

Appendix 2 – Service Area Updates

Service Area: Chief Executive's Office

Appendix

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CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
Completed activities				
In Progress activities				
CEX043 <u>5.6</u>	Net Zero Places: Phase 1 Innovate UK + City Science	RBC, as part of the wider Heathrow community secured stage 1 funding of circa £100,000 (£7,000 for Runnymede) to evaluate non-technical barriers (such as financing, governance, regulation, and engagement) to achieving carbon net zero from Innovate UK (part of UK Research and Innovation) in partnership with City Science. The ultimate aim is to help places and businesses accelerate the delivery of the transition to Net Zero. In the first phase of the programme, 31 projects from across the UK, have been awarded a share of £2m through a competitive process, to carry out feasibility studies to understand what approaches to test in their local area.	None	This project is in the area of Waste to Energy (Sustainable Aviation Fuel), testing the premise for Carbon Credit generation and certification via retrofit and EV charging. This includes a review and update of the HSPG area Joint Spatial Planning Framework regarding the use of planning policy to reduce carbon emissions and an initial review of the Local Area Energy Plan (LAEP) in the Hounslow/Ealing area (for lessons learnt). RBC is the lead local authority for this bid with projects in partnership with HSPG, City Science, and Hounslow BC. The project is due to continue until June 2025. When a report will be delivered to Innovate UK and the HSPG on the findings. Status Update: This project has been brought to Members for approval. Further information was requested and it is anticipated that this will be brought back to Council before end of 2025.
CEX018 <u>7.4</u>	Procurement relaunch	Launch of a number of procurement led initiatives, including but not limited to revised CSOs, Procurement Strategy and Contract Management Framework	n/a	Commenced in October 2024. All procurement templates are currently being updated, and one particular focus will be to develop a list of model questions to be put to prospective suppliers around climate and environment considerations. Guidance will be provided to cover different types of

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				<p>procurement activities and how these should be tailored to better deliver sustainability.</p> <p>As part of the updated social value offering, prospective suppliers will be invited to make commitments based on environmental outcomes when bidding for contracts.</p> <p>STATUS UPDATE: A new tool has been trialled for social value in a recent works tender. Bidders were asked to commit to outcomes, the responses included:</p> <ul style="list-style-type: none"> • donating money to local schools for green spaces, biodiversity or ecosystems • donating money to plant trees in the borough • funding and delivery of conservation projects • using green transport options • using local businesses in supply chain to minimise emissions <p>We will be reviewing the tool with other Service Areas to ensure that it is fit for purpose and delivering what is required.</p>
CEX059 7.1	NEW: Support development of the CBP for period beyond 2026	To facilitate and manage preparation of the new Corporate Business Plan (CBP) during 2025 to ensure a new plan is in place at the end of FY 25/26. Align service area plans for 26/27 to the new CBP.	October CMC 2025	Status Update: officers in the Climate Change Team and the biodiversity officer have assisted with the drafting the theme 'Tackling the climate emergency and enhancing nature' for the CBP. Draft and update on the CBP can be found elsewhere on this agenda.
Not Started Activities				

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Service Area: Central Climate Change Team (part of the Planning, Economy and Built Environment Service Area)

Lead Officer: Sarah Hides, Climate Change and Sustainability Lead

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
Completed activities				
CC087 8.2	Sustainability initiatives across the borough report	A report to outline the range of environment-related initiatives taking place across the borough. The report will bring attention of these to members	Environment and Sustainability Committee , 9 th July 2025	<p>STATUS UPDATE: MOVED FROM IN PROGRESS TO COMPLETED</p> <p>Report was delivered to Environment & Sustainability Committee on 9th July 2025, detailing several initiatives available to residents in Runnymede to support a more sustainable lifestyle. These included promoting active travel through the BetterPoints app, receiving energy efficiency advice for the home through the Home Energy Advice Taskforce, and inspiring local action by becoming a Runnymede Environment Champion.</p> <p>A follow-up email on utilisation of the difference schemes was sent to members of the committee following a question during the session.</p>
CC082 7.3	Initiate a climate change & sustainability staff interest group	Bring together interested staff from across the Council in quarterly lunchtime meetings to learn about a variety of environmental topics from both within and outside the Council		<p>STATUS UPDATE: MOVED FROM IN PROGRESS TO COMPLETED</p> <p>The first meeting of this group took place in April 2025, and the group will meet on a quarterly basis moving forward. There are currently 30 staff from</p>

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				across the Council on the attendance list for the interest group.
CC078 7.1	Climate Change Action Plan: First Review	As agreed in Full Council in Feb 24, the CCAP will be reviewed in September	Corporate Management Committee, 10th April 2025	STATUS UPDATE: MOVED FROM IN PROGRESS TO COMPLETED Officers provided a first review and update of the Climate Change Action Plan to members at Corporate Management Committee in April 2025. The Action Plan is now titled the Climate Change & Nature Action Plan to reflect the dual focus of the Council on these topics.
CC067 8.2, 4.6, 3.9, 8.2.1	Climate Change Communication Plan 2024/25	The purpose of the annual Climate Change Communication Plan is to promote 2 campaigns a year which will encourage environmental behaviour changes amongst the Borough's population.	Corporate Management Committee, 25th May 2023 Corporate Management Committee, 21st March 2024	STATUS UPDATE: MOVED FROM IN PROGRESS TO COMPLETED The Climate Change Communications Plan 2024-25 has been developed based on resident feedback, internal discussion with relevant service areas, external discussion with relevant organisations, suitable literature, and feedback from Members following presentations at the Climate Change Working Party in November and January. This information has been utilised by officers to steer the campaign focus areas and develop the engagement approaches in the Plan. Two themes are the focus of the plan for the FY 24/25 (which was approved at Corporate Management Committee in March 2024). The proposed campaigns target anti-idling, which

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				<p>aligns to Action ID 3.9 of the Climate Change Action Plan, and food waste, which aligns to Action ID 4.6 of the Climate Change Action Plan.</p> <p>The climate change team, working closely with available resources in the Communications team, have finalised the details of the anti-idling campaign and working to finalize details of the food waste campaign. Soft launches of both campaigns took place at local events over summer (Black Cherry Fair and Englefield Green Village Fair, St John’s Eco Fayre). The public communications campaign associated with the anti-idling campaign was launched on 21st September aligned to the international ‘Zero Emissions day’ and will run for six-weeks. This has been accompanied to date by assemblies delivered in two schools which launched poster competitions, with each entrant being provided a Stop Idol sticker and bookmark, and winning entries printed on a banner to be erected at each school site. A further assembly is booked for later in October, with officers continuing to promote this initiative to engage more schools. Stop Idol assemblies were delivered in 4 schools to an estimated 1200 students, with a total of 580 poster competition entrants across the schools. Winners were selected in each case and banners of the winning entrants presented back to the schools to be displayed in a suitable location. The public</p>

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				<p>communications campaign was postponed after 3 weeks and officers are currently reviewing alternatives to relaunch.</p> <p>STATUS UPDATE: The food waste campaign was delivered on the Council’s digital channels in March 2025 utilizing graphics from the Surrey Environment Partnership and amended wording with specific relation to Runnymede. Following discussion at Climate Change & Nature Members Working Party, it was decided that the anti-idling campaign be ended and officers focus on the 2025/25 communications topic of developing Environment Champions networks.</p>
In Progress activities				
<p>CC073 <u>7.3, 7.3.1 and 7.3.2</u></p>	<p>Carbon Literacy Training: Members and Senior Officers</p>	<p>Carbon Literacy is an understanding of the causes and impacts of our everyday carbon emissions – the fundamental awareness that offers a starting point for making real change in the way we tackle climate change.</p>	<p>Thursday 23rd March 2023 – Corporate management Committee</p>	<p>Officers are currently exploring options to deliver training to newly elected members and to a wider cohort of officers from across the Council in the financial year 24/25. Options for delivering shorter courses will also be looked at.</p> <p>Licences to use the training materials from the Carbon Literacy Project have been purchased and carbon literacy training is due to be rolled out regularly over the 25/26 financial year to officers and members.</p> <p>STATUS UPDATE:</p>

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				<p>The Climate Change & Sustainability team delivered full-day Carbon Literacy Training to 14 general officers of the Council during Great Big Green Week. 13 of the participants achieved full certification (with one declining to be assessed by the Carbon Literacy Project). Further courses are due to be rolled out regularly over the 25/26 financial year to officers and Members. The full 8 hours course leading to certification will be offered to senior managers, key staff and Members. A shortened 2-hour version of the training (which would not lead to certification) is currently being developed by the Climate Change Team and will be offered to all officers and is intended to become part of the staff induction program. Members will also be able to take the shorter 2-hour course if preferred.</p>
CC088 1.5	NEW: Production of a high-level costed plan to meet the Council's Net Zero 2030 operational target	Due to the adoption of the Council's Sustainable Fleet Management Strategy, and the move to HVO, in the emissions reporting of the 24/25 financial year we have seen a reduction of over 90% of in-scope emissions from the Council's fleet, waste collection and transport vehicles and Green Spaces' maintenance machinery when compared with the diesel fuel used in previous years. Work is also ongoing to further electrification of the fleet and equipment. As such our current focus for the costed plan to meet our 2030 target has been on decarbonising our Scope 1 and 2 buildings. In the face of Local Government Reorganisation we are		<p>SATUS UPDATE: Officers in the Assets and Regeneration Team and Climate Change Team have prioritised our highest emitting buildings (emissions of more than 5000 kg CO₂e/year) which comprise 97% of the total emissions from our scope 1 and 2 buildings. The Assets team have appointed the company Carbon Profile to carry out a high-level assessment of decarbonisation measures needed for each building and provide an estimated cost for purchase and installation, taking into account building condition etc. Site visits have been completed by Carbon Profile and they presented their findings to the Climate Change and Nature</p>

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		intending to use this information to prioritise actions we can complete before Runnymede no longer exists in April 2027, but also to provide the necessary information for other longer term actions to be taken once the new authority is in place and the assets review has been completed.		Members Working Party on 22 nd July. Officers are currently assessing the final report. A report will be brought to CMC in January 2026 this will include consideration of plans for other emission areas included within our 2030 target. The other remaining buildings (making up the final 3% of Scope 1 and 2 buildings emissions) are currently being assessed as a separate parallel project by the Assets team based on their site knowledge and further site visits as the majority of these lower emitting buildings are small buildings such as a toilet blocks.
CC076 <u>1.7</u>	Supporting and facilitating home energy efficiency improvements schemes across the borough	Continue to support our partners such as SCC and delivery agents such as Action Surrey and Happy Energy to promote funding opportunities and schemes providing grants and advice for residents for energy efficiency home improvements	Community Services Committee, 4th January 2024	<p>This action is ongoing. The ECO4 scheme is one of many mechanisms the Government has established in helping households decarbonise their homes. The ECO4 scheme provides grants to fund energy-efficient upgrades to homes reducing emissions, electricity and energy bills. These grants pay for new heating systems like boilers, loft or cavity wall installation and other measures designed primarily to increase energy efficiency and reduce fuel poverty and energy costs.</p> <p>The Council has issued a Statement of Intent on the Council website to facilitate and support residents access to ECO 4 funding. This follows the decision of the Community Services Committee in January 2024. The Council is also working with Action Surrey</p>

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				<p>to facilitate and support residents to access other energy grants such as HUG2.</p> <p>STATUS UPDATE: Surrey County Council has been successful in securing £13.9 million of grant funding on behalf of the Surrey Consortium (made up of SCC and all 11 District and Borough Councils) from the Department of Energy Security and Net Zero for the Warm Homes Local Grant (WHLG) scheme across the next three years. Delivery of the scheme for Surrey was launched in September 2025.</p> <p>Please see https://www.surreycc.gov.uk/community/climate-change/residents/home-energy/warm-homes-local-grant for more information.</p>
CC079 5.8	Climate Change Adaptation & Resilience Strategy	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.		<p>STATUS UPDATE: Preparations and background work for this strategy are being undertaken. However, officers await a clearer position regarding LGR and potential Runnymede partners before progressing with strategy development. This is with a view to developing a joint strategy with LGR partners once these are known. Officers feel this collaboration would be beneficial to strategy development and delivery and make the most sense in the face of LGR timelines. In addition to this, officers feel it would also be beneficial to wait for the imminent publication of other key information before final strategy formulation, namely the National</p>

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				Development Management Policies and Surrey Adapt Action Plans.
CC080 7.1.4	Climate Change Communication Plan 2025/26: Environment champions	As the focus of the climate change communications plan 2025/26, establish two Runnymede Environment Champion Networks (one internal, one external to help drive delivery of climate change actions throughout our communities.	Corporate Management Committee, 20th March 2025	<p>Developing the Runnymede Environment Champions network will form the focus of the Climate Change Communications Plan 2025/26 to be delivered at March CMC</p> <p>STATUS UPDATE: Recruitment for volunteers to join the internal staff and external community networks was initiated during Great Big Green Week 2025. Communications about the network have been pushed to members and local community groups, through digital channels, and via a paid campaign. Officers have also attended local events in Chertsey, Englefield Green, and Egham with an express focus on recruiting volunteers for the community network. Initial recruitment to the networks will end in late September and the first meetings of both networks will be organised shortly thereafter.</p>
8.2.2	NEW: Junior Citizen	Attending and providing activities at the Junior Citizens event in November 2025		STATUS UPDATE: Officers from the Climate Change Team and the Biodiversity Officer will attend and deliver sessions focused around the biodiversity and climate change mitigation value of native tree species found in the borough.
CC081	GBGW 2025	This an annual celebration of local climate change action where local communities run a range of events as part of Local Green Weeks to celebrate	Corporate Management Committee, 26th	At CMC on 26 th September 2024, the committee decided to continue the Council's participation, with the committee opting for the Council to support,

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8.2, 8.2.2, 4.6.5		how communities are taking action to tackle climate change and protect green spaces	September 2024	<p>promote, co-ordinate, provide assistance, and participate in GBGW 2025</p> <p>STATUS UPDATE: GBGW 2025 saw more than 50 events took place across Runnymede, delivered by the Council and community groups. An estimated total of over 2300 people were engaged in these activities, including 1,530 students from local primary schools through environmentally-focussed Brickies interactive workshops. A full report detailing the activities of GBGW 2025 is being taken to September Corporate Management Committee, and this will also request the committee’s level of involvement for 2026, taking place from 6th to 14th June.</p>
CC072 7.12	Develop a Green Travel Strategy for Staff	To support staff in applying the sustainable travel hierarchy (incentivising active travel and public transport over private vehicle) a Green Travel Strategy, developing following an all-staff survey, will inform actions to encourage more sustainable travel across the Council		<p>Green Travel Strategy Surveys were administered to both staff and elected members. The staff survey received 189 response (39% response rate) and members survey 10 responses (24% response rate). The results of the surveys have been analysed and integrated into a draft Green Travel Strategy currently being reviewed and finalised by officers.</p> <p>STATUS UPDATE: following the completion of survey analysis, a draft Green Travel Strategy for the Council has been developed. This document has been reviewed by CLT and Climate Change & Nature Members Working Party with minor</p>

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				amendments made. A final stage of consultation with Corporate Heads of Service, Unison, the Council's Disability Staff Network, and Climate Change & Sustainability Staff Interest Group members will be completed before the document begins the democratic process.
CC083 <u>1.9</u>	Mapping fuel poor/low EPC household to target energy efficiency support	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.		This work is taking place as part of our work to promote ECO 4 with community services – mapping EPC data with council tax reduction.
CC071 3.3.2	NEW EV Charging at the Civic Centre	Procurement, installation, and ongoing management of electric vehicle charging infrastructure at the Runnymede Civic Centre.		Implementation is ongoing after District Network Operator (UKPN) confirmed that no further monitoring of electrical capacity was needed and installation of charger array with rapid chargers could begin. Works underway with supplier Evolt to deliver this project.
CC086 <u>7.1, 7.1.2 and 7.3.2</u>	Production of 2024/25 carbon emissions report	This report will set out the Council carbon emissions for the 2024/25 financial year.		NO UPDATE: Report due to Corporate Management Committee in October 2025
Not Started Activities				

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CC084 <u>8.2,8 2.3</u>	Facilitating Carbon Literacy training within the borough	Explore opportunities to support partners to deliver carbon literacy training to a wider audience within the Borough		Not Started

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Service Area: Assets and Regeneration

Lead Officer: Alex Williams

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
Completed activities				
In progress activities				
AR016 <u>1.5.4</u>	Civic Centre building upgrades	This will include replacement of the roof at the Civic Centre, and upgrades/replacement of the Building Management System (BMS), heating, ventilation, air conditioning (HVAC), windows mechanism and the lifts. As part of this, it will be explored whether there are any opportunities for installation of renewable or low carbon technologies, subject to cost and pay back.	Corporate Management Committee, 14th September 2023	<p>This is a Grade A corporate project. Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project.</p> <p>This project will include replacement of roof at Civic Centre, BMS, HVAC, Windows mechanism, Lifts.</p> <p>STATUS UPDATE: LED lighting throughout the civic centre will be installed as part of the civic centre infrastructure refurbishment. (see Portfolio climate change initiatives below)</p>
AR018 1.5	Portfolio climate change initiatives	Climate change initiatives across portfolio – where possible we will investigate options for sustainable measures within the operational estate subject to budget provision		<p>As and when mechanical and electrical plant expires – (reaches end of useful life) across the operational estate, sustainable measures will be investigated as a possible replacement option subject to cost and viability. STATUS UPDATE: LED lighting throughout the civic centre will be installed as part of the civic centre infrastructure refurbishment. Linked to CCAP 1.5.4. above.</p> <p>Also see AR019 Decarbonisation plans for Assets and Regeneration (A and R) Estate below and CC088 in Climate Change Team function section re costed plan to meet the Council's Net Zero 2030 Target.</p>
CC017	EPC rating surveys of all	Complete EPC Rating Survey of all Operational Assets to review &		Linked to condition survey work of our operational assets

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<u>1.5</u>	Operational Assets	rationalise all energy saving functions including lighting - deliver services e.g., the Civic Centre		CCAP 1.5.4 above
AR019 <u>1.5, 1.5.1</u>	Decarbonisation plans for Assets and Regeneration (A and R) Estate	<p>This activity will involve producing decarbonisation plans for the Assets and Regeneration estate to determine the climate change initiatives required to help achieve the Council's 2030 net zero carbon target for its operations and services.</p> <p>A growth bid of £500,000 capital spend has been approved (to be spent over 5 years) for climate change initiatives for the Council's operational buildings.</p>	None	<p>Once the ongoing Asset Challenge is complete, this will help determine which buildings should be prioritised for decarbonisation.</p> <p>Heat Decarbonisation Plans (HDP) have previously been prepared for Manor Farm Day Centre and the Hythe Centre.</p> <p>From the approved growth bid referenced for this project, an amount between the range of £30-40K has been allocated for sustainability measures within the depot refurbishment and £80K for sustainability measures and LED within the Civic Centre building upgrade work in the 24/25/26/27 FYs</p> <p>STATUS UPDATE : As part of CC088 (Developing a costed plan to reach the Council's 2030 Net Zero operational target) the Assets and Climate Change teams are working with external consultants to look at options on how best to decarbonise our operational assets base noting key factors such as cost outlay vs carbon savings and current building condition. Report going to CMC December 2025, (see Climate Change Function section for more information).</p>
AR044 <u>1.5, 1.5.4</u>	Strategic Review of Council owned Carparks	To ensure required upgrades are considered/delivered as part of any upgrades for ANPR or EV charging installation e.g. switch to LED lighting, upgrade electrics, renew carpark surfacing etc	<p>Environment and Sustainability Committee, 13th September 2023</p> <p>Environment and Sustainability</p>	<p>Linked to ANPR and EV charging initiatives</p> <p>Stock condition surveys are complete and have been reviewed. Planned preventative maintenance for each individual car park subject to budget constraints needs</p>

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			Committee, 6th March 2025	<p>to be taken. A report will be to committee in regard to necessary budget requirement.</p> <p>Also see Digital Services section for further updates on electrical survey work in public car parks.</p> <p>EV project progressing at pace. A report was taken to March E and S Committee. At this committee it was resolved that officers were authorised to proceed with detailed discussions with Surrey County Council (SCC) regarding the terms and conditions of joining the SCC EV charging infrastructure contract with the aim of facilitating the installation of EV charging points in the following car parks:</p> <ul style="list-style-type: none"> • Waspe Farm Car Park, Heritage Court, Egham • Memorial Gardens Car Park, Station Parade, Virginia Water • Runnymede Pleasure Grounds Car Park, Windsor Road, Egham (subject to Trust approval) • Bemonds Car Park, Heriot Road, Chertsey <p>STATUS UPDATE: access agreement signed with Connected Kerb and work with regard to ascertaining whether there is sufficient electrical capacity at each car park has been a carried out with the DNO. Officers are working with Connected Kerb to bring an updated report to E and S on viable sites and an appropriate way forward to ensure EV is provided where possible in our public car parks.</p>
AR040 1.5	Chertsey Depot Refurbishment - Implementation	Depot buildings end of life alternative option to ensure staff wellbeing and compliant site is to cost out and if		STATUS UPDATE: The main 'old' building is being pulled down and the staff will move into the St John's Ambulance building, this will be refurbished and the

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		appropriate deliver a decant to modular building for the service		heating is being upgraded from Natural Gas to Electric, the electric will be supplied via a 'green tariff' supply
Not started activities				

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Service Area: Community Services

Lead Officer: Darren Williams

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
Completed activities				
CSCD016 /CSCD025 <u>3.3/7.11</u>	Implement the approved outcomes of the Community Transport review	<p>Implement the approved outcomes of the Community Transport review, both in terms of social value services provided by the Council and any contract opportunities that are agreed to be pursued.</p> <p>This includes work in partnership with Surrey County Council on potential EV fleet for Community Transport. SCC are currently operating a scheme whereby they will match EV vehicle purchases, with the provision of two further EV vehicles, to Community Transport providers. Opportunity is to be explored to determine whether viable for RBC/SHBC to enter such an arrangement, and if so, to progress to implementation</p>		<p>STATUS UPDATE: MOVED FROM IN PROGRESS TO COMPLETED</p> <p>Corporate fleet reduced, and assets sold.</p>
HWB050 <u>7.15</u>	Community Grants Review	Review the criteria in the Council's Community Grants programme to ensure that they can be awarded towards climate change initiatives/groups.	Community Services Committee 10th September 2025	<p>STATUS UPDATE: MOVED FROM IN PROGRESS TO COMPLETED</p> <p>Policy taken to September Community Services Committee. In the grant scheme, annual funding up to</p>

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			– Runnymede Borough Council	maximum of £5,000. Eligibility criteria align to the Council’s corporate themes, including promotion of environmental sustainability, and organisations addressing their long-term sustainability. Officers from climate change will be involved in reviewing the applications to this fund.
In Progress activities				
HWB003 7.8	Digitisation of telecare services – equipment	To complete a refresh of Community Alarm and other Technology Enabled Care equipment, switching to a digital model.		Project involves arrangement for recycling of electrical items. Procurement completed with scoring against environmental credentials included in quality questions. Implementation to take place in 2025. Working with the DSO to ensure that as much recyclable equipment as possible is done. STATUS UPDATE: Less than 100 remaining and expected completion by early September.
CSCD009 <u>5.2</u>	Green & Blue Infrastructure Strategy	Working with the Planning Policy Team, develop a new Green and Blue Infrastructure Strategy for the borough. The purpose of the GBI Strategy is to set the framework for the Council’s approach to GBI; identifying the assets and features we have, whether there are any deficits or weaknesses and where/how these could be strengthened with opportunities/ projects for improving/enhancing GBI and partners required to aid delivery	Community Services Committee, 16th March 2023	NO UPDATE: The GBI Strategy was passed from the Planning Policy Team to Community Services Team in June 2024. Community Services will be the lead team who will progress this strategy moving forward. Hence this entry no longer appears in the Planning, Economy and Built Environment section of this appendix. No further development in the Strategy since the previous update report. A short update on the current position was provided to Community Services Committee in September 2024 as part of service area plan updates.

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		<p>clearly set out. In relation to climate change, the strategy could make recommendations related to provision of multi-functional GBI, projects to help adapt to long term implications for flood risk, cooling & shading, the capture of carbon, projects which could help contribute to delivering 1.2m trees in Surrey. For biodiversity, the strategy could make recommendations related to halting decline, promoting conservation, increasing woodland, identifying wildlife corridors, enhancements at catchment/landscape scale.</p>		
<p>CSCD047 <u>5.3.4</u></p>	<p>Management of existing meadows</p>	<p>To involve undertaking an analysis of the current meadow sites across the borough, relating to management, maintenance and current condition, to gain an understanding of possible future requirements required to improve/enhance these sites. Consideration will also be given to further areas that could be naturalised</p>	<p>Environment and Sustainability Committee, 11th January 2024</p> <p>Community Services Committee - 13th November, 2024</p>	<p>New Meadow Management Policy approved by members at Community Services Committee in November 2024. New meadow management areas mapped and shared with grounds maintenance. Included in the Service Area Plan for 2025/26 and starting preparation of procurement documentation with next steps for this to commence.</p> <p>STATUS UPDATE: Meadow cutting has taken place at the appropriate time in 2025 across all RBC meadows. Seeds have been harvested from Chertsey Meads in order to enhance the meadows at Hythe Park, Bourne Meadows, Frank Muir Memorial Field, Sayes Court and</p>

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				the southern half of Chertsey Meads alongside volunteer groups and schoolchildren. These events are planned to take place in the autumn in time to flower next spring and are aimed at encouraging improvement and community engagement in biodiversity.
CSCD042 8.1	Citizen's Engagement Panel	Formulate an engagement strategy including with communities in deprived areas. The primary tool emanating from this will be the re-launch of the Citizens Panel as a representative sample of the Runnymede community, and subsequently use it to draw standing panels for individual issues and consultations, including on climate change. The panel will also be used to select focus groups for specific topics.	Community Services Committee - 13th November, 2024	Committee report approved in November 2024 and currently in the sign-up phase with a view to doing pilot consultations from April 2025. So far, 145 people signed up. Remains an intention that climate change/sustainability will be among the key topics. STATUS UPDATE: First engagement launched on 20 th July and closed on 18 th August. Topic was on how residents and communities would want Councils to engage with them and how engaged they feel on topics currently. Evaluation to come.
CSCD007 5.3.4	SANG Management Plan	To create new SANG Management Plans for all SANG sites in the borough, to ensure compliance with Natural England regulations	Community Services Committee - 16th January, 2025	Draft SANG Management Plans written for submission. Submission to Natural England delayed due to issue with lack of parking at Hare Hill. Approved at January 2025 Community Services Committee and to be progressed through the planning process. Pathways, wayfinding, signage etc have been put on order and progressing. STATUS UPDATE: Contracts have been awarded for the necessary SANG infrastructure which will be installed in the coming months and a planning

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CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
				application is being prepared for the construction of a car park at Hare Hill. Draft management plans remain contingent upon these necessary improvements being delivered before they can be submitted to Natural England for approval.
CSCD029 8.3	NEW Roll out revenue grant policy	Following the review of the councils grant funding policy, to coordinate the roll out of approved grant schemes in a way that promotes equality of access to funding opportunities, ensuring full transparency at every stage. To plan for the promotion of such opportunities and the grants awarded with Communications and Marketing, highlighting the Councils work in supporting local organisations, as well as the work of the organisations in local communities	Community Services Committee 10th September 2025 – Runnymede Borough Council	Following approval at September Community Services Committee (as per earlier action), plan for roll out of scheme from October. Eligibility criteria align to the Council’s corporate themes, including promotion of environmental sustainability, and organisations addressing their long-term sustainability. Officers from climate change will be involved in reviewing the applications to this fund.
CSCD008 8.2	NEW Development of Volunteering Opportunities Across Parks and Open Spaces	Develop a programme of volunteering opportunities for residents, community groups, businesses etc. wanting to engage in volunteering in parks and open spaces. Engage and support existing voluntary organisations and community groups working in this area and		STATUS UPDATE: Volunteer activities have taken place to control invasive Himalayan Balsam at Chertsey Meads, Sayes Court and Cabrera Trust Riverside Walk, and to tackle invasive Rhododendron and Cherry Laurel at Homewood Park. Further seed sowing activities are planned for autumn 2025 in the park meadows identified above. Also, the Junior Rangers programme is being run for a second year in which young people

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CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
		facilitate the creation of new community groups.		aged between 13-18 will learn the practical skills to manage and improve open spaces.
CC034 <u>7.7/7.7.1</u>	Meals on Wheels Sustainability	Review waste associated with Meals on Wheels and Day Centres meal services, and sustainability of meals served, including considering the sourcing and ingredients of meals and challenge providers to meet environmental objectives.		<p>Vehicle contracts end in 2026, so review needed to consider future provision. As part of contract for vehicles, also need to contract with the same supplier for food items.</p> <p>STATUS UPDATE: Initial enquiries on contract extensions for vehicles have been made, but no responses as yet. Need to be picked up as priority Q3 2025/26.</p>
CSCD039	NEW Fleet and EV infrastructure	<p>To support the Council's transition to zero emission vehicles, the following short term actions will be completed: -</p> <ul style="list-style-type: none"> • Produce a shortlist of potential sites for fleet vehicles to be stored for charging; • Assess the suitability of shortlisted sites to deliver EV chargers for different types of vehicles. For example, suitable connection points, grid capacity, space constraints/ turning areas; 		Action was initially catalysed by joint-funding arrangements with Surrey County Council. Despite efforts of officers, lack of engagement from Surrey County Council means this looks unlikely to proceed and decision on whether to close action to be made in September/October.

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CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
		<ul style="list-style-type: none"> Identify the types of chargers needed for different fleet assets. <p>Based on the above, and the timings for replacement/new assets in the capital programme and to be in a position to respond to other opportunities, the delivery of EV charging points will then be prioritised accordingly.</p>		
CSCD006 5.5	NEW SANG Infrastructure Improvement	Undertake one off improvements to all SANG sites within the borough to ensure that they continue to meet Natural England regulations		STATUS UPDATE: Contracts have been awarded for the SANG infrastructure improvements needed to bring them up to the base level required of all SANGs. These improvements are expected to be delivered before Christmas.
EC007 1.5	NEW Community Buildings Service Review	To review our 'community assets and estate' to ensure we are optimising usage to meet a variety of community needs and interest, or to identify opportunities to deliver services without the requirement for building assets.		STATUS UPDATE: As part of the corporate service review program, we are reviewing the number of operational assets held by the Council. In the event of any reduction in the number of assets this will contribute to lowering our carbon footprint. This process will continue as we move into LGR, ensuring that we retain fit-for-purpose operational assets that meet the needs of our communities. At the same time, we remain committed to reducing our carbon output.
CSCD046 5.7	Production of Allotment and Community	To produce a policy relating to the future provision (including additional capacity), development, management and	n/a	STATUS UPDATE: MOVED FROM NOT STARTED TO IN PROGRESS

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CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
	Growing Policy/Strategy	financial arrangements relating to Allotments. This should consider supporting Incredible Edible’s Right to Grow campaign which identifies public land suitable for community food growing		STATUS UPDATE: Production of allotment policy/strategy in the 2025/26 Community Services Service Area Plan. Officers in Community Services and Climate Change are currently working on a draft Strategy, with the aim of presenting a first draft to members at the Climate Change and Nature Working Party on 2 nd December.
	RBC Climate and Nature Bill approved motion. Action 2-RBC biodiversity actions	Work to consider the feasibility of devising a biodiversity baseline for the Borough of Runnymede, as well as setting out how the Council will visibly and measurably enhance biodiversity in Runnymede by 2030.	Full Council 2025 - minutes Environment and Sustainability Committee 9 July 2025	<p>It was resolved at Full Council in February 2025 (as an action in support of the Climate and Nature Bill) that a request be given to officers to submit a report to the Environment and Sustainability Committee considering the feasibility of devising a biodiversity baseline for the Borough of Runnymede, as well as setting out how the Council will visibly and measurably enhance biodiversity in Runnymede by 2030 (to fall within the remit of the CCMWP for initial consideration).</p> <p>Officers presented initial thoughts to the CCMWP in April for discussion, and a report with the CCMWP’s recommendations will be taken to the next Environment and Sustainability Committee in July 2025.</p> <p>STATUS UPDATE: Report taken to Environment and Sustainability Committee in July 2025. Recommendations agreed as follows: The Open Spaces Development Team will: 1. Develop a high-level of understanding of the land in Council ownership in terms of overall quality looking at broad habitat categories, hectarage, distribution and conservation value.</p>

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CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
				<p>2. Focus on developing a list of projects which would enhance the Council's land holdings primarily in or adjacent to Biodiversity Opportunity Areas (BOAs) and Sites of Nature Conservation Importance (SNCIs) where impacts are likely to be greatest, and work to unlock grant funding to deliver projects wherever possible.</p> <p>3. Continue to explore opportunities to get the community involved in gathering information on biodiversity on Council owned sites through initiatives including (but not limited to) Bioblitz events.</p> <p>These actions will now be delivered as a core activity.</p>
Not Started activities				
CC034 <u>5.7</u>	Procurement of future food supplier with consideration to sourcing products locally in day centres	Consideration of sourcing and ingredients of meals and challenging of providers to meet environmental objectives as part of the wider procurement activity to appoint a new food supplier for day centres.		Not started.
CSCD053 5.2.1	NEW Barrsbrook Farm Biodiversity Net Gain	A biodiversity project for possibly new tree planting etc. to deliver Climate Change and Nature requirements.		Not started. Officers are liaising with Natural England to assess the suitability of Barrsbrook Farm as a new SANG, which is taking precedence over BNG delivery on this site at present. The suitability of the site as a SANG is initially dependent on noise levels which need to be assessed alongside Natural England guidelines. If/when SANG suitability has been agreed in principle, officers will move on to exploring opportunities for BNG

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CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
				delivery on the same land within the limitations of SANG usage. It is expected that the two land uses can coexist within Barrsbrook Farm.
CD01 7.8	NEW Chertsey Museum Digitisation	Consider options to enable the digitisation of museum archives and enable the archives to be published online. Seek funding where this cannot be delivered within budget/resources		Not started – external funding will be required

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Service Area: Customer, Digital and Collection Services

Lead Officer: Linda Norman

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
Completed activities				
CSCD035 7.8	Digitisation of Depot Ground Maintenance system	Working with depot staff to digitise GMS so GM staff can use an in house Microsoft solution on tablets to avoid paper use.	Digital transformation board updated	STATUS UPDATED: MOVED FROM IN PROGRESS TO COMPLETED Tablets rolled out in late Feb for use. Testing and feedback will be used for continuous improvement of the system. Anticipated to create large paper savings from the depot.
CDCS008 <u>7.10</u>	Waste and Recycling Software Improvements	Included in the 2023/24 Service Area Plan for Customer, Digital and Collection Services is an initiative to carry out improvements to the Council's waste and recycling software. This will improve efficiency of waste collections and allow real time access for customers to report missed bins. From a climate change perspective, this will also enable optimisation of waste collection rounds	Corporate Management Committee, 14th December 2023	STATUS UPDATED: MOVED FROM IN PROGRESS TO COMPLETED
CDCS006 7.8	Event Management and Booking software	Event management software (to replace Artifax). Developing pitch and hire booking functionality in Jadu. This will eliminate the need for paper based booking sources , reduce the number of phone calls,	Corporate Management Committee 20th June 2024	STATUS UPDATED: MOVED FROM IN PROGRESS TO COMPLETED Committee approved in June 2024 the development of an online booking system to replace Artifax and to offer an online booking system with automatic payments. Software in development for use in 2025.

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		email and physical visits to the premises for booking purposes.		Went live in June 2025 – end to end digitised system, availability and payments online , automated invoicing process – will lead to a reduction in paper use.
CDCS012 <u>7.8, 7.8.7</u>	Pay and Display Parking Machine Upgrade	A business case has been approved to upgrade the Pay and Display machines in the Council's car parks. This upgrade aims to provide a contactless system and allow paperless permits. A contactless system will mean that operatives will no longer be required to collect money from the machines, which will result in a cost saving to the Council and also reduce carbon emissions from vehicle trips. As part of the upgrade to the machines in the car park, the use of renewable technologies will be explored to power the machines, for example, the use of solar technology.	Environment and Sustainability Committee, 13th September 2023	STATUS UPDATE: MOVED FROM IN PROGRESS TO COMPLETED Part 2 reports were presented to the September meeting of the Environment and Sustainability Committee on the procurement of replacement of pay and display machines and use of ANPR in 4 car parks. Following the tender process, the contract was awarded to Flowbird. Pay and display machines were built and configured and installation carried out during September 2024.
7.8	Automating council tax discount review	Digital Services expanded Council's existing software modules with supplier Ascendant and forged a new partnership with a credit reference agency (Trans Credit Union). This enabled data to be cross-reference for all 12,000 single person discounts, shifting away from manual, resource-intensive reviews of every claim.		STATUS UPDATE: Completed. Significant reduction in manual workload and number of paper letters needed. 88% dealt with digitally.
In Progress activities				
CC059	Review all Car Parks to Establish	Officers are working to facilitate public charging points across the	Environment and Sustainability	A report was taken to March E and S Committee. At this committee it was resolved that officers were

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1.5.4	Potential to install EV Charging Point Facilities	borough on Council owned land, subject to demand and available funding. The initial focus is on Council owned car parks but there is future potential to look at other locations in the longer term.	Committee, 6th June 2024 Environment and Sustainability Committee, 6th March 2025	<p>authorised to proceed with detailed discussions with Surrey County Council (SCC) regarding the terms and conditions of joining the SCC EV charging infrastructure contract with the aim of facilitating the installation of EV charging points in the following car parks:</p> <ul style="list-style-type: none"> • Waspe Farm Car Park, Heritage Court, Egham • Memorial Gardens Car Park, Station Parade, Virginia Water • Runnymede Pleasure Grounds Car Park, Windsor Road, Egham (subject to Trust approval) • Beomonds Car Park, Heriot Road, Chertsey <p>Also see Assets and Regeneration section. STATUS UPDATE: Contract with Connected Kerb now in place via Surrey County Council EV Network. Currently working with Connected Kerb to review car park locations for installation of EV chargers. Updated report due to be taken to E and S Committee in December 2025.</p>
CDCS035 7.8	NEW Text reminders for Council tax	6-month pilot scheme to evaluate the benefits of text reminders for Council tax payments.		STATUS UPDATE: has led to a 55% reduction in statutory reminders for Council tax payments. This is a more efficient system and has led to less paper use. Officers to review pilot at the end of the year for possible further roll out.
CDCS033 3.6	NEW Cycle Racks in 3 Car Parks	As part of £200K maintenance works across 5 car parks, cycle racks are being installed in 3 car parks		STATUS UPDATE: cycle racks due to be installed in Chertsey Recreation Ground Car Park, Chertsey Library Car Park, Waspe Farm car Park in Egham. Each car park will have 3 racks to hold 6 bikes.
CDCS022	NEW Upgrade to camera assisted enforcement in public car parks	Camera assisted enforcement to be used instead of ANPR (as ANPR not possible at 3 out of 4 locations). There will be no physical carpark barriers, instead cameras will capture user number		STATUS UPDATE: Report going to Environment and Sustainability Committee in October 2025.

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		plates leading to targeted patrols. Less hardware will be needed.		
CDCS026 n/a	Telephony upgrade	Moving from an on premise solution with physical hardware on site to a cloud data centre with shared resources. This will reduce lifecycle emissions of having Council specific kit and hardware.	Corporate Management committee 20 March 2025	STATUS UPDATE: System being built (began in July 2025, now in test phase. MS Teams integration due for September 2025, call centre operation integration due for October 2025.
	Not Started activity			

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Service Area: Environmental Services

Lead Officer: Helen Clark

CBP ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
Completed activities				
CC005 <u>5.3/ 5.3.2</u>	Local Authority Treescape Fund (LATF)	The LATF is the key Government offer for local authorities (LAs) to restore tree cover in non-woodland areas which may have been impacted by issues such as disease, habitat degradation or ageing tree stock. The fund is focused on planting and natural colonisation of trees in areas outside of woodlands, including parklands, riparian zones, urban areas, beside roads and footpaths as well as trees in hedgerows and field boundaries (not hedgerows themselves). The fund is open all year and offers capital funding is offered to successful applicants. The Council has historically worked with Surrey County Council to access this fund.		<p>STATUS UPDATE: MOVED FROM IN PROGRESS TO COMPLETED</p> <p>The RBC application for treescape funding via SCC the following was secured:</p> <p>2021-22 – £10,044 (including only planting)</p> <p>2022-23 – £13,027 (including ground preparation, planting and three years of maintenance)</p> <p>2023-24 – £6,294.50 (including ground preparation, planting and three years of maintenance)</p> <p>As a result of this funding, the Council has been able to plant approx. 2879 trees at sites including Chertsey Meads, Homewood Park, Thorpe Lea, Bishops Way and Aviator Park.</p> <p>STATUS UPDATE: this funding stream has now ended. Surrey County Council will be managing many of the future bids from alternative grant sources related to tree planting, with RBC playing a supporting role to identify sites and supporting planting efforts.</p>
ES032	NEW Review of borough pumping	Inspection and programmed maintenance of drainage		STATUS UPDATE: 12 Pumping station tracing projects complete which included documenting

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CBP ref/ <u>CCAP ref</u>	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
5.1	stations and housing drainage assets	assets which have not been maintained for an extended period in areas that are prone to flooding.		<p>the pumping station’s discharge lines, incoming drainage, pump specifications and to carry out annual service and maintenance. Going forward decisions on which pumping stations to be removed from operation to be undertaken in consultation with Open Spaces. The benefits of removal from operation will be reduced electricity use, servicing and maintenance and associated cost savings.</p> <p>109 gulleys and lateral drains jetted and sucked across the borough at RBC housing and open spaces sites. This resulted in 15 000 Kg of contaminated silt and wastewater removed from these assets and disposed of at licensed tip. This will improve drainage capacity at our sites over the wetter months and reduce pollution to groundwater and surface waters.</p>
In Progress Activities				
ES023 <u>7.11/7.11.1</u>	Implementation of Sustainable Fleet Management Strategy	The Sustainable Fleet Management Strategy (SFMS) seeks to streamline and coordinate the Council’s activities associated with the management of its fleet. The strategy also sets out a road map to transition the Council’s fleet to net zero carbon emissions in line with climate change commitments set out in its Climate Change	<p>Environment and Sustainability Committee, 7th March 2024</p> <p>Environment and Sustainability Committee, 9th July 2025</p>	The Sustainable Fleet Management Strategy was adopted at Full Council. Implementation ongoing. Environmental Services Team will be the lead team which will coordinate its implementation. Other service areas who will be involved in/support the implementation of the strategy include Community Services, Customer, Digital and Collection Services, Finance, Climate Change, Procurement and Human Resources. A digital Fleet Management System has been introduced working with Digital Services.

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CBP ref/ <u>CCAP ref</u>	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
		Strategy (adopted October 2022).		<p>STATUS UPDATE: Environmental Services have taken delivery of a pre-registered electric parking vehicle replacing an end-of-life internal combustion engine parking van. This vehicle will be charged at the Chertsey depot while installation of charging infrastructure at the Civic Centre is ongoing.</p> <p>A report was taken to Environment & Sustainability Committee (then Corporate Management Committee) in July 2025 on the replacement of seven vehicles over the next three years. It was agreed that four of these will transition to electric, with the remaining three continuing on HVO as there was not a cost-effective solution to move these to electric.</p>
ES034 <u>5.4/5.4.1</u>	Manage delivery of tree audit, procurement of software, and approved schedule of rates	Identify condition of council owned trees in the borough to look at risks and mitigation.		STATUS UPDATE: Contracts for tree software and tree maintenance completed. Tree survey ongoing with Glendale. Tree survey to be delivered by end of the financial year, with implementation of actions following this.
ES036 4.3/4.4	NEW Waste and Recycling changes due implementation of EA 2021	Project to consult service users on widening scope of trade waste service in light of EA2021		STATUS UPDATE: Applied for a Technically, Economically, and Environmental Practical (TEEP) exemption as cannot separate out paper and cardboard. Have been offering food waste and recycling to trade waste customers and seeing an increase in number of customers taken on. Rolled out food caddies to communal flats. In December 2024/January 2025, the following number of food waste containers were rolled out

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CBP ref/ <u>CCAP ref</u>	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
				to support the food waste recycling in communal flats (1,968 properties identified for support): <ul style="list-style-type: none"> • 1968 x 7ltr kitchen caddies were delivered • 154 x communal food waste bins were delivered • 35 x 23L outdoor caddies.
Not Started Activities				

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Service Area: Financial Services

Lead Officer: Paul French

CBP ref/ <u>CCAP ref</u>	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
In progress activities				
OD048 <u>7.8/7.8.3</u>	New Financial Management System [FMS]	The new financial management system is anticipated to transform workflow practices and significantly reduce the need for paper documentation across the Council. Delivery of this initiative is anticipated to take 2 years.		This Grade A corporate project is underway. Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project. STATUS UPDATE: The implementation of the system is currently in progress with the first tranche of User Acceptance Testing currently underway.

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Service Area: Housing Services

Corporate Head: Maggie Ward

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
In progress activities				
CC019 <u>1.3.1/1.3.2</u>	Working to EPC C rating by 2030 (some upgrades as part of the Decent Homes Programme will contribute to meeting this target)	<p>Currently RBC has 757 properties with an energy efficiency rating below a C. All of these properties are general needs accommodation. 443 of these properties will achieve a C rating by the installation of new doors, windows, boilers etc. via RBC's 'Decent Homes' programme. The remainder 331 will require additional work on top of what is planned under the Council's capital programme to achieve a C rating.</p> <p>At the beginning of 2022 it was estimated that £8.78m of investment will be required in the Council's housing stock to deliver the target of 'ensuring all RBC owned social housing units have an energy efficiency rating of C or above by 2030'. £1,790,000 has come through the LAD1 (this amount includes 30% match funding from RBC. A further £3.7m of work identified to improve the energy performance of the Council's housing stock will use resources from within the Housing Revenue Account Business Plan and will be phased over 4 years from 2022 – 2026. This leaves a shortfall of approx. £3.29 million.</p>	Wednesday 8 th March – Housing Committee	<p>This Grade A corporate project commenced in January 2022. Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project. The Q4 update is presented elsewhere on this agenda.</p> <p>This project has the potential to reduce emissions from the Council's social housing stock substantially from the 9,529 tCo2e reported for 2022/23. The Climate Change Team will be working with the Housing Team to better understand the proposed trajectory of works so that year on year estimates of emissions reductions can be captured and reflected in future updates.</p> <p>Decarbonisation works with Bell Group progressing well. Supplier on site since mid-January with project completion expected June 2025. Several factors means that the original figure of 169 homes to undergo works is now unachievable and has been reduced to 130 within the agreed project timeline. Measures installed include solar PV, loft</p>

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			<p>insulation, cavity wall insulation, mechanical ventilation, and low energy lighting. Full savings figures will be provided following completion of the project, but as an indication, details for one property expect to see an energy saving of £368/year and CO2 saving of 835kg/year, with the EPC band shifting for D to C.</p> <p>In the 2024 calendar year, 144 properties had new doors installed, 237 had new windows installed, and 272 had new boilers and insulation installed. Of the properties to have new insulation, 230 require further insulation in the loft space to meet Decent Homes regulation.</p> <p>In addition to the ongoing installation work at 130 homes with funding from the Social Housing Decarbonisation Fund, the Council has made a further £1.8 million bid to the DESNZ Warm Homes Fund, which would see further energy efficiency measures installed in 185 homes.</p> <p>STATUS UPDATE: the final figure for properties that underwent energy efficiency works, including solar panels, wall and loft insulation, and energy efficient lighting, through wave 2.2 of the Social Housing Decarbonisation Fund was 101. There were various reasons</p>
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				<p>for this figure being lower than the 130 expected, including refusals from tenants who were not interested or not willing to have the works completed, and properties already being at or very close to EPC C through other works. Further, due to late start date due to issues with a previous identified supplier, government funding ended for claims at end of financial year which limited the time available to deliver a larger programme. However, a good proportion of the funding allocated was utilised.</p> <p>The Council was successful in being allocated further funding through the DESNZ Warm Homes Fund (replacing Social Housing Decarbonisation Fund). 144 properties are due to receive energy efficiency measures through this wave, a figure which was revised down by DESNZ for all applicants to the scheme due to oversubscription. Opposed to previous waves of the scheme, Warm Homes measures can include low-carbon heating, and 22 properties have been included in the bid for this. The scheme will again be delivered with Bell Group and the contract for this has been signed. Initial work for this is underway with around 160 potential properties identified, with introductory letters to be sent from August/September and then reviews of suitability of properties for the scheme to be conducted thereafter.</p>
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H031 7.8	Implement the Housing IT Action Plan	Implement the Housing IT Action Plan - which includes actions on: - Service Charges Module implemented. Enhanced HOL + promotion Phase 3 of the IT enhancement project		NO UPDATE: Ongoing with tenants but increasing build in the background for capabilities. When customer services build launch, will open up large range of activities that can be performed online.
H022 <u>1.4.2</u>	NEW Parkside Regeneration (RIBA 0-4)	Regeneration of Parkside Braeside HRA non standard construction stock.		STATUS UPDATE: Still in pre-planning phase. Plans are to put individual air-source heat pumps in each new property. Working with multi-disciplinary consultancy to submit a planning application.
H021 <u>1.4.2</u>	NEW Dunkirk housing scheme.	Replace 16 studio flats and 53 garages with circa 25 new council homes. Also utilising land already purchased and seeking more land.		STATUS UPDATE: Soon to appoint consultancy to bring forward a planning application.
Not Started activities				
H012 7.8/8.2	NEW Tenants Handbook Refresh	The RBC tenant's handbook needs refreshing. Particularly to reflect the policy and procedural changes that have been made over the last two years. Also modernising the look and feel of the handbook is essential. Actions include moving the handbook online rather than printing and a desire to include information on energy efficiency and managing the property to reduce bills and environmental impact.		Not yet started

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Service Area: HR and Organisational Development

Corporate Head: Kate Enver

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
Completed Activities				
HR006	Fully implement and optimise the new Applicant Tracking System (Eploy)	Fully implement and optimise the new Applicant Tracking System as part of the HR/Payroll system (This is for the HR Recruitment Module new system called Eploy). Expected to produce a reduction in paper use across the recruitment process		STATUS UPDATE: MOVED FROM IN PROGRESS TO COMPLETED The system is now been implemented.

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Service Area: Planning, Economy and Built Environment (minus central Climate Change Team which is reported separately)

Corporate Head: Ashley Smith

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
Completed activities				
CC058 <u>6.3</u>	Launch of the Runnymede Business Growth and Innovation Service	The Runnymede Business Growth and Innovation Service, amongst other things, provides advice to help businesses become more sustainable and will help businesses which work in the green sector to grow. The service is being delivered by Coast to Capital who have 10 years experience of delivering the LEPs Business Growth Hub. Coast to Capital will work closely with RHUL, Business Runnymede, local Chambers, the Federation of Small Businesses, the Department for Business and Trade and the Enterprise Europe Network (EEN), which will facilitate regular liaison with regional management and local International Trade Advisers.		STATUS UPDATE: This Service, which was funded by the Shared Prosperity Fund launched in November 2023 and ended in March 2025. The service supported SMEs with support to grow. Over 250 businesses were supported whilst the service was running, including over 100 who received intensive mentoring support. The support included advice, mentoring, peer to peer support and grant funding to support growth. This included support to reduce the carbon footprint of businesses. E.g. A grant of £10k to a packaging company, allowed the business to purchase a digital printer enabling the business to reduce waste and become more efficient. The service also supported businesses in the green economy. For example a grant of £7455 was provided to support business growth plans for a Heat Pump Installer. The grant also helped to safeguard 12 jobs in the green economy.
In Progress activities				
PPED001 <u>1.2/ 2.1/ 3.2/ 4.1/ 5.1/ 6.1</u>	Local Plan Review	The Local Plan Review offers a significant opportunity to revisit the policies in the 2030 Local Plan to see if their contribution to climate change mitigation and adaptation can be strengthened and determine whether any new policies should be introduced. Subject to the content of future National Development	Planning Committee, 28th June 2023 Planning Committee, 25th October 2023	STATUS UPDATE. A report was taken to 24 th September Planning Committee which sought to update Members on plan making in Runnymede and to agree next steps. A consultation on the content of proposed National Development Management Policies (NDMP) is expected in October/November 2025. It is possible that this could include national policies on climate change.

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CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2025), and any additional relevant information
		<p>Management Policies (NDMP), there is potentially scope for policies to play a greater role in, for example, improving the sustainable design and construction of new development; promoting the provision of active travel, low carbon and renewable energy infrastructure; and protecting and enhancing green and blue infrastructure to adjust to the adverse impacts of climate change. The Local Plan also has a significant role to play in setting the spatial distribution of new development in the Borough to ensure sustainable patterns of development.</p>	<p>Planning Committee 29th May 2024</p> <p>Planning Committee, 24th September 2025</p>	
<p>CC029</p> <p>3.6/ 3.6.1/ 3.6.2</p>	<p>Local Cycling and Walking Infrastructure Plan (LCWIP)</p>	<p>LCWIPs are an initiative from Central Government asking local authorities to put together a long-term strategic approach for the walking and cycling infrastructure which is required across an area. The RBC LCWIP project is led by Surrey County Council with RBC part funding the consultants.</p> <p>More information about the Runnymede LCWIP can be found at: Runnymede Local Cycling and Walking Infrastructure Plan (LCWIP) - Surrey County Council (surreycc.gov.uk)</p>	<p>16th October Corporate Management Committee</p>	<p>Project started in March 2021 and phase 1 is now complete.</p> <p>STATUS UPDATE: The LCWIP comprises of a series of walking and cycling (active travel) improvements, within Runnymede which have been identified as priority corridors and zones. A phased approach to development and delivery is proposed with the current phase of work [LCWIP Stage 2] being progressed to complete the feasibility design for priority routes identified within the stage 1 LCWIP plan. This second phase of work commenced in October 2023. Currently the completion of this feasibility stage is expected by end of the 2025 calendar year.</p> <p>Elsewhere on tonight's Committee agenda, Corporate Management Committee will decide whether £1,000,000 of Community Infrastructure Levy (CIL) funding is to be allocated</p>

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				to the LCWIP Phase 1 Priority Cycle Routes & LCWIP Phase 1 Priority Walking Routes.
CC043 <u>3.6/ 3.6.3</u>	Egham Local Streets Improvements project (relates to Investing in Sustainable Infrastructure activity- ED014)	As part of the first tranche of Local Street Improvements (LSI) schemes being taken forward in Surrey, a zone has been identified in the Egham Hythe area. For this zone, SCC is seeking external funding for design development. Work is focusing on interventions that will improve the pedestrian and cycling environment through lowering traffic speeds and increasing the perception of road safety, particularly for vulnerable road user groups. DfT has previously awarded funding of £97,000 to develop design proposals and deliver stakeholder engagement.	Surrey County Council Cabinet Report, 23rd June 2023 16th October Corporate Management Committee	<p>STATUS UPDATE: Feasibility design has been completed as well as two stages of public engagement. Preliminary and detailed design is currently ongoing and is due to be completed in 2025/26. A third round of public engagement is planned in 2025/26, and construction, if funded would be in 2026/27 and 2027/28. In relation to this latter point, elsewhere on this committee agenda, Corporate Management Committee is being asked whether they agree to release £600,000 of strategic Community Infrastructure Levy funding to be spent on the delivery of phase 1 of the Egham Hythe Local Street Improvements (LSI) scheme. Phase 1 includes the following components:</p> <p>1. Improvements at the Thorpe Lea Road/Pooley Green Road roundabout and outside the Pooley Green parade of shops to:</p> <ul style="list-style-type: none"> • Make it more pedestrian and cyclist friendly and make it safer and easier to cross the roads. The design includes two new controlled crossings as well as footway/cycleway improvements. • Provide seating. • Provide cycle parking. • Improve the public realm, landscaping and generally make it a more attractive place to dwell and spend time in the local community. To include planting (including selected tree specimens) and sustainable drainage improvements.

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				<p>2. Improvements to the existing walking and cycling infrastructure on Thorpe Lea Road between Crossways and Langton Way (part of the LCWIP cycle corridor).</p> <p>3. Improvements at the Thorpe Lea Road/Glebe Road junction including widening and resurfacing of the footways on Thorpe Lea Road at the junction and installing bollards to prevent footway parking.</p> <p>4. Improvements at the Huntingfield Way/Langton Way junction outside Thorpe Lea Primary School. It is planned to build out the footways and grass verges at the junction, reducing crossing distances for pedestrians and to slow vehicles travelling through this location.</p> <p>5. Introducing a 20mph speed limit across the area of the LSI scheme where this can be provided without new physical traffic calming measures.</p> <p>To deliver the proposal, further funding will also be required from Active Travel England which Surrey County Council is due to apply for shortly if their strategic CIL application is successful.</p> <p>Further information on these proposals can be viewed at: https://eqhamhythe.commonplace.is/en-GB/</p>
CC054 <u>1.2/ 1.2.6</u>	Production of Design Code for Runnymede	A design code is a set of design requirements for the physical development of a site or area. It is made up of rules that are clear, specific and unambiguous, and it		STATUS UPDATE: This project has been put on pause to enable to the Local Plan and Design Code processes to be brought into line. This will allow the Local Plan evidence base to develop further so that the design code work can have a more targeted focus on proposed locations for growth. This will

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		should normally include extensive graphical illustrations. The code should build upon a design vision, such as a masterplan or other design and development framework for a site or area.		<p>also allow engagement on design issues to be integrated with wider plan-making engagement which will reduce the overall number of consultations. This is intended to reduce the likelihood of communities and interested parties experiencing consultation fatigue, and to also allow for a more efficient use of council resources.</p> <p>The pause will also allow the Council to understand what design issues the national development management policies might address when these are published for consultation (expected October/November 2025).</p>
ED028 <u>3.6/ 3.6.3</u>	Chertsey Local Streets Improvements project	As part of the first tranche of Local Street Improvements schemes being taken forward in Surrey, a zone has been identified in the Chertsey area. For this zone, SCC is seeking external funding for design development. Work is focusing only on improvements within public highway spaces.		<p>STATUS UPDATE: Tranche 1 LSI improvement scheme.</p> <p>Feasibility designs have been completed and a second stage of public engagement took place between 11th November and 15th December 2024. A stage 2 Engagement Report was published on 18th June 2025 at https://chertseylsi.commonplace.is/en-GB/news. The project is now at the design review stage (preliminary designs) prior to another round of engagement and detailed designs sometime in 2025/2026.</p>
ED027 3.7	A320 Scheme	Funded by Homes England Housing Infrastructure Fund, the contractor GRAHAM is collaborating with Surrey County Council to upgrade the A320 in Runnymede, between Chertsey and Ottershaw. The project aims to significantly enhance four junctions and two road connections, facilitating the construction of new homes across Runnymede which is coming forward		<p>STATUS UPDATE: Construction commenced in February 2025 and works are ongoing.</p> <p>The GRAHAM website is updated regularly to confirm what the latest phase of works is. At the time of writing this report, the latest news was as follows:</p> <p><i>'We will soon be carrying out works in the centre of the St Peter's Way roundabout, including utility crossings, central</i></p>

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		<p>as part of the Runnymede 2030 Local Plan.</p> <p>The upgrades are intended to ensure that all junctions and roads work together to improve traffic flow. Additionally, there will be enhancements for pedestrians and cyclists, including new crossing points, wider footpaths and cycle paths, and better access to public transport.</p>		<p><i>island realignment, resurfacing and installing additional drainage assets.</i></p> <p><i>To carry out this work, we need to close a lane in the centre of the roundabout, meaning a lane will be closed on all approaches to the roundabout. We envisage an increase in congestion during these lane closures and we would like to apologise in advance of these works and thank you for your ongoing patience.</i></p> <p><i>A lane will be closed on the approaches to the St Peter’s Way roundabout from Monday 8th September until mid-November’.</i></p> <p>The GRAHAM website for the A320 improvement works can be viewed at: A320 North of Woking Improvements - GRAHAM</p>