. These actions will build resilience to the climate change risks that affect the Borough such as flooding and overheating, and are embedded throughout the relevant themes but feature heavily in the Natural Environment & Biodiversity theme.

Biodiversity loss is closely intertwined with the climate emergency, with wildlife declining as a direct result of climate change amongst other causes. The Council has a statutory duty to conserve and enhance biodiversity through the Environment Act 2021, which mean that we must review and adjust our ways of working to benefit nature. [Nature-based solutions](#) (NbS) can tackle the causes and effects of the twin climate change and biodiversity challenges by harnessing natural processes to adapt to or lessen the impact of a changing climate. Actions to achieve positive results for biodiversity include changing the way we manage land under our control, embracing our position as a large landowner in the Borough to deliver strategic-scale projects and leading by example on pro-environmental behaviours. Furthermore, in recognition of the Council's commitment to conserving and enhancing nature, it was resolved at [Full Council in February 2025](#) that Runnymede Borough Council would support the Climate and Nature Bill as it moves through the parliamentary process, formally supporting the [Zero Hour Campaign](#).

It is well documented that the future benefits of action overwhelmingly outweigh the future costs of inaction. Reaching net zero will require significant financial investment, with some costs falling to the Council and others requiring investment from national government, businesses and members of the public. But without this investment, the costs of dealing with climate change impacts in a world with average temperatures 2°C or more above pre-industrial levels will be far higher. The UK National Audit Office, for instance, estimates that for every £1 spent on protecting communities from flooding, around £9 in property damages and wider impacts can be avoided

Taking climate action will bring real positives for Runnymede that are much wider than protecting our community from adverse weather impacts. A cleaner, greener Runnymede is a healthier borough, with reduced NHS costs, better housing, better transport, improved biodiversity, and a reduction in poverty and inequality. Such 'co-benefits' are also identified in the Action Plan.

Many of the actions listed within the Action Plan are ongoing and they will progress over the coming years to make a significant contribution to achieving our collective net zero goals. Below is a section explaining how we will monitor and report on the delivery of the actions, so that there is a clear, shared understanding of the progress being made.

Structure of the Action Plan

The Action Plan is structured into themes and sub-themes, with lead owner(s) and timescales identified. Some of the actions can be undertaken immediately, whilst others will take longer to plan, implement and achieve. Actions include estimates of carbon impacts and cost implications where available – these are high-level in nature and will need to be refined as more detailed assessments become available over time. Not all actions will generate quantifiable carbon savings, but where data is available for emissions over which the Council has an influence, it has been included. It is worth noting that even those actions identified as having a low overall impact will be worthwhile undertaking as, cumulatively, they will add up.

Actions include a mixture of those that will achieve a reduction in our own operational emissions and those that will help make the wider borough carbon net zero by 2050. With direct control over our own estate, operations and vehicles, we have the potential to have significant influence in driving these emissions down at a faster rate than other sectors of our local economy. Actions which involve engagement with residents and partners to address borough-wide emissions will need to be supplemented by those of the UK Government – including actions which change the national policy landscape, accelerate action on climate change and support, where necessary, identified local initiatives.

Actions include specific targets and metrics where available, such as those established by the Housing and Assets Management Plan under Action 1.3. Several actions will lead to the development of other plans and strategies – such as an Assets Decarbonisation Plan, Energy Strategy and Electric Vehicle Strategy – and it is within these documents, rather than this Action Plan, where additional targets will be set.

The proposed themes are set out in Box 1, with actions then grouped into sub-themes as follows:

- **Delivering Sustainable Development** – actions which will ensure that new or redeveloped homes, buildings and infrastructure across the borough are planned for in ways that avoid increased vulnerability to the range of impacts arising from climate change; and can help to reduce greenhouse gas emissions.
- **Strategy, Policy & Operational Activity** – actions which focus on driving energy efficiency, carbon reduction and climate change adaptation through Council business. A key element of these actions relates to strategy and policy. It is important that these are defined and applied consistently. The detail of these policies, and the way they are implemented, will have a significant impact on achieving our net zero targets.
- **Partner and Stakeholder Engagement** – actions which focus on working collaboratively and collectively to tackle climate change and reach our net zero targets (where these actions have not already been picked up in preceding sub-themes).

Box 1 – Proposed Themes

Greener Homes & Buildings – actions to reduce emissions and increase resilience of Runnymede’s building stock, covering residential, commercial and public buildings which are delivered by both the private sector and by the Council. Second highest emitter of greenhouse gas emissions for Runnymede, but with the largest emission reduction potential. Includes actions to ensure new development meets and where possible exceeds energy requirements in the existing Local Plan; and actions which will result in stronger climate change planning

policies in a future revised Local Plan. Some actions rely on the transition of the national grid to renewable energies to enable development to become net zero.

Energy Generation & Storage – actions to reduce emissions from and increase the resilience of the energy sector in Runnymede. Covering the generation of grid-supplied energy, and locally-produced renewable electricity, with a considerable overlap with the Greener Homes & Buildings theme. Taking steps to transition the Council’s energy to green and clean sources, but also that of its wider communities.

Active & Sustainable Travel – actions to create a low-carbon and resilient transport sector. Covering all modes of mobility across the borough, transport is the highest emitter of greenhouse gas emissions for Runnymede.

Natural Environment & Biodiversity – actions here outline a way forward to improve the quality, carbon storage potential and resilience of Runnymede’s natural environment and biodiversity.

Reducing Borough-wide Waste – actions to create a low-carbon and low-waste borough. Actions aim to reduce waste and use resources efficiently – working toward a ‘circular economy’ - in accordance with the Government’s Environmental Improvement Plan 2023.

Green Economy – transition to a low-carbon, circular economy in accordance with Priority 6 of the Council’s [Economic Development Strategy](#), by supporting Runnymede’s businesses to grow while reducing their carbon footprint, as well as attracting new businesses to our borough. Facilitating our future and current workforce to develop ‘green skills’ to enable full participation in the green economy.

Sustainable Council – actions which minimise carbon emissions through all council business (other than those relating to the Council estate which have been picked up in preceding themes). Actions involve changing how we commission services to influence our supply chain, changing how we invest to influence the financial markets and changing how we work, day to day, as employees and members of the Council. Actions which feature heavily include those relating to strategy and policy development, implementation and monitoring.

Supporting our Communities – holistic approaches to achieving a net zero Runnymede by 2050 which haven’t already been picked up in preceding themes. Actions where the community works together with partners/supported by partners to effect change through community level initiatives. Actions focus on communications and engagement, partnerships and communities, sharing information to raise awareness and providing advice.

How have actions been identified?

The actions identified in the Action Plan have been developed through a combination of:

- Researching the recommendations in evidence published by the Climate Change Committee, such as “*Net Zero – The UK’s contribution to stopping global warming*” report (May 2019), and other evidence bases;

- Drawing on and transposing where relevant the county-wide climate change actions identified by Surrey County Council in its [Climate Change Strategy and Action Plan](#) and [Climate Change Adaptation and Resilience Strategy](#);
- Building on options and recommendations presented in [Runnymede Borough Council's Climate Change Study](#) produced by Land Use Consultants (LUC) with assistance from Aether Ltd and the Centre for Sustainable Energy (CSE). This study was undertaken to support the review of the 2030 Local Plan and the introduction of stronger policies to address the impacts of climate change. This study is made up of a suite of reports covering five elements of work including Low Carbon Development and Sustainable Design Principles, Renewable Energy Assessment and Climate Change Adaptation.
- Analysing feedback through engaging with residents, local community groups, businesses, schools and young people through the climate change survey, focus groups, events (such as the Great Big Green Week), stakeholder group meetings, and one-to-one meetings and conversations conducted during the summer 2023;
- Analysing feedback submitted as part of the public consultation on the draft Action Plan which ran from 1 December 2023 to 14 January 2024;
- Consulting the Ashden / Friends of the Earth “*31 climate actions that councils can take*” publication, and other toolkits and hubs (such as the Local Government Association climate change hub);
- Analysing action plans from similar councils, including those across Surrey with whom we will be working in partnership to tackle climate change at a larger spatial scale;
- Consulting the recommendations made by Aether and Land Use Consultants in the Council’s Climate Change Study (2023), including the detailed Greenhouse Gas baseline report (included at Appendix 1 of this Action Plan);
- Collaboration across service areas of the Council, drawing on feedback from senior officers across all Service Areas at meetings held throughout summer 2023;
- Drawing on feedback from Members of the Climate Change Member Working Party;
- Extracting relevant actions from existing Council Service Area Plans.

The Council's Baseline and what this means for our Action Plan

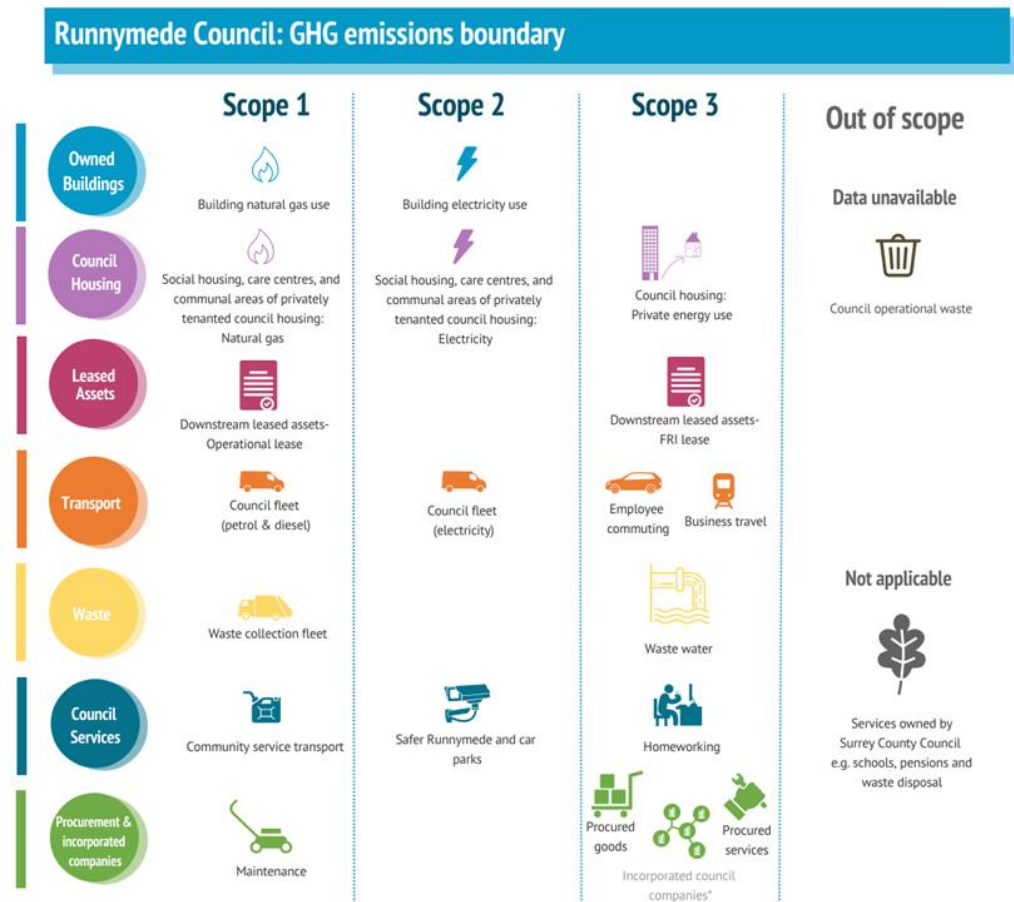
In 2022, the Council commissioned Land Use Consultants and Aether to provide baseline emission estimates for the Council estate and the wider borough. The consultants produced a detailed Greenhouse Gas (GHG) inventory – a data set which presents estimates of emissions of various greenhouse gases from a wide range of activities. A GHG baseline is the GHG inventory for a specific year from which progress in decarbonisation is monitored – the Council's baseline year has been chosen as 2019, to align with Surrey County Council reporting. This is the baseline year against which we will assess progress of our actions. The full 'Runnymede Climate Change Study: Council Estate and Area GHG Baseline' is now complete, and attached at Appendix 1.

The GHG inventory estimates emissions across three areas, shown in Table 1 below. Figure 1 provides a summary of the scope of emissions baseline for the Council estate.

Table 1 Scope definitions for the Council estate baseline

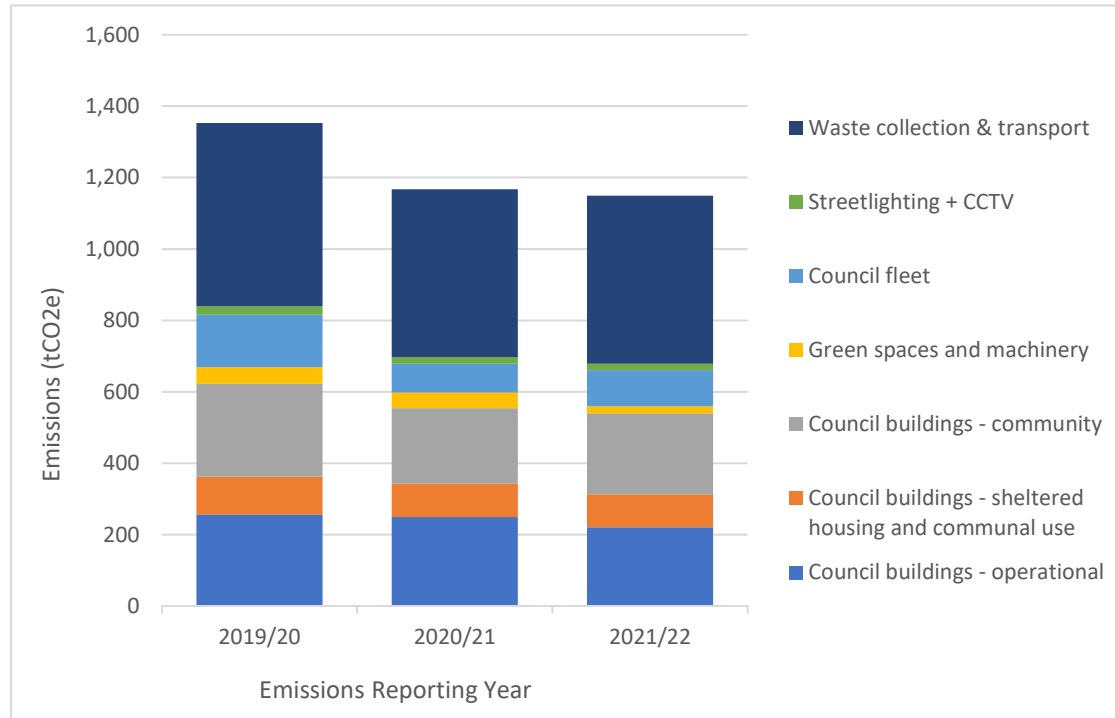
Scope	Definition
Scope 1	GHG emissions from sources owned or controlled by the council.
Scope 2	GHG emissions from the consumption of purchased electricity, steam or other sources of grid-generated energy. Includes electricity supply to the council's operational buildings.
Scope 3	GHG emissions that occur indirectly from council activities, outside the control of the council (e.g. the council's procured services and investments).

Figure 1: Summary of the scope of emissions baseline for the Council estate



The Council's total GHG emissions for 2019/20 were estimated to be 18158 tCO₂e. This is our new 'baseline', which we need to get to net zero by 2030. In 2021/22, emissions increased to 21118 tCO₂e – an 16% increase. The source which contributed most to this increase was 'Procurement of goods and services' (which saw a 59% increase in emissions).

Figure 2: Emissions for scope 1 and 2 sources for Runnymede Borough Council (tCO₂e), 2019/20



Considering emissions arising from scope 1 and 2 only, emissions from the Council estate and operations decreased between 2019/20 and 2021/22 by 15% from 1353 tCO₂e to 1149 tCO₂e respectively. Emission reductions are observed across all categories under scope 1 and 2. In 2019/20 the most significant emissions arise from energy consumption within council buildings (46% of the total). Waste collection and transport is the next most significant source, comprising of 38% of the total. Figure 2 displays emissions for scope 1 and 2 sources for the Council between 2019/20 and 2021/22 (tCO₂e).

A series of actions are included in the following Action Plan under 'Greener Homes & Buildings' which aim to reduce scope 1 and 2 emissions generated by Council buildings, including actions which aim to retrofit and improve the energy efficiency of existing Council housing stock, and actions which aim to decarbonise the Council's operational assets.

Whilst we are focusing on reducing scope 1 and 2 emissions to net zero by 2030, with support and financial assistance from Government, we also have an important role to play in reducing scope 3 emissions as well. Emissions from scope 3 are significant, comprising of 93% of the total emissions from the council estate in 2021/22. Figure 3 shows a breakdown in scope 3 sources, with private tenanted council housing and procured goods and services contributing the most. Actions to support the decarbonisation of private rented accommodation have been included under 'Greener Homes & Buildings', and under 'Sustainable Council'. Actions have also been identified under the Sustainable Council

Figure 3: Emissions from scope 3 sources, 2021/22 (tCO2e)

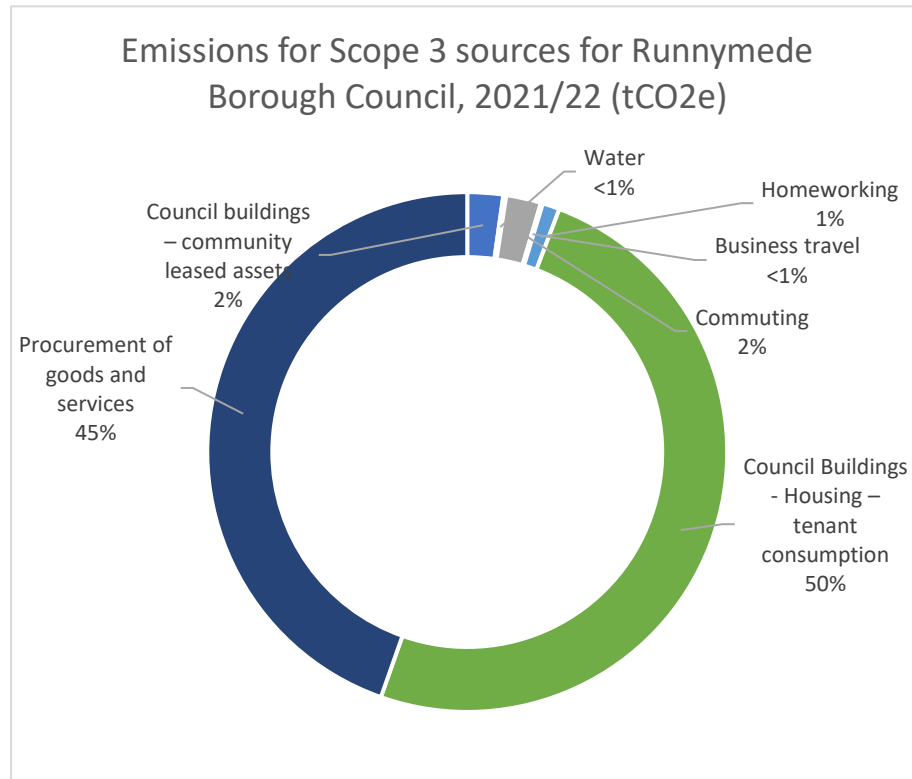
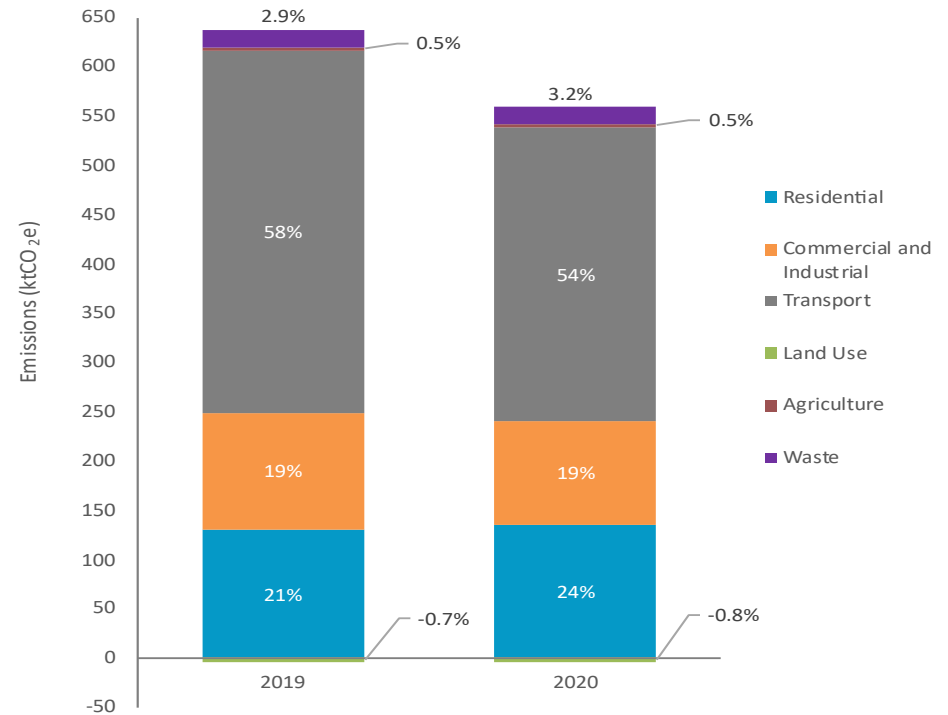


Figure 4: Emissions for Runnymede Borough 2019-2020 (ktCO2e)



category which aim to ensure that the Council’s supply chain is minimising carbon emissions through the newly adopted Procurement Strategy; and which will encourage Council employees to commute to work using more sustainable modes of transport.

The borough’s GHG emissions for 2019/20 are estimated to be 634 ktCO2e, decreasing to 556 ktCO2e in 2020/21 (a 12% reduction). Across both years, shown in Figure 4, the most significant emissions source has been the transport sector, particularly from private car, LGV and motorbike use. A large number of actions have been included in the Action Plan under ‘Active & Sustainable Travel’ which aim to reduce emissions generated by the transport sector – this will involve working closely with key partners such as Surrey County Council as Highways Authority. The second largest source at 21% of total emissions is from the heating of residential homes. Several actions under ‘Greener Homes & Buildings’ aim to reduce emissions from the heating of both existing and new-build homes (e.g. through strengthening Local Plan policies), in addition to actions which seek to share guidance, best practice and advice under ‘Supporting our Communities’.

The detailed baseline provides the Council with the most accurate data possible to help prioritise decarbonisation actions – reflected in the following Action Plan - and measure the effectiveness of these actions over time.

Engagement Approach

Multiple stakeholder engagement techniques have been adopted to inform the development of this Action Plan, including:

- An online resident survey, which saw 450 under-18s, 815 residents and 25 organisations respond over a 6-week period;
- Focus group sessions and meetings with local community groups;
- Attendance at business meetings including the Town Teams meetings in Chertsey and Addlestone, and the Business Runnymede Steering Group meeting to engage with the local business community;
- Feedback at the Council's climate change stall at events such as summer fairs and the Great Big Green Week;
- Pop-up events in local towns;
- In-person and virtual feedback sessions with Runnymede Borough Council senior officers;
- Attendance at the Climate Change Members Working Party to engage with Runnymede Councillors; and
- Formal public consultation on the draft Action Plan which ran from 1 December 2023 to 14 January 2024.

A report detailing the key messages and findings from the Summer 2023 online survey, focus group sessions and early engagement meetings is available at Appendix 2. The public consultation statement produced to summarise comments received during the consultation on the draft Action Plan (Dec 2023/Jan 2024) with officer responses included is available separately, at: www.runnymede.gov.uk/climate-change.

It is clear from the surveys that many of Runnymede's residents, businesses and young people are already taking action to tackle climate change – ranging from simple measures such as changing their daily behaviours (turning off the lights or planning meals to reduce food waste) to more costly measures such as installing renewable energy technologies (albeit a minority of people). Some of those changing their behaviours are doing so out of necessity to save money, for example, rather than to specifically reduce carbon emissions. Many people recognised that actions to reduce emissions and build resilience can deliver multiple benefits such as reducing congestion, improving air quality, improved health and economic growth, and stressed that much of the information which the Council shares with its communities should clearly signal these co-benefits in order to accelerate the pace of change. The following plan identifies the greatest co-benefit potential against each action, which will play a role in the prioritisation of delivery.

Various barriers to taking action were identified, with the most common response being upfront costs and expense, followed by lack of time, resources, skills or information. Actions have been included in the Action Plan to try and address some of these barriers, such as providing assistance with accessing grants, working with our partners to improve our active travel and sustainable transport infrastructure, and developing awareness-raising campaigns and events.

A clear message coming out of the engagement activity was that the Council should lead by example. Many of the following actions, particularly under 'Greener Homes & Buildings' and 'Sustainable Council', seek to reduce the environmental impact through the services we deliver, reduce emissions from our own and contractors' operations, and embed climate change considerations in our decision-making processes. We will continue to develop more innovative solutions wherever possible and include them as actions in this Action Plan over time.

Next steps for engagement

In recognition that significant community engagement and commitment will be needed to reach our collective ambition of a net zero Runnymede by 2050, there will be many more opportunities to get involved - not only in providing feedback and shaping the Action Plan as it evolves over time, but also in taking a role in delivery of the actions.

There will also be opportunities to engage with the Local Plan Review work which will seek to strengthen climate change planning policies (in addition to other policy topics). Consultation activities will take place at various stages of the plan-making process, where the Council will capture feedback to inform the emerging, revised policies.

Financing Action

Reducing the Council's operational carbon emissions to net zero by 2030 will require significant financial investment at a time when the Council is looking for savings and efficiencies to balance its budget. The delivery of this Action Plan therefore needs to be carefully managed to ensure the Council remains financially sound, with infrastructure and services fit for the future.

Where viable, the Council will utilise funding within individual service revenue budgets and the capital programme to deliver green outcomes and will use developer funding via the Community Infrastructure Levy where appropriate. The Climate Change and Sustainability team specifically holds a climate change pump prime budget with a value of £100,000 to spend annually (from the financial year 2024/25 up to and including the financial year 2026/2027). This allows Service Areas to invest money in a project/initiative which will help the Council or Borough meet its net zero targets. A growth bid of £500,000 capital spend has also been approved (to be spent over 5 years) for climate change initiatives to decarbonise the Council's operational buildings, which is held by the Assets and Regeneration team. The Council will particularly look to invest in decarbonisation projects which will lead to an associated return of investment from energy savings ('invest to save' projects).

Where climate change actions are not budgeted, alternative funding resources will be sought. This may include, but is not limited to, public/private partnership, Government grants, and funding from other sources. The Climate Change Strategy sets out how the Council will seek to make maximum use of any opportunities to bid for external sources of funding as they become available to supplement the cost of projects (reflected in various actions in the Action Plan), working with partners such as Surrey County Council. This often requires RBC to ensure that projects are at a stage where funding can be applied for (project ready) which in itself may incur additional cost, both financially and in officer time, so needs to be planned carefully to ensure the maximum use of our scarce resources. Grants and funding opportunities, where appropriate, will be sourced through the Bids and Grant Funding Officer located in the Chief Executive's Office.

Officers will continue to lobby central Government to make available specific funding for local authorities to tackle climate change.

Resourcing Action

Delivering the actions will also impact on service areas of the Council which provide a supporting role rather than an operational role, such as Public Relations & Marketing, Law & Governance, and Financial Services. Actions will need to be incorporated into these service areas' existing portfolio of work, and whilst the majority of actions in the Action Plan are allocated to operational service areas, the impact on support services should not be underestimated.

The Council will need to carefully monitor impacts on support services and seek to ensure that sufficient resources are available to progress the climate change agenda across the Council. The Climate Change Team will provide expertise and support to service areas wherever possible.

Delivery and Monitoring

Oversight of delivering the Climate Change Strategy, and the Action Plan that sits under it, sits with the Leader of the Council. Operational responsibility for delivery of the strategy is located at Corporate Leadership Team level. The Climate Change Team will oversee the coordination and monitoring of the Strategy and Action Plan, and lead on stakeholder engagement.

However, this Action Plan is very much a cross-service document that sets out shared responsibilities, with each specific action being owned by a relevant lead service area and implementation supported by other relevant service areas where necessary. It is essential that all Council service areas play their part in implementing this Action Plan, which has been co-produced with involvement from all services. Following adoption of the Action Plan, it is proposed that there will be discussions about priority actions with Councillors, and Service Areas as part of the annual Service Area Planning cycle. As part of a wider suite of activities/actions prioritised to deliver Council services over each Financial Year, these plans will include actions, as appropriate and where funding permits, to reduce the Council's scope 1 and 2 emissions (emissions which the Council has direct influence over). Alongside this, the content of the Service Area Plans will inform campaign themes for incorporation into annual Communications Plans aimed at helping reduce scope 3 emissions.

In addition, a Climate Change and Nature Member Working Party has been established. The Working Party has no decision-making powers: its purpose is instead to provide steer on key matters which relate to the Council's response to climate change and nature conservation and enhancement to make sure that they are in line with the Council's Corporate Business Plan. Some of the group's responsibilities are to assist in the development and periodic revision of the Action Plan, to help identify priorities, and to monitor progress with the targets that the Action Plan sets. Detailed monitoring and climate change update reports will be prepared by the Climate Change Team and reported to the Corporate Management Committee at regular intervals. Formal decisions on climate change activities will be made at the relevant committees.

The long-term nature of this Action Plan allows time to deliver a range of climate mitigation, adaptation and wider sustainability actions up to 2050. It is intended to be a living document - actions can be amended or revised periodically as national or international climate change measures change, and as new information and opportunities become available, with actions being allocated to relevant service areas accordingly. At a minimum, the Action Plan will be reviewed in full in line with Corporate Business Plan updates and to allow for project completion and development.






As explained in the Climate Change Strategy, the Council is mandated to report all current GHG emissions to the Department for Energy Security and Net Zero (DESNZ). For those operations which the Council directly controls or influences, a monitoring framework and key performance indicators will be created as a measure of success and to track and report progress. These will be measured through the Council's internal performance system and reported to Corporate Management Committee. This is captured by Action 7.1 of the following Action Plan.

Key

Action Timeframes	
ST	Short-term: 0-2yrs (2024-2026 ¹)
MT	Medium-term: 3-7yrs (2026-2030 ²)
LT	Long-term: 7yrs + (2030 +)
O	Ongoing

Indicative Carbon Impact (tonnes per annum)	
L	Low (0-500)
M	Medium (501-1000)
H	High (1001-10,000)
VH	Very High (10,000+)
E	Enabling borough-wide reduction – yet to be quantified.
U	Unknown / not yet quantified

Indicative Costs	
L	Low (£0 - £50k)
M	Medium (£50 - £250k)
H	High (£250k - £1m)
VH	Very high (£1m +)
U / NQ	Unknown / not yet quantified

Co-benefits		
	Health & wellbeing improvement	Air quality, physical health, wellbeing
	Environmental improvement	Water quality & management, habitat, biodiversity, green space
	Economic prosperity	Employment, income & poverty, cost of living, skills & training, invest to save
	Inclusivity & civil society	Stakeholder engagement, social justice, community representation
	Effective strategic planning, management, governance and delivery of essential public services	Housing, mobility, access to clean, green energy, waste management, reduced risk of fluvial or pluvial flooding.

GHG Scopes / Borough-wide reduction	
Scope 1	Carbon emissions from sources owned or controlled by the Council.
Scope 2	Carbon emissions from the consumption of purchased electricity, steam or other sources of grid-generated energy. Includes electricity supply to the Council's operational buildings.
Scope 3	Carbon emissions that occur indirectly from Council activities, outside the control of the Council (e.g. the Council's procured services and investments).
B	Borough-wide GHG emission reduction to reach 2050 target.


¹ Aligns with the Council's Medium Term Financial Strategy and Corporate Business Plan 2022-2026



² To align with the 2030 net zero target for Council operations

Greener Homes & Buildings Actions


Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
Delivering Sustainable Development									
1.1	Ensure new homes and buildings in Runnymede meet 2030 Local Plan sustainable design and renewable & low carbon energy policy requirements at a minimum, and encourage developers to exceed these standards to minimise adverse impacts.			Corporate Head of Planning, Economy & Built Environment	B	O	L	U	+ £ ⚙️
		1.1.1	In-house training for new Development Management Officers and refresher training for existing officers on the effective implementation of climate change policies in the 2030 Local Plan.	Corporate Head of Planning, Economy & Built Environment		O	L	U	
		1.1.2	Training for Planning Committee members on the importance of allocating sufficient weight to climate change issues in decision-making.	Corporate Head of Planning, Economy & Built Environment		O	L	U	
		1.1.5	Run sessions with local developers to raise awareness of guidance which encourages developers to go beyond minimum energy performance and biodiversity Local Plan standards.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
		1.1.6	Work with Climate Change Planning Officer at Surrey County Council to produce county-wide planning guidance and sustainability checklist for	Corporate Head of Planning, Economy &		ST	L	U	





Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
			developers, ensuring relevance for Runnymede.	Built Environment					
		1.1.7	Ensure pre-application advice emphasises the importance of applying energy hierarchy and sustainable design principles.	Corporate Head of Planning, Economy & Built Environment		O	L	U	
1.2	Review and strengthen climate change planning policies and guidance through the preparation of a Local Plan Review: policies which improve energy efficiency and reduce carbon emissions of new homes and buildings.				B	ST - MT	H	U	+ £ ⚙️ ⚖️
		1.2.1	Produce viability evidence to understand the impacts of introducing stronger/new planning policies on housing delivery.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
		1.2.2	Consider introducing a carbon offsetting scheme to facilitate the achievement of any net zero carbon planning policy requirements (as last resort in energy hierarchy), prioritising schemes within the borough, including where emission reductions can be achieved through biodiversity enhancements. All schemes should be capable of being monitored accurately and effectively.	Corporate Head of Planning, Economy & Built Environment		MT	L	U	
		1.2.3	Explore the opportunity to promote the use of the Future Homes & Buildings Standard or equivalent best practice to	Corporate Head of Planning,		ST	L	U	



Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
			achieve high quality new homes and buildings in the borough, and develop recommendations.	Economy & Built Environment					
		1.2.4	Following construction of new homes and buildings, consider introducing a 'post-occupancy monitoring' system to ensure that buildings are operating at the required standards.	Corporate Head of Planning, Economy & Built Environment		MT	U	U	
		1.2.5	Consider options to introduce planning policies which support high quality communications infrastructure – essential to facilitate the delivery of smart buildings to reduce the volume of electricity used.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
		1.2.6	In developing a Design Code for Runnymede, consider developing a set of codes focusing on net zero design, and design which embraces nature recovery. Improve upon existing Design SPD sustainable construction guidance.	Corporate Head of Planning, Economy & Built Environment		ST	M	U	
Strategy, Policy & Operational Activity – Council Estate									
1.3	Retrofit and improve energy efficiency and heating systems of existing Council housing stock.				1, 2, 3, B	ST – MT	VH	M	✚ ⚙️ £ 
		1.3.1	Develop a works programme, including costs, to target and improve Council homes with lowest energy performance ratings (i.e. those with EPC D rating or lower).	Corporate Head of Housing Services		ST	NQ	U	
		1.3.2	Upgrade or redevelop (where feasible), including through the Decent Homes programme, poorly performing homes to	Corporate Head of		ST - MT	VH	U	

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
			EPC C rating or above by 2030 (cross-reference with Action 4 of Housing Asset Management Plan) with additional continued use of awarded SHDF wave 2.2 funding to increase energy efficiencies to HRA stock.	Housing Services					
		1.3.3	Review Runnymede Investment Standard (which goes beyond 'Decent Homes' standard) to incorporate measures to improve energy performance of homes (cross-reference with Action 1 of Housing Asset Management Plan).	Corporate Head of Housing Services		ST – MT	VH	U	
		1.3.4	Review effectiveness of new asset management software system to model energy performance scenarios and improve quality of data (cross-reference with Action 2 of Housing Asset Management Plan).	Corporate Head of Housing Services		ST	NQ	U	
		1.3.5	Develop a Council Housing Heating Plan to identify how Council-owned homes will transition away from gas and be heated in the longer term (cross-reference with Action 6 of the Housing Asset Management Plan).	Corporate Head of Housing Services		ST	NQ	U	
		1.3.6	Identify relevant grants (e.g. Green Homes Grant / DESNZ Warm Homes grant (previously called Social Housing Decarbonisation Fund)) to fund energy performance improvement projects.	Climate Change Function & Corporate Head of Housing Services		O	L	U	
1.4	Deliver new Council-owned homes to a high energy performance standard.			Corporate Head of	1, 2,	ST-MT-LT	VH	U	+ £  



Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
				Housing Services	3, B				
		1.4.1	Produce a detailed delivery programme to identify sites and costs (including to meet high energy efficiency standards) for around 125 new units by 2026.	Corporate Head of Housing Services		ST	VH	U	
		1.4.2	All new council-led housing schemes to be designed to meet EPC A rating, pending further evidence around viability and feasibility at the detailed design stage.	Corporate Head of Housing Services		ST-MT-LT	VH	U	
1.5	Decarbonise operational estate (non-housing)			Corporate Head of Assets & Regeneration	1, 2	ST-MT	H	U	+ ⚙️ £
		1.5.1	Develop and deliver an Assets Decarbonisation Plan to consider the strategic approach to reducing energy demand and decarbonising the Council's operational estate, such as the Civic Centre, Chertsey Depot and Community Centres, along with a programme for the works.	Corporate Head of Assets & Regeneration		ST	H	U	
		1.5.2	Encourage tenants to review EPC rating certificates for all commercial assets and where possible support tenants with any upgrades to achieve an optimum rating.	Corporate Head of Assets & Regeneration	B	ST	U	U	
		1.5.3	Review and rationalise all power contracts and transition to renewable energy contracts where cost effective to do so, and seeking minimal financial impact to the Council's budget position.	Corporate Head of Assets & Regeneration		O	NQ	U	
		1.5.4	Review and rationalise all energy saving functions (e.g. LED lighting, upgrade electric equipment) as part of periodic	Corporate Head of Assets & Regeneration		O	NQ	U	



Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
			review and condition surveys of council assets, including car parks, subject to funding.						
Partner & Stakeholder Engagement									
1.6	Develop a communications programme to encourage and facilitate the retrofitting of energy efficiency and renewable/low carbon technology schemes in homes and buildings across the borough (cross-reference with Action 8.2).			Climate Change Function and Head of Public Relations & Marketing	B	ST	L	U	+ £ 
		1.6.1	Advance the case for the creation of a Surrey-wide Sustainable Design Awards which would highlight best practice and leading examples of decarbonised buildings, and other innovations in new developments.	Climate Change Function		ST	L	U	
		1.6.2	Publicise opportunities associated with improving energy efficiency standards and provide communications to owner-occupied homes (signposting to any necessary planning and heritage consents as appropriate).	Climate Change Function and Head of Public Relations & Marketing		ST	L	U	
		1.6.3	Signpost to existing databases of registered local tradespeople and resources that Runnymede residents and organisations can utilise to make homes / businesses more energy efficient.	Climate Change Function and Head of Public Relations & Marketing		ST	L	U	
1.7	Continue to support our partners such as SCC and delivery agents such as Action Surrey to promote funding			Climate Change Function and Head of Public	B	O	L	U	+ £



Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
	opportunities and schemes providing grants and advice for residents for energy efficiency home improvements (cross-reference with Action 8.3).			Relations & Marketing					
1.8	Work with housing association partners and other housing providers to share knowledge of approaches to minimise carbon emissions / maximise energy efficiency across all social housing outside Council Estate.			Corporate Head of Housing Services	B	O	L	U	+ £ 
1.9	Explore ways of mapping fuel poor households against poor energy efficient homes to target funding/ energy saving advice / support to households experiencing fuel poverty and for those where improvements could see the biggest benefits.			Climate Change Function	B	ST	L	U	+ £ 
1.10	Investigate grant funding programmes and support businesses access any relevant schemes (cross-reference with Actions 6.8 and 8.3).			Corporate Head of Planning, Economy & Built Environment	B	O	L	U	+ £ 
1.11	Provide guidance and support to private rental tenants on taking action to improve energy performance ratings where needed.			Corporate Head of Housing Services	B	O	L	U	+ £ 
		1.11.1	Explore options to work with partners to improve enforcement of Minimum Energy Efficiency Standards to ensure	Corporate Head of		O	L	U	

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
			that private rental residents are in properties which have an EPC rating of E and above (or as required by future Regulations) to capture non-compliance.	Environmental Services					
1.12	Support and guide Neighbourhood Forums to strive to ensure that Neighbourhood Plans reflect the ambition and help deliver a net zero Runnymede by 2050.			Corporate Head of Planning, Economy & Built Environment	B	O	L	U	+ £  




Energy Generation & Storage Actions


Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
Delivering Sustainable Development									
2.1	Review and strengthen climate change planning policies through the preparation of a Local Plan Review: policies which seek to support new stand-alone renewable and low carbon energy development.			Corporate Head of Planning, Economy & Built Environment	B	ST - MT	H	VH	 £
		2.1.1	Identify areas suitable for renewable energy (and energy storage) in the revised Local Plan.	Corporate Head of Planning, Economy & Built Environment		ST - MT	H	VH	
		2.1.2	Identify opportunity areas for decentralised energy networks in the revised Local Plan.	Corporate Head of Planning, Economy & Built Environment		ST - MT	H	U	
Strategy, Policy and Operational Activities									
2.2	Subject to budget, develop an Energy Strategy for the Council's operational estate, exploring options to invest in the development of renewable/low carbon energy and energy storage, subject to costs.			Climate Change Function	1 & 2	ST	L	H	 £
		2.2.1	Undertake a feasibility study of suitable decarbonisation measures and renewable energy technologies for the Council estate.	Climate Change Function		ST	L	L	
		2.2.2	Work with partners to explore feasibility and business case of installing solar panels over Runnymede-owned car parks which can supply the lighting and EV chargers, subject to payback being within five years.	Climate Change Function		ST	L	L	

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
		2.2.3	Consider feasibility and viability of renewable energy options in Independent Retirement Living units to increase renewable energy generation to 100% by 2030.	Corporate Head of Housing Services		ST	L	L	
		2.2.4	Consider feasibility of purchasing batteries to store electricity / energy supplied overnight when it is cheaper; to supply offices/properties during the day or sell back to the National Grid. Considerations to include Vehicle-to-Grid facilities for Council-owned fleet (cross-reference with Actions 3.3 and 7.11).	Climate Change Function		ST	L	L	
		2.2.5	Explore opportunities to source external expertise / partners to deliver actions in the Energy Strategy e.g. private / public joint ventures.	Climate Change Function		ST	L	L	
2.3	When relevant opportunities arise (e.g. comprehensive development / regeneration schemes), explore options to invest in new/expanded low carbon local district heat networks where feasible and financially viable.			Climate Change Function	1, 2, 3, B	O	NQ	U	 £
Stakeholder & Partner Engagement									
2.4	Work with stakeholders such as UK Power Networks' Local Area Energy Planning team to plan for the electricity capacity required to support the Council's decarbonisation plans and ensure Runnymede Council's energy infrastructure is climate			Climate Change Function / Head of Assets & Regeneration	1 & 2	O	L	E	

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
	ready (cross-reference with Action 2.2).								
2.5	Explore opportunities to work with partners to produce a sub-regional Local Area Energy Plan.			Head of External Projects	B	ST	L	U	
		2.5.1	Share information to develop integrated local and joint authority strategic working on energy infrastructure, where opportunities arise.	Head of External Projects		ST	L	U	
2.6	Develop a programme to encourage and facilitate the delivery of community-led renewable energy projects in conjunction with other stakeholders, including not-for-profit organisations.			Climate Change Function	B	ST	L	E	
		2.6.1	Share guidance and provide assistance to Neighbourhood Forums to explore options for Neighbourhood Plans to support renewable / low-carbon energy development (cross reference with Action 1.12).	Corporate Head of Planning, Economy & Built Environment		ST	L	E	

Active & Sustainable Travel Actions





Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
Delivering Sustainable Development									
3.1	New and redevelopment to support improvement and expansion of active travel and sustainable transport network through effective implementation of 2030 Local Plan.			Corporate Head of Planning, Economy & Built Environment	B	O	L	U	+ £ 
		3.1.1	Through the Development Management process, ensure EV charging infrastructure is included in all new developments in line with 2030 Local Plan requirements.	Corporate Head of Planning, Economy & Built Environment		O	L	U	
3.2	Review and strengthen planning policies through the preparation of a Local Plan Review: policies which ensure new and redevelopment proposals reduce the need to travel where possible (for example by applying the principles related to concepts such as 20-minute neighbourhoods) and ensure that proposals incorporate active travel and sustainable transport options.			Corporate Head of Planning, Economy & Built Environment	B	ST - MT	H	U	+ £  
		3.2.1	Work with stakeholders such as SCC to strengthen planning policies to reduce car use and improve active and sustainable travel networks in new developments.	Corporate Head of Planning, Economy & Built Environment		ST - MT	L	U	

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
		3.2.2	Produce evidence to assess the sustainability of proposed site allocations in terms of accessibility to local services and facilities by foot/cycle. Evidence to influence preferred spatial strategy.	Corporate Head of Planning, Economy & Built Environment		ST - MT	M	U	
		3.2.3	Consider options to require EV charging infrastructure be incorporated into new development in excess of Building Regulations standards.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
Strategy, Policy and Operational Activities									
3.3	Deliver actions contained in the adopted Electric Vehicle (EV) Strategy for Runnymede to support the transition to electric vehicles. Actions seek to help create a supportive policy environment; enable the creation of new EV charging infrastructure; promote EV benefits to a wider audience; and explore opportunities for joint working with partners to encourage wider take-up (by the Council for its own fleet and by Council employees, as well as private users) (Cross reference with 7.11.2). Actions also consider the use of e-bikes. Cross reference with Action 7.12.			Corporate Head of Planning, Economy & Built Environment	1, 2, 3 B	ST	L	L	
		3.3.1	Continue review of all public car parks to establish potential to install EV charging infrastructure.	Corporate Head of Customer, Digital and Collection		ST	L	L	

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
				Services/Climate Change Function					
		3.3.2	Continue review of all staff and fleet car parks to establish potential to install EV charging infrastructure (cross reference with 7.11.2)	Corporate Head of Community Services/Corporate Head of Assets & Regeneration/Climate Change Function		ST	L	L	
		3.3.3	Install EV charging infrastructure in the Civic Office's undercroft car park (cross reference with 7.11.2)	Climate change Function / Corporate Head of Assets & Regeneration		ST	M	L	
		3.3.4	Work with SCC to secure funding for EV vehicles and infrastructure where available. (cross reference with 7.11.2)	Corporate Head of Community Services/Climate Change Function		ST	L	U	
3.4	Work in partnership with SCC in their capacity as Local Highway Authority to reduce emissions from transport, particularly through the RBC/SCC Joint Infrastructure Group.			Corporate Head of Planning, Economy & Built Environment	B tbc	ST	M	L	✚ ⚙️ ⚖️
3.5	Review and assess the current and likely future air quality in Runnymede on a yearly basis.			Corporate Head of Environmental Services	B	O	L	U	✚ 🌿 ⚙️
		3.5.1	Monitor Air Quality Management Areas and implement identified mitigation measures in the Air Quality Action Plan.	Corporate Head of Environmental Services		O	VH	U	
Stakeholder & Partner Engagement, including with Communities									








Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
3.6	Work in partnership with SCC, through the Joint Infrastructure Group and other fora, to improve cycling, walking and sustainable transport infrastructure.			Corporate Head of Planning, Economy & Built Environment	B	O	VH	VH	
		3.6.1	Completion of the Stage 2 Runnymede Local Cycling and Walking Infrastructure Plan (LCWIP) project which is concerned with developing feasibility designs for the routes identified in the stage 1 work.	Corporate Head of Planning, Economy & Built Environment		ST	M	U	
		3.6.2	To work with SCC to agree priority routes from the Stage 2 LCWIP for detailed design and funding bids to Active Travel England (ATE), as well as working collaboratively with the aim of securing other possible funding streams.	Corporate Head of Planning, Economy & Built Environment		ST-MT	VH	U	
		3.6.3	Work with SCC on dedicated LCWIP development for River Thames Scheme active travel plans, to connect into wider LCWIP routes.	Corporate Head of Planning, Economy & Built Environment		ST-MT	L	U	
		3.6.4	Continue to work in partnership with SCC as they develop and consult on the Tranche 1 Local Street Improvements (LSIs) Programme which aims to improve the pedestrian and cycling environment. This includes improvement schemes for Egham Hythe and Chertsey Riverside	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
		3.6.5	To work in partnership with Surrey County Council to identify funding to deliver LSI projects	Corporate Head of Planning, Economy & Built Environment		ST-MT	H	U	


Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
		3.6.6	Work with SCC to closely monitor impacts of LSI pilot schemes to identify benefits and address any adverse impacts.	Corporate Head of Planning, Economy & Built Environment		MT	L	U	
		3.6.7	Work with SCC to assess and consult on feasibility of further LSIs and other measures that achieve similar outcomes – implementing where they are deemed appropriate.	Corporate Head of Planning, Economy & Built Environment		MT	L	U	
		3.6.8	Continue to work in partnership with SCC to deliver the A320 North of Woking project which incorporates an active travel corridor and links to neighbouring areas.	Corporate Head of Planning, Economy & Built Environment		ST – MT	VH	VH	
		3.6.9	Lobby for improvements to bus infrastructure in Runnymede as part of SCC's Bus Improvement Plan, including the introduction of zero-emissions buses, and support SCC in implementing the Plan.	Corporate Head of Planning, Economy & Built Environment		ST / O	L	U	
		3.6.10	Support SCC in the implementation of the Surrey Rail Strategy, and work with Network Rail to improve capacity of Runnymede's rail network and accessibility to local stations and to explore opportunities to improve signalling.	Corporate Head of Planning, Economy & Built Environment		ST / O	VH	U	
		3.6.11	Work with members of the Council's Developer Contributions Advisory Group to ensure active and sustainable travel projects (classed as 'essential infrastructure') are considered for Community Infrastructure Levy funding.	Corporate Head of Planning, Economy & Built Environment		O	L	U	

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
3.7	Engage with Government, Transport for the South East, National Highways, and other relevant bodies to input to regulatory change and lobby for investment in Runnymede and the wider sub-region on active and sustainable transport improvements; as well as strategic road network schemes which would ease congestion in the Borough and facilitate safe active travel and sustainable transport connectivity			Corporate Head of Planning, Economy & Built Environment	1, 2, 3, B	O	L	E	 
3.8	Work with the Heathrow Strategic Planning Group to influence sustainability of future airport plans and to identify options to accelerate the pace of decarbonisation in the affected sub-region.			Head of External Projects	B	O	L	E	 
		3.8.1	Represent the Council in the Heathrow Recovery Plan.	Head of External Projects		ST, O	L	E	
		3.8.2	Work with partners to improve surface access to Heathrow Airport – to help achieve a modal shift to public transport.	Head of External Projects		ST, O	L	E	
3.9	Publicise and share information about cycling, walking and sustainable transport initiatives to communities, businesses, schools and staff (cross-reference with Action 8.2).			Climate Change Function	B	O	L	E	+ £

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
		3.9.1	Promote cycle training for children, families, residents and businesses where opportunities arise.	Climate Change Function		O	L	E	
		3.9.2	Promote and facilitate walk and/or cycle to school initiatives, and work with local schools to improve the quality of School Travel Plans.	Climate Change Function		O	L	E	
		3.9.3	Work with local colleges and RHUL to identify and promote safe walking/cycle routes.	Climate Change Function		O	L	E	
		3.9.4	Engage with businesses to encourage travel choices that produce less emissions, such as Electric Vehicles and e-Cargo bikes.	Climate Change Function		O	L	E	
		3.9.5	Engage with Council staff to encourage travel choices that produce less emissions, such as Electric Vehicles, public transport, car sharing and active travel options.	Climate Change Function/ Corporate Head of Human Resources		O	L	U	


Reducing Borough-wide Waste Actions


Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
Delivering Sustainable Development									
4.1	Review and strengthen climate change planning policies through the preparation of a Local Plan Review: policies which aim to reduce waste and promote sustainable use of resources.			Corporate Head of Planning, Economy & Built Environment	B	ST – MT	H	U	+ £  
		4.1.1	Explore policy options to require all new development, including any public realm and supporting infrastructure, to incorporate circular economy measures into all aspects of the design, construction and operational process – reported via a Circular Economy Statement.	Corporate Head of Planning, Economy & Built Environment		ST – MT	L	U	
		4.1.2	Consider preparing guidance outlining how to prepare a Circular Economy Statement to accompany planning applications.	Corporate Head of Planning, Economy & Built Environment		MT	L	U	
Strategy, Policy and Operational Activities									
4.2	Implement the Surrey Environmental Partnership 2025 delivery plan for waste prevention, recycling, and emissions reduction.			Corporate Head of Environmental Services	B	O	NQ	U	+ £  
4.3	Investigate opportunities to enhance and expand the recycling of trade and commercial waste.			Corporate Head of Environmental Services	B	ST	NQ	U	 
4.4	Improve waste recycling facilities at Council-owned housing.			Corporate Head of Housing Services	B	ST	NQ	U	

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
		4.4.1	Increase number of food waste bins used by Council house tenants.	Corporate Head of Housing Services		O	NQ	U	
		4.4.2	Invest in 'refuse areas' at Council-owned housing blocks to promote recycling, and reduce the amount of waste going to landfill.	Corporate Head of Housing Services		ST	NQ	U	
Stakeholder & Partner Engagement									
4.6	Engage and collaborate with partners to facilitate behaviour change in Runnymede's local communities, adopting more sustainable and resilient waste practices (cross-reference with Action 8.2).			Climate Change Function	B	O	L	U	£ 
		4.6.1	Work with residents and local voluntary groups to build a 'rethink, refuse, reduce, reuse, refurbish, repair, repurpose and recycle' culture through targeted communications, supporting local events, and	Climate Change Function/Recycling Team/ Corporate Head of Assets & Regeneration		O	L	U	
		4.6.2	Work with local community groups to support event organisers in reducing waste in the first instance, and then recycling waste generated by local events (such as sport events and fairs).	Climate Change Function/Recycling Team		O	L	U	
		4.6.3	Publicly share and advertise best practice case studies in waste management, waste behaviours and application of circular economy principles and measures within Runnymede. Develop and publicise an inventory of businesses, voluntary groups, and shops within Runnymede that implement best practice circular economy or waste hierarchy principles e.g. repair shops / charity shops.	Climate Change Function		O	L	U	



Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
		4.6.4	Share information about new schemes such as 'Rethink Waste' and community fridges, which incentivise Surrey residents and businesses to reduce their waste.	Climate Change Function		O	L	U	
		4.6.5	Continue to support and increase regular community-led litter picks across Runnymede.	Climate Change Function		O	L	U	
		4.6.6	Work with residents and the community to encourage and promote home and community composting.	Climate Change Function		O	L	U	
		4.6.7	Better communicate the ongoing education campaigns in Runnymede's schools, colleges and university in relation to waste management and circular economy principles.	Climate Change Function		O	L	U	
		4.6.8	Consider whether vacant Council-owned shop units can be provided to community groups for zero-waste/repair initiatives.	Corporate Head of Assets & Regeneration		O	L	U	









Natural Environment & Biodiversity Actions


Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
Delivering Sustainable Development									
5.1	Review and strengthen climate change and nature planning policies through the preparation of a Local Plan Review that address the need to promote policies for climate change adaptation and resilience building, taking into account the long-term implications for flood risk, water supply, biodiversity and landscapes, and the risk of overheating and drought from rising temperatures:			Corporate Head of Planning, Economy & Built Environment	B	ST – MT	H	U	
		5.1.1	Consider Climate Change Study recommendations to strengthen climate change adaptation policy requirements, including for Sustainable Drainage Systems to ensure surface water runoff is being restricted to rates as close to the greenfield runoff rate as possible, and for woodland and other habitat expansion and carbon sequestration.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
		5.1.2	Investigate policy options which will optimise water efficiency of residential and non-residential development and make developments more resilient to droughts (for example through inclusion of water harvesting and grey water systems).	Corporate Head of Planning, Economy & Built Environment		ST	L	U	

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
		5.1.3	Investigate policy options which will provide food growing opportunities through new development.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
		5.1.4	Update the Strategic Flood Risk Assessment evidence underpinning the Local Plan Review and its spatial strategy, to take account of the latest national planning policy and guidance, and latest flood risk data and minimising development in areas at risk of flooding now or in the future wherever possible, in line with national policy.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
		5.1.5	Investigate options to strengthen policies which protect Sites of Nature Conservation Importance (SNCIs) against inappropriate development.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
		5.1.6	Consider whether any policies are required to facilitate the possible future relocation of development and infrastructure which is particularly vulnerable to climate change impacts.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
		5.1.7	Consider introducing policies which support the implementation of appropriate measures to ensure the future health and resilience of communities and infrastructure during heatwaves, gales, wildfires and extreme weather events including the suitability of buffer zones to reduce the risks of wildfires, natural windbreaks and innovative construction techniques.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
Strategy, Policy and Operational Activities									
5.2	Develop and implement a Green and Blue Infrastructure (GBI) Strategy to identify			Corporate Head of Planning, Economy & Built	B	ST	L	U	


Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
	opportunities and projects to enhance GBI across the borough.			Environment/Community Services					
		5.2.1	Consider availability of Council-owned land to act as a habitat bank which can contribute to carbon sequestration.	Corporate Head of Planning, Economy & Built Environment/ Community Services		ST	NQ	U	
		5.2.2	Explore opportunities through development of the strategy to increase tree cover on council-owned land and on streets and other opportunities for urban greening.	Corporate Head of Planning, Economy & Built Environment/ Community Services		ST	NQ	U	
		5.2.3	Explore with SCC opportunities to improve/enhance green active travel routes for cyclists/pedestrians (cross-reference with Actions 5.5.1 and 3.9).	Corporate Head of Planning, Economy & Built Environment/ Community Services		ST	VH	U	
		5.2.4	Explore opportunities through development of the strategy to connect isolated habitat patches to provide wildlife corridors and resilience against climate change.	Corporate Head of Planning, Economy & Built Environment/ Community Services		ST	VH	U	
5.3	Following its adoption in October 2022, implement the Council's sustainable planting policy to enhance the borough's natural environment.			Corporate Head of Environmental Services	B	O	NQ	U	✚ 🌸 ⚙️
		5.3.1	Continue work to trial areas for naturalisation and to maximise use of perennial native and drought-tolerant species.	Corporate Head of Environmental Services		O	NQ	U	
		5.3.2	Continue to plant new hedges and trees of appropriate species in suitable locations using the Local Authority	Corporate Head of Environmental Services		O	NQ	U	





Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
			Treescapes Fund and other available funding.						
		5.3.3	Encourage and support local community engagement including residents' groups and local businesses who wish to participate in community planting initiatives, applying sustainable planting principles.	Corporate Head of Environmental Services		O	L	U	
		5.3.4	Implement the approved Meadow Management Policy regarding improvement and enhancement of current meadow sites across the borough in the theme	Corporate Head of Community Services		O	L	U	
5.4	Identify and bid for relevant government grants for environmental improvement projects.			Corporate Heads of Community Services and Environmental Services	B	O	L	U	
		5.4.1	Continue to prepare and submit bids for Local Authority Treescapes Fund to restore tree cover in non-woodland areas, either individually or in partnership with SCC.	Corporate Head of Environmental Services		O	NQ	U	
		5.4.2	Continue applying for agri-environment schemes to fund nature-positive management of council-owned land.	Corporate Head of Community Services		O	L	U	
Stakeholder & Partner Engagement									
5.5	Continue to coordinate with the Environment Agency, SCC and other local authorities on the River Thames Scheme, to deliver multiple benefits including flood alleviation, biodiversity net gains, carbon sequestration, and active			Head of External Projects.	B	ST, O	VH	E	



Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
	travel infrastructure improvements; as well as other flood mitigation initiatives								
		5.5.1	Identify opportunities to improve access to green open spaces and for sustainable green travel corridors (see Actions 3.9 and 5.3.5).	Head of External Projects.		ST, O	NQ	E	
		5.5.2	Explore options to deliver Suitable Alternative Natural Greenspace as part of the RTS.	Head of External Projects.		ST, O	NQ	E	
5.6	Deliver Phase Two of Innovate UK's Net Zero Living project and work with partners to develop next steps and secure further funding streams and investment.			Head of External Projects	B tbc	ST – MT	NQ	U	   
5.7	Work with partners such as Surrey Food Partnership, local community groups and not-for-profit organisations to encourage local food production (e.g. via allotments and community farms) and explore other initiatives which promote the benefits of healthy, sustainable diets including plant-based diets.			Corporate Heads of Community Services, Environmental Services & Climate Change Function	B	ST / O	L	U	   
		5.7.1	Work with local communities to identify available land that can be used for local food production.	Corporate Heads of Community Services, Environmental Services & Climate Change Function		ST / O	L	U	
		5.7.2	Assess demand for additional allotment sites and explore options to increase	Corporate Heads of Community Services,		ST / O	NQ	U	



Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
			allotment/community growing capacity if required.	Environmental Services & Climate Change Function					
		5.7.3	Consider supporting Incredible Edible's Right to Grow campaign which identifies public land suitable for community food growing.	Corporate Heads of Community Services, Environmental Services & Climate Change Function		ST / O	NQ	U	
		5.7.4	Share information and advice with local residents, businesses, schools and other organisations to raise awareness and understanding about plant-based food systems and diets. Explore the use of relevant campaign materials such as Peas Please . (Cross-reference with action 8.2)	Corporate Heads of Community Services, Environmental Services & Climate Change Function		ST / O	L	U	
		5.7.5	Support the development and delivery of actions in Surrey Food Partnership's emerging Food Strategy where they achieve climate change benefits.	Corporate Heads of Community Services, Environmental Services & Climate Change Function		ST / O	NQ	U	
5.8	As a member of the Greener Futures Partnership Steering Group, review Surrey County Council's Climate Change Adaptation and Resilience Strategy and identify how Runnymede Borough Council can contribute to its delivery.			Climate Change Function	B	ST	NQ	U	
		5.8.1	Working with stakeholder partners produce a Climate Change Adaptation and Resilience Strategy for the borough.	Climate Change Function		ST	NQ	U	

Green Economy Actions


Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
Delivering Sustainable Development									
6.1	Review and strengthen planning policies through the Local Plan Review, to ensure requirements help achieve a green, net-zero economy.			Corporate Head of Planning, Economy & Built Environment	B	ST – MT	H	U	
		6.1.1	Consider scope to introduce policies which support greater digital connectivity, but which address adverse impacts such as carbon-intensive data centre development.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
		6.1.2	Review policies which seek to deliver highly sustainable non-residential development such as offices and retail floorspace.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
6.2	Work with partners to support the construction sector move to a circular economy and reduce emissions through sustainable practices.			Corporate Head of Planning, Economy & Built Environment	B	O	L	U	
		6.2.1	Share information and advice with local SME house builders on best practice in sustainable construction and identifying opportunities available to upskill the labour force (in green skills).	Corporate Head of Planning, Economy & Built Environment		O	L	U	
		6.2.2	Work with Building Control team to raise awareness of planning policy standards on sustainable design and construction, and how these relate to Building Regulations.	Corporate Head of Planning, Economy & Built Environment		O	L	U	



Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
Strategy, Policy and Operational Activities									
6.3	Through the Runnymede Business Growth and Innovation Service, provide advice, coaching and mentoring to help businesses become more sustainable, and help businesses which work in the green sector to grow.			Corporate Head of Planning, Economy & Built Environment	B	ST	M	U	£
Stakeholder & Partner Engagement									
6.4	Cross-reference with Action 3.9 under Active Travel & Sustainable Transport theme – work with partners such as SCC to improve the borough’s sustainable and active transport infrastructure to facilitate green growth.			Corporate Head of Planning, Economy & Built Environment	B	O	VH	U	+ £   
6.5	Work with partners such as the Chambers of Commerce and Business Runnymede to encourage behaviour change across small-medium sized enterprises (SMEs), including through appropriate communications (cross-reference with Action 8.2).			Corporate Head of Planning, Economy & Built Environment	B	O	L	U	£ 
		6.5.1	Signpost and support SMEs access funds, tools and expertise for reducing carbon emissions, including related legal and tax advice.	Corporate Head of Planning, Economy & Built Environment		O	L	U	



Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
		6.5.2	Support businesses to reduce their emissions from travel e.g. by replacing fossil fuel vehicles with e-vans or e-Cargo bikes (cross-reference with Action 3.3).	Corporate Head of Planning, Economy & Built Environment		O	L	U	
		6.5.3	Identify, promote and potentially deliver training and employability support programmes, which will focus on green skills.	Corporate Head of Planning, Economy & Built Environment		O	L	U	
		6.5.4	Support local businesses to diversify and localise the supply chain to reduce carbon emissions in operations.	Corporate Head of Planning, Economy & Built Environment		O	L	U	
		6.5.5	Work with local companies and organisations to identify and share best practice in key sectors such as waste management, energy efficiency, EV investment, and innovation in green economy, highlighting the co-benefits of taking action.	Corporate Head of Planning, Economy & Built Environment		O	L	U	
6.6	With partners, plan and deliver Business Runnymede and other networking events which showcase best practice and share information about addressing barriers to taking action.			Corporate Head of Planning, Economy & Built Environment	B	ST / O	L	U	£ 
6.7	Encourage large employees to install EV charging facilities for staff (cross-reference with Action 3.3).			Corporate Head of Planning, Economy & Built Environment/Climate Change	B	O	L	U	
		6.7.1	Promote and provide assistance with accessing grants, such as Workplace Charging Grant from the Office for Zero Emission Vehicles, to improve charging infrastructure at the workplace.	Climate Change		O	L	U	




Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
6.8	Encourage and assist local businesses and landlords to improve the energy performance of their premises.			Corporate Head of Planning, Economy & Built Environment	B	O	L	U	£ 
		6.8.1	Promote and provide assistance with accessing local grants available from central government or from other initiatives (cross-reference with Actions 1.10 and 1.11).	Corporate Head of Planning, Economy & Built Environment		O	L	U	
		6.8.2	Encourage the development of central government initiatives to support SMEs to retrofit their premises.	Corporate Head of Planning, Economy & Built Environment		O	L	U	
6.9	Engage with Surrey County Council, local businesses and other relevant bodies to support climate change innovation and action.			Corporate Head of Planning, Economy & Built Environment	B	O	L	U	£ 
		6.9.1	Share information and provide assistance to local businesses and industry to raise awareness of the benefits of adoption of 5G and digital solutions to help reduce overall energy consumption across the local economy.	Corporate Head of Planning, Economy & Built Environment		O	L	U	


Sustainable Council – Additional Actions



Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
Climate Change Governance, Project Coordination and Monitoring									
7.1	Monitor progress with Climate Change and Nature Action Plan delivery and its ongoing development, reporting to new member Climate Change Working Party.			Climate Change Function	1, 2, 3, B	O	L	L	
		7.1.1	Adopt and monitor relevant carbon reduction/adaptation priority actions as part of annual Service Area Plans.	Climate Change Function		O	L	L	
		7.1.2	Measure, demonstrate and report progress towards 2030 net zero target against Runnymede Standard Carbon Baseline at agreed intervals.	Climate Change Function		O	L	L	
		7.1.3	Improve and streamline the Council's carbon emissions and energy monitoring, measuring and reporting methodologies, in accordance with recommendations made in the Climate Change Study (which may include ongoing officer training).	Climate Change Function		O	L	L	
		7.1.4	Explore benefits of appointing Environment Champions across the Council (Councillors and employees) to help drive delivery of climate change actions throughout members' communities.	Climate Change Function		ST	L	L	
		7.1.5	Work to cost and carbon impact model the actions set out in this Action Plan (and other actions as they are developed).	Climate Change Function		ST	L/M	L	




Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
7.2	Seek funding opportunities which support emissions reductions from Council operations and across Runnymede and support the delivery of actions within the Climate Change and Nature Action Plan.			Climate Change Function & Chief Executive's Office	1, 2, 3, B	O	L	U	 £
		7.2.1	Share relevant project information with the Bid Writer and Grants Officer to investigate potential funding streams.	Climate Change Function & Chief Executive's Office		O	L	U	
		7.2.2	Develop list of available and planned funding for climate change projects and list the criteria for a successful bid.	Climate Change Function & Chief Executive's Office		O	L	U	
		7.2.3	Explore opportunities for securing joint funding opportunities with SCC / other boroughs / wider partners.	Climate Change Function & Chief Executive's Office		O	L	U	
7.3	Continue to identify climate change training needs for staff, Councillors and other stakeholders to improve understanding of impact of decisions on carbon emissions.			Climate Change Function (working with Democratic Services & HR)	1, 2, 3, B	O	L	L	
		7.3.1	Continue to offer Carbon Literacy Training or other suitable training to newly elected Councillors and new senior officers of the Council subject to the availability of further funding.	Climate Change Function & Corporate Head of HR & Organisational Development		O	L	U	
		7.3.2	Discuss training needs of all staff across the organisation and devise a wider programme to roll out relevant climate change training as appropriate.	Climate Change Function & Corporate Head of HR & Organisational Development		ST	L	U	

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
		7.3.3	Ensure carbon emissions considerations are incorporated into Project Management training modules, and other training courses as appropriate.	Climate Change Function & Head of Business Planning, Projects & Performance		ST	L	U	
		7.3.4	Explore opportunities to promote/ facilitate carbon literacy training or suitable alternative training to the wider community (linked with Action 8.5)	Climate Change Function/ Community Services		O	L	U	
Strategy, Policy & Operational Activities									
7.4	Through the newly adopted Procurement Strategy and Policies, ensure the local authority supply chain is minimising carbon emissions.			Head of Business Planning, Projects & Performance	3	O	L	U	£ 
		7.4.1	Continue to monitor implementation of Sustainable Procurement Policy to determine if environmental factors are being successfully considered as part of any tender exercise as appropriate.	Head of Business Planning, Projects & Performance		O	L	U	
		7.4.2	Run briefing sessions for staff on the new Procurement Strategy 2023-2026 and its supporting policies as required.	Head of Business Planning, Projects & Performance		ST / O	L	U	
		7.4.3	Provide support to all departments when they look to secure works, services and goods to ensure relevant environmental criteria are being assessed effectively as part of tender evaluation.	Head of Business Planning, Projects & Performance		O	L	U	
7.5	Support, monitor and revise as appropriate project management procedures which seek to minimise carbon emissions.			Head of Business Planning, Projects & Performance	1, 2, 3	ST	L	U	




Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
		7.5.1	Continue to develop project and activity reporting to provide overview of progress of climate change activity as part of overall performance of the Council at agreed intervals.	Head of Business Planning, Projects & Performance		ST	L	U	
7.6	Explore RBC controlled waste streams to identify opportunities for further waste reduction by applying the waste hierarchy.			Climate Change Function	tbc	ST	L	U	£ 
		7.6.1	Explore options to separate and recycle waste more effectively.	Climate Change Function		ST	L	U	
		7.6.2	Identify where further training is necessary to upskill Council staff and Councillors on circular economy principles and measures, and how these can be applied in the Council's operations across appropriate service areas (cross-reference with Action 7.3).	Climate Change Function		ST	L	U	
7.7	Review waste associated with Meals on Wheels and Day Centres meal services, and sustainability of meals served.			Corporate Head of Community Services	tbc	ST	L	U	£ 
		7.7.1	Consider the sourcing and ingredients of meals and challenge providers to meet environmental objectives.	Corporate Head of Community Services		ST	NQ	U	
7.8	Reduce the Council's paper waste by offering papers and notifications electronically.				1, 2, 3	ST – MT	NQ	U	£ 
		7.8.1	Through a rolling digital transformation programme, enable increased access to online services to reduce printing.	Corporate Head of Customer, Digital and Collection Services		O	NQ	U	



Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
		7.8.2	Explore further efficiencies to reduce the need to print and post multiple notifications for residents through the hybrid mail project.	Corporate Head of Customer, Digital and Collection Services		ST	NQ	U	
		7.8.3	Implementation of a new financial management system to reduce the need to produce paper documentation (in Capital Programme for replacement by April 2026).	Corporate Head of Finance		ST	NQ	U	
		7.8.4	Resolve any concerns on the part of Councillors regarding use of the Mod Gov and pure electronic systems to encourage paperless systems to be used where appropriate.	Corporate Head of Law & Governance		O	L	U	
		7.8.5	Identify and resolve any barriers to use of OneAccount where customers can access online services and switch to paperless billing and notifications.	Corporate Head of Customer, Digital and Collection Services		O	L	U	
		7.8.6	Make enhancements to the Council's OneAccount to make more services available to Council tenants online.	Corporate Head of Customer, Digital and Collection Services		O	NQ	U	
		7.8.7	Transition to ANPR technology and contactless systems in the Council's public car parks, to move away from printed tickets. Explore use of renewable technologies to power the new machinery, where financially feasible to do so.	Corporate Head of Customer, Digital and Collection Services		ST – MT	NQ	U	
		7.8.8	Identify and resolve accessibility issues through Equality Impact Assessment.	Corporate Head of Customer, Digital and Collection Services		ST – MT	L	U	
7.9	Review the success of the IT disposal contract on an annual basis, assessing degree to			Corporate Head of Customer, Digital and Collection Services	3	O	NQ	U	£ 

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
	which IT hardware has been reused and recycled and making improvements as required.								
7.10	Improve the Council's waste and recycling software to optimise efficiency of waste collection rounds.			Corporate Head of Customer, Digital and Collection Services	1, 2	ST	NQ	U	£ 
7.11	Deliver relevant actions within the adopted Sustainable Fleet Management Strategy (SFMS), (cross-reference with Action 3.3).			Corporate Heads of Community Services; Environmental Services; Assets & Regeneration/ Digital Services/ Housing	1	ST	NQ	U	£ 
		7.11.1	Implement route optimisation for waste, recycling, trade waste and garden waste rounds (for HGV vehicles only) (SFMS action 10)	Corporate Head of Customer, Digital and Collection Services		ST	NQ	U	
		7.11.2	Identify suitable sites to install EV infrastructure and install required infrastructure to facilitate transition of suitable vehicles within the fleet to EVs. (Cross reference with Action 3.3)	Corporate Heads of Community Services; Environmental Services; Assets & Regeneration/ Digital Services/ Housing		O	NQ	U	
7.12	Develop a Green Travel Strategy to facilitate staff adopting active travel and more sustainable transport options to commute to work and for business travel.			Corporate Head of HR & Organisational Development/Climate Change Function	3	ST	NQ	U	
		7.12.1	Implement electric vehicle technology within RBC for employees in line with the Council's emerging EV Strategy (cross-reference with Action 3.3).	Corporate Head of HR & Organisational Development/Climate Change Function		ST – MT	NQ	U	

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
		7.12.23	Prepare a Green Travel Policy aimed at employees.	Corporate Head of HR & Organisational Development		ST	NQ	U	
		7.12.3	Subject to the results of the staff travel survey, set up a season ticket loan scheme for those who commute to work by train.	Corporate Head of HR & Organisational Development		ST	NQ	U	
Partner & Stakeholder Engagement									
7.13	Continue to engage with SCC and other Surrey authorities on joint carbon reduction opportunities.			Climate Change Function	1, 2, 3, B	O	L	U	
		7.13.1	Continue to support delivery of SCC Greener Futures Climate Change Delivery Plan.	Climate Change Function		O	L	U	
		7.13.2	Regularly attend Greener Futures Partnership Steering Group meetings.	Climate Change Function		O	L	U	
7.14	Work with partners to put the case forward to central government, trade sectors, and other relevant bodies to gain the resources and powers necessary to meet local and national net zero targets.			Climate Change Function and other Service Areas as appropriate	1, 2, 3, B	O	L	E	
7.15	Review the questions in the Council's Community Grants programme to ensure that potential Climate Change impacts (positive and negative) from proposed projects are captured and suitable mitigation considered by applicants if necessary.			Head of Community Services	B	ST	L	L	

Supporting our Communities Actions

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
Stakeholder & Partner Engagement									
8.1	Work with the Runnymede Citizen's Panel (once it is set up) to engage with residents about climate change issues and seek feedback on the Council's initiatives.			Climate Change Function and Head of Public Relations & Marketing	1, 2, 3, B	ST, O	L	L	
8.2	Work with our partners and communities to encourage positive behavioural changes, supported by annual communications plans, which coordinates priorities and campaigns.			Climate Change Function and Head of Public Relations & Marketing	B	ST, O	NQ	U	
		8.2.1	Undertake borough-wide communications campaigns to strongly promote and support local, county-wide, regional and national schemes that help communities overcome barriers to change as appropriate.	Climate Change Function and Head of Public Relations & Marketing		ST, O	NQ	U	
		8.2.2	Participate in external events throughout the year such as the Great Big Green Week.	Climate Change Function.		O	L	U	
		8.2.3	Explore opportunities to support partners to deliver carbon literacy training to a wider audience.	Climate Change Function.		O	L	U	
8.3	Identify and provide assistance in accessing funding opportunities and schemes which support community-led climate change projects.			Climate Change Function and Head of Public Relations & Marketing	B	ST, O	L	U	
		8.3.1	Work with SCC to promote solar panel installations on domestic properties and	Climate Change Function and		ST, O	L	U	

Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
			SMEs through the Solar Together programme or similar replacement initiatives.	Head of Public Relations & Marketing					
		8.3.2	Run campaigns to ensure that households are signposted to opportunities available for funding sources and promoting good behaviour practices to achieve an efficient home with low running costs.	Climate Change Function and Head of Public Relations & Marketing		ST, O	L	U	
8.4	Consider how the Council can provide support in establishing community-led 'climate change hubs', in partnership with local community groups.			Climate Change Function	B	ST	NQ	U	
8.5	Explore the benefits of developing a community Environment Champions network to help drive delivery of climate change actions and support community action on climate change and environmental protection across the borough,(linked to Action 7.1.4).			Climate Change Function		ST - MT	L	U	

Tally of actions against indicators in the key

This section of the report seeks to quantify the number of activities which fall under the various indicators set out in the key (as at February 2024). In future iterations of the action plan, this page will be updated so that comparisons can be drawn in terms of how the profile of actions changes over time. There are 211 actions in total.

Action/Sub-Action Timeframes		No. of actions	No. of actions completed
ST	Short-term: 0-2yrs (2024-2026 ³)	122	8
MT	Medium-term: 3-7yrs (2026-2030 ⁴)	6	1
LT	Long-term: 7yrs + (2030 +)		
O	Ongoing	90	3


Indicative Carbon Impact (tonnes per annum)		No. of actions	No. of actions completed
L	Low (0-500)	19	
M	Medium (501-1000)	1	
H	High (1001-10,000)	1	
VH	Very High (10,000+)	4	
E	Enabling borough-wide reduction – yet to be quantified.	16	
U	Unknown / not yet quantified	174	12

Indicative Costs		No. of actions	No. of actions completed
L	Low (£0 - £50k)	141	8
M	Medium (£50 - £250k)	6	
H	High (£250k - £1m)	12	
VH	Very high (£1m +)	16	
U / NQ	Unknown / not yet quantified	45	4

³ Aligns with the Council's Medium Term Financial Strategy and Corporate Business Plan 2022-2026

⁴ To align with the 2030 net zero target for Council operations

Completed Actions (since Consultation Version was published in 2023)

Financial year action completed	Action ID	Action	Sub- Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
2024/25			1.1.3	Develop planning guidance to ensure existing 2030 Local Plan carbon reduction policies are implemented effectively, encouraging developers to go beyond minimum requirements.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
2024/25			1.1.4	Consider adoption of Net Zero Carbon Toolkit, or similar, developed by Cotswold District Council and its partners as a resource for other public sector organisations to use and adopt, to encourage delivery of low carbon development as an interim measure ahead of Local Plan Review.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
2023/24			1.2.1	Work with the appointed consultants to finalise the Climate Change Study which underpins the Local Plan Review. Consider its recommendations for strengthening existing or introducing new planning policies in order to better meet net zero carbon emission targets and to adapt to climate change.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
2024/25	4.5	Ensure Council's operational non-residential buildings and facilities have full recycling services, including food			Corporate Head of Assets & Regeneration	B	ST	N Q	U	£ 

Financial year action completed	Action ID	Action	Sub- Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
		waste, with clear communications in place to ensure they are well used.								
2023/24			5.2.1	Audit of existing GBI assets to understand deficiencies in the network and opportunities for strengthening provision and connectivity.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
2023/24			5.2.2	Early engagement with stakeholders to identify potential projects followed by public consultation on the draft GBI strategy in late 2023.	Corporate Head of Planning, Economy & Built Environment		ST	L	U	
2023/24			5.3.4	Undertake analysis of current meadow sites across the borough, relating to management, maintenance and current condition, to gain an understanding of possible future requirements to improve / enhance these sites.	Corporate Head of Community Services		O	L	U	
2023/24			5.3.4 (numbering from consultation version)	Explore advantages and disadvantages of introducing 'No Mow May' and whether suitable areas exist within Council control.	Corporate Head of Environmental Services		ST	L	U	
2023/24			5.3.4(numbering from version 1)	Develop a management strategy to meet future requirements regarding improvement and enhancement of current meadow sites across the borough.	Corporate Head of Community Services		O	L	U	
2023/24			7.8.7	Upgrade pay and display parking machines in the Council's car parks to transition to	Corporate Head of		ST – MT	N Q	U	

Financial year action completed	Action ID	Action	Sub- Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Timescales	Indicative Costs	Carbon Impact	Co-benefits
				ANPR technology and contactless systems, to move away from printed tickets.	Customer, Digital and Collection Services					
2024/25			7.11.1	Transition fleet and ground maintenance equipment at the Chertsey Depot onto HVO, where feasible. At the end of their life, explore replacing vehicles with greener alternatives.	Corporate Head of Environmental Services		O	N Q	U	
			7.12.1	Develop a staff travel survey for all Council staff and use results of the travel survey to understand barriers towards a shift to more sustainable modes of transport, and initiatives the Council could implement to encourage this shift.	Corporate Head of HR & Organisational Development/C limate Change Function		ST	N Q	U	

Actions Removed (since action plan was adopted in February 2024)

Financial year action removed	Action ID	Action	Sub- Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Reason removed
24/25			3.5.2	Finalise and adopt the Environmental Protection SPD which guides new development on the assessment of air quality and measures to mitigate adverse impacts to comply with 2030 Local Plan policy requirements.	Corporate Head of Planning, Economy & Built Environment	B	The Development Management and Planning Policy teams are no longer proposing to progress this project. The draft document, produced by specialist consultants, is considered too technical in nature to be used with confidence by planning staff, elected members and many

Financial year action removed	Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Reason removed
							applicants. As such, the proposal is to rely on ad hoc specialist advice where the need arises given that such advice is not often required. Budget has been set aside for specialist noise and air quality advice during the preparation of the replacement local plan, where specialist consultants will be requested to make recommendations for policy requirements needed for certain allocations where noise and air quality may be an issue. The consultants will also be asked to review the existing local plan policy.
24/25			3.6.7	Action 'Work in partnership with SCC to consult on and implement package of improvement measures (including pedestrian and cycling measures as well as public realm enhancements for Addlestone town.' Has been deleted.	Corporate Head of Planning, Economy & Built Environment	B	Feasibility study carried out by SCC which concluded that 'Three options have been investigated to explore whether a highways scheme at or near the A318/B3121 junction could increase capacity sufficiently to address the air quality issue. Unfortunately, it is felt at this stage that none of these options are likely to be successful in addressing the cause of the issue. Surrey County Councils Local Transport Plan (LTP4) lists a number of priorities and projects that combined are likely to be more successful in addressing the Air

Financial year action removed	Action ID	Action	Sub-Action ID	Sub Actions	Action Lead Owner(s)	GHG Scope	Reason removed
							Quality issue at the A318/B3121 junction than a highway scheme. Therefore, as no option is being progressed, action deleted.
24/25			7.12.1	Establish a cross-service area Green HR Officer Working Party to develop the strategy.	Corporate Head of HR & Organisational Development	3	Relaced with 'Develop a staff travel survey for all Council staff and use results of the travel survey to understand barriers towards a shift to more sustainable modes of transport, and initiatives the Council could implement to encourage this shift'. Now in completed actions above.

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