

Climate Action and Biodiversity Work Plan

2024 - 2025



Glossary

Please refer to the following list for explanations of some of the terms used within this document.

Biodiversity Net Gain (BNG)	Biodiversity Net Gain is a way of creating and improving natural habitats. BNG makes sure development has a measurably positive impact ('net gain') on biodiversity, compared to what was there before development.
Carbon footprint	A measure of the amount of carbon dioxide released into the atmosphere as a result of the activities of a particular individual, organization, or community.
Carbon neutral and net zero	Carbon neutral means making or resulting in no net release of carbon dioxide into the atmosphere, especially as a result of carbon offsetting. Net zero has a target of completely negating the amount of greenhouse gases produced by human activity, to be achieved by reducing emissions and implementing methods of absorbing carbon dioxide from the atmosphere.
Climate change	Climate change refers to a large-scale, long-term shift in the planet's weather patterns and average temperatures. Since the mid-1800s, humans have contributed to the release of carbon dioxide and other greenhouse gases into the air. This causes global temperatures to rise, resulting in long-term changes to the climate.
tCO₂e	Tonnes of carbon dioxide equivalent. This is a term for describing different greenhouse gases in a common unit. There are six main greenhouse gases, so it's helpful to count them with a single unit: tCO ₂ e. tCO ₂ e stands for tonnes (t) of carbon dioxide (CO ₂) equivalent (e). "Carbon dioxide equivalent" is a standard unit for counting greenhouse gas (GHG) emissions regardless of whether they're from carbon dioxide or another gas, such as methane.
Display Energy Certificates (DECs)	Display Energy Certificates (DECs) are designed to show the energy performance of public buildings. They use a scale that runs from 'A' to 'G' - 'A' being the most efficient and 'G' being the least.
Decarbonisation	Decarbonisation refers to all actions aimed at reducing or eliminating carbon dioxide emissions
Emissions	This is in reference to greenhouse gas emissions from the burning of fossil fuels, measured in tco ₂ e. Greenhouse gas emissions intensify the greenhouse effect, contributing to climate change.
Energy Performance Certificate (EPC)	An EPC gives a property an energy efficiency rating from A (most efficient) to G (least efficient) and is valid for 10 years.
EV/EVCP	Electric Vehicle/Electric Vehicle Charging Point

Continued...

Glossary (continued)

Fabric first	A 'fabric first' approach to building design involves maximising the performance of the components and materials that make up the building fabric itself, before considering the use of mechanical or electrical building services systems. For example, improving the insulation of a building prior to installing heat pumps.
Offsetting	This refers to carbon offsetting. This is a way to compensate for your emissions by funding an equivalent carbon dioxide saving elsewhere. Examples of this include tree planting or carbon capture and storage.
PM 2.5	This stands for Particulate Matter less than 2.5 micrometres in diameter. Particulate matter is everything in the air that is not a gas and therefore consists of a huge variety of chemical compounds and materials, some of which can be toxic. PM2.5 can cause health problems if levels are high. Emissions from combustion of petrol, oil, diesel fuel, and wood produce much of the PM2.5 pollution found in outdoor air.
PV	Photovoltaics – another term for solar panels.
Renewable energy/ electricity	Renewable energy is energy derived from natural sources that are replenished at a higher rate than they are consumed. Sunlight and wind, for example, are such sources that are constantly being replenished. Renewable energy sources are plentiful and all around us.
SMEs	Small and medium-sized enterprises.
Sustainability/ Sustainable	Causing, or made in a way that causes, little or no damage to the environment and therefore able to continue for a long time.

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 and to set a baseline, 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 monitoring of emissions will be essential in tracking the council's journey to carbon neutrality – therefore a detailed emission audit will be carried out each financial year.

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. It provides 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 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.

Scope	Description	Example
1	Direct emissions from sources owned/controlled by the council.	Burning of fuels for heating and petrol/diesel for our fleet.
2	Indirect emissions from the generation of energy purchased by the council.	Purchase of electricity and the associated emissions.
3	Indirect emissions that result from activities occurring in the supply chain of the council, in both directions.	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	233,130	1.42	0.46
3	27,382	49,604,500	98.6	99.53
Total	27,774	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. 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 Neutral Strategy identified three 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 (90.25% 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. This is in addition to increasing the amount of renewable energy generated and ensuring that biodiversity within the district is enhanced and protected.

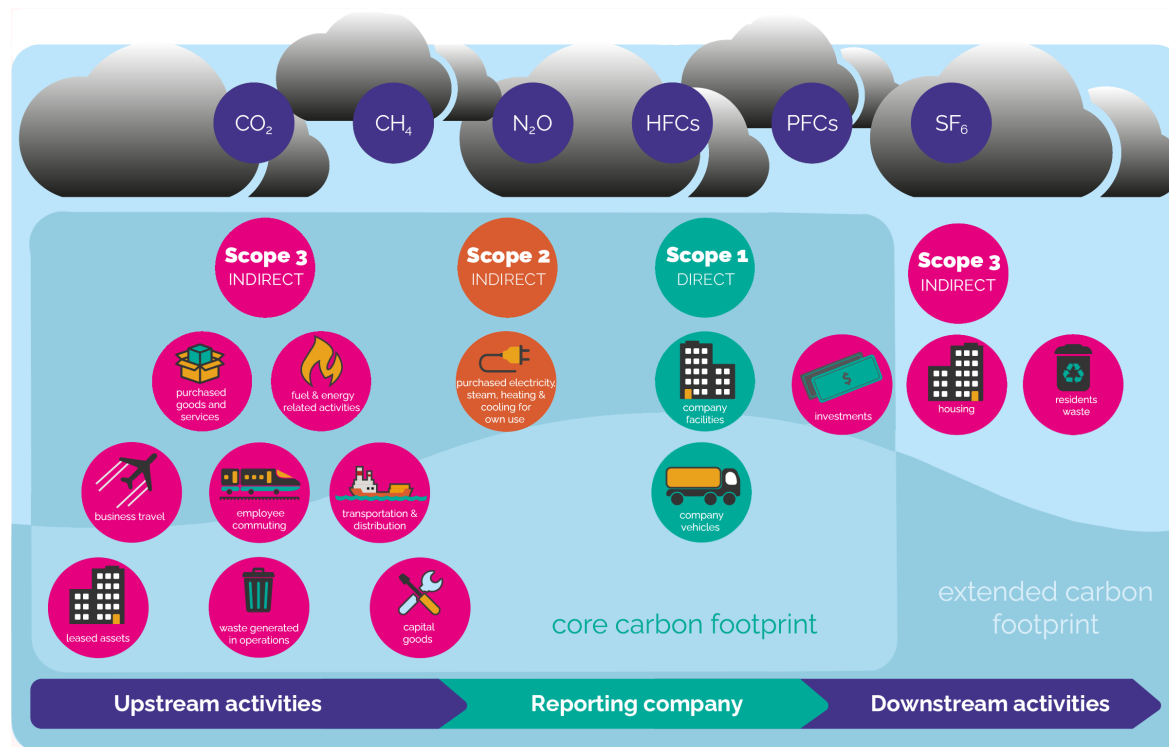


Fig.1: Graphic to showcase which emission sources have been included within the council’s carbon footprint.

Arun District Council 2022-2023 emissions

The council has finalised the carbon emissions for all scopes for the 2022-2023 financial year and included them within the table below. This also showcases the tonnes of CO₂e percentage change seen within Scopes 1, 2, 3 and the total emissions the council produces. The majority of scopes have seen a reduction and therefore the council has reduced its total emissions by 35.1%, falling from 27,774 tCO₂e in the baseline year to 18,007 tCO₂e in 2022-2023. For a full set of raw data please refer to Appendix C at the end of this report.

Scope	Carbon (tonnes of CO ₂ e)	% of emissions
1 and 2	170	1
% change	-56.6	-
3	17,837	99
% change	-36.5	-
Total	18,007	-
% change	-35.1	-

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 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. If results continue to follow the 2021-2022 trend the council will not achieve the 2030 carbon neutral target, therefore more radical measures will be needed to be put in place to ensure this target is achievable.

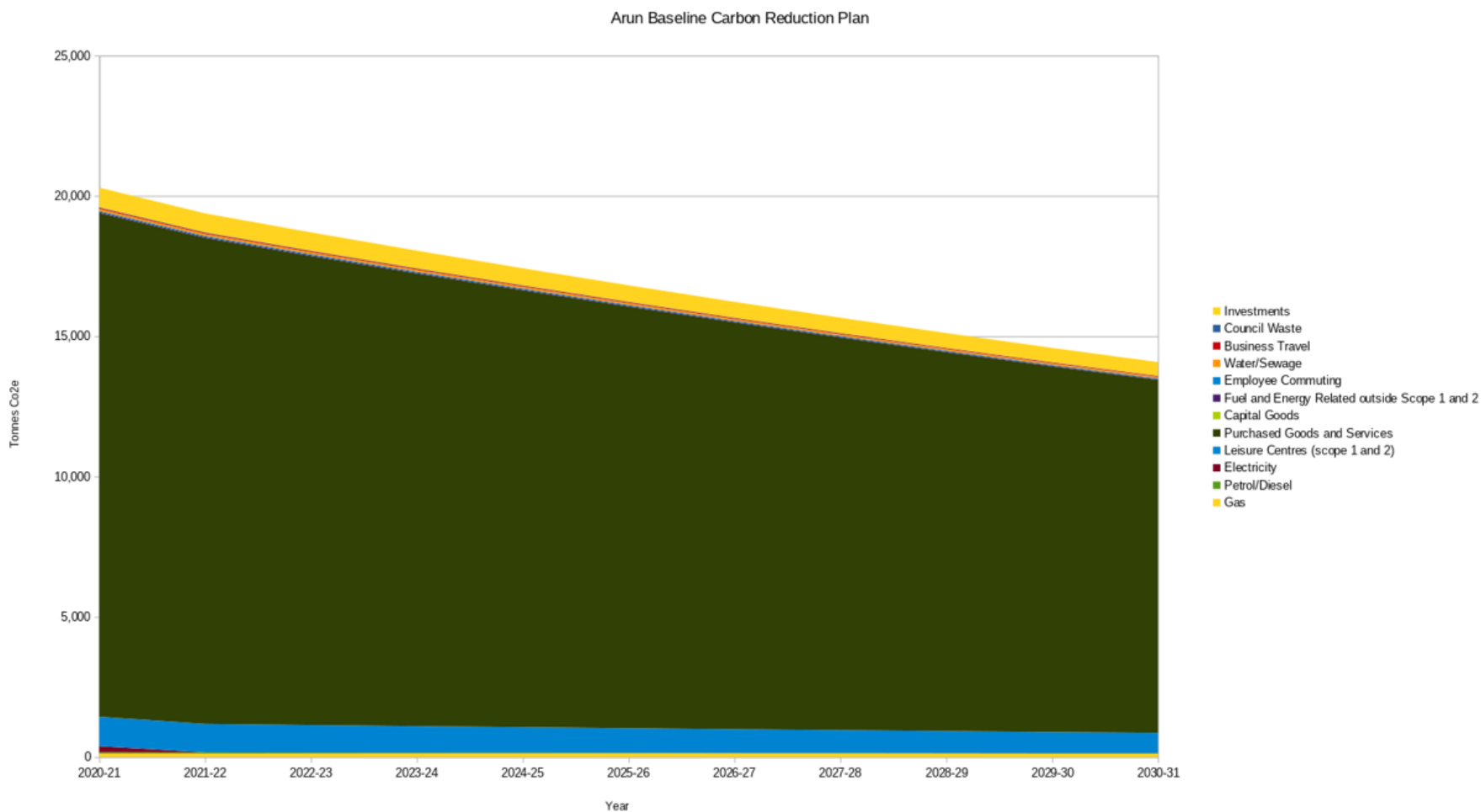


Fig 2: Graphic showing how a 'business as usual' approach will result in the council failing to reach its 2030 target



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 solar panels (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. Figure 3 reflects the 2020-2021 baseline year, allowing for targets to be set from 2022-2023 onwards.

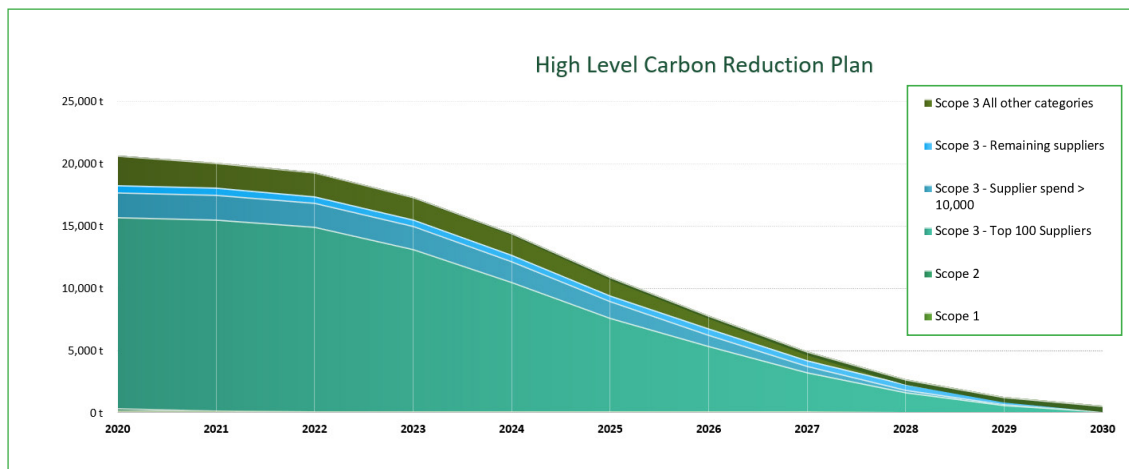


Fig 3: Graphic showing that by reducing emissions from all 3 Scopes the council will reach its 2030 target.

Figure 4 indicates projected emission reductions over the next few years. These will be achieved by increasing year-on-year reductions in emissions associated with the council’s supply chain, transitioning all council owned vehicles to electric vehicles (EV) in 2023, 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.

Year	Annual reduction tCO2e
2022-2023	2,716
2023-2024	2,444
2024-2025	3,300
Total	8,460

Fig 4: Table indicating projected annual CO2E reductions

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 do 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



The actions below have now been marked with three different colours, indicating the risk of these projects not being completed. Yellow indicating a low risk, amber a medium and red a high risk. Please note this is not indicating the risk of the projects itself, but the risk of it not being completed in line with predicted timeframe.

Level of risk	Colour
Low	Yellow
Medium	Amber
High	Red

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
1	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 possibility of solar car ports will also be considered. The council will ensure that a fabric first approach is taken to ensure benefits are maximised.</p> <p>The work has been completed and reports provided for: The Civic Centre (including Phoenix House), Arun Leisure Centre, Littlehampton Wave and Bognor Regis Town Hall. These building audits will be used to help determine best next steps and will be reviewed when decisions are made.</p> <p>It should be noted that upgrading buildings will provide only small reductions in overall emissions (as only 1% lie within Scope 1 emissions) but will cost the council a significant amount of money to implement.</p>	Technical Services	Ongoing	This will provide detail on where upgrades should be done.	<p>Commission building audits plus officer time.</p> <p>Audits cost was funded through the approved climate change budget for the 2021-2022 period.</p>

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
2	Undertake a heat decarbonisation plan for Arun Leisure Centre	<p>In April 2023 the council applied to the fourth funding window of the Low Carbon Skill Fund (LCSF), supported by Salix. This allowed the council to develop a Heat Decarbonisation Plan for Arun Leisure Centre.</p> <p>This document will showcase a path to decarbonise this leisure centre and will provide emission savings, costs to implement upgrades and support the council's journey to carbon neutrality by 2030.</p> <p>If the LCSF opens for another funding window it is hoped that additional buildings will be put forward to receive similar funding.</p>	Environment and Climate Change, Technical Services	Ongoing	No initial impact on emissions for the report, however when upgrades are taken forward emissions will be saved within the council's Scope 3 emissions.	This was awarded through Salix's LCSF. Therefore there was no cost to the council.
3	Review opportunities to install additional solar panels (PV) on the council's estate and car parks	<p>Investigate potential/viability of installing additional solar panels (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. Currently work is being done to procure a feasibility study to determine the benefits of installing a solar canopy across some of the car spaces at Mewsbrook car park. Arun's leisure centres currently produce 1,009 tonnes of CO₂e, this equals 6% of Arun's total emissions and is the third largest single emitter. By supporting our leisure providers to generate on-site renewable electricity we will also be reducing the council's Scope 3 emissions. Other car parks will be considered in the future, if the Mewsbrook work is deemed to be advantageous.</p> <p>There is also continued work going on with reviewing opportunities to install PV onto building roofs.</p>	Technical Services	Ongoing	If on-site electricity is sold back to the council's leisure providers, Scope 3 emissions will be reduced.	<p>Officer time to investigate opportunities to install PV and consider funding opportunities.</p> <p>The feasibility study for Mewsbrook car park cost is currently unknown. The budget will be sourced from the 2022-2023 climate change budget.</p>

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
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 Electric Vehicle (EV) charging points. Battery systems can be profitable when they combine the income from peak saving. Storage will also help reduce grid dependency. This will be considered within action 1 above and will be closely linked with the installation of PV onto roofs.</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 overtime, taking advantage of grant funding.</p>
5	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. This will be considered within action 1 above.</p>	Technical Services	Ongoing	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 project 1.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
6	Undertake yearly monitoring of the council's emissions	<p>Yearly audit of the council's emissions will take place to track reductions for Scope 1, 2 and 3 activities. Updated figures have been incorporated into the start of this document</p> <p>The baseline report, figures and details are available within the Carbon Neutral Strategy and a comparison in Appendix C of this report.</p> <p>During the 22-23 financial year review an additional piece of work has been commissioned for a closer look at the council's procurement emissions. More detail can be found in actions 31, 32 and 33.</p>	Environment and Climate Change	Ongoing – this will take place on an annual basis to ensure the council is able to monitor and manage emissions	This will ensure proper monitoring and reporting of the council's emissions.	For the 2022-2023 financial year £26,798 was used to undertake this work. This included additional work to undertake a in depth analysis on the council's emissions. This was sourced from the climate change budget.
7	Ensure that all electricity purchased by the council is 100% renewable	<p>The council moved over to a 100% renewable tariff, which became effective on 1 April 2020. Due to the recent cost of living crisis currently impacting energy prices there is uncertainty about the ability of the council to continue to pay premium for its electricity. The council will, where possible, aim to procure its electricity through green/renewable tariffs.</p> <p>The council's electricity has continued to be sourced from renewable energy throughout the 2022-2023 financial year. This is reflected in the market based Scope 2 emissions being 0.</p>	Technical Services	Ongoing	Scope 2 emissions will continue to be negated if the council's electricity is renewable sourced – based on advice from contractors who undertake yearly emission monitoring.	

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
8	Case study: Littlehampton Seafront Scheme	<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 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. A biodiversity net gain (BNG) of at least 40% is due to be achieved.</p> <p>This project was submitted for planning approval in October 2023, and accepted at Planning Committee December 2023. Work plans are predicted to start in Spring of 2024, with a planned completion date of later in 2024. There is a strong aspiration to incorporate sustainability throughout this project. This includes the installation of PV and battery storage which will be used to power and heat the facility (making use of electric heating). A fabric first approach will also be taken to ensure high building efficiency, along with the installation of LED lighting, water recycling units and draught proofing. There will also be a net gain in biodiversity on site and the support of tree planting.</p>	Environment and Climate Change	Ongoing	Carbon footprint of work will be minimised and offset where possible. No overall net increase in carbon use due to the ongoing management of the completed works.	<p>A total of £7.23 million of funding has been secured for this project from the 'Levelling Up Fund'.</p> <p>An additional budget of £25k was provided to this project to support the installation of PV on the site. This was sourced through the climate change budget for the 2023-2024 financial year.</p>

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
9	Case study: Alexandra Theatre, Bognor 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 upgrade the Alexandra Theatre, which will include improving the energy efficiency. Work on this project is ongoing and it is currently within the detailed design stage (RIBA Stage 4). Current plans include a fabric first approach being taken by ensuring there are improvements to insulation glazing on the development. Sustainable design will ensure an increase of natural daylight whilst controlling solar gain with external shading. Natural stack ventilation will also be used to maximize ventilation throughout all seasons, further helping reduce overheating and improving air quality. On top of this PV is being installed on the roof of the site and all lighting will be LED. Air source heat pumps are being considered for space heating and domestic hot water and the use of low embodied carbon materials will also be utilised for the build. This also includes sourcing materials with a high recycled content (where possible) and using timber structure with exposed concrete with limited additional finishes within the new build aspect.</p> <p>Work is predicted to start in spring 2024.</p>	Council-wide	Ongoing	There will be a reduction in emissions produced by the building.	<p>A total of £12.19 million worth of funding has been secured for this project from the 'Levelling Up Fund'.</p> <p>An additional budget will be provided to this project to support the installation of PV on the site. This will be sourced through the climate change budget for the 2023-2024 financial year.</p>

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Buildings					
10	Undertake a building needs review on Bognor Regis Town Hall and the Littlehampton Civic Centre	<p>Review the council's two main offices and determine best future use for these buildings. This will include determining the space required for the effective running of the council and could also include opportunities for income generation of these spaces by renting out or selling parts of these buildings. When/ if the council reduces these spaces, emissions within Scope 1 will fall as less space will be attributed to the council's heating needs.</p> <p>Work will be done by an officer specifically employed for this work. This has been included within the operating model with Corporate Management Team (CMT) approval</p>	CMT / Technical Services	Short	This will provide detail of next steps.	Officer time to review the council's future requirements. Further study and options appraisal will be considered when and if needed.
11	Undertake building upgrades and retrofits according to results from the audit	<p>Review options for upgrades across the council's corporate buildings using the building audits undertaken in action 1 to inform on the most impactful way forward. There should always be a fabric first approach when undertaking upgrades.</p> <p>External funding options could include - Public Sector Decarbonisation Funding, ECO, Capital Budget, Reserves, Prudential borrowing, commercial borrowing.</p> <p>The council will continue to monitor and review external funding opportunities to help support the decarbonisation of its buildings.</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>
12	Installation of a heat network	The council will 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.	Environment and Climate Change, Technical Services	Long	Reduction in emissions associated with heating homes.	At this stage there is no indication of cost.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Waste					
13	Work with council suppliers, concessions and tenants to reduce their impact on the environment.	The council will produce guidance and policy and support suppliers and concessions to reduce their impact on the environment. A single use plastic policy has been produced (action 28), and the guidance within the council's Kiosk Strategy also demonstrates the council's aim to avoid petrol/diesel generators.	Technical Services and Environment and Climate Change	Ongoing	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.
14	Review internal waste activities	<p>This work will aim to help the council better understand the waste produced internally by its activities. This could include producing guidance and documentation about reducing waste. The climate change team will be working to increase behavioral change within waste production for the council.</p> <p>The Civic Centre has recently started onsite composting of food waste using two hot composting bins. Biodegradable food waste bins are set up in all kitchen spaces and the Facilities Team ensures these are emptied into the compost bins.</p> <p>Recycling and general waste is also separated at both the Civic Centre and Bognor Regis Town Hall and collected by our waste collection service.</p>	Environment and Climate Change	Ongoing	Currently waste makes up less than 0.09% of council emissions, however there will be other environmental benefits in reducing waste sent to landfill.	Officer time.
15	Review opportunities to move away from single-use plastics (where possible) across all council activities	The council will 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. This will include all council activities, such as events, business tenants and internal use. Work has started in this area with the production of a policy that ensures suppliers reduce their usage of single use plastics, and other pollutants. Additional work will continue internally and with other contractors and stakeholders, including the kiosk strategy.	Environment and Climate Change	Ongoing	This will help reduce pollution across the district and waste sent to landfill.	Officer time.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity and offsetting					
16	Encourage more woodland and a greener infrastructure in Arun	<p>The council has developed a 10-year Tree Planting Strategy (TPS) which was approved by the Environment Committee on 17 November 2021. The TPS aims to plant approximately 30,000 young trees (whips) and 500 standard trees on council owned land over the next 10 years. 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>We are working with parish and town councils, the county council, and third sector environmental organisations to deliver the district's green infrastructure in a coherent manner. The council also continues to be involved with the Sussex Local Nature Partnership to ensure a joined-up approach is delivered across all of Sussex and close partnership is created among neighbouring local authorities and organisations.</p> <p>The first two years of this have now been completed, resulting in 109 standard trees and 9535 whips being planted across 56 locations.</p> <p>During the 2022/23 season the Parks and Greenspaces Service hosted two tree planting events. The first saw nine standard trees and 6000 whips planted across 10 different sites. The event was funded by Wilmott Dixon, the company which constructed the Littlehampton Wave. Staff from Wilmott Dixon worked with our Parks and Greenspaces officers to plant the trees. The second saw 12 Cherry trees planted at Mewsbrook Park. This was funded and delivered in partnership with the Friends of Mewsbrook Park. (Continued...)</p>	Environment and Climate Change	Ongoing	Figures estimate that there will be an offset value of 1911 tonnes of CO2 based on the proposal in the current strategy. This will take place over numerous years.	A total annual budget allowance of £16,000 is earmarked for tree planting and ongoing maintenance which includes tree procurement, planting, sundry costs, watering and any other ongoing formative maintenance. We will also bid for appropriate grant funding and seek support from other local organisations.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity and offsetting					
16	Encourage more woodland and a greener infrastructure in Arun	<p>The 2023/2024 tree planting programme is currently being planned. 53 standard trees and 2180 whips have been procured. The Parks and Greenspaces Service will be hosting four events this season.</p> <p>A new hedge – planted in Hotham Park with the support of the Friends of Hotham Park. A community whip planting day – held at the Water Lane park in Wick, Littlehampton. A community hedge planting day will be held at Chalcraft Lane Cemetery in Bersted. A community event to plant five standard trees will be held at Bognor Regis Town Cemetery which has been funded by Bognor Regis Town Council’s Bognor Regis In Bloom Working Group.</p> <p>Our six Green Flag Award winning parks and a number of other key- indicator sites have also been surveyed by an ecologist to help inform future maintenance and management plans. This will continue in future years to assess how our plantings and maintenance and management of our open spaces have impacted biodiversity.</p>	Environment and Climate Change	Ongoing	Figures estimate that there will be an offset value of 1911 tonnes of CO2 based on the proposal in the current strategy. This will take place over numerous years.	A total annual budget allowance of £16,000 is earmarked for tree planting and ongoing maintenance which includes tree procurement, planting, sundry costs, watering and any other ongoing formative maintenance. We will also bid for appropriate grant funding and seek support from other local organisations.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity and offsetting					
17	Appointment of an Ecology Officer	An ecologist has been appointed to work within the planning team of the council. Their role is to protect, enhance and promote biodiversity within the council by providing ecological advice to development management and planning policy, to assist, support and to engage with residents and stakeholders. They will also be developing Biodiversity Net Gain strategies and producing and delivering a Biodiversity Action Plan for the council. Advice and guidance will also be provided to the council's Housing Team to enhance biodiversity on council housing estates.	Planning	Ongoing: this role was filled in Autumn 2024	Help to protect the biodiversity within Arun and ensure that developments achieve the biodiversity net gain requirements.	Officer time.
18	Bersted Brooks Park consultation	<p>The council has undertaken consultation for proposals to improve Bersted Brooks Park. This project will not only enhance valuable outside space for our community but will also be used to help support Biodiversity Net Gain (BNG).</p> <p>It will be important to use a strategic method during this process to ensure maximum benefit to local biodiversity. There have been consultations with internal and external stakeholders and proposals are due to be presented to the Environment Committee in January 2024. It is hoped that work within this area can also help reduce flooding to the Bersted area.</p>	Environment and Climate Change, Planning	Ongoing	There will be multiple benefits but no direct reduction in emissions produced by the council.	The cost of procuring consultants at approx. £40k. was included within last year's environmental budget. Work has focused on producing a master plan, including stakeholder and public consultation.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity and offsetting					
19	Creation and protection of wildflower meadows on council owned land	<p>Wildflower meadows and areas of long grass provide essential sources of food and habitat for insects, birds and small mammals.</p> <p>We began tracking our wildflower sowing in 2020 ensuring that meadows were created in strategic locations to maximise biodiversity benefits. Several different seed mixes are used to target specific pollinators and bird species. The council will continue to actively enhance and expand species rich wildflower meadows, with an aim of 10% per year.</p> <p>In 2020 we sowed 5150 sq/m of annual wildflower seed at 26 different parks and greenspaces. In 2021 we sowed 6250 sq/m of annual wildflower seed at 29 different parks and greenspaces. In 2022 we sowed 6850 sq/m of annual wildflower at 31 different parks and greenspaces.</p> <p>In 2023 we sowed 2340 sq/m of annual wildflower seed and 5270 sq/m of perennial wildflower seed. Weather conditions proved incredibly unfavourable and much of the perennial sowing failed due to saturated ground. At the Hothampton Sunken Gardens in Bognor Regis we laid 150sq/m of wildflower turf. This was the first use of wildflower turf in any of the districts parks and proved very successful, albeit an expensive way of establishing wildflower meadows. In 2024 we will persevere with perennial sowing at some sites to experiment further because of the enhancement of species diversity this can enable. We are targeting a total of 8370sq/m of wildflower sowing.</p>	Environment and Climate Change	Ongoing	There will be positive impacts on biodiversity and habitat enhancement.	£2 per sq./m is budgeted for the preparation, seed purchase and sowing of new flower meadows – this is funded from existing service budgets.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity and offsetting					
20	Increasing areas of long grass on council owned land	<p>The council will continue to actively increase the amount of long grass areas (target of 5% per year) on council owned land. Work is also work being done which will allow for annual bedding plants to be replaced by herbaceous and wildflower planting.</p> <p>The council has seen a shift in public perception of how we maintain and manage our greenspaces. There has been a positive increase in understanding from our residents that leaving areas of long grass provides numerous benefits to wildlife and helps to enhance biodiversity. However, there are still loud and vocal voices against long grass areas in residential/urban areas. The perception is that this is neglectful and unsightly, sometimes also challenged as being unsafe. The balance between maintaining our open spaces for recreation and amenity use whilst also ensuring we are maximising the opportunities for wildlife is one of constant adjustment.</p> <p>In 2020 a total of 181065 sq/m of areas was left for long grass habitats across our sites. In 2021 a total of 190715 sq/m of long grass was left (an increase of 9650 sq/m, or 5.06%). This increase was spread among 39 different sites across the district. In 2022 a total of 200490 sq/m of area was left for long grass (an increase of 9775 sq/m, or 5.12%). This increase was spread among 41 different sites across the district.</p> <p>During 2023 there was a total of 210290 sq/m of long grass left, which is an increase of 9800 sq/m, or 4.88%. this increase was spread among 27 different sites across the district. A similar strategy will be used in 2024.</p>	Environment and Climate Change	Ongoing	Increased areas of long grass on the periphery of parks and greenspaces, and reduced strimming around obstacles will help enhance biodiversity and reduce pollution.	Any additional cost will be funded through existing service budgets.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity and offsetting					
21	Increasing the diversity of bedding plants and transitioning to herbaceous and wildflower planting	<p>The use of bedding plants has been drastically reduced over the past 13 years. In 2010 220000 bedding plants were propagated, planted and cared for using 52.17m³ of peat.</p> <p>At the end of 2022 these numbers had reduced to 23000 bedding plants using 1.66m³ of peat. In 2023 we planted 13400 locally sourced bedding plants without using peat. We also planted a carpet bedding display in celebration of the coronation of HM King Charles III which used 800 bedding plants and 0.06m³ of peat. In 2024 we plan to plant 10000 locally sourced and grown bedding plants without using peat. The resulting loss of bedding displays has been replaced by either wildflower sowing (included in the area totals referred to above) or herbaceous planting.</p>	Environment and Climate Change	Ongoing	Planting throughout the district's parks and greenspaces will be far more sustainable with a reduction of peat, water, fertilizer, and chemical usage. This will also help promote and protect pollinators.	Any additional cost to this work will be included within the budget.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity and offsetting					
22	Produce a Biodiversity Action Plan (BAP)	<p>This plan will provide a toolkit for protecting, enhancing, and promoting biodiversity, and provide additional baselines for species richness and habitat diversity in Arun. The plan will also showcase improvement opportunities and potential threats to this biodiversity. The newly appointed ecology officer is formulating a BNG delivery strategy which is being produced which will form part of the BAP. The work programme for the BAP aims to deliver by end of 2024.</p> <p>This information will feed into a guidance document to allow for stakeholders to implement targeted actions and projects. Information from the Biodiversity Net Gain study will help inform this Biodiversity Action Plan (BAP) and will likely be part of Biodiversity reporting going forward. Full council resolution 199 (16 September 2020).</p>	Planning	Ongoing – to start in 2024	There will be positive impacts on biodiversity and habitat enhancement. The work programme is currently being formulated.	Officer time as this is being produced in house, led by the newly appointed ecology officer.
23	Reduction of water usage in outside areas	<p>The council aims to reduce the water usage in our outside areas. This has been achieved in several ways, including installing rainwater harvesting systems, planting sustainably, reducing the amount of bedding plants and ensuring any irrigation is carried out efficiently.</p> <p>To help reduce the council's water usage there has been a reduction in the use of bedding plants – estimated to be 10-20% max compared to the bedding plants used 10-15 years ago. The planting of scrubs/trees outside of planting season is also avoided and where applicable drought tolerant species are selected as part of planting schemes. Additionally only fine turf/sports (bowling greens) are actively irrigated using systems regular serviced and monitored to ensure maximum efficiency and reduce unnecessary water runoff.</p> <p>X2 Rainwater tanks (10000l capacity) at the Ford depot facility have been installed and used when needed to help reduce mains water usage. To meet the commitment of ongoing tree planting initiatives, further rain water harvesting will be explored in 2024.</p>	Environment and Climate Change	Ongoing	There will be a reduction in water usage and wastage.	Officer time.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity and offsetting					
24	Review all chemicals used in ground maintenance	<p>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.</p> <p>To help reduce the council's impact on the environment a new environmentally friendly chemical has been introduced into our weed management operations. This product is newly available and has resulted in additional costs. In our ongoing exploration of integrated pest management solutions, we shall continue to trial new products to see if they are feasible for ongoing use.</p> <p>Where needed, the use of pesticides is limited and controlled to trained operatives only (must hold P1 and PA6 certificate accreditation). Spraying takes place when conditions are safe and will be carried out during quieter periods of the day. Integrated pest management principals have been adopted across the parks and greenspace estate following the support of the Keep Britain Tidy Green Flag Award Scheme.</p> <p>We have greatly reduced our reliance on glyphosate products over the years from 170l in 2018 to 80l in 2023. This has been achieved by a more relaxed attitude to the presence of weeds across the parks and greenspaces estate, but also includes other methods of control.</p> <p>Arun has now also become a member of the Amenity Forum to collaborate on future best practice and future legislation with peers, and we are continuing to work effectively in partnership with Tivoli (parks and greenspaces) and BIFFA (street scene) to deliver a weed-free environment, where appropriate.</p>	Environment and Climate Change	Ongoing	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 is important to move away from these harmful chemicals and find alternatives where possible.	Officer time built into the monitoring of contracts.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Biodiversity and offsetting					
25	Commission an assessment of opportunities for offsetting residual CO ₂ e emissions	<p>Commission an option appraisal of 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>Based on the options appraisal and any other information, the council should discuss the 'offset' options and agree on its approach.</p>	Planning and Environment and Climate Change	Long	This will help inform the council on offsetting opportunities. The council's emissions which cannot be removed will be offset with these projects.	The cost of commissioning a study when the offsetting requirement is known. There will also be the cost associated with purchasing any offsets.
26	Invest in Green Bonds	The council will investigate 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.
27	Support Anthesis in their Area Based Insetting (ABI) project	Work has recently started with Anthesis who are providing support and guidance around Authority Based Insetting (ABI), with an aim to provide insetting opportunities for the council and other businesses within the boundary of the district. The initial meeting took place between the council and Anthesis on 20 May 2022. From this a list of projects has been put together and issued to Anthesis. Phase 3 of this work has been started by Anthesis, however the council is still considering if it will continue on. Insetting is when an organisation invests in carbon neutral projects within it's own supply chain.	Environment and Climate Change	On hold	This aims to provide insetting opportunities within the boundaries of the district.	Officer time and £5k utilized from the approved 200k climate change budget for the 2022-2023 period. At this time there is uncertainty on if the project will continue.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
Biodiversity and offsetting						
28	Undertake a Biodiversity Net Gain Study	<p>Work on this topic has now been completed and provides evidence on the state of biodiversity in the Arun Local Planning Authority (LPA) to help inform Biodiversity Net Gain statistics and policy implementation via development decisions. It has provided baselines for biodiversity, population levels and rare habitat types. This study is also going to be used to highlight some offsetting opportunities available in the future.</p> <p>This is now completed and was reported back to Planning Policy Committee(November 2022) for use in the Local Plan update and other work on nature in the future - Arun District Council (Item 452).</p>	Planning	Completed	There will be positive impacts on biodiversity and help identify local offsetting opportunities e.g. via an Arun Biodiversity action plan (BAP).	Completed.
Supply chain						
29	Produce a policy that reduces single use plastics, and other pollutants, from being used by suppliers	<p>The council has completed its work to produce a street trading policy which has restricted the sale or provision of single use plastic bottles, corrosive products and plastic bags which are not compostable. There is also specific focus on the impacts of the proposed operation on the local environment and includes consideration of carbon footprints, food mileage, waste disposal and waste generation. Those suppliers who can demonstrate that they are driving down their carbon footprint and operating in an environmentally friendly way will be viewed favourably.</p> <p>This important policy will therefore help reduce packaging and restrict the provision of plastic goods and other goods which have an adverse environmental impact. This policy is also reflected in the council's Kiosk Strategy.</p>	Technical Services and Business Development	Ongoing – policy has been created (2022) and is running effectively, this will be reviewed within five years.	There will be environmental benefits associated with a reduction of packaging and food mileage.	This policy has been produced in-house and any costs will be recovered from operators.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply chain					
30	Case study: Freedom Leisure. Engage with the council's leisure operators to undertake improvements as identified in audits, to switch to renewable energy suppliers, and reduce its gas consumption.	<p>Similar to the council's approach to its corporate buildings, Freedom Leisure will continue to conduct energy audits on its leisure centres, provide staff training to help improve carbon literacy and monitor their emissions. Two of the leisure centres (Arun Leisure Centre and Littlehampton Wave) have had building audits done, all information will be shared with Freedom Leisure.</p> <p>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. Numerous other projects within the action plan have been undertaken in partnership with Freedom Leisure.</p>	Community Wellbeing, Environment and Climate Change	Ongoing	Freedom Leisure will see a reduction in Scope 1 and 2 emissions and a reduction in energy bills. The council will see a reduction in Scope 3 emissions.	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
	Supply chain					
31	Sports England – application to support with swimming pools within the district	<p>The council has worked closely with Freedom Leisure to apply for funding from Sports England. An application for Littlehampton Wave of £64,000 was submitted, this will cover the cost of installing solar panels (97) on the Littlehampton Wave swimming pool roof and destratification fans for the swimming pool hall. Arun Leisure Centre improvements were also submitted with an application of £85,000 for triple glazing and destratification fans within the pool hall.</p> <p>Support was also provided to Arundel Lido in their application to this funding option. They have submitted an application which includes 151 PV's to be installed on their roof, pool cover, fluorescent lighting, variable speed pumps, plant room insulation, shower flow restrictors, solar thermal x 90 and battery storage. This will allow the site to open 12 months of the year.</p> <p>The council was awarded funding for the following: Littlehampton Wave - £45,070 for PV panels Arundel Lido - £13,400 for the installation of a pool cover and £77,000 for the installation of PV panels.</p> <p>Work will now be carried out to ensure this funding is spend in the timeframe required.</p>	Community Wellbeing, Environment and Climate Change	Ongoing	<p>Freedom Leisure will see a reduction in Scope 1 and 2 emissions and a reduction in energy bills. The council will see a reduction in Scope 3 emissions.</p> <p>Arundel Lido will see a reduction in their Scope 1 and 2 emissions, contributing to a district wide reduction.</p>	Officer time, the budget for this work has been provided by Sports England.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply chain					
32	Review and update the procurement policy	<p>The results of the 2022-2023 carbon audit show that 91% (16,463.88 tCO₂e) of the council's emissions lie within the supply chain. This continues to be the vast majority of all emissions. Unfortunately this is an extremely difficult emitter to reduce as it often relies on third parties to address their emissions. However as this has been included within the 2030 carbon neutral target the council is actively trying to reduce this emitter. Work is being done across several streams to address this, with the main focus being the analysis and review of procurement related emissions (as per actions 32 and 33).</p> <p>We are also reviewing and re-writing the sustainable procurement plan. This will provide a clear indication to contractors and suppliers that the council will actively support those businesses who are trying to reduce their impact on the environment. This will be extremely complex and numerous angles will need to be reviewed, however this will likely favour contractors who are able to provide a carbon neutral service, are using EV's to provide goods or have other sustainable policies implemented within their activities. Additionally, to ensure the local economy and local businesses are supported there will also be a focus on local contractors/suppliers. The council aims to make this a requirement across all its procurement channels to include all contractor types.</p> <p>There is work being done internally and with Arun's procurement provider (Hampshire County Council) to ensure all legal aspects are covered. We are also working with other councils (including town, parish, district and boroughs) across West Sussex to ensure a joined-up approach is taken where possible.</p>	Financial Services	Ongoing	This will help reduce the council's Scope 3 emissions, the largest single emitter for the council.	Officer time.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply chain					
33	Procurement emission review	<p>As can be seen in Appendix C, the majority of the council's emissions lie within purchased goods and services. This is a very challenging area to reduce as it does not lie within the direct control of the council and requires a lot of work to have a significant reduction.</p> <p>To help support this the council instructed a consultancy company to examine our procurement processes and related emissions for the 2022-2023 financial year. Results from this work will identify the best way forward for the council and will produce a separate detailed action plan to help reduce procurement related emissions specifically. As this is a significant piece of work, we aim for this to be complete by spring 2024 with results being reviewed in summer 2024 ready for action to begin.</p>	Environment and Climate Change	Ongoing – work started in Autumn of 2023 as part of the annual carbon audit process	This will help reduce the council's Scope 3 emissions, the largest single emitter for the council.	Officer time and funded from the budget for the 2023-2024 financial year.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply chain					
34	Top suppliers	<p>A consultant provided the council with a list of the top 100 suppliers and their emissions for the 2021-2022 year. This showcased that the council's largest contractor is Biffa. Contract negotiations have begun to ensure more sustainable practices in the future. The agreed three-year short term extension is very much a holding position pending strategic clarity being provided by government through the national Resource & Waste Strategy. However, in these three years Biffa will provide a full fleet of electric supervisor vehicles and a 26 tonne electric refuse collection vehicle to collect dry recycling.</p> <p>An updated list of suppliers has been provided for the 22-23 financial year and additional work will be undertaken to determine what can be done with these suppliers.</p> <p>It should be noted that contract restrictions apply to this work, and it is often the case that sustainability alterations to contracts can only be done during re-negotiation or review of current contracts. Officers have been made aware of sustainability requirements.</p>	Environment and Climate Change	Ongoing	This will help reduce the council's Scope 3 emissions, the largest single emitter for the council.	Officer time.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply chain					
35	Work with suppliers/ tenants/contractors to increase their understanding of emission data	<p>To help the council gain 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. Guidance, information materials and support will be provided to suppliers and in the future detailed explanations of what the council is expecting will be included in all tendering packs. Initial documents are being drafted that clearly explain what the council are expecting from contractors.</p>	Financial Services and Environment and Climate Change.	Ongoing	This 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.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply chain					
36	Provide support to businesses and Small and Medium Enterprises (SMEs) that the council works with to reduce emissions and their impact on the environment	<p>The council will produce guidance documentation and information packs to SMEs to help them understand what emissions are and how they can be reduced. This will include a tool which enables a basic analysis of emissions to be done.</p> <p>In addition to the support above, the council could also provide training, help find funding opportunities and assist with efficacy improvements to ensure that the SMEs within Arun are supported.</p> <p>Businesses within Arun have the opportunity to sign up to the Arun Business Partnership Newsletter, where climate funding information is shared. The business development manager also undertakes quarterly meetings with Arun's larger businesses forum to provide general advice and support. Part of this will include advice and support for climate change and emission reduction.</p> <p>A consultant has also been recently appointed to engage with 100 businesses within Arun over the next year to better understand where they are with current climate issues. Part of this will also include climate related questions to provide an insight into what areas of sustainability they are struggling with and need help with. Detailed reports will be provided for each company contacted.</p>	Business Development	Ongoing	This will help reduce the council's Scope 3 emissions for suppliers. There will be a general reduction of business related emissions for the district.	<p>Officer time to produce material to help improve emission awareness and inform businesses about how they can reduce their emissions.</p> <p>Any financial assistance would require budget approval.</p> <p>The budget for the consultant engagement came from UKSPF. It is planned that additional UKSPF funds will help to facilitate some requests coming from the survey.</p>

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Supply chain					
37	Define a framework for requesting standardised carbon emission data from suppliers/tenants/contractors	<p>The council will develop a framework which will require all contractors to provide carbon reporting as part of the procurement process as well as annual updates on emission reductions. This will allow for the council's Scope 3 emissions to be more accurate and in turn ensure resources are allocated to the right areas.</p> <p>This is part of the extended work going on with the council's procurement team and internal legal team.</p>	Financial Services and Environment and Climate Change.	Short	This will help inform suppliers of their emissions.	Officer time to promote toolkit.
38	Investigate the potential to use business rates to drive energy performance	If applicable the council should consider discounted rates for businesses which 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 government guidelines to help inform the council's approach.	This will benefit the wider district.	Officer time to review and apply guidance.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Staff					
39	Officer time	<p>Work has been completed to find support for the Climate Change and Sustainability Manager in the commitment to reach the 2030 Carbon Neutral target.</p> <p>This role is supporting the projects within this action plan, ensuring residents are kept up to date with how projects are evolving and keeping up to date with changing legislation from central government. There is also an aspect of this role that will start to provide support and guidance to SMEs and other businesses within Arun.</p>	Environment and Climate Change	Ongoing	-	This cost does not lie directly within the climate change budget.
40	Provide carbon literacy training in the council	<p>Arun gained a bronze certification from the Carbon Trust in 2023. This was achieved by offering training to senior members of staff within the council. There is currently work being done to review the requirements for the council to gain a silver certification with an aim to submit an application in 2024. A 'taster' course was run in collaboration with WSCC during 2021-22 and it was decided that it would be beneficial to run additional courses throughout each year since. So far more than 40 officers have become carbon literate with roughly 65 undertaking the training. This has resulted in 80 actions being taken within the council to help reduce our impact on the environment. Elected members training was also carried out in early 2024.</p> <p>A number of courses are expected to run in the 2024-25 financial year to further increase carbon literacy in the council and ensure that sustainability is becoming embedded in everything we do.</p> <p>Free Local Government Association courses will also be advertised within the council for officers and members to make use of.</p>	Environment and Climate Change, HR	Ongoing	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. Trainer costs have also been included and all these have been sourced from the approved Climate Change budget. For the 2023-24 financial year this cost roughly £7,500.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Staff					
41	General training	Council-wide e-learning training has been made available to both officers and members with a focus on climate change and sustainability. This provides an overview of what we have been doing to reduce our emissions and combat climate change. This also includes an introduction to climate change, its impacts, what can be done to reduce its impact and finally what the council is currently doing. This was made available in spring 2023 and will continue to be available for the next two to three years. New starters to the council will also be required to do this training.	Environment and Climate Change, HR	Ongoing	Behavioural changes will reduce emissions and increase awareness of our impact on the environment.	Initial cost to produce this training was £3,659. There is also an annual cost to update and upkeep the course. A two year subscription has been paid from the 2022-2023 financial year climate change budget.
42	Produce a communications plan detailing climate change actions happening in the council	Continue to ensure that residents are kept informed about what the council is doing to tackle climate change. This includes providing educational materials to residential and non-residential sectors on low carbon technologies, energy efficiency, and sources of funding to encourage behaviour change and greater uptake of low-carbon technology. There will also be a focus on including more updates internally via the staff newsletter (HIVE) and members newsletter, and externally via social media posts and the Arun Times magazine. The recently appointed officer will look to further increase the council's ability to produce comms and provide information both internally and externally.	Communications	Ongoing	This will help ensure residents are informed about what the council is doing.	Officer time.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Staff					
43	Identify officers and members to champion the programme and key projects	<p>Change will not happen overnight and will require a group effort. By identifying those who are capable of supporting change there will be a more significant impact.</p> <p>A group of 'climate champions' have been created following carbon literacy training and they have pledged to complete a group and individual action to try to reduce emissions in their area of influence. The recently appointed officer will look to increase this groups numbers and set out more meaningful impact.</p> <p>Additional engagement will be undertaken by the newly appointed climate change and sustainability officer.</p>	Council-wide - senior staff, sustainability champions and members	Ongoing	This will ensure project process is monitored.	Officer time.
44	Ensure small behavioural change is encouraged within the council – to include both council staff and members	<p>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. It will be important that every member and officer plays their part in a joint approach to reducing emissions.</p> <p>This will mainly be achieved through training, such as carbon literacy training and the mandatory climate change e-learning training. The use of internal communications to inform, educate and update officers and members will also be important.</p> <p>The new climate change officer will help further increase behavioral changes across the council.</p>	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.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Transport					
45	Install EV charging infrastructure to support the council's EV fleet	<p>To support the transition of the council's fleet to EV, it is important that charging points are installed in the council's corporate building car parks to allow for charging during working hours and overnight. This will support the council's fleet of EV as well as council officers and members.</p> <p>So far there have been four EVCP (Electric Vehicle Charging Points) installed at Harewood Road, along with six at the Civic Centre.</p> <p>The council will continue to review opportunities to install additional EVCPs in its building car parks. Work is currently being done to review options to install some EVCPs at Hotham Park Carriage Yard, Bognor Regis and the infrastructure has been completed for EVCPs at Manor House car park in Littlehampton.</p>	Technical Services	Ongoing	There will be a reduction in emissions associated with vehicle usage.	Total cost £23,213 for the installation at Harewood Road and £15,383 for the installation at the Civic Centre.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Transport					
46	Countywide EV charging point network	<p>The council will look to install 1000's of EVCPs across the county (in partnership with WSCC, other districts and boroughs and Connected Kerb) 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 2035 ban of new diesel/petrol cars.</p> <p>The below are targets:</p> <ul style="list-style-type: none"> • fast charging points installed in Bognor Regis car parks: Hothampton (eight) going live early 2024 • fast charging points installed in Littlehampton car parks: Surrey Street (six) Manor Road (six), all to be installed early 2024 • on-street fast charging points installed within Bognor Regis: Wood Street (six) • on-street fast charging points installed within Littlehampton: Beaumont Park (six), now live, Fitzalan Road (six), now live and Wick Farm Road (six) • on-street fast charging points installed within Rustington: Dolphin Way (six) <p>Another 11 on street sites are planned for 2024 and three additional car parks will also be fitted in early 2024. Funding application is underway for East Preston Village Green and Aldingbourne Community Centre sites (six plugs per site).</p>	Technical Services and Environment and Climate Change	Ongoing: 2019 to 2041	This 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					
47	Develop a programme to incentivise staff to change to low emission vehicles or use public/active travel methods	<p>By providing incentives to staff to use 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. Behavioural changes through training and communications will also help.</p> <p>It will be important to clearly communicate these incentives within the council. There is currently both a car loan and cycle scheme available. There could be scope to ensure that EV are favoured over petrol/diesel vehicles.</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.
48	Encourage the transition of the council's contractors and taxis to low emission/electric vehicles	<p>Where applicable the council should actively support and encourage contractors to transition to electric vehicles. This should include moving HGVs/larger vehicles to hydrogen when technology becomes available.</p> <p>The council has recently adopted a new taxi policy, which will start in April 2024. This include incentives to encourage drivers to switch to electric vehicles. Public consultation has been done to help guide this policy and results are being reviewed. Current thoughts are that the council will only be licensing electric or hybrid vehicles from 2030 and as vehicles will only go to 15 years of age from first registration, we're advising them to choose electric/hybrid options when they change the vehicle.</p>	Clients, officers and all services that employ contractors	Completed	There will be a reduction in emissions associated with vehicle usage.	Officer time The work being done on the taxi policy is being produced in-house. If incentives are to be considered funding will be required.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Planning					
49	Produce an Air Quality Strategy for Arun (AQMA)	<p>The main purpose of this strategy is to comply with the governments new requirement for all local authorities without an air quality management area to produce a strategy by the end of 2023. This will allow for all local authorities to set out the action that they will take to improve air quality in their area and prevent the declaration of an AQMA and to work towards achieving the governments new air quality targets, outlined below:</p> <p>Interim targets (end of January 2028):</p> <ul style="list-style-type: none"> - the highest mean concentration in the most recent full calendar year must not exceed 12 µg/m³ of PM2.5 - compared to 2018, the reduction in population exposed to PM2.5 in the most recent full calendar year must be 22% of greater <p>Long term targets (end of 2040):</p> <ul style="list-style-type: none"> - we will achieve a maximum annual mean concentration target of 10 micrograms of PM2.5 or below per cubic meter we will reduce population exposure to PM2.5 BY 35% compared to 2018 levels. 	Environmental Health	Completed	There will be a reduction in emissions within the district and an improvement of air quality. No direct emission reductions will be seen for the council.	Officer time to produce the report, though a budget would be needed if priority actions are to be progressed past initial feasibility studies.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Transport					
50	Transition the council's fleet to low emission or EV	<p>Work is currently being done to procure electric vehicles for the council's own fleet. 14 electric vehicles have been ordered and delivered for the council's use. This includes:</p> <ul style="list-style-type: none"> X2 Nissan Leaf X4 Vauxhall Combos X8 Vauxhall Vivaros <p>As technology evolves the remaining fossil fuel vehicles will be transitioned to electric alternatives. Hydrogen cells are not being considered due to our fleet being leased and not owned.</p>	Environment and Climate Change	Completed	Estimated CO2 saving per annum is 36 metric tonnes if vehicles are replaced with full electric.	Officer time.
	Planning					
51	Active Travel Study	<p>To help set out the priorities for delivering safe active travel routes (walking and cycling) and to help reduce car-based emissions, congestion and increase health and wellbeing within Arun. This study helps to shape council funding prioritization for Community Infrastructure Levy (CIL) money in the Infrastructure Investment Plan (IIP 2022/24).</p> <p>There has been recent activity to support and seek agreement (in principle) for the Emerging Arundel Local Walking and Cycling infrastructure plan. This will help improve cycling and walking routes in and around Arundel and connect vital routes and locations together.</p> <p>Phase 2 will be scheduled as part of the Local Plan update in 2025, once new local communities are identified.</p>	Planning	Ongoing: Phase 1 completed Stage 2 timetable subjected to Local Plan update resumption in summer 2023.	There will be a reduction in emissions associated with vehicle usage and a reduction in congestion on the roads.	Phase 1 £38.7k complete. Delivery funding derived through Development Management decisions - s.106 contributions and CIL IIP priority projects.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Planning					
52	Building control and the built environment	The council will aim to support building regulation changes for any new or existing domestic and non-domestic buildings by continuing to carry out design assessments (Building Regulation applications for proposed works) and then site inspections (as each notifiable project is constructed) to ensure that legislation is being followed by developers, builders and householders. This will include, but is not limited to, the requirements to install EVCPs in required developments from 15 June 2022 and the requirement for proper insulation and heating systems to be installed. Notifiable building works are to rigorously comply with the minimum national standards for Conservation of Fuel and Power.	Building Control	Ongoing	There will be a reduction in emissions associated with building use across the district.	Officer time.
53	Challenge planning requirements and produce a Climate Change and Sustainable Design Study	<p>This work will set out an evidence base for the Local Plan to guide 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. The work will be commissioned in 2024 to support the Local Plan update. It will need to be compliant with national policy which proposes to establish national development management policies for energy performance.</p> <p>Improvements could range from requiring an increase in onsite renewable energy production (PV), installation of heat pumps (where possible), and ensuring a fabric first approach is followed by improving construction build ups. Currently, work is being done to review the impact of upcoming building regulation requirements and whether changes are needed to the existing planning condition requiring Electric Vehicle Charging points (EVCPs) be installed in housing and other developments. It is important to ensure that designs and layouts allow for low-carbon energy solutions and passive warming/cooling options and 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 2021 – May 2022. This is currently paused due to the Local Plan update. Potentially to lift this once the local plan update is underway – restarting in 2024.	There will be a reduction in emissions associated with residential heating and waste produced during the construction of homes.	Previous budget has been used for other purposes. Additional budget will need to be provided in 2030 (thought to still be roughly £30k).

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Planning					
54	Support decarbonisation of the national grid through planning policy	<p>Provide support through planning policy for strategic energy infrastructure developments that seek to deliver and support the national decarbonisation target.</p> <p>Engagement has begun with workshops invites sent out to relevant stakeholders.</p>	Planning	Ongoing - subject to Local Plan update resumption in Summer 2023.	There will be benefits associated with grid-wide decarbonisation.	Officer time.
55	The council should ensure access to sustainable transport routes are considered in planning applications	<p>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 to other cycle/walking networks. Behavioral change for residents to make use of action transport routes will also be required to ensure maximum use and will be delivered through Green Travel Plans. These are legal agreements where the developer is expected to meet the council's charges.</p> <p>Current transport policies include: T SP1, T DM1, as well as QE DM3. There is also consulting on new sub-sections to be inserted relating to junction standards, reflecting new standards relating to cycle and pedestrian shared space (Supplementary planning information Arun District Council). This is linked to action 50.</p>	Planning	Short	There will be a reduction in emissions associated with vehicle usage and a reduction in congestion on the roads.	Officer time and cost neutral as this has been mainstreamed following the adoption of the updated Local Plan.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Planning					
56	Reduce mileage of fleet and other vehicles	<p>The council should seek to address vehicle movement and user behaviour. This could include reducing the number of journeys and the routes taken. Many officers who undertake site visits already ensure trips take place in similar areas or along routes which reduces waste mileage.</p> <p>The council has now also migrated the majority of its fleet to electric vehicles, as these are powered by renewably generated electricity, emissions for these are zero. Behaviour changes will be the major force behind this change. A number of staff training sessions have taken place (actions 39 and 40). Additional work has been undertaken by the climate change and sustainability team around engagement of officers and members as well as providing information and educational resources to further support behavioral change.</p> <p>Additional training to highlight the importance of time management to avoid unnecessary trips and the role that driving plays in global warming including performance reviews/objectives is also being considered. CMT will need to get involved to ensure proper guidelines and procedures are followed.</p>	HR and CMT	Medium	There will be a reduction in emissions associated with vehicle usage.	Officer time.
57	Business Travel – could include rentable cars/Pool cars/electric bikes	The council will look to include alternative methods for business travel to help reduce emissions related to vehicles and support a reduction in Scope 3 emissions. This could include electric vehicle pool cars, electric bikes for staff/members usage and supporting staff/members to travel with public and active transport where possible.	CMT	Long	There will be a reduction in emissions associated with vehicle usage and Scope 3 emissions will be reduced.	Officer time, no indication of cost at this time.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Housing					
58	Increase public engagement and understanding on climate change	The council has started to engage with our housing residents more on climate change and sustainability topics. This has mainly been achieved via housing newsletters and information sheets about properties. Information has been shared with residents about what the council is actively doing. Future topics will include information about what can/cannot be recycled and highlighting the importance of sustainability.	Environment and Climate Change	Ongoing	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.
59	Installation of smart meters into council properties	<p>The council is starting to undertake a review of its housing properties and considering the feasibility of installing smart meters. The installation of these meters will ensure that the council only pays for the energy it uses, rather than being charged on estimates. This will help with cost savings, as well as allowing for more accurate monitoring of carbon emissions related to heating and power.</p> <p>Initial work will be done to install electric smart meters onto some of our landlord supplies. Additional work will be started once this is completed.</p>	Housing	Ongoing	There will be no direct saving in emissions, however this will allow for more accurate readings and payments to be taken.	Officer time – smart meters are installed free of charge.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Housing					
60	Ensure newly acquired council properties are sustainable and have a reduced impact on the environment	<p>The council will ensure that sustainability is considered when purchasing new properties for council housing. This could include the requirement for properties to be heated by heat pump (rather than gas boiler), having solar panels installed on roofs to allow for on-site renewable energy generation and/or are built to a high standard to ensure low energy requirements. A number of properties are already powered by air source heat pumps, this includes 13 flats and two houses at Cinders Lane, Yapton.</p> <p>The council will also ensure that EVCP's and the associated infrastructure is installed in council-owned housing so that residents are able to move away from petrol/diesel vehicles. This will be in compliance with the change in planning requirements that occurred from 15 June 2022. Currently, a number of properties have EVCP's installed, this includes two at Charlies Square, 27 at Summer Lane (14 passive) and eight at Chichester Road, Bognor Regis.</p> <p>When/if the council constructs additional council properties it will ensure that the specification includes sustainable design and technologies.</p>	Residential Services and Technical Services	Ongoing	This will help support reduction in emissions associated with vehicle use and powering homes in the wider district.	Officer time.
61	Bid for wave 2 of the Social Housing Decarbonisation Fund	<p>The council applied for the second wave of the Social Housing Decarbonisation Fund (November 2022), but was unsuccessful in this bid. Review of the next wave will be undertaken and a new bid for future waves will be made to try to access funding from central government. A fabric first approach will be taken to any works undertaken and by improving the energy efficiency of each home we will ensure that emissions are reduced and confirm levels are increased for our tenants, some of whom are the most vulnerable within the district. Additionally, there will be a reduction in carbon emissions released through heating and lighting each of these properties, helping reducing the council's impact on the environment. Where needed PV will also be installed to help boost the EPC rating to at least C.</p>	Residential Services	Ongoing	This will allow for large emission reduction from the council's housing stock.	Officer time to write, review and gather required information for the bid.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Housing					
62	Formulate strategy for delivery of 2030/2050 targets	In 2021 a high-level audit of the council's housing stock was done, this was the start of work 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	Ongoing: five-year Decarbonisation Strategy for housing stock kept under review by decarbonisation board for EPC C level. Target adopted for net zero emissions by 2050.	Currently estimated that the council's heating, lighting and appliances produce around 8000 tonnes of CO2 per year.	Officer time and a long-term commitment to decarbonisation included in HRA for approval in Feb 2023 with an £80M cost before support from central government.
63	Add housing Revenue Account (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. A more in-depth review of the council's properties will be required. This is in connection to action 45.	Residential Services and Technical Services	Short	This will help support reduction in emissions associated with vehicle use in the wider district.	Officer time.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Community involvement initiatives					
64	Provide home energy advice, signposting, and visits to Arun residents vulnerable to fuel poverty	<p>This role will aim to protect the wellbeing of the most vulnerable residents of Arun by tackling the risk factors for fuel poverty. This will be achieved by providing home energy advice, signposting, visits to vulnerable Arun residents, and tackling fundamental barriers to basic health and wellbeing by promoting improved access to affordable warmth grants.</p> <p>Additionally this role will raise public and professional awareness of the local and national support available to improve the energy efficiency of homes, work with frontline workers to raise awareness of the impact of cold homes on health and wellbeing, and show where to signpost vulnerable clients. Another key aspect would be promoting the Home Energy Visitor service to agencies, organisations and professionals to encourage uptake of local and national grants.</p>	Technical Services	Ongoing: May 2023-April 2024 one year funding only	There will be a reduction in emissions associated with private households throughout the district.	£40k - employed one x officer for 22 hours + small budget for energy efficiency small measures.
65	Net Zero 360	<p>Net Zero 360 provides training to businesses within Arun to start to understand their emissions and impact on the environment. Over two years 500+ Arun SMEs will be engaged with around net-zero, with 100 being supported with intensive training and general support and guidance. This training will take place over three sessions and will cover a range of topics, including creating a net-zero roadmap, putting plans into place, measuring footprints, and facilitating peer to peer support and connections. Dates of future training can be found by following this link.</p>	Business Development	Ongoing	Benefits will be seen across the district but will not directly improve the council's Scope 1, 2 and 3 emissions.	Officer time only, this is being managed externally and the council is supporting its reach within the district.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Community involvement initiatives					
66	Let's go! Net Zero	This project is in partnership with West Sussex County Council. They are providing support to businesses across the county to embrace sustainability and take advantage of the benefits of going green. They are offering online resources to support businesses to get started on the green journey, as well as providing opportunities to network and connect with others in the same position. There will also be numerous events happening which will provide opportunities to hear from experts and peers about how they managed to incorporate sustainability into their practices.	Business Development	Ongoing	Benefits will be seen across the district but will not directly improve the councils scope 1, 2 and 3 emissions.	Officer time only, this is being managed externally and the council is supporting its reach within the district.
67	Provide Home Upgrade Grant (HUG)	<p>The council was successful in the combined consortium bid for HUG1 and HUG2 funding which is specifically targeted at off-gas properties. This funding is used to help support residents who are struggling with fuel poverty by providing money to improve the energy efficiency of their homes, through the installation of cavity/floor insulation, heating systems and PV. The council was also awarded £6,754 in 2022 and a further £5,923 in 2023 to promote this scheme to residents.</p> <p>Under HUG1 44 households have been supported in Arun. So far under HUG2 51 households are being supported in Arun. 19 are complete and 32 are in progress.</p>	Technical Services	Ongoing: HUG1 ran from 2022-2023 HUG2 started from April 2023 and will run until March 2025	This will help with emission reduction in the wider district.	<p>£41.1m has been made available for 2000 properties.</p> <p>To date under HUG2 £139,107 has been spent in Arun.</p>

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Community involvement initiatives					
68	Provide Local Authority Flex funding (LA Flex)	<p>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. So far there have been two phases, ECO3 and ECO4.</p> <p>ECO3: A total of 248 properties in Arun have accessed free energy measures in the last few years. In total 194 cavity wall insulation and 63 loft insulation and 11 heating upgrade measures have been installed. The combined savings amount to approximately £27,072 per year.</p> <p>ECO4: started at the end of 2023, 30 declarations have been processed in Arun to date</p>	Technical services	<p>Ongoing: ECO3 ran from 2013-June 2022.</p> <p>ECO4 will run from- 2026 (there have been several delays to this start date)</p>	This will help with emission reduction in the wider district.	<p>There is no cost to the council apart from the administration of the scheme.</p> <p>For ECO 3 approximate grant funding accessible to residents amounts to approx. £141,384.</p>

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Community involvement initiatives					
69	Solar Together Sussex Scheme	<p>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 these technologies and ensures residents are confident in the installers.</p> <p>For 2020 the auction had 52 interested households with 43 installs completed. For 2021 the auction had 106 people show interest, 29 solar installs and 17 solar battery storage installs have been completed to date.</p> <p>The summer 2023 auction saw 1,798 customers across West Sussex engage with the auction, 112 for battery storage and 1686 for solar PV. 706 customers have had systems installed so far. There have also been 903 customers express an interest in EVCPs, with 53 being installed to date.</p> <p>There most recent auction was in 2024 and at January 2024 there are 103 Arun residents signed up and paid, 58 of which have been installed.</p>	Technical services	Ongoing: 2020-2024 Additional auction in of 2024.	<p>There will be a reduction in emissions within the district.</p> <p>Approximately 36,256 kg of carbon has been offset from the 2020, 21 and 23 auctions.</p>	An initial investment of £2521 was provided once in 2020 and has been recouped and reinvested each year for the subsequent auctions. This can be returned to Arun District Council once we stop taking part in the scheme. This funding has been recouped and is held by WSCC for future reinvestments.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Community involvement initiatives					
70	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 60 households per year. Approximately £500,000 has been spent on boiler upgrades over the last two years via the fund.	Technical Services	Ongoing (started 2016) - budget dependent - reviewed each April	There will be a reduction in emissions within the district.	Funded via the Disabled Facilities Grant from Public Health.
71	Safe and Warm Homes - external wall insulation to park homes	To support the most vulnerable residents to insulate their homes with fully funded under floor and external wall insulation grants. This was for park home residents. These properties are not well insulated and often owned by residents on a low income/benefits and with health conditions. Residents receive an estimated saving of £250 per year per park home. In the past two years more than 60 park homes have been insulated and approximately £500,000 has been spent on park home insulation between Jan 2022- Jan 2024.	Technical Services	This fund will re-open in January 2024 as LAD funding came to an end	There will be a reduction in emissions within the district.	Funded via the Disabled Facilities Grant from Public Health.
72	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	There will be a reduction in emissions within the district.	Funding provided by the council from existing budgets. £200,000 is available for £10,000 loans and £50,000 available for £5,000 grants

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Community involvement initiatives					
73	Citizens Advice Energy Helpline	<p>The Citizens Advice Energy Helpline was set up in 2021 and has been helping residents with phone advice. From 2021-2022, 523 residents in Arun have used the helpline and 1,512 energy issues have been supported. The scheme has saved residents in Arun £60,246.</p> <p>An additional budget was provided to support this helpline in Arun with a dedicated fulltime member of staff for one year from January 2023- January 2024. They have dealt with 70-162 in depth calls to clients a month, completing 200-677 activities per month. The month of December saw the highest number of calls and actions at 162, 677 respectively.</p> <p>They have identified the types of issues raised, the demographic of people calling and the wards they are in. Fuel debt is the main issue with most calls coming from the River Ward and Courtwick and Toddington Ward, both which have high fuel poverty rates.</p>	Technical Services	Ongoing	There will be a reduction in emissions within the district.	Funded via the Disabled Facilities Grant from Public Health.
74	Support Community Transport Sussex in the production of a Community Transport Plan	Community Transport Sussex want to develop a Community Transport plan for the residents of Arun to support those who are unable, or who struggle to access mainstream transport. Part of this work will be to review options to utilise EVs in this process, and help reduce emissions associated with car usage.	Community Wellbeing	Ongoing	This will support reduction in emissions associated with vehicle usage in the wider district.	The Housing and Wellbeing Committee (6 October 2022) agreed £11,500 of support funding for Community Transport in Arun.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Community involvement initiatives					
75	Engage with Arun Youth Council	<p>Arun has a youth council which supports the student voice in all secondary schools within the district. The youth council has voted to include climate change as one of their key interests for the 2023-24 academic year and will be supported by the Climate Change Team in having a voice in what is happening with climate change in the council. Officers attended the first meeting of the youth council in November 2023 and will continue to attend when the youth council includes climate change onto the agenda.</p> <p>This is a great way to ensure young people are involved with climate change and are able to have their say in what the council is doing.</p>	Environment and Climate Change	Ongoing	There will be no direct reducing in emissions.	Officer time

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Community involvement initiatives					
76	MEES (Minimum Energy Efficiency Standards) for rental properties project	<p>The council was successful in a joint bid for funding from the Department for Business, Energy & Industrial Strategy (BEIS) for a MEES project. This was a joint project with Chichester District Council. £76,500 was awarded for a project team to be appointed. The team identified non-compliant properties and scrutinised the exemption register.</p> <p>The project promoted this change in legislation and encourage landlords to improve their properties. Enforcement policy and procedure has been set up and an updated enforcement policy was produced and approved by Members on 22 January 2022. Enforcement proceedings have started on non-compliant properties where the landlord is not engaging.</p> <p>At the start of the project 945 properties were non-compliant. As a result of the project this has been reduced to 71, 12 of which in Arun. The Environmental Health Officers and DFG Surveyors are still working with these non-compliant properties to enforce improvement.</p> <p>Procedures are now in place for Environmental Health Officers to identify non-compliant properties and enforce against them where required. Best practice has been shared with West Sussex County Council who intend to support other district and boroughs with identifying non-compliant properties to support their enforcement of MEES legislation.</p>	Technical Services	This project ran from September 2021-September 2022. However ongoing monitoring is still taking place	There will be a reduction in emissions within the district.	No cost to the council £76,500 grant funding from BEIS.

	Action	Aim	Service area	Project commencement	Environmental impact	Cost
	Community Involvement Initiatives'					
77	Provide Local Authority Delivery schemes (LAD): LAD1a LAD1b LAD3	<p>LAD funding was used to help support residents who struggle with fuel poverty by providing money to; improve the energy efficiency of their home, install cavity/floor insulation and/or improve their heating systems.</p> <p>This funding was provided across a number of different phases.</p> <p>LAD1a: 137 households supported in West Sussex with 108 in Arun. 178 measures were installed across the county with 135 in Arun.</p> <p>LAD1b: 593 households supported in West Sussex with 257 in Arun. 666 measures were installed across the county with 281 in Arun.</p> <p>LAD3: 345 homes supported. 181 household within Arun.</p>	Technical Services	<p>Completed: LAD1a/b ran until June 2022</p> <p>LAD 3 ran until March 2023</p>	This will help with emission reduction in the wider district.	<p>External funding was LAD1a (£3 million) and LAD1b (£6.2 million, with an additional external of £8.5million).</p> <p>Funding is shared across several authorities, Arun residents accessed £1,854,074 worth of funding. The largest share of the whole consortium.</p> <p>LAD3 committed £6.6 million across the consortium.</p>

Appendix A

List of corporate buildings

- Civic Centre
- Phoenix House
- Bognor Regis Town Hall
- The Lodge & the Yard (Hotham Park)
- Bersted Park Community Building
- Harwood Road
- The Laburnum Centre
- Arun Leisure Centre (wet and dry side)
- Littlehampton 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 centers operated by Freedom Leisure to identify additional energy conservation measures and assess adherence to our sustainability and energy non-negotiables 	2004/2024 - 2003/2025
	<ul style="list-style-type: none"> • Provide additional awareness and support to colleagues and customers through the established Freedom Leisure Environmental Sustainability Network by holding at least one webinar per quarter, dealing with responsible resource management and improving environmental performance 	2004/2024 - 2003/2025
	<ul style="list-style-type: none"> • Undertake environmental awareness and utility management training with management teams with at least one session per quarter 	2004/2024 - 2003/2025
	<ul style="list-style-type: none"> • Keep updated Environmental and Energy Management Action Plans per site (aligned with findings of audits and council's targets) 	2004/2024 - 2003/2025
	<ul style="list-style-type: none"> • Ensure that all electricity procured by Freedom Leisure is 100% green and solar installation or other low and zero carbon technology feasibility reviews are completed where relevant 	2004/2024 - 2003/2025
	<ul style="list-style-type: none"> • Maintain the monitoring, review and reporting of energy use, waste and resource management, water use and carbon emissions 	2004/2024 - 2003/2025
	<ul style="list-style-type: none"> • Implement at least one solution for a difficult-to-recycle waste stream 	2004/2024 - 2003/2025
	<ul style="list-style-type: none"> • Improve the recycling rate for waste generated at sites 	2004/2024 - 2003/2025
	<ul style="list-style-type: none"> • Provide at least one potential water-saving solution for consideration for implementation 	2006/2024
	<ul style="list-style-type: none"> • Undertake quarterly meetings with Arun District Council 	2024-2025

Appendix C

Scope	Service Area	Financial year	Carbon (tonnes of CO2e)	% of emissions
1 and 2	Gas	20-21	132	0.48
		21-22	164	0.60
		22-23	134	1
	Petrol/diesel	20-21	43	0.16
		21-22	41	0.05
		22-23	36	0.19
	Electricity	20-21	216	0.78
		21-22	0	0
		22-23	0	0
Scope 1 and 2 total		20-21	392	1.4
		21-22	205	0.75
		22-23	170	1
3	Purchased goods	20-21	25,066	90.25
		21-22	24,771	91.20
		22-23	16,463	91
	Fuel and energy outside (upstream)	20-21	35.82	0.13
		21-22	28.11	0.10
		22-23	203	1
	Water/sewage	20-21	80	0.29
		21-22	103.53	0.38
		22-23	Now included with council waste	Now included with council waste
	Council waste	20-21	96	0.35
		21-22	124	0.46
		22-23	16	0.09
	Business travel	20-21	36	0.13
		21-22	11	0.04
		22-23	1	0.01
	Employee commuting	20-21	397	1.43
		21-22	397	1.46
		22-23	145	1
	Leisure centres	20-21	1,051	3.79
		21-22	995	3.66
		22-23	1,009	6
	Investments	20-21	700	2.52
		21-22	628.96	2.32
		22-23	No longer reporting as insignificant	No longer reporting as insignificant
Scope 3 total		20-21	27,382	98.6
		21-22	26,956	99.2
		22-23	17,837	99.1
Council total		20-21	27,774	-
		21-22	27,162	-
		22-23	18,007	-