

Runnymede Climate Change Action Plan v1.1 (Initial publish date: February 2024)

Version Control Document for April 2025 Review

Page	Description of Changes	Date
P.1	Text 'and Nature' added to title.	10/03/25
P.1	Text 'v1.1' added to title. Text 'Initial publish date:' added. Text 'Reviewed and updated: January 2025'	16/10/2024
P 4	Page numbers changed in contents list to reflect changes within the wider document as detailed in this version control document.	16/10/2024
P.4	Contents line added 'Actions Removed (since Consultation version was published in 2023)	27/01/2025
P.4	Text 'V1.2' added to Appendix 1 to link to most updated version of this document.	16/10/2024
P.5	Text 'new' deleted in first line before Corporate Business Plan.	16/10/2024
P.5	Text 'and Nature' added to 1 st sentence in paragraph 3.	10/03/25
P.5	Paragraph 5 added regarding biodiversity and the Environment Act 2021.	27/01/2025
P.9	Bullet point containing the text 'Building on options and recommendations presented in Runnymede Borough Council's Climate Change Study produced by Land Use Consultants (LUC) with assistance from Aether Ltd and the Centre for Sustainable Energy (CSE). This study was undertaken to support the review of the 2030 Local Plan and the introduction of stronger policies to address the impacts of climate change. This study is made up of a suite of reports covering five elements of work including Low Carbon	10/03/2025

	Development and Sustainable Design Principles, Renewable Energy Assessment and Climate Change Adaptation.' Added under bullet point 2.	
P.11 paragraph 1	19,836 tCO2e changed to 18,158 tCO2e, 21,922 tCO2e changed to 21,118 and 11% change to 16% Were 'Council buildings sheltered housing and communal use' (which saw an increase in emissions over this period) and' removed. To reflect refinement of our emissions baseline since the Action plan was published.	16/10/2024
P.11 paragraph 2	Text 'and operations' added. 16% replaced with 15%, 1521tCO2e and 1283tCO2e replaced with 1353tCO2e and 1149tCO2e respectively. Text 'In 2019/20' added. Text 'except for Council buildings, operational and sheltered housing and communal use' removed. 53% replaced with 46%, 37% replaced by 38%. To reflect refinement of our emissions baseline since the Action plan was published.	16/10/2024
P.11 paragraph 4	94% replaced with 93%. To reflect refinement of our emissions baseline since the Action plan was published.	16/10/2024
P11 Figure 2	Figure 2: graph updated to reflect refinement of our emissions baseline since the Action plan was published.	16/10/2024
P12 Figure 3	Figure 3: Donut chart updated to reflect refinement of our emissions baseline since the Action plan was published.	16/10/2024
P.16	Text ' . The Climate Change and Sustainability team specifically holds a climate change pump prime budget	10/03/2025

	with a value of £100,000 to spend annually (from the financial year 2024/25 up to and including the financial year 2026/2027). This allows Service Areas to invest money in a project/initiative which will help the Council or Borough meet its net zero targets. A growth bid of £500,000 capital spend has also been approved (to be spent over 5 years) for climate change initiatives to decarbonise the Council's operational buildings, which is held by the Assets and Regeneration team.' Added after 1 st sentence in paragraph 2.	
P.17	Text ' and nature' added after 'in addition a climate change' in paragraph 3 and text ' nature conservation and enhancement' after 'Council's response to climate change and' in paragraph 3.	10/03/25
1.1.3	Action moved to 'Completed Actions (since Consultation Version was published in 2003)' 'Develop planning guidance to ensure existing 2030 Local Plan carbon reduction policies are implemented effectively, encouraging developers to go beyond minimum requirements. P.61	16/10/2024
1.1.4	Action moved to 'Completed Actions (since Consultation Version was published in 2003)' 'Consider adoption of Net Zero Carbon Toolkit, or similar, developed by Cotswold District Council and its partners as a resource for other public sector organisations to use and adopt, to encourage delivery of low carbon development as an interim	16/10/2024

	measure ahead of Local Plan Review' P61.	
1.2.2	Text 'identifying local schemes where emission reductions can be monitored accurately and effectively.' changed to 'prioritising schemes within the borough, including where emission reductions can be achieved through biodiversity enhancements. All schemes should be capable of being monitored accurately and effectively.'	10/03/25
1.3.2	Text 'with additional continued use of awarded SHDF wave 2.2 funding to increase energy efficiencies to HRA stock' added after 'Housing Asset Management Plan'	10/03/25
1.3.6	Text 'DESNZ Warm Homes grant (previously called' added after 'Green Homes Grant/'	10/03/2025
3.3	Cross reference with 7.11.2 added.	16/10/2024
3.3.1	New sub action added 'Continue review of all public car parks to establish potential to install EV charging infrastructure.' Action Lead Owner 'Corporate Head of Customer, Digital and Collection Services/Climate Change Function' Timescales 'ST', Indicative costs 'L' and Carbon impact 'L'.	16/10/2024
3.3.2	New sub action added: Continue review of all staff and fleet car parks to establish potential to install EV charging infrastructure (cross reference with 7.11.2) Action Lead Owner: 'Corporate Head of Community Services/ Corporate Head of Assets & Regeneration/Climate Change Function.' Timescales 'ST', Indicative costs 'L' and Carbon impact 'L'.	16/10/2024
3.3.3	New sub action: 'Install EV charging infrastructure in the	16/10/2024

	Civic Office's undercroft car park (cross reference with 7.11.2). Action Lead Owner: Climate change Function / Corporate Head of Assets & Regeneration. Timescales 'ST', Indicative costs 'M' and Carbon impact 'L'.	
3.3.4	New sub action: 'Work with SCC to secure funding for EV vehicles and infrastructure where available. (cross reference with 7.11.2)' Action Lead Owner: Corporate Head of Community Services/Climate Change Function. Timescales 'ST', Indicative costs 'L' and Carbon impact 'U'.	16/10/2024
3.5.2	Action removed and listed in 'Actions Removed (since Consultation Version was published in 2023) table on P.61. 'Finalise and adopt the Environmental Protection SPD which guides new development on the assessment of air quality and measures to mitigate adverse impacts to comply with 2030 Local Plan policy requirements.	16/10/2024 Reason removed: The Development Management and Planning Policy teams are no longer proposing to progress this project. The draft document, produced by specialist consultants, is considered too technical in nature to be used with confidence by planning staff, elected members and many applicants. As such, the proposal is to rely on ad hoc specialist advice where the need arises given that such advice is not often required. Budget has been set aside for specialist noise and air quality advice during the preparation of the replacement local plan, where specialist consultants will be requested to make recommendations for policy requirements needed for certain allocations where noise and air quality may be an issue. The consultants will also be asked to review the existing local plan policy.
3.6.1	Text 'Continue to work in partnership with SCC on delivery of Phase 1 projects	10/03/2025

	identified in Runnymede's Local Cycling and Walking Infrastructure Plan (LCWIP), currently subject to feasibility design/ development.' changed to 'Completion of the Stage 2 Runnymede Local Cycling and Walking Infrastructure Plan (LCWIP), project which is concerned with developing feasibility designs for the routes identified in the stage 1 work.' Timescales 'MT' changes to 'ST', Indicative Costs 'VH' changed to 'M'.	
3.6.2 (numbering in latest version)	New sub action 'To work with SCC to agree priority routes from the Stage 2 LCWIP for detailed design and funding bids to Active Travel England (ATE), as well as working collaboratively with the aim of securing other possible funding streams.' Added. Action Lead Owner 'Corporate Head of Planning, Economy & Built Environment', Timescales 'ST-MT', Indicative Costs 'VH', Carbon impact 'U'.	10/03/2025
3.6.2 (Previous Document)	Numbering changed to 3.6.3	10/03/2025
3.6.3 (Previous Document)	Numbering changed to 3.6.4. Text changed from 'Continue to work in partnership with SCC to consult on and implement Tranche 1 Local Street Improvements (LSIs) Programme to improve the pedestrian and cycling environment.' To Continue to work in partnership with SCC as they develop and consult on the Tranche 1 Local Street Improvements (LSIs) Programme which aims to improve the pedestrian and cycling environment. This includes improvement schemes for Egham Hythe and Chertsey Riverside'.	10/03/2025
3.6.5 (numbering in latest version)	New sub action added 'To work in partnership with Surrey County Council to identify funding to deliver LSI projects'. Action Lead Owner 'Corporate Head of Planning, Economy & Built Environment', Timescales	10/03/2025

	'ST-MT', Indicative Costs 'H', Carbon impact 'U'.	
3.6.4 (Previous Document)	Numbering changed to 3.6.6	10/03/2025
3.6.5 (Previous Document)	Numbering changed to 3.6.7	10/03/2025
3.6.6 (Previous Document)	Numbering changed to 3.6.8	10/03/2025
3.6.7 (Previous Document)	Action removed and listed in 'Actions Removed (since Consultation Version was published in 2023) table on P.61. 'Work in partnership with SCC to consult on and implement package of improvement measures (including pedestrian and cycling measures as well as public realm enhancements for Addlestone town.'	16/10/2024 Reason removed: Feasibility study carried out by SCC which concluded that 'Three options have been investigated to explore whether a highways scheme at or near the A318/B3121 junction could increase capacity sufficiently to address the air quality issue. Unfortunately, it is felt at this stage that none of these options are likely to be successful in addressing the cause of the issue. Surrey County Councils Local Transport Plan (LTP4) lists a number of priorities and projects that combined are likely to be more successful in addressing the Air Quality issue at the A318/B3121 junction than a highway scheme. Therefore, as no option is being progressed, action deleted.
3.6.8 (Previous Document)	Numbering changed to 3.6.9	10/03/2025
3.6.9 (Previous Document)	Numbering adjusted to 3.6.10	10/03/2025
3.6.10	Numbering adjusted to 3.6.11	10/03/2025
3.9	Wording changed: 'to communities, businesses, schools and staff' added after 'transport initiatives'	16/10/2024
3.9.5	New action added 'Engage with Council staff to encourage travel choices that produce less emissions, such as Electric Vehicles, public transport, car sharing and active travel options.' Action Lead Owner – Climate Change Function/Corporate Head of Human Resources; Timescales -O, Indicative Costs-L; Carbon Impact -U	16/10/2024

4.5	Action moved to 'Completed Actions (since Consultation Version was published in 2003)' 'Ensure Council's operational non-residential buildings and facilities have full recycling services, including food waste, with clear communications in place to ensure they are well used.' P61	16/10/2024
4.6.1	Wording 'Considering whether vacant Council-owned shop units can be provided to community groups for zero-waste/repair initiatives' made into own sub action (4.6.8). 'Recycling Team/ Corporate Head of Assets & Regeneration' added to Action Lead Owner(s) column.	16/10/2024
4.6.2	Recycling Team added to Action Lead Owner(s) column.	16/10/2024
4.6.4	Wording change: 'and businesses' added after 'Surrey residents'	16/10/2024
4.6.8	New sub-action created 'Consider whether vacant Council-owned shop units can be provided to community groups for zero-waste/repair initiatives.' Action Lead Owner - Corporate Head of Assets & Regeneration ; Timescales - O, Indicative Costs-L; Carbon Impact -U	16/10/2024
5.1	Text 'Review and strengthen climate change planning policies through the preparation of a Local Plan Review: policies which enhance green infrastructure; bring about net gains in biodiversity; manage flood risk; improve water efficiency.' changed to ' Review and strengthen climate change and nature planning policies through the preparation of a Local Plan Review that address the need to promote policies for climate change	10/03/25

	adaptation and resilience building, taking into account the long-term implications for flood risk, water supply, biodiversity and landscapes, and the risk of overheating and drought from rising temperatures:.	
5.1.1	Words 'and for woodland and other habitat expansion and carbon sequestration' added to the end of the action.	10/03/25
5.1.2	Text 'Investigate policy options which will optimise water efficiency of non-residential development' changed to 'Investigate policy options which will optimise water efficiency of residential and non-residential development and make developments more resilient to droughts (for example through inclusion of water harvesting and grey water systems).'	10/03/2025
5.1.4	Text 'and minimising development in areas at risk of flooding now or in the future wherever possible, in line with national policy.' Added to end of sub action.	10/03/2025
5.1.5	New sub action added 'Investigate options to strengthen policies which protect Sites of Nature Conservation Importance (SNCIs) against inappropriate development.' Action Lead Owner - Corporate Head of Planning, Economy & Built Environment; Timescales - ST, Indicative Costs-L; Carbon Impact -U	
5.1.6	New sub action added 'Consider whether any policies are required to facilitate the possible future relocation of development and infrastructure which is particularly vulnerable to climate change impacts.', Action Lead Owner 'Corporate Head of Planning, Economy & Built Environment', Timescales 'ST', Indicative Costs 'L', carbon impact ' U'.	10/03/2025

5.1.7	New sub action 'Consider introducing policies which support the implementation of appropriate measures to ensure the future health and resilience of communities and infrastructure during heatwaves, gales, wildfires and extreme weather events including the suitability of buffer zones to reduce the risks of wildfires, natural windbreaks and innovative construction techniques.' added. Action Lead Owner 'Corporate Head of Planning, Economy & Built Environment', Timescales 'ST', Indicative Costs 'L', carbon impact 'U'.	10/03/2025
5.2	Community Services added to Action Lead Owner(s) column.	16/10/2024
5.2.1	Community Services added to Action Lead Owner(s) column.	16/10/2024
5.2.2	Community Services added to Action Lead Owner(s) column.	16/10/2024
5.2.3	Community Services added to Action Lead Owner(s) column.	16/10/2024
5.2.4	New sub-action added 'Explore opportunities through development of the strategy to connect isolated habitat patches to provide wildlife corridors and resilience against climate change.' Action Lead Owners set as 'Corporate Head of Planning, Economy & Built Environment/ Community Services'. Timescales- ST, Indicative costs -VH, Carbon impact- U.	27/01/25
5.3.2	Wording 'of appropriate species in suitable locations' added.	27/01/25
5.3.4	New sub action added: Implement the approved Meadow Management Policy regarding improvement and enhancement of current meadow sites across the	27/01/25

	borough in the theme. Action Lead Owner set as Corporate Head of Community Services, timescales – O, indicative costs- L, Carbon impact- U	
5.3.4 (numbering in previous version – adopted Feb 2024)	Moved to completed actions (since Consultation Version was published in 2003)” Develop a management strategy to meet future requirements regarding improvement and enhancement of current meadow sites across the borough.”P61	27/01/25
5.4	Corporate head of Community Services added to Action Lead Owner column. Co-benefit of Environmental Improvement (🌱) added.	27/01/25
5.4.1	Wording change: ‘Continue to prepare and submit bids’ has replaced ‘Prepare and submit bid’	16/10/24
5.4.2	New sub-action added ‘Continue applying for agri-environment schemes to fund nature-positive management of council-owned land.’. Action Lead Owner set as Corporate Head of Community Services. Timescale- O, Indicative costs- L and Carbon impact U.	27/01/2024
5.6	Wording change: ‘and secure further funding streams and investment.’ Added to end of sentence.	16/10/24
5.8.1	New sub action added: ‘Working with stakeholder partners produce a Climate Change Adaptation and Resilience Strategy for the borough.’ Action Lead Owner-Climate Change Function; Timescales-ST; Indicative Costs-NQ; Carbon impact-U	16/10/24
6.3	Wording change: ‘newly established’ removed.	16/10/24

6.7	Climate Change Function added to Action Lead Owner(s) column.	16/10/2024
6.7.1	Climate Change has replaced Corporate Head of Planning, Economy & Built Environment to Action Lead Owner(s) column.	16/10/2024
7.1	Text 'Climate Change Action Plan' changed to 'Climate Change and Nature Action Plan'.	10/03/2025
7.1.4	Wording change: 'Climate Change and Nature Champions' replaced by 'Environment Champions'.	16/10/2024
7.2	Text 'Climate Change Action Plan' changed to 'Climate Change and Nature Action Plan'.	10/03/2025
7.3.1	Wording change: 'or other suitable training' added.	16/10/2024
7.3.4	New action added: 'Explore opportunities to promote/ facilitate carbon literacy training or suitable alternative training to the wider community (linked with Action 8.5)' Climate Change Function and Community Services allocated as Action Lead Owners. Timescales 'O', Indicative costs 'L', Carbon impact 'U'.	16/10/2024
7.8.3	Wording change: 'Implementation of' replacing 'Feasibility study into'.	16/10/2024
7.8.7	Wording 'upgrade pay and display parking machine in the Council's car parks to' deleted as this action is completed. Also reflected in completed actions, as completed action 'Upgrade pay and display parking machines in the Council's car parks to transition to ANPR technology and contactless systems, to move away from printed tickets.'	16/10/2024
7.11	Wording change: 'Develop and deliver a combined	16/10/2024

	service area Sustainable Fleet Strategy, including feasibility of introducing Hydrogenated Vegetable Oil (HVO), use of EVs and associated infrastructure' replaced by 'Deliver relevant actions within the adopted Sustainable Fleet Management Strategy (SFMS)' to reflect actions completed and moved to sub actions (cross reference with Action 3.3).	
7.11.1 (numbering in previous CCAP document)	Action added to 'Completed Actions (since Consultation Version was published in 2003)' Transition fleet and ground maintenance equipment at the Chertsey Depot onto HVO, where feasible. At the end of their life, explore replacing vehicles with greener alternatives. P.61	16/10/24
7.11.1 (numbering in updated document)	New Sub Action added: 'Implement route optimisation for waste, recycling, trade waste and garden waste rounds (for HGV vehicles only) (SFMS action 10)'. Action Lead Owner 'Corporate Head of Customer, Digital and Collection Services ', 'Timescales 'ST', indicative costs 'NQ', Carbon Impact 'U'	16/10/2024
7.11.2	'New sub action: Identify suitable sites to install EV infrastructure and install required infrastructure to facilitate transition of suitable vehicles within the fleet to EVs. Cross reference with Action 3.3)' . . Action Lead Owner 'Corporate Heads of Community Services; Environmental Services; Assets & Regeneration/ Digital Services/ Housing ', 'Timescales 'O', indicative costs 'NQ', Carbon Impact 'U'	16/10/2024

7.12	Wording change: 'Develop a Green Travel Strategy to facilitate staff adopting active travel and more sustainable transport options to commute to work and for business travel.' Replaced 'Develop an Active Travel Plan/Strategy to facilitate staff adopting active travel and sustainable transport options to commute to work'. Climate Change Function added to added to Action Lead Owner(s) column.	16/10/2024
7.12.1 (numbering in previous CCAP document)	Establish a cross-service area Green HR Officer Working Party to develop the strategy.	16/10/2024 Relaced with 'Develop a staff travel survey for all Council staff and use results of the travel survey to understand barriers towards a shift to more sustainable modes of transport, and initiatives the Council could implement to encourage this shift'. Now in completed actions below.
7.12.2 (numbering from previous CCAP document)	Wording change: 'Develop a staff travel survey for all Council staff and use results of the travel survey to understand barriers towards a shift to more sustainable modes of transport, and initiatives the Council could implement to encourage this shift' replaced 'Use results of the Climate Change Study staff travel survey to understand barriers towards a shift to more sustainable modes of transport'. Climate Change Function added to added to Action Lead Owner(s) column. This action has now been completed and moved to the completed actions table.	16/10/2024
7.12.2 (numbering changed from 7.12.3)	Climate Change Function added to added to Action Lead Owner(s) column.	16/10/2024
7.12.3 (numbering changed from 7.12.4)	No other Changes to this sub-action.	16/10/2024

7.12.4 (numbering changed from 7.12.5)	Wording changed: 'Subject to the results of the staff travel survey,' added to beginning of sentence'.	16/10/2024
7.15	Wording change: 'Review the questions in the Council's Community Grants programme to ensure that potential Climate Change impacts (positive and negative) from proposed projects are captured and suitable mitigation considered by applicants if necessary.' Replaced 'Review the criteria in the Council's Community Grants programme to ensure that they can be awarded towards climate change initiative/groups.'	16/10/2024
8.5	New action added: 'Explore the benefits of developing a community Environment Champions network to help drive delivery of climate change actions and support community action on climate change and environmental protection across the borough (linked to Action 7.1.4).' Action Lead Owner 'Climate Change Function', 'Timescales 'ST-MT', indicative costs 'L', Carbon Impact 'U'	16/10/2024
P.59	Tally of actions updated to reflect addition of new actions and sub actions, actions completed and action removed. Text sub-action added to first table of timescales	10/03/2025
PAGES 60 and 61 - Completed Actions (since Consultation Version was published in 2023)		
1.1.3	Action added to 'Completed Actions (since Consultation Version was published in 2023)' 'Develop planning guidance to ensure existing 2030 Local Plan carbon reduction policies are implemented effectively,	16/10/2024

	encouraging developers to go beyond minimum requirements. Added to 'Completed Actions (since Consultation Version was published in 2003)'	
1.1.4	Action added to 'Completed Actions (since Consultation Version was published in 2003)' 'Consider adoption of Net Zero Carbon Toolkit, or similar, developed by Cotswold District Council and its partners as a resource for other public sector organisations to use and adopt, to encourage delivery of low carbon development as an interim measure ahead of Local Plan Review'	16/10/2024
4.5	Action added to 'Completed Actions (since Consultation Version was published in 2003)' 'Ensure Council's operational non-residential buildings and facilities have full recycling services, including food waste, with clear communications in place to ensure they are well used.'	16/10/24
5.3.4 (numbering in previous version adopted Feb 2024)	Action added to 'Completed Actions (since Consultation Version was published in 2003)' Develop a management strategy to meet future requirements regarding improvement and enhancement of current meadow sites across the borough	27/01/2025
7.8.7	Action added to 'Completed Actions (since Consultation Version was published in 2003)' 'Upgrade pay and display parking machines in the Council's car parks to transition to ANPR technology and contactless systems, to move away from printed tickets.	16/10/24
7.11.1	Action added to 'Completed Actions (since Consultation	16/10/24

	Version was published in 2003)' Transition fleet and ground maintenance equipment at the Chertsey Depot onto HVO, where feasible. At the end of their life, explore replacing vehicles with greener alternatives.	
7.12.2 (numbering in previous CCAP document)	Develop a staff travel survey for all Council staff and Members and use results of the travel survey to understand barriers towards a shift to more sustainable modes of transport, and initiatives the Council could implement to encourage this shift	01/11/2024 Engagement was carried out and completed as shown in this action, rather than the original wording of action 7.12.1 (see Actions removed below)
Actions Removed (since action plan was adopted in February 2024) added to table on P.62 and P.63		
Action ID	Action description	Reason removed
3.5.2	Finalise and adopt the Environmental Protection SPD which guides new development on the assessment of air quality and measures to mitigate adverse impacts to comply with 2030 Local Plan policy requirements.	16/10/24 The Development Management and Planning Policy teams are no longer proposing to progress this project. The draft document, produced by specialist consultants, is considered too technical in nature to be used with confidence by planning staff, elected members and many applicants. As such, the proposal is to rely on ad hoc specialist advice where the need arises given that such advice is not often required. Budget has been set aside for specialist noise and air quality advice during the preparation of the replacement local plan, where specialist consultants will be requested to make recommendations for policy requirements needed for certain allocations where noise and air quality may be an issue. The consultants will also be asked to review the existing local plan policy.
3.6.7	Action 'Work in partnership with SCC to consult on and	16/10/24 Feasibility study carried out by SCC which

	implement package of improvement measures (including pedestrian and cycling measures as well as public realm enhancements for Addlestone town.' Has been deleted.	concluded that 'Three options have been investigated to explore whether a highways scheme at or near the A318/B3121 junction could increase capacity sufficiently to address the air quality issue. Unfortunately, it is felt at this stage that none of these options are likely to be successful in addressing the cause of the issue. Surrey County Councils Local Transport Plan (LTP4) lists a number of priorities and projects that combined are likely to be more successful in addressing the Air Quality issue at the A318/B3121 junction than a highway scheme. Therefore, as no option is being progressed, action deleted.
7.12.1	Establish a cross-service area Green HR Officer Working Party to develop the strategy.	16/10/24 Replaced with 'Develop a staff travel survey for all Council staff and Members and use results of the travel survey to understand barriers towards a shift to more sustainable modes of transport, and initiatives the Council could implement to encourage this shift'. Now in completed actions above.