

Climate Action and Biodiversity Work Plan

2022 - 2023



Introduction

The council declared a climate emergency in January 2020 and stated its aim to be carbon neutral by 2030, twenty years ahead of the current UK government target. To analyse the council's carbon emission a detailed carbon audit was carried out in 2021. This analysis is outlined in the council's Carbon Neutral Strategy (2022-30) which was adopted in October 2021.

The carbon audit provided a baseline to measure future carbon reductions and savings. This Climate Action and Biodiversity Work Plan has been produced to sit alongside the Carbon Neutral Strategy and provide a schedule of all the projects and plans which must be undertaken in the coming months and years to reduce the emissions generated by the council in order to achieve the 2030 target.

This work plan is also aligned to the Council Vision 2022-2026 which has a key aim of 'Supporting the environment', improving sustainability, biodiversity and protecting habitats.

Emission Baselines

The council commissioned a carbon audit to calculate its carbon emissions and to set baselines. The audit used data from the financial years 2019-20 and 2020-21. This allowed for comparison of emissions pre-pandemic and during the restrictions to assess any incomplete or missing data from either year. The carbon emissions were categorised as Scope 1, 2 and 3 in accordance with the Greenhouse Gas Protocol.

Category	Description	Example
Scope 1	Indirect emissions from sources owned/controlled by the council	Burning of fuels for heating and petrol/diesel for our fleet
Scope 2	Indirect emissions from the generation of energy purchased by the council	Purchase of electricity and the associated emissions
Scope 3	Indirect emissions that result from activities occurring in the supply chain of the council, both upstream and downstream	Purchased goods and services, leased assets, business travel, employee commute, investments

Source: The Greenhouse Gas Protocol (ghgprotocol.org) categorises emissions into three groups or scopes as defined above.



Arun District Council Baseline Emissions

Scope	Carbon (tonnes of CO2e)	Spend (£)	% of emissions	% of spend in £
1 and 2	392.02	726,115	1.90	1.457
3	20,259.45	49,111,516	98.10	98.543
TOTAL	20,651.47	49,837,631	-	-

As can be seen from the diagram below (Figure 1), emissions generated from the council’s housing stock and the waste produced by residents and businesses were excluded from the core carbon footprint of the council. This was due to these emissions not being within the direct control of the council, however it should be noted that improving the fabric of council housing stock and the efficiency of heating and lighting systems are included in this Climate Action and Biodiversity Work Plan.

The Carbon Reduction Strategy identified 3 priority areas that will be addressed to ensure that there are reductions across all scopes.

- Priority 1 Supply Chain
- Priority 2 Energy
- Priority 3 Other emitters

The largest single emitter was the council’s supply chain (86.88% of total emissions), therefore working closely with suppliers and contractors will be essential in ensuring that the 2030 target is reached.

It will also be important to reduce energy demands and usage in all corporate buildings, reduce non-electric vehicle usage and car mileage, whilst increasing the amount of renewable energy generated and ensuring that biodiversity within the district is enhanced and protected.

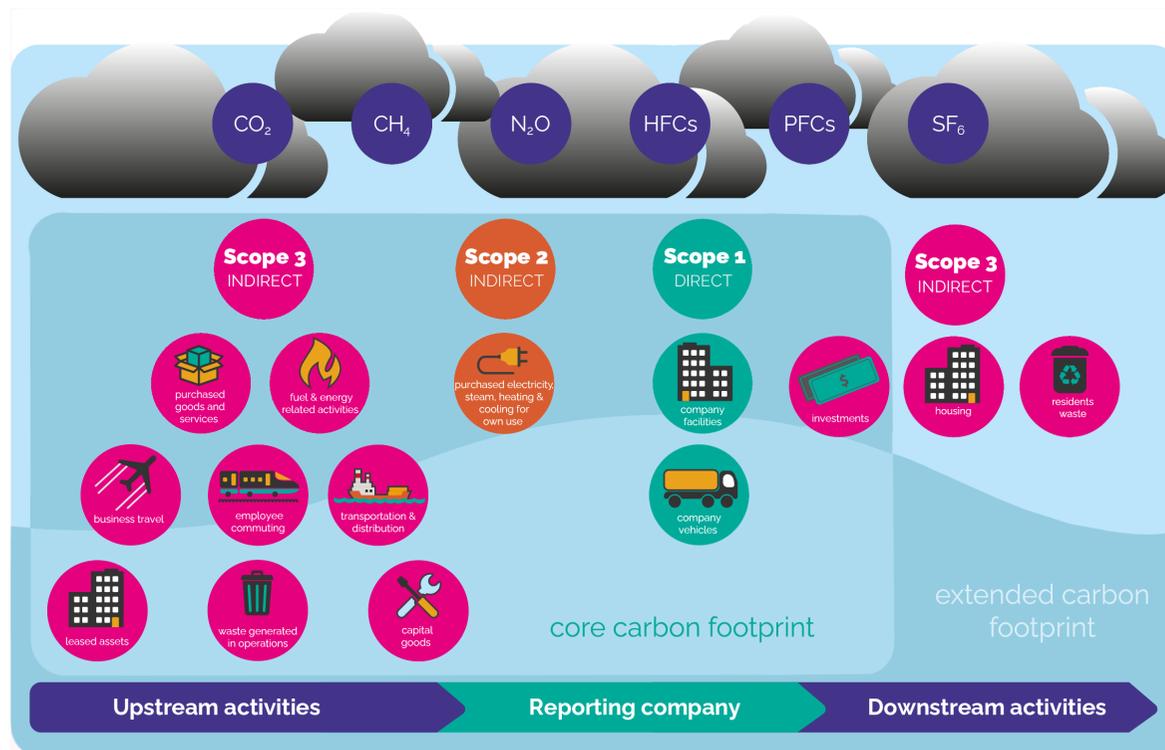


Fig.1: Graphic to showcase what emission sources have been included within the council’s carbon footprint.

Business as usual

Figure 2 (below) indicates how the council’s emissions will change if a business-as-usual approach is adopted, with only a 3.5% year on year reduction included to show the impact of the predicted economic decarbonation. As can be seen from the emission levels a significant amount of additional work is required for the council to reach its 2030 target.

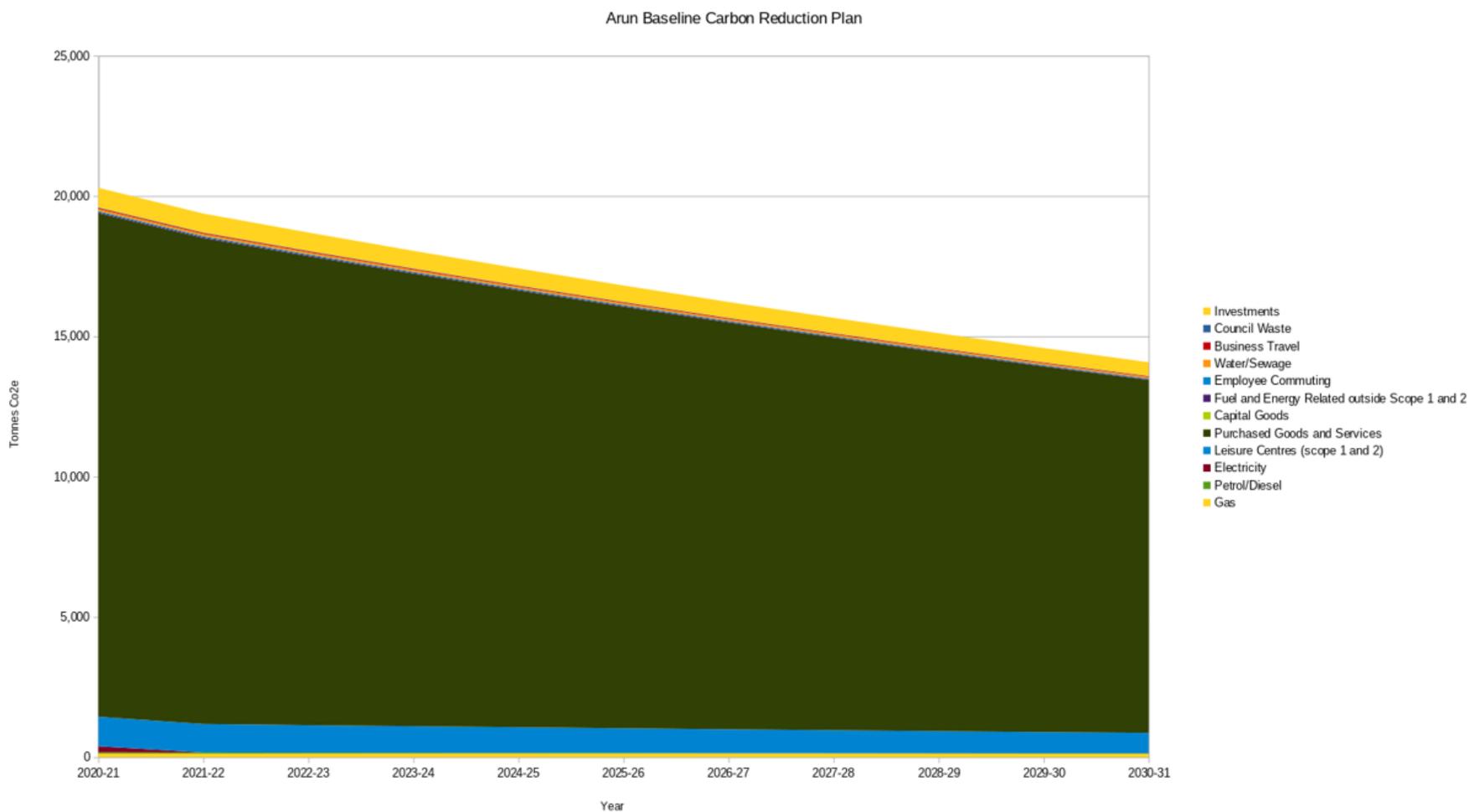


Fig 2: graphic showing how a ‘business as usual’ approach will result in the council not reaching its 2030 target



Carbon reduction to 2030 taking the actions identified in the work plan

The graph below (Figure 3) shows a course which will allow the council to reach its 2030 target, also taking into consideration predicted offsetting figures provided by tree planting and current renewable electricity generation via the PV installed on the Civic Centre. As expected, there will need to be reductions across all three scopes with a significant focus on Scope 3, as this makes up the majority of the council's total emissions. Suggestions include a

10% year-on-year drop in emissions associated with the council's supply chain, transitioning all council used vehicles to EV in 2022, where possible, and limiting the emissions associated with business travel, employee commute, water/waste usage and fuel/energy usage outside of Scope 1 and 2. The council will also be working closely with Freedom Leisure which is actively addressing its energy consumption and emissions.

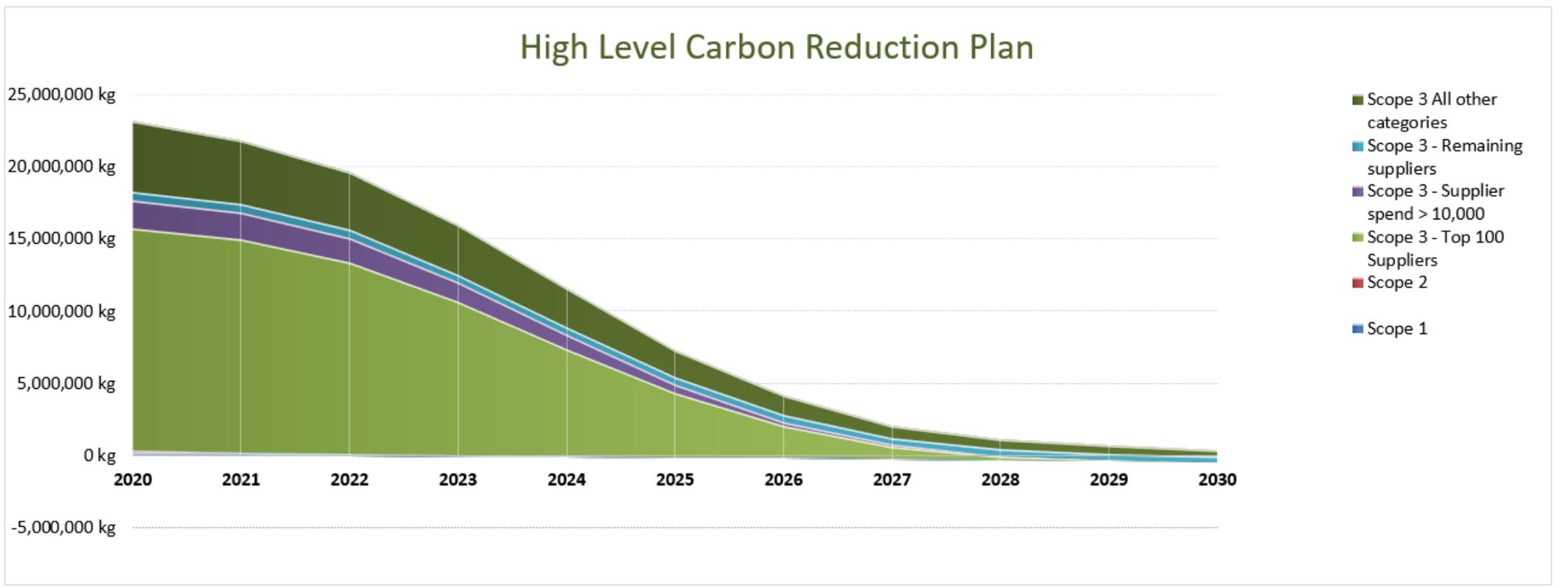


Fig 3: graphic showing that by reducing emissions from all 3 Scopes the council will reach its 2030 target.

This Climate Action and Biodiversity Work Plan is a document that will record the progress of projects that have been identified and evolve to incorporate innovation in the field of carbon reduction and management. This document highlights the work that the council will need to undertake and the challenges it will need to overcome. The Climate Action and Biodiversity Work Plan will also help the council identify priorities to reduce emissions and help support us to develop policies to reduce emissions across the district.

The council is committed to achieving its 2030 target and this document is designed to help plan projects and monitor the results. However, there are limitations to what we can achieve on our own and we will need to help others work towards carbon neutral goals of their own.

Project commencement	
Ongoing	Being undertaken
Imminent	Within 1 year
Short	1-3 years
Medium	3-5 years
Long	5-10 years



	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
1	Undertake a building needs review of all the council's corporate buildings	Commission a study on the council's corporate estate to determine the space requirement for the efficient function of the council. Results will be used to confirm what space/building can be sold off/rented out for extra income and reduction in emissions. This study should also provide details around the age and status of buildings to help inform retrofit plans.	CMT / Technical Services	Immediate	No direct impact but will provide detail of next steps.	Officer time to review the council's future requirements. Further study and options appraisal will be required for the estate.
2	Commission an in-depth efficacy audit of the council's corporate estate	<p>To help determine what building upgrades and retrofits are required to improve the efficiency of the council's corporate estate, and to help with decarbonisation. This will focus on fabric improvements such as glazing and insulation as well as increasing energy efficacies by upgrading heating systems, building management systems, lighting and reviewing zonings and controls standards. The council will ensure that a fabric first approach is taken to ensure benefits are maximised.</p> <p>If found to be suitable, suggested costing for heat pumps to be installed: £500-1000/kW for non-domestic buildings. Compared with £60-100/kW for gas boilers.</p>	Technical Services	Immediate – to be commenced once the building needs review has been undertaken.	No direct impact but will provide detail on where upgrades should be undertaken.	<p>Commission building audits plus officer time.</p> <p>Initial estimate cost of £60K sourced from the approved 200k climate change budget.</p>

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
3	Undertake building upgrades and retrofits according to results from the audit	<p>Review options for upgrades across the council's corporate buildings and agree on the most impactful path going forward. There should always be a fabric first approach when undertaking upgrades.</p> <p>External funding options could include - SALIX, ECO, Capital Budget, Reserves, Prudential borrowing, commercial borrowing.</p>	CMT / Technical Services	Long	There will be a reduction in emissions across the buildings being upgraded.	<p>Officer time will be required to monitor and manage the project.</p> <p>Budget requirements will be subject to audit findings and phased over a number of years.</p>
4	Review opportunities to install batteries in the council's corporate buildings	<p>The installation of batteries in the council's corporate estate would allow for the storage of renewable electricity.</p> <p>It will be important to monitor the feasibility of battery systems and to include these in projects involving heat pumps, PV installations and EV charging points. Battery systems can be profitable when they combine the income from peak shaving. Storage will also help reduce grid dependency.</p>	Technical Services	Ongoing	Battery storage will not deliver direct emissions reductions however will help to improve the efficiency of other systems, such as PV, and will also allow for an increase in on-site renewable electricity usage.	<p>Officer time to investigate opportunities for battery installation.</p> <p>The cost will be factored in over time, taking advantage of grant funding.</p>
5	Review opportunities to install additional PV on the council's estate and car parks	<p>Investigate potential/viability of installing additional solar PV on the council's estates, including car parks and leased buildings.</p> <p>This would increase the provision of locally sourced renewable electricity for use in buildings, for resale and to charge EVs.</p>	Technical Services	Ongoing: Spring 2021 - Autumn 2022	There will be reductions in emissions associated with transmission losses.	Officer time to investigate opportunities to install PV and consider funding opportunities.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
6	Review options to reduce water consumption in the council's corporate buildings	<p>A review on the council's water usage will help highlight areas where water saving systems could be installed.</p> <p>Examples range from using low water use WCs and no water use urinals to increasing flow restrictors on taps/showers and ensuring leak detection systems are installed. Additional water savings could be made by installing grey water/ rainwater systems, however retrofit systems can have a high cost.</p>	Technical Services	Short	Low emissions reduction, although it does offer important benefits environmentally and reduces costs associated with water usage.	Officer time to undertake this work based on #1 above.
7	Link building audits with planned preventative maintenance (PPM) schedules for corporate buildings	Ensure that any upgrading schedules generated from audits are listed within maintenance documentations for each building.	Technical Services	Short	No direct impact but will ensure documentation and records are connected across the council.	Officer time to review and revise PPM schedules.
8	Develop an estate-wide carbon management plan	This document will contain the specific measures being incorporated into each of the corporate buildings that the council owns or operates. It will be important that this is linked to any maintenance/upgrade/repair or replacement plans and must be kept updated when projects progress.	Technical Services	Ongoing	No direct impact but will ensure documentation and records are connected across the council.	Officer time
9	Ensure that all electricity purchased by the council is 100% renewable	The council will look to move over purchased electricity to a 100% renewable tariff. Effective 01 April 2020.	Technical Services	-	-	-

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
10	Mandate consumption data from business tenants	<p>The council should work with tenants to gather carbon footprint and energy consumption data. This will ensure that any progress made can be assessed and tracked. It is likely that current methods will not allow for reductions to be correctly monitored and reported.</p> <p>A template will be developed by the council to aid tenants in reporting their emissions.</p>	Financial services	Short	No direct savings but will ensure proper monitoring and reporting is undertaken by business tenants.	Officer time to engage with tenants.
11	Undertake yearly monitoring of the council's emissions	CO2A will undertake a yearly audit of the council's emissions to track reductions for Scope 1, 2 and 3 activities.	Community Wellbeing	Continuous	No direct saving but will ensure proper monitoring and reporting of the council's emissions.	<p>CO2A to provide proposal to undertake this work.</p> <p>Estimate £7.5K PA, sourced from the approved 200k climate change budget.</p>
12	Case study: Alexandra Theatre, Bogner Regis	<p>The council has been awarded a sum of money as part of the 'levelling up fund'. Part of this funding will be used to carry out works on the Alexandra Theatre, which will include upgrades to the building's energy efficiency. A fabric first approach will be taken by improving insulation and installing high-performance glazing on the development; as well as installing PV on the roof. There will also be LED lighting installed along with natural ventilation and the option for installing an ASHP will be investigated. On top of all these measures there will be a push to reduce waste where possible, and procure materials locally.</p>	-	Medium: 2021-2024	There will be a reduction in emissions produced by the building.	A total of £12.19 million worth of funding has been secured for this project from the 'Levelling Up Fund'.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
Buildings						
13	Case study: Littlehampton Seafront Scheme	The council has been awarded a sum of money as part of the 'Levelling up Fund'. Part of this funding will be used to carry out the regeneration of Littlehampton seafront. During this project the council will ensure that, where possible, materials will be obtained locally and only from sustainable sources. The waste hierarchy will also be followed to help reduce waste being sent to landfill and high-quality, long-lasting materials will be selected to ensure that repairs are kept to a minimum. All planting will ensure biodiversity is protected.	Neighbourhood services	Short	Carbon footprint of works will be minimised and offset where possible. No overall net increase in carbon use due to the ongoing management of the completed works.	A total of £7.23 million of funding has been secured for this project from the 'Levelling Up Fund'.
14	Installation of a heat network	Aim to consider if the installation of a new leisure centre in the west of the district would allow for a heat network to be incorporated nearby.	Community Wellbeing and Technical Services	Long	Reduction in emissions associated with heating homes.	At this stage there is no indication of cost.
Waste						
15	Carry out internal waste audits on council activities to produce waste reduction plans	This document will help quantify the waste produced by the council and highlight which waste streams contribute the most to this. Stemming from this guidance and measures will be introduced to help reduce waste production.	Neighbourhood Services	Short	Current waste only makes up 0.08% of council emissions, however there will be other environmental benefits in reducing waste sent to landfill.	Officer time
16	Review opportunities to move away from single use plastics (where possible) across all council activities	The council will look to produce guidance on reducing the reliance on single use plastics across all its activities. Banning single use plastics will help reduce both pollution and emissions.	Neighbourhood Services and Community Wellbeing	Short	No direct emission reduction for the council however this will help reduce pollution across the district and waste sent to landfill.	Officer time

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Waste					
17	Work with council suppliers, concessions and tenants to reduce waste sent to landfill, food waste and the reliance on single use plastics	The council will look to produce guidance and support suppliers and concessions to reduce the amount of waste they send to landfill and help them to reduce food waste. It will also be important to reduce their use of single use plastics and packaging.	Technical Services and Business Development	Ongoing	No direct emission reduction for the council however this will help reduce pollution across the district and waste sent to landfill.	Officer time would be required to produce material to help increase the awareness of these issues and to help inform businesses about how these can be addressed.
	Biodiversity + Offsetting					
18	Commission an assessment of opportunities for offsetting residual CO2e emissions	<p>Commission an option appraisal of offsetting projects and opportunities to offset those emissions that cannot be removed. Projects could include investing in large-scale renewable energy generation, woodland creation, or rewilding projects.</p> <p>The council will aim to offset only those emissions which cannot be removed and where possible invest in local projects.</p> <p>It is predicted that by 2030 carbon will cost roughly £700 per tonne.</p>	Community Wellbeing, Planning and Neighbourhood Services	Long	No direct savings but will help inform the council on offsetting opportunities.	<p>Commission a study when the offsetting requirement is known.</p> <p>Estimate to be: £10K - 30k, depending on scope.</p>

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity + Offsetting					
19	Consult on the options for delivering offsite CO2e emissions savings	Based on the options appraisal and any other information, the council should discuss the 'offset' options and agree on its approach.	Community Wellbeing, Planning and Neighbourhood Services	Long	The council's emissions which cannot be removed will be offset with these projects.	The cost of purchasing carbon credits will be reviewed when the 'offset' requirement is known.
20	Review all chemicals used in ground maintenance	Many chemicals used for weed control can have negative impacts on wildlife, especially insects and key pollinating species. To help reduce the council's impact on wildlife it will be important to move away from these harmful chemicals and find alternatives where possible and to restrict the use of damaging chemicals.	Neighbourhood Services	Short	There will be positive impacts on biodiversity.	Officer time built into the monitoring of contracts.
21	Encourage more woodland and greener infrastructure within Arun	<p>The council has recently developed a 10-year tree planting strategy, which aims to plant roughly 30,000 whips and 500 standard saplings on council owned land in the next 10 years.</p> <p>These trees will not only provide offsetting opportunities but will also help protect, improve and maintain biodiversity within the district by providing habitats for many species.</p> <p>Adopted by the Environment Committee on 17/11/2021.</p>	Neighbourhood Services	Ongoing	Figures estimate that there will be an offset value of 1911 tonnes of CO2 based off the proposal in the current strategy.	This strategy was produced in-house. It is predicted that whips will be sourced freely via the woodland trust. Any costs associated with the purchase of standards, materials (stakes, mulch etc.) and maintenance will be covered by existing service budgets or external funding.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity + Offsetting					
22	Creation and protection of wildflower meadows and areas of long grass	<p>Wildflower meadows and areas of long grass provide essential sources of food and habitat for insects, birds and small mammals. The council will continue to actively enhance and expand wildflower meadows (aim of 10% per year) on council owned land.</p> <p>There is currently approximately 6500 sq./m of meadows sown within Arun.</p>	Neighbourhood Services	Ongoing	There will be positive impacts on biodiversity and habitat enhancement.	£1.10 per sq./m is budgeted for the preparation, seed purchase and sowing of new flower meadows – this is funded out of existing contingency budgets.
23	Produce a Biodiversity Action Plan	This plan will provide baselines for species richness and habitat diversity in Arun and showcase improvement opportunities and potential threats to this biodiversity. This information will feed into a guidance document to allow for stakeholders to implement targeted actions and projects.	Planning	Ongoing: Sept 21 – March 22	There will be positive impacts on biodiversity and habitat enhancement.	Officer time as this is being produced in house.
24	Undertake a Biodiversity Net Gain Study	As above, this work will set out an evidence base on the state of biodiversity in Arun LPA to inform Biodiversity Net Gain statistics and policy implementation via development decisions. There is also intention for this study to be used to help highlight some offsetting opportunities in the future.	Planning	Ongoing: Sept 21 – March 22	There will be positive impacts on biodiversity and help identify local offsetting opportunities.	£10k – this sum has been identified in the Planning budget.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply Chain					
25	Review and update the procurement policy	<p>Most of the council's emissions lie within the supply chain. Therefore, the council will review and rewrite the procurement policy to ensure that there is a requirement for contractors to be carbon neutral or have a plan in place to address their emissions.</p> <p>The council will aim to make this a requirement across all its procurement channels to include all contractor types.</p>	Financial Services	Short	This will help reduce the council's Scope 3 emissions.	Officer time
26	Work with current supplies to increase their understanding of emission data	<p>To aid the council in getting a better understanding of its Scope 3 emissions, more detailed information will be needed from suppliers in relation to emissions associated with the service being provided.</p> <p>This will need to be discussed with existing suppliers and incorporated into any new contracts going forward.</p>	Financial Services	Short	No direct emission reduction, however, will help inform suppliers of their impact.	Officer time to produce material to help improve emission awareness and inform businesses about how they can reduce their emissions.
27	Define a framework for requesting standardised carbon emission data from suppliers	<p>The council will aim to develop a framework which will require all contractors to undertake carbon reporting as part of the procurement process and provide yearly updates on emission reductions.</p> <p>CO2A have produced a toolkit to aid this work.</p>	Financial Services	Short	No direct emission reduction, however, will help inform suppliers of their impact.	Officer time to promote toolkit.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply Chain					
28	Support waste reduction and water conservation measures in leased and tenanted properties	The council will work with all corporate tenants to identify and incorporate waste reduction strategies and water conservation initiatives. This will further build on the work being undertaken within the council's own corporate buildings. Measures could include promoting good recycling and reuse practices and improving water efficiency.	Community Well-being with appropriate officers	Medium	There will be environmental benefits associated with reducing water usage and waste sent to landfill.	Officer time promoting and informing tenants about the importance of waste reduction and recycling.
29	Provide support to business and Small and Medium Enterprises (SMEs) that the council works with around reducing emissions and understanding their impact on the environment	The council will look to produce guidance documentation and information packets to SMEs to help them gain a better understanding on what emissions are and how they can be reduced. Included within this will be a tool which allows for a basic analysis of emissions to be undertaken, helping set baselines, provided by CO2A. On top of the above support the council could also look to provide training, help find funding opportunities and help with efficacy improvements.	Business Development	Medium	This will help reduce the council's Scope 3 emissions.	Officer time to produce material to help improve emission awareness and inform businesses about how they can reduce their emissions. Any financial assistance would require budget approval.
30	Support the local economy	The council is working to produce a street trading policy which will look to favour local businesses when providing a service to help drive down food and physical mileage. This document will also aim to reduce packaging and restrict the provision of plastic goods and other goods which have an adverse environmental impact.	Technical Services and Business Development	Ongoing: 2022	There will be environmental benefits associated with a reduction of packaging and food mileage.	This policy is being produced in-house and any costs will be recovered from operators.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply Chain					
31	Support the uptake of building integrated PV by SMEs	The council will support PV installations on private buildings in the district by providing information and guidance.	Business Development	Short	No direct impact for the council however there will be an increase in renewable electricity used within the district, helping grid stability.	Officer time to produce guidance, marketing materials and support to SMEs.
32	Investigate the potential to use business rates to drive energy performance	If applicable the council should consider providing discounted rates for business who have high EPC/DEC ratings and/or where buildings can show an improvement through investment in energy efficiency.	Revenues and Benefits, Community Wellbeing and Business Development	Medium – awaiting HM Government guidelines to help inform the council's approach.	No direct impact for the council.	Officer time to review and apply guidance.
33	Case study: Freedom Leisure. Engage with the council's leisure operators to work with the council to undertake improvements as identified in audits and to switch to renewable energy suppliers and reduce its gas consumption.	Similarly to the council's approach to its corporate buildings, Freedom Leisure will be conducting energy audits on its leisure centres, undertaking staff training to help improve carbon literacy and monitoring their emissions. The council will continue to work closely with Freedom Leisure to provide guidance and support where needed. Please review Appendix B for further detail on the plans Freedom Leisure will aim to put in place.	Community Wellbeing	Ongoing	Freedom Leisure will see a reduction in scope 1 & 2 emissions and a reduction in energy bills.	Officer time will be required to liaise with Freedom Leisure and as projects develop, review funding opportunities and cost benefits to the council.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Staff					
34	Undertake carbon literacy training within the council	Gain a bronze certification from the Carbon Trust and provide Carbon Literacy training to the council's staff and members. This will help instigate behavioural changes within the council.	Community Wellbeing and HR	Immediate	Behavioural changes will lead to a reduction in emissions and increased awareness of our impact on the environment.	Carbon Literacy training £10 per person and a cost associated with becoming a certified local authority. Estimate cost of £2K, sourced from the approved £200K Climate Change budget.
35	Produce a comms plan detailing climate change actions occurring within the council	Generate a comms plan to ensure that residents are kept up to date on what the council is doing to tackle climate change. Within this there will be opportunities to provide educational materials to residential and non-residential sectors on low carbon technologies, energy efficiency, and sources of funding to encourage behaviour change & greater uptake of low-carbon technology.	Comms	Immediate	No direct impact but will ensure residents are informed on what the council is doing.	Officer time
36	Identify officers and members to champion the programme and key projects	Change will not happen overnight and will require a group effort. By identifying those who are capable of supporting change there will be a large impact.	Council Wide - Senior staff, Sustainability Champions and Members	Immediate	No direct impact for the council but will ensure project process is monitored.	Officer time

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Staff					
37	Ensure small behavioural change is encouraged within the council – to include both staff and council members	By instigating behavioural change within the council important steps towards large emission reductions can be started. These could be as simple as encouraging people to walk before driving short distances, turning off lights and reducing single use plastics.	Council Wide - Senior staff, Sustainability Champions and Members	Immediate	Behavioural changes will lead to a reduction in emissions and increased awareness of our impact on the environment.	Officer time
	Transport					
38	Transition the council's fleet to low emission or EV	When the current lease period for the council's vehicle fleet comes to an end in April 2022, the fleet replacement vehicles will be fully electric where possible. Where this is not an option hybrid or low emission vehicles (Euro 6 engine standards) will be selected. The council will also look to reduce its vehicle fleet from 21 LCV to just 16.	Neighbourhood Services	Short: April 22- July 22	Estimated CO2 saving per annum is 37 metric tonnes if vehicles are replaced with full electric. All vehicles are currently diesel run and are under 3.5 tonnes (LCV).	Officer time
39	Install EV charging infrastructure to support the council's EV fleet	To support the transition of the council's fleet to EV it will be important that charging points are installed in the council's corporate building car parks to allow for charging to take place during working hours and overnight. This will support the council's fleet of EV as well as council officers and members. Currently 4 are being installed at Harewood Road and there is a plan to install 6 at the Civic Centre.	Technical Services	Ongoing - Immediate	There will be a reduction in emissions associated with vehicle usage.	Cost TBC

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Transport					
40	Encourage the transition of the council's contractors and taxis to move over to low emission/electric vehicles	<p>Where applicable the council should actively support and encourage contractors to transition over to electric vehicles. This should include moving over HGVs /larger vehicles to hydrogen when technology becomes available.</p> <p>The council is currently undertaking revisions of the taxi policy to include incentives to encourage drivers to switch to electric vehicles. Part of this will include half licence fees for 3 years (fleet consists of 265 vehicles).</p>	Client Officers and all services that employ contractors	Short	There will be a reduction in emissions associated with vehicle usage.	<p>Officer time</p> <p>The work being undertaken around the taxi policy is being produced in-house. If incentives are to be considered funding will be required.</p>
41	Countywide EV charging point network	<p>The council will look to install 1000's of EVCPs across the county (in partnership with WSCC and other D&Bs) to facilitate transition of EV for residents without off-road car parking.</p> <p>This will support the increase in EV within Arun ahead of the 2030 ban of new diesel/petrol cars.</p>	Technical Services and Neighbourhood Services	Ongoing: 2019 to 2041	No direct impact for the council but will help support reduction in emissions associated with vehicle usage in the wider district.	At this stage officer time will be needed on operational and strategic boards to develop the network plan and provide project oversight, as well as to change parking orders and issue leases. There is no other cost to the council.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Transport					
42	Reduce mileage of fleet and other vehicles	<p>The council should seek to address vehicle movement and user behaviour.</p> <p>This could include reducing the number of journeys the council needs to take and reviewing usage patterns and routes to ensure efficacy is optimised.</p> <p>Behaviour changes could include encouraging staff to take other methods of transport (bus, train, carpooling) for business travel and commuting.</p>	HR	Medium	There will be a reduction in emissions associated with vehicle usage.	Officer time
43	Develop a programme to incentivise staff to change to low emission vehicles or use public/active travel methods	<p>By providing incentives to staff around using alternative transport methods emissions associated with commuting could be reduced. This could include financial incentives such as cycling schemes or loans for purchasing low emission/EV only. Incentives can also help reduce staff commuting costs and help integrate low carbon actions across other areas of the council's operations.</p> <p>It will be important to clearly communicate these incentives within the council.</p>	HR	Short	There will be a reduction in emissions associated with vehicle usage and a reduction in congestion on the road.	Officer time. However, if monetary incentives are to be considered funding will be required.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Planning					
44	Support decarbonisation of the national grid through planning policy	Provide support through planning policy for strategic energy infrastructure developments that seek to deliver and support the national decarbonisation target.	Planning	Short	There will be benefits associated with grid wide decarbonisation.	Officer time
45	Challenge planning requirements and produce a Climate Change & Sustainable Design Study	<p>This work will set out an evidence base for the local plan update in order to guide on the practicality and feasibility of policy standards for carbon reductions and energy efficiency of developments. This will also support a move to a decentralised energy supply.</p> <p>Improvements could range from requiring an increase in on site renewable energy production (PV), installation of heat pumps (where possible), and ensuring a fabric first approach is followed by improving u-values.</p> <p>There is current work being undertaken to review the impact of forthcoming building regulation requirements to inform whether changes are needed to the existing planning condition requiring EVCPs be installed in housing and other developments. It will be important to ensure that designs and layouts allow for low-carbon energy solutions and passive warming/cooling options and to require that materials are used in a sustainable way with waste kept to a minimum. This will help inform the local plan when it resumes.</p>	Planning and Environmental Health	Ongoing: Nov 21 – May 22	There will be a reduction in emissions associated with residential heating and waste produced during the construction of homes.	£30k - this sum has been identified in the Planning budget.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
Planning						
46	Active Travel Study	To help set out the priorities for the delivery of safe active travel routes (walking and cycling) and to help reduce car-based emissions, congestions and increase health and wellbeing within Arun.	Planning	Phase 1 completed	There will be a reduction in emissions associated with vehicle usage and a reduction in congestion on the road.	£38.7k – funding derived through Development Management decisions -s.106 contributions and CIL projects.
47	Require developers to incorporate/retrofit resilience and adaptation measures into developments	This will ensure that any new developments have measures incorporated into them to help reduce the impact on the climate, it will be important to ensure this is also the case for existing developments.	Planning	Short	There will be a reduction in emissions.	Officer time
48	The council should ensure access to sustainable transport routes are considered in planning applications	For any new or future housing developments safe cycle/walking routes should be incorporated into development layouts along with possibilities of public transport hubs. These should always link up to other cycle/walking networks.	Planning	Immediate	There will be a reduction in emissions associated with vehicle usage and a reduction in congestion on the road.	Officer time
Building Control						
49	Building control and the built environment	The council will also aim to support building regulation changes for new and existing domestic and non-domestic buildings by carrying out inspections to ensure that legislation is being followed by developers. This will include, but is not limited to, the requirements to install EVCPs in certain developments from 15 June 2022.	Building Control	Short	There will be a reduction in emissions associated with building usage across the district.	Officer time

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Housing					
50	Bid for Wave 2 of the Social Housing Decarbonisation Fund	Apply for Wave 2 Social Housing Decarbonisation Fund to allow for upgrades to be undertaken in the council's housing stock.	Residential Services	Short: Spring 2022	No direct impact but will allow for large emission reduction from the council's housing stock.	Officer time to bid for funding (Spring of 2022).
51	Install EVCP's in new homes built or acquired by the council	The council will ensure that EVCP's and the associated infrastructure is installed in council-owned housing to ensure residents are able to move away from petrol/diesel vehicles.	Residential Services and Technical Services	Ongoing	No direct impact for the council but will help support reduction in emissions associated with vehicle usage in the wider district.	See #41 above. Officer time to develop the network plan and provide project oversight. There is no other cost to the council.
52	Add HRA owned car parks/communal parking spaces to WSCC county wide project for installation of EVCP	The council will ensure that there are EVCP's available to residents.	Residential Services and Technical Services	Ongoing	No direct impact for the council but will help support reduction in emissions associated with vehicle usage in the wider district.	Officer time
53	Formulate strategy for delivery of 2030/2050 targets	In 2021 a very high-level audit on the council's housing stock was undertaken, this was the start of the work that will be carried out to upgrade the housing stock to an EPC level of C (by 2030) and to net zero carbon standards by 2050, in line with the government targets.	Residential Services	Short: April 22 – December 23	There will be a reduction in emissions produced by the council's housing stock.	Officer time

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Other					
54	Provide Local Authority Delivery Scheme (LAD) 1 parts a and b funding to support residents of Arun	This funding was used to help support residents who are struggling with fuel poverty by providing funding to improve the energy efficiency of their homes, through the installation of cavity/floor insulation and heating systems. By undertaking these upgrades there will also be a reduction in emissions. To date, 120 households have received this funding.	Technical Services	LAD1a Dec 2020 – August 2021 LAD1b April 2021 – March 2022	No direct impact for the council however there will be a reduction in emissions within the district.	External funding was LAD1a (£3 million) and LAD1b (£6.2 million, with an additional external of £8.5million). Funding is shared across several authorities.
55	Provide Local Authority Flex funding	LA Flex is an energy saving scheme that utilises Energy Company Obligation (ECO) funding for insulation. The scheme and the eligibility criteria have been set by the West Sussex Affordable Warmth Partnership, a partnership of all the West Sussex district and borough councils. The council aims to support those households in most need, and who are vulnerable to living in a cold home. A total of 170 properties in Arun have had access to free energy measures in the last 2 years. In total 152 cavity wall insulation and 39 loft insulation measures have been installed. The combined savings amount to approximately £21,066 per year.	Technical Services	2013- ongoing There will be a consultation in April 2022 (ECO4) which may result in a change in intent for this process, details TBC.	No direct impact for the council however there will be a reduction in emissions within the district. The total carbon saving per year these measures amount to is 86,505kg of carbon.	There is no cost to the council save for the administration of the scheme. Approximate grant funding accessible to residents amounts to approx. £126,000.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Other					
56	Solar Together Sussex Scheme	To provide residents who are able to pay with access to Solar PV systems, battery storage and EV charging points through collective purchasing, resulting in an increase in renewable technologies. This also helps to build confidence in this technology. For 2020 the auction had 52 interested households with 33 installs completed and 18 in progress.	Technical Services	Ongoing: 2020-2021 possible auction in Autumn 2022, details TBC.	No direct impact for the council however there will be a reduction in emissions within the district. Approximately 36,256 kg of carbon has been offset.	An initial investment of £2521 was provided and recouped by the council in 2020, this was reinvestment for 2021.
57	Safe and Warm Homes - Heating support	To support the most vulnerable residents to heat their homes with heating grants. This is to install energy efficient heating for those on a low income/benefits and with health conditions. The council is supporting around 52 households per year. Roughly £500,000 has been spent on boiler upgrades over the last 2 years via the fund.	Technical Services	Ongoing (started 2016) - budget dependent - reviewed each April	No direct impact for the council however there will be a reduction in emissions within the district.	Funded via the Disabled Facilities Grant from Public Health.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Other					
58	Safe and Warm Homes - External Wall Insulation to park homes	<p>To support the most vulnerable residents to insulate their homes with fully funded external wall insulation grants. This is for park home residents. These properties are not well insulated and often owned by residents on a low income/benefit and with health conditions.</p> <p>Residents receive an estimated saving of £240 per year per park home. More than 130 park homes have been insulated with a combined energy saving of roughly £31,200, and in the region of £500,000 has been spent on park home insulation over the last 2 years.</p>	Technical Services	Ongoing (started 2019) - budget dependent - reviewed each April	No direct impact for the council however there will be a reduction in emissions within the district.	Funded via the Disabled Facilities Grant from Public Health.
59	Empty Property Financial Assistance Scheme - Improve energy efficiency of vacant domestic properties	The council ran an Empty Property Financial Assistance scheme where residents are awarded grants and/or loans to improve their vacant properties and make them habitable. Improvements include installing double glazing and loft insulation.	Technical Services	Ongoing (started 2020)	No direct impact for the council however there will be a reduction in emissions within the district.	Funding provided by the council from existing budgets. £200,000 is available for loans, £50,000 available on grants.
60	Undertake public engagement	This will help the council get an understanding of what residents would like to happen within Arun and give them an opportunity to have their say.	Community Well-being	Medium	There will be a reduction in emissions for the wider district, but no impact will be seen for the council's own emissions.	Officer time and funding will be required.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Other					
61	Invest in Green Bonds	The council should investigate in purchasing Green Bonds to allow for further investment in Climate Change actions.	CMT	Long	Will be project dependent.	At this stage there is no indication of cost.
62	Officer time	Support for the Climate Change & Sustainability Manager to achieve the Action Plan across all service areas.	Community Well-being	Short/Medium	-	Estimate £50,000, sourced from the approved £200k Climate Change budget.

Appendix A

List of corporate buildings

- Civic Centre
- Phoenix House
- Bognor Regis Town Hall
- The Lodge & the Yard (Hotham Park)
- Bersted Park Community Building
- Harewood Road
- The Laburnum Centre
- Arun Leisure Centre (wet and dry side)
- The Wave
- The Windmill
- Foreshore buildings x 3

Appendix B

Freedom Leisure plans

Aim	Action	Projected time scale
Reduce Freedom Leisure's Scope 1, 2 and 3 emissions	<ul style="list-style-type: none"> • Undertake annual audits on all leisure centres operated by Freedom Leisure (FL) to identify and plan for correction of inefficient technologies and practices to optimize energy and resource efficiency. 	01/2022 – 06/2022
	<ul style="list-style-type: none"> • Set up Environmental Sustainability Teams at each site, provide training and communication plans for information sharing, monitoring of activities and improvements. 	03/2022 – 06/2022
	<ul style="list-style-type: none"> • Undertake Environmental Awareness training for Freedom Leisure staff to ensure they are aware of their impact on the environment and carbon reduction activities 	Management: 100% by second half of 2022 All staff: 85% by end of 2022
	<ul style="list-style-type: none"> • Set up Carbon Reduction Site Plans (aligned with findings of audits and Councils targets) 	09/2022
	<ul style="list-style-type: none"> • Ensure that all electricity used by FL is 100% renewable/ where possible install PV onto our roofs to allow for on-site electric generation 	01/2022 – 06/2022
	<ul style="list-style-type: none"> • Implement meaningful and verifiable measuring and reporting at site level of energy use, waste and resource management, water use and carbon emissions. 	01/2022 – 06/2022
	<ul style="list-style-type: none"> • Conduct waste audit and identify practices to minimise waste generation and increase recycling. 	Second half of 2022
	<ul style="list-style-type: none"> • Implement carbon emission savings-based league / scorecard 	Second half of 2022

