

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from October 2024), and any additional relevant information
<b>Completed activities</b>				
HWB074 <u>5.8</u>	Review emergency flood plan	Audit of supplies held at the Chertsey depot to be conducted and restocked as necessary to fulfil requirements identified in the revised flood plan. Applied Resilience and Surrey CC will be liaised with to ensure response expectations of all parties are aligned. Identify and formalise arrangements at potential emergency hubs in suitable locations to be used as distribution/ information points during flooding situations will be identified and formalised. It will be ensured that all contact details are updated and circulated to all relevant parties.		MOVED FROM A LIVE TO COMPLETED ACTIVITY Review completed and expired stock disposed of.
<b>Live activities</b>				
n/a <u>5.8</u>	Community Cool Hubs	This initiative, funded by RBC, will provide cool environments to give relief to people during periods of excessive heat as part of our emergency planning function. However given that hot weather events are likely to continue due to the effects of climate change, a longer term solution needs to be developed. This initiative will be subject to a future growth request and therefore will be dependent on the financial position of the Council at that time.		NO CHANGE in status as there has been no reason to trigger this initiative since the last update report was completed.  Note that this would be a climate change adaptation measure.  It is proposed to remove this entry from the next Climate Change Update Report. In a hot weather emergency, the intention would be that the Council would proactively reach out to organisations in the borough with air conditioned spaces to see if they would be able to provide cool hubs on a mutual aid basis.
CC008	Continued representation	An officer represents the Council on the HSPG and contributes to discussions regarding the	n/a	STATUS UPDATE. The Head of External Projects and Planning Policy and Climate Change Manager

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<u>3.8</u>	on Heathrow Strategic Planning Group (HSPG)	<p>future of Heathrow Airport, its plans for expansion, carbon emission reductions and the impact of its activities on the surrounding communities.</p> <p>In relation to carbon emissions, <a href="#">Heathrow's Net Zero Plan (Feb 2022)</a> confirmed that in calculating their carbon footprint, they included all the emissions linked to their business, from the operation of the airport itself. This included all their buildings and vehicles, passenger and colleague travel to and from the airport, the flights that depart from Heathrow all the way to their destination, and more. This shows that 99.9% of Heathrow's carbon emissions are Scope 3, which means they do not directly control them. However, they can influence these emissions and they are included in their decarbonisation strategy. In 2021, the emissions from Heathrow were calculated as follows:  Scope 1 (Emitted directly from sources Heathrow owns or controls): 29,091tCO<sub>2</sub>e (0.35%)  Scope 2 (Emitted indirectly from purchased energy): 0tCO<sub>2</sub>e (0%)  Scope 3: All other indirect emissions upstream and downstream. This is dominated by emissions from flights: 8,228,185tCO<sub>2</sub>e (99.65%)</p>		<p>continue to represent the Borough including by responding to relevant consultations and will update Members through the relevant committee/working party as appropriate.</p> <p>Of note, since the last update report, Heathrow has published an updated version of its Heathrow 2.0 Sustainability Strategy (December 2024). This includes new targets for cleaner air in and around the airport, updated targets under the 'quieter nights, quieter flights', 'nature positive airport' and 'zero waste airport' headings (please see pages 56 and 57 of the updated document <a href="#">here</a> for more information). Heathrow also published a <a href="#">Nature Positive Strategy</a> in December 2024 which outlines Heathrow's goals and commitments to support the transition to a nature positive future.</p> <p>On Wednesday 29<sup>th</sup> February, the Government announced its support for a third runway at Heathrow and has invited proposals to be brought forward by the summer.</p> <p>The HSPG is planning a refresh of their Joint Strategic Planning Framework (JSPF) which would consider the <a href="#">next phase</a> of the Heathrow scheme when it emerges and help align the Local Plans, Local Industrial Strategies and transport strategies developed by Local Authorities in the Heathrow sub region over the next 20-30 years, to help deliver: the right type of development in the right place; the vital investments needed in new transport and strategic</p>

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				infrastructure; and world class environmental mitigations and compensations.
MTFS004 /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	STATUS UPDATE 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.
CC010  <u>5.5/5.5.1/5.5.2</u>	River Thames Scheme	<p>This wider scheme will include the creation of two new river channels which will:</p> <ul style="list-style-type: none"> <li>• Reduce flood risk to homes, businesses and infrastructure.</li> <li>• Provide new habitats and landscape enhancements.</li> <li>• Create new publicly accessible open spaces with footpaths and cycleways to enhance connectivity</li> </ul> <p>Active and sustainable travel initiatives are expected to be incorporated into the scheme.</p>	None	<p>The current expectation is for the works to start in 2026, with commissioning of the River Channels currently expected to be 2030.</p> <p>The project is now officially nominated as a climate change adaptation initiative as well as a flood alleviation scheme.</p> <p>Key updates to be provided through the appropriate committees/members briefings/working parties.</p>

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		New and improved habitat areas for wildlife will also connect with existing nature sites and wildlife corridors to support biodiversity.		STATUS UPDATE: A mid project review is currently underway. The review focuses on ensuring that the scheme design continues to deliver the flood risk benefits in a robust and sustainable manner, in addition to considering cost saving measures that could be deliver through value engineering.
CC009 <u>3.8.2</u>	Heathrow Surface Access	RBC to work with other Boroughs and Districts to develop a consensus position and lobby the Government in progressing this scheme to enhance public transport options to Heathrow from Surrey/achieve a modal shift to public transport to reduce harmful air quality impacts/carbon emissions associated with private car use. This is lead by the External Projects team. There are no fixed timescales for this activity at the time of writing.		NO CHANGE Officers continue to be part of discussions with principal entities.  Key updates to be provided through the relevant member briefings/ committees/ working party.
n/a <u>7.1/7.1.1</u>	Preparation of 2025/26 Service Area Plans	Will set the priorities for each Service Area for the 2025/26 financial year.	n/a	STATUS UPDATE. MOVED FROM PLANNED TO LIVE ACTIVITY. Service Area Plans for the 2025/26 financial year have been produced and are being taken through the committee process at the time of writing. These Service Area Plans contain a range of activities, including some which are relevant to the Council's response to climate change. These are captured in this update report in the relevant service area write up as new or planned activities as appropriate.
CEX018 <u>7.4.2</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	STATUS UPDATE. MOVED FROM PLANNED TO LIVE ACTIVITY 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.

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				<p>Guidance will be provided to cover different types of 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>

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

**Lead Officer:** Sarah Hides

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<b>Completed activities</b>				
CEX010 <a href="#">7.1, 7.1.2 and 7.3.2</a>	Production of 2023/24 carbon emissions report	This report sets out the Council carbon emissions for the 2023/24 financial year.	<a href="#">Corporate Management Committee 17<sup>th</sup> October 2024</a>	STATUS UPDATE MOVED FROM LIVE TO COMPLETED  The 2023/24 emissions report was presented at CMC on 17 <sup>th</sup> October 2024
	NEW: RBC Climate and Nature Bill motion	The Climate and Nature Bill, a private member's (ballot) bill currently passing through the House of Commons aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030, which was a goal agreed to at COP15, via the Kunming-Montreal Global Biodiversity Framework (22 December 2022); and reduce greenhouse gas emissions in line with the UK's fair share of the remaining global carbon budget to give the strongest chance of limiting global heating to 1.5°C, which was the goal agreed to at COP21, via the Paris Agreement (12 December 2015)	<a href="#">Full Council 2025 - minutes</a>	At Full Council in February 2025, Runnymede Borough Council resolved to: <ol style="list-style-type: none"> <li>1. Support the Climate and Nature Bill;</li> <li>2. Request that officers 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)</li> <li>3. Inform local residents, and inform local press/media, of our motion, via the means set out in the accompanying paper;</li> <li>4. Write to Dr Ben Spencer MP and Jack Rankin MP to inform them that our motion has been passed, urging them to support the Bill;</li> </ol>

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				<p>5. Write to Zero Hour, the organisers of the cross-party campaign for the Bill, expressing our official support (councils@zerohour.uk); and</p> <p>6. Offer all co/group leaders the opportunity to sign the letters mentioned in 4 and 5 above.</p> <p>Actions 1,3,4,5 and 6 have now been completed by officers within Democratic Services Team, the Communication's Team, and Legal Services. In relation to Action 2 – please see Community Services section below.</p>
<b>Live activities</b>				
n/a <a href="#">7.3, 7.3.1 and 7.3.2</a>	Carbon Literacy Training: Members and Senior Officers	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.	<a href="#">Thursday 23<sup>rd</sup> March 2023 – Corporate management Committee</a>	<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>STATUS UPDATE: 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>
CC003 <a href="#">8.2, 4.6, 3.9, 8.2.1</a>	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.	<a href="#">Corporate Management Committee, 25<sup>th</sup> May 2023</a>	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

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			<a href="#">Corporate Management Committee, 21<sup>st</sup> March 2024</a>	<p>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 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 finalized the details of the anti-idling campaign and working to finalise 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 21<sup>st</sup> 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</p>



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				<p>later in October, with officers continuing to promote this initiative to engage more schools.</p> <p>STATUS UPDATE – 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 communications campaign was postponed after 3 weeks and officers are currently reviewing alternatives to relaunch.</p>
CC003 <u>8.2</u>	Climate Change Web Pages and Newsletter	<p>Updating and redesigning the Climate Change web pages of the council website to make them more user friendly and helpful to residents.</p> <p>Initiation of quarterly climate change newsletter.</p>		<p>The Council climate change and sustainability webpages have been revamped following an evaluation of our web pages against other authorities. Amendments to the pages include the introduction of an 'Understanding Climate Change' section, which includes information on what climate change is, its impacts, key policies related to climate change, and a jargon buster and myth buster. A 'what you can do' section has also been introduced with advice for residents, businesses, schools, and other stakeholders on actions they can take to be more sustainable across a range of areas.</p> <p>STATUS UPDATE - The climate change and sustainability e-newsletter continues to be sent out on a quarterly basis, with the most recent newsletter</p>

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				<p>(sent in March 2025) being the 6<sup>th</sup> edition of this that has been provided to the distribution list.</p> <p>As production of the quarterly climate newsletter and website updates are now considered a BAU/ongoing activity, this entry will not be reported in future climate change update reports.</p>
CC019/H WB034/ CC005/ MTFS004  <u>1.3.6, 7.2</u>	Identifying funding opportunities	Working with relevant Service Areas and the Grants and Bids Writer to identify relevant grants and funding streams to support emission reductions from council operations and across Runnymede and support the delivery of the Climate Change Action Plan	<a href="#">Corporate Management Committee 20th June 2024</a>	<p>STATUS UPDATE – Details of a grant bid to the DESNZ Warm Homes Social Housing Fund available in the Housing section of this report.</p> <p>Working alongside an external consultant, the Council submitted a bid for £255,700 to the Salix Low Carbon Skills Fund for design works to support the decarbonisation of Manor Farm Day Centre and Woodham &amp; New Haw Day Centre. However, this bid was not successful in securing funding. The Council did receive communication from Salix to confirm that, had the Council's bid been selected for review as part of the random allocation funding approach, the bid was of good quality and met the minimum criteria for funding, and therefore funding would have been awarded.</p> <p>Officers are considered the potential to submit a funding bid as part of round 4 of the Public Sector Decarbonisation Scheme, but it was found that, due to changes in the minimum carbon threshold set by</p>

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				<p>the funder, the Council were unable to apply for funding towards decarbonisation of any existing Council assets .</p> <p>Officers will continue to look for funding opportunities to support decarbonisation activities.</p> <p>For further information on other grant bids please see the A and R section under decarbonisation of A and R Estate.</p>
n/a <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	<a href="#">Community Services Committee, 4<sup>th</sup> January 2024</a>	<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 to facilitate and support residents to access other energy grants such as HUG2.</p>

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				STATUS UPDATE: SCC have applied for grant funding allocation from the Warm Homes Local Grant on behalf of the Surrey D and B consortium with Action Surrey.
CEX010 <a href="#">7.1.3</a>	Refining and improving emissions monitoring	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).		Ongoing.  Officers have also started exploring ways to help Service Areas add more information into officer reports on potential carbon reductions/increases associated with different activities, for example through the use of conversion factors for green house gas reporting from reputable sources.
n/a <a href="#">7.13</a> , <a href="#">7.13.1</a> and <a href="#">7.13.2</a>	Support the delivery of SCC's Greener Futures delivery plan and relevant joint carbon reduction opportunities	Continue to support delivery of SCC Greener Futures Climate Change Delivery Plan, and continue to engage with SCC and other Surrey authorities on joint carbon reduction opportunities.		Officers regularly attend Greener Futures Partnership Steering Group meetings and SCC Climate Change Officer meetings.
CC042/C C063/ CC064	Electric Vehicle Strategy Delivery	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	<a href="#">Electric Vehicle Strategy</a>	The Climate Change Team are working with the appropriate service areas to explore EV charging infrastructure options for fleet and public charging infrastructure in our car parks.

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<a href="#"><u>3.3, 6.7, 6.7.1</u></a>		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). Actions also consider the use of e-bikes.	<a href="http://runnymede.gov.uk">(<a href="http://runnymede.gov.uk">runnymede.gov.uk</a>)</a>  <a href="#">Corporate Management Committee 18th April 2024</a>  <a href="#">Environment and Sustainability Committee 6th June 2024</a>	<p>See Customer, Digital and Collection Services Live activities section for further information on EVC in public car parks. Initial options report presented at E and S June 2024</p> <p>Installing EV charging at the Civic Centre. Officers are intending to go out to procurement imminently for the installation of 6 EV Chargers in the Civic Centre's Undercroft car park after agreement at CMC April 2024.</p> <p>STATUS UPDATE: A supplier has been appointed to install five 7kWh EV chargers and one 50kWh rapid charger at the Civic Centre to facilitate the electrification of the Council's fleet. The installation is ongoing.</p> <p>Please see Planning, Economy and Built Environment section for more information regarding E-Bikes.</p>
<a href="#"><u>n/a 7.1.5</u></a>	Refine and increase carbon impact modelling	Work to cost and carbon impact model the actions set out in the Climate Change Action Plan (and other actions as they are developed).		Officers are working to refine and extend the range of carbon impact estimations associated with Council projects and actions.
<a href="#"><u>CEX010 7.1</u></a>	Climate Change Action Plan: First Review	As agreed in Full Council in Feb 24, the CCAP will be reviewed in September	<a href="#">Corporate Management Committee, 22<sup>nd</sup> February</a>	STATUS UPDATE Officers have recently undertaken the 1 <sup>st</sup> review of the CCAP. This was discussed at the first meeting of the Climate Change Working for the municipal year. The Reviewed

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			<a href="#">2024 REPORT</a>	CCAP incorporating all changes is being taken to April CMC for agreement
n/a 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.		Officers are planning to begin initial scoping work in regard to producing a Climate Change Adaptation and Resilience Strategy for the borough this financial year. Possible partnership opportunities to produce this will also be investigated.
n/a <a href="#">7.1.4</a>	NEW 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.	<a href="#">Corporate Management Committee, 20th March 2025</a>	Developing the Runnymede Environment Champions network will form the focus of the Climate Change Communications Plan 2025/26 to be delivered at March CMC
n/a <a href="#">8.2</a> , <a href="#">8.2.2</a> , <a href="#">4.6.5</a>	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 how communities are taking action to tackle climate change and protect green spaces	<a href="#">Corporate Management Committee, 26<sup>th</sup> September 2024</a>	At CMC on 26 <sup>th</sup> September 2024, the committee decided to continue the Council's participation, with the committee opting for the Council to support, promote, co-ordinate, provide assistance, and participate in GBGW 2025  STATUS UPDATE: Officers are currently working to begin putting in place the events and promotional activities required to raise the profile of Great Big Green Week across the borough, and ensure a diverse range of activities that all demographics across the borough can engage with
n/a 7.3	NEW Initiate a climate change & sustainability	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		STATUS UPDATE: The first meeting of this group is planned for April 2025

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	staff interest group			
CC045 7.12	NEW 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		STATUS UPDATE: 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.
n/a <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.
<b>Planned Activities</b>				
CC003 <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
CEX010 <u>7.1, 7.1.1</u>	Service Area Plan CC action monitoring	Adopt and monitor relevant carbon reduction/adaptation priority actions as part of annual Service Area Plans		Progress on relevant activities is currently picked up on climate change dashboards and biannual CC update reports to CMC.
CEX010 <u>7.1, 7.1.2 and 7.3.2</u>	NEW Production of 2024/25 carbon emissions report	This report sets out the Council carbon emissions for the 2024/25 financial year.		Report due to Corporate Management Committee in September 2025

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n/a n/a	NEW 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		Report due to Environment and Sustainability Committee in July 2025



**Service Area:** Assets and Regeneration

**Lead Officer:** Alex Williams

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<b>Completed activities</b>				
AR011 <u>1.5, 1.5.4</u>	Operational Assets Conditions Surveys and Mechanical and Electrical condition surveys	These surveys will be carried out across the whole of the operational estate both in respect of our building fabric and the mechanical and electrical plant which make up our unique portfolio. This survey work will help provide a better understanding of where adaptations are required across our estate, including those which will help us work towards our 2030 net zero carbon target.	Corporate Management Committee, November 2023	Officers are in the process of completing the contract documentation for the new FM Provider who will act as a principal contractor. The contract was signed on 28.3.24. The condition surveys have been instructed and will commence as soon as the contract is signed. The outcome of these surveys evidencing cost and liability along with where appropriate sustainable measures could be directed for the asset base will be reported to Committee in the Autumn Condition surveys are completed and a review is underway assessing essential items to ensure compliant, fit for purpose operational estate. Further report to committee with regard to budget requirement will be produced imminently. STATUS UPDATE: this project has been completed. Full Council agreed revenue spend for 5 years to implement necessary works to bring our operational estate where possible to achieve net zero where economically viable.
<b>Live/ongoing activities</b>				
CC017 <u>1.5, 1.5.4</u>	LED Lighting surveys-operational buildings	LED lighting surveys have been carried out for Civic Centre and Chertsey Depot by LASER. The results of these surveys are awaited but will provide information on the cost of upgrading the lighting in both buildings and the carbon emissions savings associated.	<a href="#">Full Council Minutes 19th December 2024</a>	Laser have undertaken a full survey of the Civic Centre. To move forward with the project, further electrical surveys need to be undertaken to ascertain the condition of the existing wiring and supply which will enable Laser to understand the controls and adaptations required for the project. There are some logistical issues we need to overcome due to the Civic Centre being a 24/7 operation. The Assets and Regeneration Team is working on a solution for this.

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				surveys have been undertaken for the civic centre and estimated costs for complete lighting replacement are in the region of £80,000 subject to a growth bid in respect of the civic centre works. A report will go to committee by the end of financial year. The depot options are being reviewed and a service a report will go to committee shortly. STATUS UPDATE: In December 2024, Full Council agreed to take forward two separate projects, the refurbishment of the depot and the replacement of component parts in civic centre. LED lighting will be specified and delivered as part of these overall projects to produce substantial energy savings from these operational buildings.
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.	<a href="#">Corporate Management Committee, 14<sup>th</sup> September 2023</a>	<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 – this project has been approved and works are underway</p>
AR016 n/a	Civic Centre usage	This relates to how much of the internal space at the Civic Centre is required for RBC own staff, stakeholders and tenants (including Surrey Police and SCC), and consideration of how to optimise the use of the space to provide	n/a	<p>n/a at current time. Updates as relevant will be provided in future reports.</p> <p>STATUS UPDATE – this project is on pause until further details of Local Government Reorganisation are finalised.</p>

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		a secure sustainable future for the Civic Centre.		
CC014 <u>1.5, 1.5.3</u>	Moving to Greener Energy Supplies	To 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.	None	The Council has signed the access agreement for the 2024-2028 LASER Framework period. Officers will be working alongside LASER to explore the options for transitioning its energy supplies across its estate to greener supplies when existing agreements come to an end. The electricity supply to Addlestone One is with Ecotricity and is 100% from renewable sources..
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		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. Core Activity See CCAP 1.5.4 above
CC017 <u>1.5</u>	EPC rating surveys of all Operational Assets	Complete EPC Rating Survey of all Operational Assets to review & rationalise all energy saving functions including lighting - deliver services e.g., the Civic Centre		Linked to condition survey work of our operational assets 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. Using the HDPs a bid was prepared for PSDS (Autumn 2023). However, the bid was not able to be submitted due to the high level of necessary match funding needed from the Council being unavailable. There is a concern that this will also be the case for this year's PSDS grant although officers will review the</p>

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from October 2024), and any additional relevant information
				<p>match fund thresholds once they are released before a decision is made on whether to proceed.</p> <p>Please see the Climate Change Function section under Identifying funding opportunities for information regarding recent grant bids.</p> <p>STATUS UPDATE: 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>
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	<a href="#">Environment and Sustainability Committee, 13<sup>th</sup> September 2023</a>  <a href="#">Environment and Sustainability Committee, 6<sup>th</sup> March 2025</a>	<p>STATUS CHANGE: PLANNED TO LIVE.</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 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>STATUS UPDATE: Further legal due diligence is required on land holdings but 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</p>

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from October 2024), and any additional relevant information
				<p>contract with the aim of facilitating the installation of EV charging points in the following car parks:</p> <ul style="list-style-type: none"> <li>• Waspe Farm Car Park, Heritage Court, Egham</li> <li>• Memorial Gardens Car Park, Station Parade, Virginia Water</li> <li>• Runnymede Pleasure Grounds Car Park, Windsor Road, Egham (subject to Trust approval)</li> <li>• Beomonds Car Park, Heriot Road, Chertsey</li> </ul>
	<b>Planned activities</b>			

**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 October 2024), and any additional relevant information
<b>Completed activities</b>				
<b>Ongoing/live activities</b>				
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.		STATUS UPDATE: This action is being worked on currently with a view to a report being taken to Community Services Committee in March or June 2025. Grants review includes potential new grant programmes to be made available. Consideration of including climate change/sustainability budget in revenue grant scheme against criteria including support for environmental projects.
HWB003 n/a	Digitisation of telecare services – equipment	To complete a refresh of Community Alarm and other Technology Enabled Care equipment, switching to a digital model.		STATUS UPDATE: 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.
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,	<a href="#">Community Services Committee, 16<sup>th</sup> March 2023</a>	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

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from October 2024), and any additional relevant information
		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 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.		provided to Community Services Committee in September 2024 as part of service area plan updates.
CSCD016 /CSCD02 5  <u>3.3</u> <u>7.11</u>	Implement the approved outcomes of the Community Transport review	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.		Business case submitted for potential introduction of EV minibuses using SCC opportunity. Evaluation of vehicles to be removed from fleet asset list completed. DSO to send vehicles to auction resulting in confirmed reduction in fleet number.

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from October 2024), and any additional relevant information
		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		STATUS UPDATE: Corporate fleet reduced, and assets sold.
CSCD038 <u>5.3.4</u>	Management of existing meadows	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	<a href="#">Environment and Sustainability Committee, 11<sup>th</sup> January 2024</a>  <a href="#">Community Services Committee - 13th November, 2024</a>	<p>This is a new objective to be taken forward by Community Services, following discussion at Environmental Services Committee in January 2024.</p> <p>STATUS UPDATE: 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>



<b>CBP Action ID and CCAP Action ID</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from October 2024), and any additional relevant information</b>
EC001  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.	<a href="#">Community Services Committee - 13th November, 2024</a>	STATUS UPDATE: 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.
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	<a href="#">Community Services Committee - 16th January, 2025</a>	STATUS UPDATE: 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.
n/a  5.3.2	Tiny Forests	In partnership with Spelthorne Borough Council and Earthwatch Europe, progress work related to a potential grant funding opportunity from Treescape for	Corporate Management Committee, 20 <sup>th</sup> June 2024	Report went to June Corporate Management Committee where members, in principle, approved two tiny forests in the borough on the assumption that funding could be secured. A further report to members is required to confirm the space for these and Earthwatch have attended and undertaken site

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from October 2024), and any additional relevant information
		the establishment of Tiny Forests in the borough		<p>suitability assessment with Open Space Development team members.</p> <p>STATUS UPDATE: This is moving forward however the original application for funding was turned down. Officers are now working on further details related to progressing this workstream.</p>
	NEW: Environment Act 2021	Ongoing work to discharge the Council's duties under the Environment Act 2021.		<p>NEW ACTIVITY: An update on compliance and future objective setting in relation to the Environment Act 2021 was presented to the CCMWP in April.</p> <p>This activity is ongoing and will be a one-off entry as it is considered BAU.</p>
	NEW: 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.	<a href="#">Full Council 2025 - minutes</a>	<p>NEW ACTIVITY: 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 June 2025.</p>
<b>Planned activities</b>				

<b>CBP Action ID and CCAP Action ID</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from October 2024), and any additional relevant information</b>
HWB045  5.7	Allotment Site Opportunities and review of existing sites	To identify demand for additional allotment sites within the borough and consider options for increased provision of individual allotments and community led allotments/growing projects.	n/a	Not started. Production of allotment policy/strategy in the 2025/26 Community Services Service Area Plan
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.		Not started. 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.
CSCD010	Identify development and income generative opportunities across council owned parks and open spaces	Identifying priority potential sites for development opportunities within and potential opportunities to generate income through council owned parks and open spaces, including but not limited to, Runnymede Pleasure Grounds		Not started. Included in 2025/26 Community Services Service Area Plan
n/a  5.7.3	Right to Grow Initiative	Consider supporting Incredible Edible's Right to Grow campaign which identifies public land suitable for community food growing		Not yet started while other activities are to be completed.
CC034  <u>5.7</u>	Procurement of future food supplier with consideration to	Consideration of sourcing and ingredients of meals and challenging of providers to meet		Not started. Reviewing day centres currently and whether there will be commercial kitchens. If not

<b>CBP Action ID and CCAP Action ID</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from October 2024), and any additional relevant information</b>
	sourcing products locally	environmental objectives as part of the wider procurement activity to appoint a new food supplier for day centres.		present, then there will not be a requirement for a future food supplier.
CSCD028 <u>3.9</u>	Work with partners to determine the viability of delivering a riverwalk project in Chertsey	As part of the Councils commitment to regeneration of towns, to work in partnership with other agencies to determine the viability of delivering a riverwalk project in Chertsey Town Centre		Not started. Discussions so far unable to secure funding or support for the project. Discussions ongoing.

**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 October 2024), and any additional relevant information
<b>Completed activities</b>				
n/a <a href="#">7.8</a>	Reviewing multifunctional devices	Rationalise the number of printers and create more email forms. Collaboration with housing department to save paper.		STATUS CHANGE: went from planned to live Mid Feb 2025 - completed March 2025. Expected to achieve an 80% reduction in energy usage equating to 8.8tonnes CO2e.
n/a 7.8	Digital transformation strategy - Council tax support survey	Council tax survey- utilising our customer service management system the Council is able to engage in the council tax support consultation on-line thus reducing the need for paper surveys.	<a href="#">Corporate Management Committee 20th June 2024</a>	STATUS CHANGE: Planned to Completed: Options taken to CMC in June 24 and due to go back to CMC in November 24. These relate to fully digitised Council tax options for discounts, completed in December 2024
<b>Live/ongoing activities</b>				
CC059 <a href="#">1.5.4</a>	Review all Car Parks to Establish Potential to install EV Charging Point Facilities	Officers are working to facilitate public charging points across the 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.	<a href="#">Environment and Sustainability Committee, 6<sup>th</sup> June 2024</a>  <a href="#">Environment and Sustainability Committee, 6th March 2025</a>	Officers have been working with the Energy Saving Trust to identify suitable locations for EVC installation. Report of findings and proposed carparks recommended to be prioritised for EV charging went to Environment and Sustainability Committee in June 24. Officers are now further exploring the different options to procurement. STATUS UPDATE: Further legal due diligence is required on land holdings but 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:

				<ul style="list-style-type: none"> <li>• Waspe Farm Car Park, Heritage Court, Egham</li> <li>• Memorial Gardens Car Park, Station Parade, Virginia Water</li> <li>• Runnymede Pleasure Grounds Car Park, Windsor Road, Egham (subject to Trust approval)</li> <li>• Beomonds Car Park, Heriot Road, Chertsey</li> </ul> <p>Also see Assets and Regeneration section.</p>
CC038/ CDCS012  <u>7.8, 7.8.7</u>	ANPR introduction and 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 will be linked with ANPR technology and 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.	<a href="#">Environment and Sustainability Committee, 13<sup>th</sup> September 2023</a>	<p>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.</p> <p>Following the tender process, the contract has been awarded to Flowbird. Pay and display machines were built and configured and installation carried out during for September 2024.</p> <p>ANPR will follow EV charger installation see above.</p>
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,	<a href="#">Corporate Management Committee 20<sup>th</sup> June 2024</a>	<p>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.</p> <p>STATUS UPDATE: Due to go live in March 2025 – end to end digitised system, availability and payments</p>

		email and physical visits to the premises for booking purposes.		online , automated invoicing process – will lead to a reduction in paper use
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	<a href="#">Corporate Management Committee, 14<sup>th</sup> December 2023</a>	STATUS CHANGE: Planned to Live: following approval at Corporate Management Committee in December 2023, this project was due to commence in 2024/25 and be reported on in the quarterly PMO updates as a Grade B project. Due to staff resources within digital transformation and the depot this project was delayed but is now live..STATUS UPDATE Currently looking at route optimisation with Bartec for waste collection rounds. After integration and training round will be remodelled to identify efficiencies, balance routes and create capacity – potential to produce fuel and resource efficiencies
n/a 7.8	NEW :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	NEW PROJECT: 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.
n/a 7.8	NEW: Digital skills program	Roll out of training on existing applications to use tools to reduce paper use		NEW PROJECT: Training delivered on One note in early March – anticipated to save on use of paper notepads. Training on Microsoft Forms in March/April
	<b>Planned activity</b>			
CDCS026 n/a	NEW: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	Not Yet Started :Report going to CMC in March 2025. If approved will implement by September 2025.

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 October 2024), and any additional relevant information
<b>Completed activities</b>				
<b>Live/ongoing activities</b>				
ES001 <u>7.11/7.11.1</u>	Grounds Maintenance	Embedding new Grounds Maintenance arrangements. This could include amended practices which have a positive impact for climate change/the environment.		NO CHANGE In progress, new BAU. Started in February 2023. Ongoing.  As this is now BAU, this entry will be removed from next version of the update report.
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		The RBC application for treescape funding via SCC the following was secured:  2021-22 – £10,044 (including only planting)  2022-23 – £13,027 (including ground preparation, planting and three years of maintenance)  2023-24 – £6294.50 (including ground preparation, planting and three years of maintenance)  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.  STATUS UPDATE – the LATF bid for 2024/25 is currently being reviewed by officers



<b>CBP ref/ CCAP ref</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from October 2024), and any additional relevant information</b>
		applicants. The Council has historically worked with Surrey County Council to access this fund.		
CC037 <a href="#">5.3/5.3.2 &amp; 5.3.3</a>	Re wilding, replanting and green projects	Includes the Sustainable Planting Policy which incorporates planting principles that will help guide the Council in meeting challenges posed by our changing weather systems, offer support to native species, and encourage biodiversity.	<a href="#">Environment and Sustainability Committee, 17<sup>th</sup> November 2022</a>	Moving away from annual bedding plants and using perennials and drought resistant plants to minimise future maintenance and watering. All the beds will be topped up with strulch which is a type of mulch which helps retain moisture in the ground.  STATUS UPDATE: As this is now BAU, entry will be removed from the next version of the update report.
CC024 <a href="#">4.4</a>	Recycling initiatives	The following initiatives are being rolled out at the time of writing this report: <ul style="list-style-type: none"> <li>• Dedicated communal collection project (ongoing) – creating a round specifically that collects bulk bins from flats in order to get a more consistent overview to see why flats struggle to dispose of their waste;</li> <li>• Flats above shops (ongoing) – where possible exchanging the bulk bins to individual lockable bins so that it can prevent fly-tipping and the public from using their bin, and</li> </ul>	<a href="#">Environment and Sustainability Committee - Wednesday, 22nd January, 2025 7.30 pm</a>  <a href="#">Corporate Management Committee - Thursday, 23rd January, 2025 7.30 pm</a>	Multiple initiatives remain on going.  STATUS UPDATE: Work with Digital Services on route optimisation will be taking place in the 2025/26 financial year (previously aiming for completion by end of 2024) with data cleansing currently taking place. Work on collection points for communal flats with Surrey Environmental Partnership ongoing and committee report on the Rethink Waste app from Green Redeem to taken to Environment and Sustainability Committee in March 2025. Approval for new food waste collection vehicle utilising DEFRA grant funding following agreement at Environment & Sustainability Committee and Corporate Management Committee.

CBP ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from October 2024), and any additional relevant information
		<p>overall reducing the amount of overflowing bins across the borough;</p> <ul style="list-style-type: none"> <li>• Food waste project (ongoing) – Improving our own housing stock by introducing more food waste bins, and delivering toolbox talks;</li> <li>• Recycling improvements project (ongoing) – Working with JW (Joint waste) to improve the boroughs recycling through leaflets, recycling bin modifications;</li> <li>• Pilot introduction of recycling bins within parks and on the High Street. The project to start at the Runnymede Pleasure Grounds.</li> </ul> <p>-Contamination work (Autumn 2022) –The Surrey Environment Partnership (SEP) worked with RBC to analyse the borough's contamination rates in individual bins. This looked at contamination rates in specific geographical areas of the borough.</p>		

<b>CBP ref/ CCAP ref</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from October 2024), and any additional relevant information</b>
CC026  ES018  <u>3.5/3.5.1</u>	Monitoring Air Quality	Dynamic monitoring of air quality is being undertaken to determine if any areas meet the criteria to establish an Air Quality Management Area. The Council works with SCC where existing road infrastructure is contributing to poorer air quality.  Updated air quality action plan to be submitted to DEFRA for review and then subject to consultation.	<a href="#">Environment</a> and Sustainability Committee, 7th March 2024  <a href="#">Environment and Sustainability Committee - Wednesday, 22nd January, 2025 7.30 pm</a>	The draft AQAP was taken to Committee on the 7th of March. Due for consultation end in April 2024.  AQAP has now been consulted on and the consultation concluded. Officers will be incorporating any recommendations into a revised air quality action plan.  STATUS UPDATE – The revised AQAP was approved by Environment and Sustainability Committee in January 2025.
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 Strategy (adopted October 2022).	<a href="#">Environment</a> and <a href="#">Sustainability</a> Committee, 7th March 2024	If the SFMS is adopted at Full Council on 25 <sup>th</sup> April 2024, the 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.  The Sustainable Fleet Management Strategy was adopted at Full Council. Implementation ongoing. One of the current focuses is on introducing a digital Fleet Management System working with Digital Services.  STATUS UPDATE: Information related to the Council's fleet has now been digitised.

<b>CBP ref/ CCAP ref</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from October 2024), and any additional relevant information</b>
ES026 <u>7.11</u>	Review current and future fleet needs	<p>Action 11 from Sustainable Fleet Management Strategy. Review the current and future business needs of each relevant department in relation to all fleet requirements to feed into an update of the Capital Programme.</p> <p>This work should include identification of opportunities for income generation utilising existing and potential future fleet assets.</p>	<a href="#">Environment</a> and <a href="#">Sustainability</a> Committee, 7th March 2024	STATUS UPDATE – ongoing and linked to the route optimisation work to be completed in the 2025/26 financial year (see ‘Recycling Initiative’ activity).
ES003/H002 <u>5.4/5.4.1</u>	Tree Surveys/Audit	Identify condition of council owned trees in the borough to look at risks and mitigation.		<p>2024 start expected</p> <p>STATUS UPDATE – Contractor appointed for tree audit (Glendene). Further, now out to tender on tree management software and a separate tender on tree contractors to create a schedule of rates in order to complete works identified in audit. This work also encapsulates the HRA Tree Survey.</p>
<b>Planned Activities</b>				

**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 October 2024), and any additional relevant information
Live/ongoing 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.		NO CHANGE. 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. The latest update is presented elsewhere on this agenda. Members are encouraged to view the covering report of this agenda item for more information on how the Council has, and is continuing to reduce its paper use and the impact this is having on carbon emissions.

**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 October 2024), and any additional relevant information
<b>Live/ongoing activities</b>				
CC019 <u>1.3.1 and 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 <sup>th</sup> <a href="#">March – Housing Committee</a>	<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>STATUS UPDATE: 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</p>

				<p>solar PV, loft 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>
HO21 and CC020 <u>1.4.2</u>	New homes EPC A (incorporates Development of a new Council House building programme)	All new homes constructed by the Council's Housing Department will be constructed to meet EPC A, pending further evidence around viability and feasibility at the detailed design stage.		<p>NO CHANGE: The development of the Council's new build housing schemes as undertaken by the Housing Department are Grade A corporate projects. Members are advised to review the quarterly project updates that are</p>

				reported to Corporate Management Committee to keep abreast of the latest updates on this project. Q4 update published elsewhere on this agenda. As these projects mature, the Climate Change Team will be working with the Housing Department to better understand the green credentials of these new homes.
H027 <u>4.4</u>	Reduction of waste to landfill	This is an ongoing process with tenants to maximise recycling rates, including increasing the number of food waste bins used by Council house tenants and investment in 'refuse areas' at Council-owned housing blocks to promote recycling, and reduce the amount of waste going to landfill.		This project commenced in March 2021.  NO CHANGE: Officers have met with the Recycling team and agreed to provide better data on blocks of flats and joint comms/education to tenants.
H031 n/a	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		STATUS UPDATE: Planned to Live  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.
<b>Planned activities</b>				
CC021 <u>1.3/ 1.3.5</u>	Council Heating Plan	This activity will involve the development of a Council Heating Plan to transition away from gas.		Not yet started



**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 October 2024), and any additional relevant information
<b>Live activities</b>				
CC045 <u>7.12/</u> <u>7.12.4</u>	Active Travel for employees	Review existing and develop new policies to encourage colleagues to adopt Active Travel to commute to work through: <ul style="list-style-type: none"><li>• Green Travel policy for employees</li><li>• Salary Sacrifice Scheme to purchase bicycles.</li><li>• Season Ticket Loan Scheme for commute to work.</li></ul>		STATUS UPDATE. Green Travel survey for staff was undertaken across October and November 2024. 189 staff responses were received (a 39% response rate) as did 10 councillors (a 24% response rate). Analysis of the results has been carried out and a draft Travel Strategy has been produced by the Climate Change and Sustainability Team. This is currently with the HR and Organisational Development Team for review, before being brought before the Climate Change Working Party.

**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 October 2024), and any additional relevant information
<b>Completed activities</b>				
CC069 6.5	Sustainable Markets Guidance	Introduce a sustainability accreditation scheme for market stall holders. Stall holders would be accredited following assessment of their practices against a set of criteria around the themes of climate change and sustainability action, demonstrating their commitment to these.		STATUS UPDATE. MOVED FROM A LIVE TO COMPLETED ACTIVITY. Activity title has been amended from 'Sustainable Markets Accreditation Scheme' to 'Sustainable Markets Guidance'. This is because, following the departure of the Council's Town Centre and Events Manager, there is currently insufficient resource in the Economic Development Team to run an accreditation scheme for markets in the borough. Instead, a guidance note has been produced with advice for stallholders on how to run more sustainable markets. This guidance has been provided to the market operator in Runnymede who is reviewing the document and will decide how to take this initiative forward. It is also being added to the Council website in a suitable location.
CC066 <u>1.1/ 1.1.3</u>	Climate Change Planning Guidance	It was agreed at 28 <sup>th</sup> June 2023 Planning Committee that details of new/revised climate change planning guidance that could be adopted by the Council in the interim period whilst the new Plan Making system is awaited would be provided to the Planning Committee this Autumn.	<a href="#">Planning Committee, 25<sup>th</sup> October 2023</a>  <a href="#">Planning Committee, 29<sup>th</sup> May 2024</a>  <a href="#">Planning Committee 25<sup>th</sup> September 2024</a>	MOVED FROM LIVE TO COMPLETED ACTIVITY  The Energy & Climate Change Mitigation Supplementary Planning Document was adopted at the Planning Committee meeting of 25 <sup>th</sup> September 2024 and was implemented on 3 <sup>rd</sup> October 2024.
<b>Live/ongoing activities</b>				

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from October 2024), and any additional relevant information
ED015/ CC058  <u>6.5/ 6.5.1/</u> <u>6.5.2/</u>	Promoting other business support initiatives through Business Runnymede	The Council will continue to work with organisations including Surrey County Council to promote other support initiatives for businesses which become available.		<p>STATUS UPDATE. The <a href="#">A3 EV grant funding programme</a> closed on 30<sup>th</sup> September 2024. The grant offered £5,000 for a small and £10,000 for a large new fully electric light commercial vehicle for businesses and charities to switch their diesel van if they use the A3 regularly. One business from Runnymede was awarded a £10,000 grant under this initiative.</p> <p>Runnymede Business Boost has been supporting SMEs with support to grow. Over 250 businesses have been supported 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 has helped to safeguard 12 jobs in the green economy.</p>
PPED001  <u>1.2/ 2.1/</u> <u>3.2/ 4.1/</u> <u>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 Management Policies (NDMP), there	<a href="#">Planning Committee, 28<sup>th</sup> June 2023</a>  <a href="#">Planning Committee, 25<sup>th</sup> October 2023</a>	STATUS UPDATE. An updated timetable for plan production was approved in October 2024 and will see plan making in Runnymede formally commence in September 2025. The timetable has since been published on the Council's website <a href="#">here</a> . This timetable anticipates the adoption of a replacement Local Plan in August 2028. A revised NPPF was published in December 2024 which has seen a number of amendments to chapter 14 which is concerned with meeting the challenge of climate change, flooding and coastal change. A consultation on the content of proposed National Development Management

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from October 2024), and any additional relevant information
		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.	<a href="#">Planning Committee 29<sup>th</sup> May 2024</a>	Policies (NDMP) is expected in Spring 2025. It is possible that this could include national policies on climate change.
CC029 <a href="#">3.6/ 3.6.1/ 3.6.2</a>	Local Cycling and Walking Infrastructure Plan (LCWIP)	<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: <a href="#">Runnymede Local Cycling and Walking Infrastructure Plan (LCWIP) - Surrey County Council (surreycc.gov.uk)</a></p>	n/a	<p>Project started in March 2021 and phase 1 is now complete.</p> <p>STATUS UPDATE Stage 2 feasibility design/development of the Runnymede LCWIP is continuing. Feasibility design/development work is against the phase 1 priority cycle corridors and core walking zones as identified from the LCWIP stage 1 report. The stage 2 report is expected to be completed in March 2025, with public consultation led by SCC following in spring/summer 2025. Following public consultation, the Council will continue to work with SCC to identify priority routes for detailed design and funding bids to Active Travel England (ATE).</p>
CC043	Egham Local Streets	As part of the first tranche of Local Street Improvements (LSI) schemes	<a href="#">Surrey County Council</a>	STATUS UPDATE: Tranche 1 LSI improvement scheme.

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from October 2024), and any additional relevant information
<u>3.6/ 3.6.3</u>	Improvements project (relates to Investing in Sustainable Infrastructure activity- ED014)	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. Estimated that the cost of delivering improvements will be in the region of £540,200. DfT has awarded funding of £97,000 to develop design proposals and deliver stakeholder engagement.	<a href="#">Cabinet Report, 23<sup>rd</sup> June 2023</a>	Egham Hythe feasibility designs drawn were subject to public consultation during Jul/Aug 2024 and are now at the design review stage with further public consultation to follow.  Further information on these proposals can be viewed at: <a href="https://eghamhythe.commonplace.is/en-GB/">https://eghamhythe.commonplace.is/en-GB/</a>
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 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.		STATUS UPDATE: This project has been put on pause to enable 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 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.  The pause will also allow the Council to take stock of the updated national model design code guidance once it's

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from October 2024), and any additional relevant information
				published in Spring 2025, and understand what design issues the national development management policies might address when these are published for consultation (also expected Spring 2025).
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.		STATUS UPDATE: Tranche 1 LSI improvement scheme.  Chertsey Riverside feasibility designs were subject to public consultation in Nov/Dec 2024. Chertsey Riverside will move on to design review stage once the consultation responses have been analysed.  Further information on these proposals can be viewed at: <a href="https://chertseylsi.commonplace.is/en-GB">https://chertseylsi.commonplace.is/en-GB</a>
ED004/ ED005/ 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: Runnymede Business Boost was launched on 1 November 2023 and has made a good start. It has been established in Royal Holloway University of London's Enterprise Hub. In the first 3 months: <ul style="list-style-type: none"> <li>• 203 (up from 120) businesses have received advice to date.</li> <li>• 18 (up from 8) businesses have received in depth mentoring and coaching,</li> <li>• 4 (up from 2) peer to peer networking events have been completed.</li> <li>• 20 applications have been received for round 2 of the grants for growth scheme. Priority for this grant is given to cyber security, creative technologies, immersive technologies, and low carbon businesses.</li> </ul>

