

Climate Action and Sustainability Work Plan

2025 - 2026



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 emissions 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 also be carried out each financial year.

The carbon audit provided a baseline to measure future carbon reductions and savings. This Climate Action and Sustainability Work Plan (formally Climate Action and Biodiversity Work Plan) has been produced to sit alongside the Carbon Neutral Strategy. It provides a schedule of many of the projects and plans which are being undertaken in the coming months and years to help support the council's fight against climate change. Not all projects have reportable emission reductions, but where it has been possible to include this, we have.

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 originally commissioned an audit to calculate its carbon emissions and to set a baseline using data from the 2019-20 and 20-21 financial year. However, this has now been updated to use results from the 2023-24 financial year, as a consultant has been appointed on a multi-year contract until reporting is no longer required. This will ensure all results are more easily comparable going forward.

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	-	-

The Carbon Neutral Strategy identified three priority areas that will be addressed to ensure that there are reductions across all Scopes. Priority 1 was selected as 'supply chain' as this is the largest single emitter, priority 2 as 'energy' with all other emitters falling into priority 3. The baseline was originally set as the 20-21 financial year, however, this has now been updated to figures from the 23-24 financial year due to a change in methodology used to produce results.

As the council's supply chain is 91.45% of total emissions, 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. As can be seen from the diagram on the right (Figure 1), emissions generated from the council's housing stock and the waste produced by residents and businesses are excluded from all carbon footprint calculations of the council. This is due to these emissions not being within the direct control of the council.

Arun District Council 2023-2024 emissions

The council has finalised the carbon emissions for all Scopes for the 2023-2024 financial year and included them within the appendix of this report. 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 when compared to the baseline year, and therefore the council has reduced its total emissions by 9.7%, falling from 18,007 tCO2e in the baseline year to 16,255 tCO2e in 2023-2024. For a full set of raw data please refer to Appendix B at the end of this report.

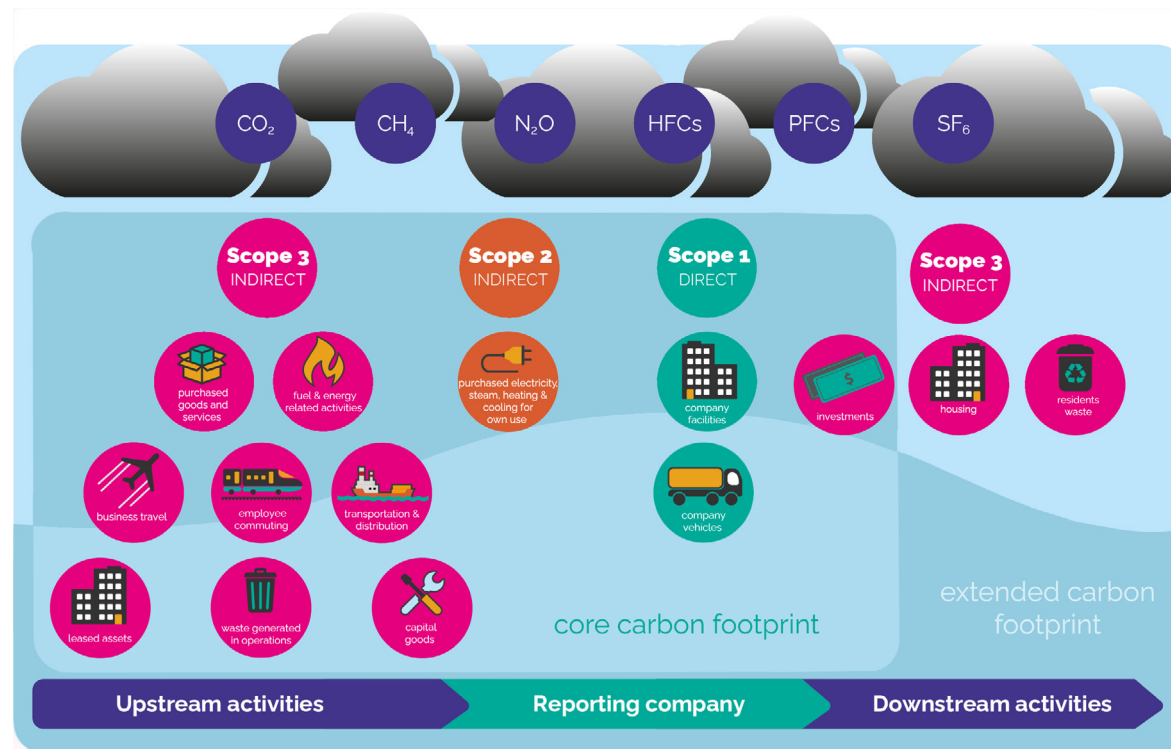


Fig.1: Graphic to showcase which emission sources have been included within the council's carbon footprint.

Business as usual

Figure 2 (below) indicates how the council’s emissions will change if a business-as-usual approach is adopted, with only a 3.5% year-on-year reduction included to show the impact of the predicted 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 previous trends 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. The actions in this document are aimed at accelerating the year-on-year reduction necessary to meet the council’s decarbonisation ambitions.

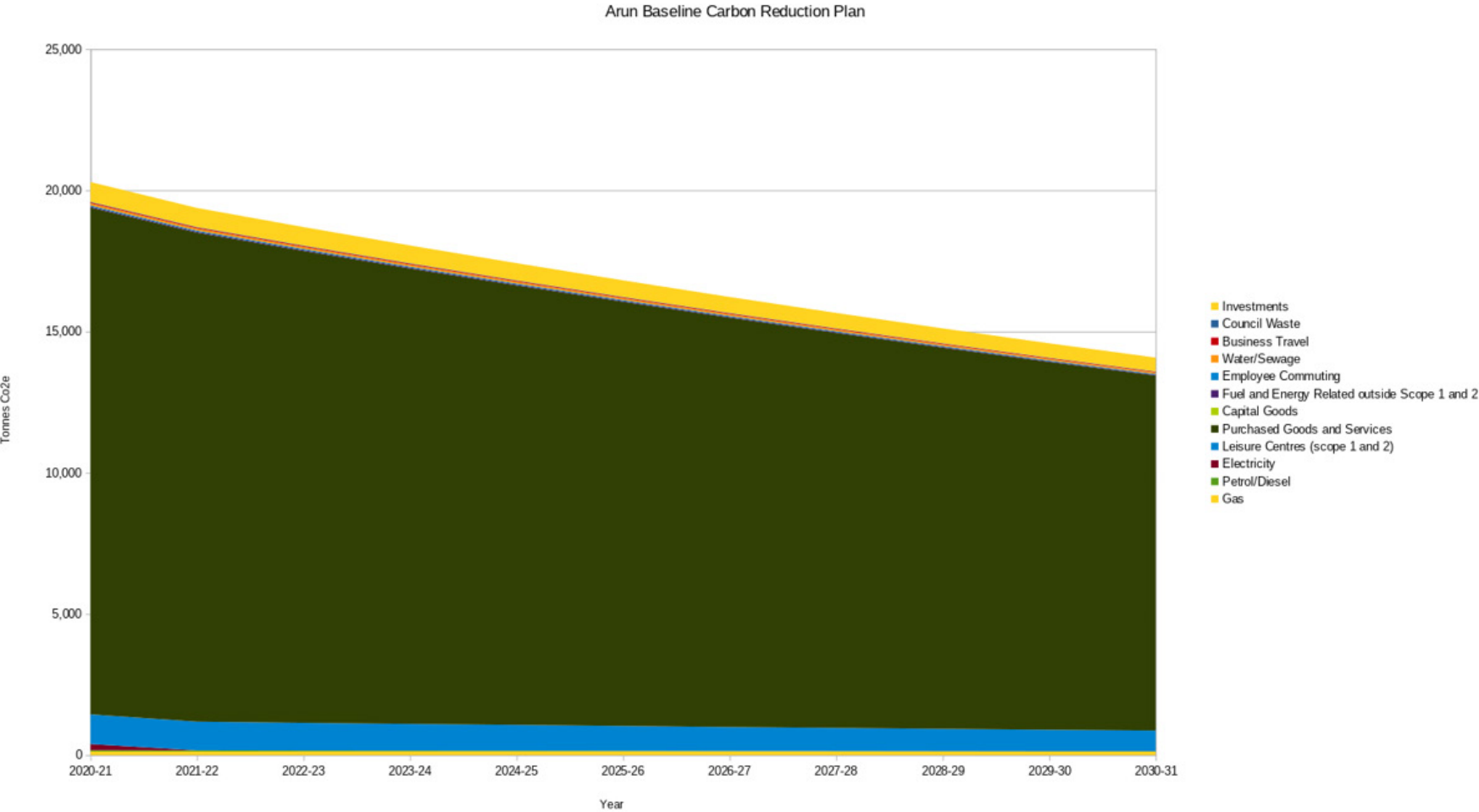


Fig 2: Graphic showing how a 'business as usual' approach will result in the council failing to reach its 2030 target

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. 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.

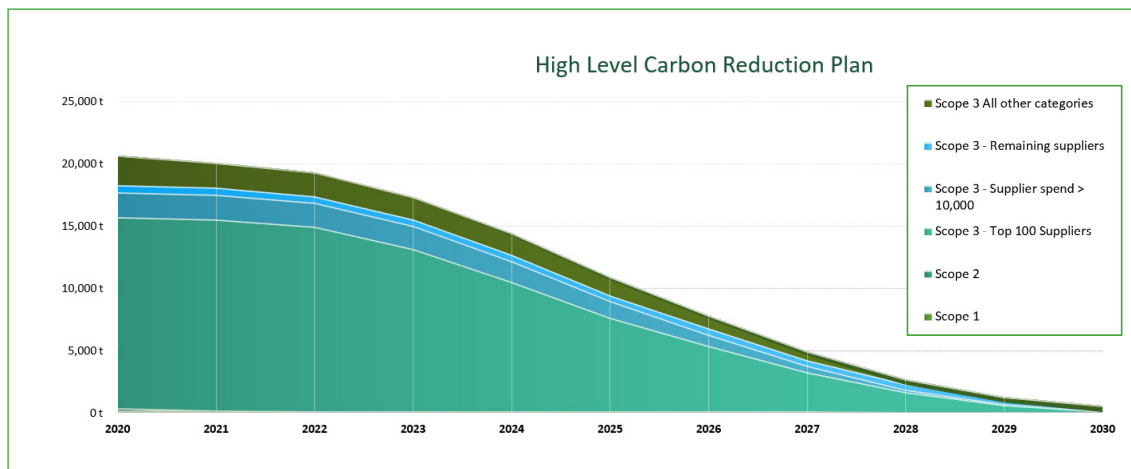


Fig 3: Graphic showing that by reducing emissions from all 3 Scopes the council will reach its 2030 target.

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), 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 in the buildings it manages, on the council's behalf.

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 Sustainability Work Plan is a document that records the progress of projects that have been identified by the council as important to support both emission reduction and general sustainability work. This is updated annually and is taken to the Policy and Finance committee for comment and approval. Where possible and appropriate, project timeframes, costs/ budgets and emissions savings (in tco2e) have been included. However, this is not always available for every action.

The 2025-26 iteration of this document has been updated in accordance with comments made by our elected members during the 2024-25 review process. Changes include streamlining the report by combining similar actions into one, removing actions which do not directly support emission reduction, biodiversity or sustainability, and including additional detail to help provide a stronger narrative. We feel it is important to share a complete picture of all the great climate change and sustainability work that is going on across the district, even when these do not have a direct impact on the council.

As the 2030 carbon neutral target approaches it is becoming more apparent that offsetting will be required, though this will be a last resort for the council. Offsetting works by removing or capturing emissions from the atmosphere by undertaking actions such as tree planting or peat restoration. For more information on where the council is on offsetting, please see project 14.



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	Low	Medium	High

	Action	Aim	Progress	Impact	Commencement	Scope
	Buildings and construction					
1	Undertake yearly monitoring of the council's emissions (yellow)	<p>An annual audit of the council's Scope 1, 2 and 3 emissions will take place to enable us to track how our activities and reductions are progressing. Updated figures have been incorporated into this document for easy reference.</p> <p>The baseline report, figures and details are available within the Carbon Neutral Strategy and a comparison is included in Appendix C of this report.</p> <p>During the 2022-23 financial year an additional piece of work was commissioned to take a closer look at the council's procurement emissions. More detail can be found in projects 23, 24, 25 and 26.</p>	<p>This takes place annually and makes up a key part of the council's strategy to hit the 2030 carbon neutral target. This work has been budgeted at £13k per year (not including inflation).</p> <p>A consultant has now been appointed to undertake emission reviews across numerous years to ensure that the methodology used for this work remains constant.</p>	This will ensure proper monitoring and reporting of the council's emissions.	Continuous – this work started in 2021 and will continue until monitoring is no longer required.	-
2	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 ongoing energy crisis, there is uncertainty on 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 2023-24 financial year. This is reflected in the market-based Scope 2 emissions being 0.</p> <p>Though the council purchases renewable electricity the best option would be to generate on site renewable electricity via solar panels.</p>	While the council continues to purchase through 100% renewable tariff Scope 2 emissions will remain at 0. The council is reporting its Scope 2 emissions using a market-based approach, meaning that we are measuring based on our purchasing decisions. This approach is based on advice from contractors who undertake yearly emission monitoring.	Scope 2 emissions will continue to be negated if the council's electricity is renewable sourced and reported using a market based approach.	Continuous – this started on 1 April 2020.	2

	Action	Aim	Progress	Impact	Commencement	Scope
	Buildings and construction					
2		This will support the council's migration away from grid dependency and protect the council from increases of energy bills. Moreover, it will support the reduction of the Scope 3 emitter 'fuel and energy (upstream).				
3	Undertake a building needs review on the two main offices of the council – Bognor Regis Town Hall and the Civic Centre	Review of the council's two main offices and determine best future usage 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 from 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.	A job advert was published on the council's website on 20 June 2024 to hire a project manager to undertake this role. This role has now been filled, and an officer is working progressing, including undertaking a review of building use and engagement with officers. Heat decarbonisation plans are being undertaken for the Civic Centre and Bognor Regis Town Hall to help support this work (as per project 5).	To be determined – if assets are sold Scope 1 emissions will be reduced. If these are leased emissions may fall into Scope 3.	Continuous - this role was advertised and filled in June with a start date of September 2024. This is an 18-month secondment.	1 and 2
4	Undertake a building needs review on all the council's assets	To review the councils general fund assets to identify and deliver opportunities for improving revenue, reducing costs and realising capital receipts, whilst also reviewing and updating the Asset Management Strategy for onward management of the General Fund portfolio.	This role has now been filled, and an officer is progressing this work, including a review of the council's asset register. Work is underway and a project team and project board has been developed.	To be determined – this will depend on what it is decided to do with the assets identified within this work.	Continuous - this is an 18-month secondment which started in November 2024 and will be completed in April 2026.	1 and 2

	Action	Aim	Progress	Impact	Commencement	Scope
	Buildings and construction					
5	Undertake building feasibility studies on the council's corporate estate	<p>Building audits and reviews have been undertaken to help determine what upgrades and retrofits are required to improve the efficiency of the council's corporate estate, and to help with decarbonisation. This includes reviewing options around glazing and insulation as well as increasing energy efficacies by upgrading heating systems, building management systems, lighting, and reviewing zonings and controls standards.</p> <p>The installation of solar panels, battery storage and water use reduction equipment will also be considered. The council will ensure that a fabric first approach is taken to ensure benefits are maximised.</p> <p>Heat decarbonisation plans are the next stage in the building review process. These documents use information gathered during the building audit and will showcase a path to 'decarbonise' the selected site. In short this means to migrate them away from gas boilers to more environmentally friendly alternatives. The document will provide emission savings, costs to implement upgrades and support the council's journey to carbon neutrality by 2030.</p> <p>Many external funding options require first stage feasibility studies/heat decarbnoisation plans to be undertaken, as a minimum, to be able to make a worthwhile application. Therefore, by undertaking these types of reports the council will be in a better position to apply for funding opportunities.</p>	<p>Building audits have been undertaken for the Civic Centre (including Phoenix House), Bognor Regis Town Hall, Arun Leisure Centre, and Littlehampton Wave. This work cost a total of £41,500.</p> <p>A heat decarbonisation plan has been undertaken for Arun Leisure Centre using funding from wave 4 of the Low Carbon Skill Fund, supported by Salix. This cost a total of £17,500 but was at no cost to the council. To help support project 3 heat decarbonisation plans are also being undertaken on the Civic Centre and Bognor Regis Town Hall, costing £28,000.</p> <p>An application was put forward for Salix's wave 5 of Low Carbon Skills Fund in Spring of 2024, including:</p> <ul style="list-style-type: none"> - detailed design to be undertaken for Arun Leisure Centre's heat decarbonisation plan (£152k) 	<p>Potential savings for this can be found in Appendix C. These will, however, only be realised when construction work has been completed.</p>	<p>Continuous - this work started in 2022. Relevant funding opportunities will be reviewed and applied for as they arise. Internal budget will be utilised where appropriate.</p>	1, 2 and 3

	Action	Aim	Progress	Impact	Commencement	Scope
	Buildings and construction					
5		<p>It should be noted that upgrading buildings will provide only small reductions in overall emissions (as roughly only 1% lie within Scope 1 emissions) but will cost the council a significant amount of money to implement. Therefore to support this work the council will continue to look for external funding opportunities to support this work, including future low carbon skills funding and public sector decarbonisation scheme waves. Where possible internal funding could also be used to undertake feasibility studies.</p>	<p>- heat decarbonisation plans carried out for the Civic Centre and Laburnum Centre, including supporting reports. This includes a desktop assessment (£8,600), feasibility studies (£9,000), technical site surveys (£8,000) and investment grade audits (£8,482). Total funding for this aspect was £40k.</p> <p>The council was not successful in this bid, though the council will continue to apply for external funding opportunities.</p> <p>Work is currently underway to produce a multi-building decarbonisation plan on four of the council's buildings (the Laburnum Centre, Harwood Road Depot, Hotham Park Lodge and Durban Road Industrial Units). This will be a high-level assessment, but it is hoped that this will support future funding applications to the Low Carbon Skills Fund when it opens in spring 2025.</p>			

	Action	Aim	Progress	Impact	Commencement	Scope
	Buildings and construction					
6	Review opportunities to install additional PV on the council's estate and car parks	<p>Investigate potential/viability of installing additional solar PV on the council's estates, including car parks and leased buildings.</p> <p>This work increases the provision of locally sourced renewable electricity and supports migration away from grid dependency. Other options for use include income generation via resale. However, with current payback tariffs it is likely that usage for the council's own assets or direct re-sell to a known 3rd party would be the only feasible option forward. Depending on the purpose of the installation emission savings could be seen in Scope 2 or 3.</p>	<p>Work has been completed on a solar car port feasibility study for Mewsbrook car park. This work cost £10,000. Officers are currently reviewing next steps for this.</p> <p>Work has also started around reviewing the possibility of installing roof mounted PV on the top two floors of Fitzleet car park – a free Scope 1 feasibility study has been completed and options are being considered by officers.</p> <p>As per project 27, Littlehampton Wave has recently installed a 40.26 kWp rooftop PV system in line with the swimming pool supports fund work.</p> <p>Future sites are being considered but there will need to be a strong business case for re-payment of any construction works required. Review of possible sites is being undertaken.</p>	<p>If solar panels are installed, on site grid electricity consumption will be reduced. This will save money for the user of the electricity and help reduce grid dependency.</p> <p>Arun Leisure Centre had solar panels installed alongside an upgrade to the changing rooms. This is a 49kWp array and was installed in 2023.</p> <p>Roof mounted PV has also already been installed onto the Civic Centre (49.9 kWp system).</p>	<p>Continuous – solar carport feasibility work started in 2024 and future options will be considered and reviewed when raised.</p> <p>Solar rooftop work has been considered since roughly 2020/2021. Options will be considered when required and appropriate.</p>	3

	Action	Aim	Progress	Impact	Commencement	Scope
	Buildings and construction					
7	Undertake building upgrades and retrofits according to results from project 5.	<p>The council will take forward work highlighted within projects 5 and 6. A fabric first approach when undertaking upgrades will always be taken to ensure as strong benefit as possible.</p> <p>Building upgrade work is extremely expensive. The council will continue to monitor and review external funding opportunities to help support the decarbonisation of its buildings, including applying for Public Sector Decarbonisation Funding. Other options such as funding through reserves, prudential borrowing or commercial borrowing might also need to be considered to take this work forward.</p>	<p>At this stage only the installation of destratification fans has occurred in line with project 5. This is due to the cost of capital work and the strict criteria of funding pots available. This cost the council £48,300.</p> <p>Work will continue to gather as much information as possible to enable the council to have strong applications to any funding opportunities that allow for capital works to be undertaken. An important aspect of applying for capital funding is to ensure that feasibility studies, such as building audits and heat decarbonisation plans, have been completed to showcase the best approach for upgrades and to show that the council has considered best next steps.</p>	Potential savings for this can be found in Appendix C. These will only be seen once construction work has been completed.	<p>Destratification fans were installed at Arun Leisure Centre and the Littlehampton Wave during the 23-24 FY.</p> <p>No other work has taken place due to budget restraints.</p>	1, 2 and 3
8	Littlehampton Seafront Scheme	The council has been awarded a sum of money as part of the 'Levelling up Fund'. Part of this funding will be used to carry out the regeneration of Littlehampton seafront. A total of £7.23 million funding has been secured via the 'levelling up fund' with an additional budget of £25k provided by the council for the installation of PV on site.	This project was submitted to planning in October 2023, and accepted at planning committee December 2023 with work starting on site on September 2024, with a planned completion date of June 2025.	Carbon footprint of work will be minimised and emissions offset where possible. The installed PV will help save 1.29 tonnes of CO2e.	Continuous - work on site began in September 2024 and is set to be completed by June 2025.	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Buildings and construction					
8		<p>£31k has also been made available with the Changing Places budget with £56k more from the levelling up fund to support fund design guardians.</p> <p>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.</p>	<p>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) The PV array is 8.0kWp, and will generate approximately 7024kWh/year. 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. The biodiversity net gain (BNG) will be updated as part of the revised drawing pack submitted as a non-material amendment. The figure has not yet been confirmed but due to the value of engineering exercise there will be a reduction from the 40% initial thought, however it will still achieve the 10% requirement.</p>	<p>Carbon footprint of work will be minimised and emissions offset where possible. The installed PV will help save 1.29 tonnes of CO2e.</p> <p>Current indication shows that there will be a biodiversity net gain of at least 10% compared to previous site.</p>	<p>Continuous – work on site began in September 2024 and is set to be completed by June 2025.</p>	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Buildings and construction					
9	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 carry out works on the Alexandra Theatre, which will include upgrades to the building's energy efficiency. A total of £12.19 million funding has been secured via the 'levelling up fund' with an additional budget of £45k which will be provided by the council for the installation of PV on site. Additional fundings also includes: £82k from Changing Places budget, £94k from the UK Shared Prosperity Fund, and £3million from the council.</p>	<p>Work has been ongoing for this project and its currently within the detailed design stage (RIBA Stage 4). Pre-construction enabling and demolition work started in Q4 2024 (24/10/24). With main contract work following in late Q1 2025.</p> <p>Current plans include a fabric first approach being taken by ensuring there are improvements to insulation glazing on the development. Sustainable design practices will also be taken to ensure there is an increase of natural daylight whilst controlling solar gain with external shading. Natural stack ventilation will also be utilised to maximize ventilation throughout all seasons, further helping reduce overheating and improving air quality.</p> <p>On top of this PV is intended to be installed on the roof of the building (details of the PV array being installed are yet to be finalised and this is also subject to adequate budget and structural adequacy of roof to support this and space to accommodate in allocated plant area). 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 applied finishes within the new build aspect.</p>	<p>The installed PV will help lower carbon emissions. Specific savings are yet to be calculated, as this is dependent on the budget and structural suitability of the roof. Energy efficiency and sustainable design practices will lower the theatres Scope 1 and 2 emissions.</p>	<p>Continuous – this work started in Q1 2022 and is set to be completed by Q3 2026.</p>	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Buildings and construction					
10	Angmering Sports Hub	<p>Palmer Road Recreation Ground is a large public open space in north Angmering, and currently includes a sports pavilion, grass football pitches, a cricket wicket, and children's play facilities. It has been identified as a strategic priority within the Local Plan for the provision of a community sports hub and the council's playing pitch strategy also states that this is a suitable location for a community sports hub. The football foundation's local football facilities plan (May 2019) has also identified this as a priority project to deliver key sites for football.</p> <p>The recreation ground is currently managed by Angmering Parish Council under lease from Arun District Council and is sub-leased to Angmering Sports and Recreation Association (ASRA). The council's playing pitch strategy (March 2019) assessed the pitches and changing facilities to be of poor quality but that the site overall should be developed as a multi-sport hub site with investment focused on improving grass pitches, upgrading the changing facilities and the provision of one or two 3G pitches.</p>	<p>Concept proposals were published for public consultation between 12 July and 2 August 2024. The concept design was generally supported, and concerns have been considered as part of the design where they are deemed practical and proportionate.</p> <p>Layout plans were endorsed by Policy and Finance in October 2024 and a planning application was submitted in November 2024.</p> <p>Survey work is continuing to gather the data required to support the planning application. This includes ecology, arboriculture, archaeological study, and foul drainage. This will inform different aspects of the design and identify opportunities to enhance the site. The durability of materials for maintenance will also be considered, as well as the need to meet the BNG requirement. The energy strategy for the building has reviewed different options for powering and heating the building, including fully electric, fully gas or a combination of the two. The current solution is working towards a building which is fully electric and will use photovoltaic panels. The design team is considering how the building would be heated and cooled, which will be influenced by the level of use.</p>	<p>The installed PV will help save 6.61 tco2e. This will be used for heating and energy usage.</p>	<p>Continuous - the date for construction has not been confirmed due to the current funding shortfall. If funding is secured in early 2025, work could begin on site spring/summer 2026 and be completed spring 2027.</p>	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Biodiversity					
11	Appointment of an Ecology officer	An ecologist has been appointed to work within the planning team at the council. Their aim is to: protect, enhance and promote biodiversity by providing ecological advice to development management and planning policy, and to assist, support and engage with residents and stakeholders. They will also develop Biodiversity Net Gain strategies and producing and delivering a Biodiversity Action Plan (project 12) for the council. Advice and guidance will also be provided to the council's housing team to enhance biodiversity on council housing estates.	<p>Since being appointed, the Ecology Officer has set up a corporate Biodiversity Net Gain (BNG) Working Group and developed an in-house process for applying statutory BNG requirements to both major and minor planning applications. To help support this a series of in-housing training sessions have also been provided by the officer, for both Planning and Policy Officers. A review of each applicable application for compliance with BNG requirements is also within the remit of this officer.</p> <p>Moreover, to help support offsite BNG credit requirements advice has also been given on the setting up of habitat banks on council land. This involves engagement with landowners across the district.</p>	<p>Capacity has been increased to help support biodiversity projects across the district. There will also be support provided for BNG.</p> <p>We have received 233 planning applications since mandatory BNG came in on the 12 February 2024, 75 are subject to BNG.</p>	Continuous - role filled in Autumn 2023, this is a permanent position within the Planning Policy and Conservation Team.	-
12	Produce a Biodiversity Action Plan (BAP)	<p>This plan will build on the Biodiversity Net Gain Study published in 2022 (project 20) and so details from this work will help inform the action plan, making up part of Biodiversity reporting going forward. Full council resolution 199 (16 September 2020).</p> <p>The plan will map areas for biodiversity protection and enhancement building on the existing designated sites and opportunity areas. This includes buffer zones, habitat banks and wildlife corridors. Consideration of Marine Biodiversity Opportunity Areas protection are also included. The plan will also include a BNG delivery strategy.</p>	<p>The Biodiversity Action Plan (BAP) has been drafted by the Ecology Officer and sets out numerous targets and actions. Scoping is now complete.</p> <p>This includes details of the priority habitat and species within Arun and wildlife sites and their designations. Adoption of the Green Infrastructure Standards and Urban Greening Factor are proposed. Details of strategic partnerships, including the West Sussex Local Nature Recovery Strategy, Weald to the Waves, Sussex Bay and the Three Harbours are considered within this document.</p> <p>The BAP is intended to be subject of public consultation in the Spring/Summer of 2025. Lots of this work will be completed using internal resources.</p>	The produced BAP will help protect and enhance biodiversity within the district and ensure that it is connected to other nearby networks. Species specific actions are proposed to increase populations of Black Poplars, Sand Martins and pollinators for example.	Continuous – the project started in November 2023 with a target of adoption by committee in 2025.	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Biodiversity					
13	Engage with and support the Sussex Bay and the Kelp Recovery project	The Sussex Bay project has a vision for '100 miles of coastline where our seascape and rivers flourish. A healthy blue ecosystem in which nature, people and local economy can thrive'. This target will only be achieved by working and engaging collectively with numerous organisations, local authorities and universities across the South Coast. The Sussex Kelp Recovery project is also included within this wider work. The official launch event for Sussex Bay took place on 13 June 2024 which was attended by Arun officers and members.	<p>Arun District Council is actively engaging with this project, with conversations between council officers and Sussex Bay.</p> <p>The council is very much at the start of this journey, but it is hoped that in the future a good working relationship will be possible and a joint approach in relevant areas will be supported.</p> <p>The Sussex Kelp Recovery project has been ongoing since the by-law was passed in 2021. Throughout the last few years officers have remained updated with where this project is and supported numerous members/officer briefings from the Sussex Wildlife Trust. There are lots of promising possibilities with this work, especially around improvements to near-shore coastal biodiversity.</p> <p>Work is currently underway to determine if the council can help with storage of ghost fishing netting.</p>	General benefits across West Sussex, especially within the marine environment.	Continuous – Sussex Bay was launched in June 2024 and the council will continue to engage with this work where possible.	-
14	Review and consider offsetting opportunities	<p>Offsetting will be used as a last resort for the council to remove any remaining emissions. There is a likelihood that a significant amount of offsetting may be required due to the difficulty of reducing Scope 3 emitters.</p> <p>Officers will need to review certified and accredited offsetting opportunities to provide the council with local options. Projects could include investing in large scale renewable energy generation, woodland creation, or rewilding projects.</p>	Officers have started the review of options and initial conversations have occurred with an organisation working in partnership with the South Downs National Park Authority (SDNPA). This would be able to provide offsetting credits within the boundary of the SDNPA via the creation of woodland. All credits are fully audited and verified by the woodland carbon code.	Offset credits would be purchased to help the council reach the 2030 carbon neutral target.	Continuous - work was started in spring 2024 with offsetting considerations being reviewed and updated accordingly.	1, 2 and 3

	Action	Aim	Progress	Impact	Commencement	Scope
	Biodiversity					
14			<p>Costs cannot be confirmed at this moment as it will be impacted by offsetting requirements and cost per offset. This is very much a live project and constant review, and conversation is taking place.</p> <p>Officers are also considering what providing offsets on the council's own land would look like and if this would be feasible. This would need to be verified by a quality assurance standard, such as the UK Carbon Code of Conduct or the Woodland Carbon Code.</p>			
15	Encourage more woodland and greener infrastructure within Arun	<p>The council has developed a 10-year Tree Planting Strategy (TPS) which was approved by the Environment Committee on 17/11/2021.</p> <p>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. An allowance of £16k is earmarked for tree planting and ongoing maintenance. This includes tree procurement, planting, sundry costs, watering and any other ongoing formative maintenance. Other bids for appropriate grant funding and seeking support from other local organisations will also take place.</p>	<p>The first three years of planting have now been completed, resulting in 162 standard trees and 12,000 whips being planted across the districts parks and greenspaces.</p> <p>For the 22/23 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 second saw 12 Cherry trees planted at Mewsbrook Park.</p> <p>For the 23/24 season the Parks and Greenspaces Service hosted two tree planting events which included whip and standard tree planting and a new hedge at Hotham Park. We planted 55 standard trees and 2200 whips.</p>	<p>Biodiversity and ecological benefits – we are measuring the success of this based on number of whips/standard trees planted.</p> <p>Offsetting figures for planting within the TPS have also been estimated to be 1,942 tons of carbon dioxide. However, before this can be used for official offsetting verification would be required.</p>	Continuous – TPS approved 17 September 2021 and will run for 10 years.	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Biodiversity					
15		<p>The council has developed a 10-year Tree Work is continuous 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>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 planting and maintenance and management of our open spaces have impacted biodiversity.</p>	<p>For the 24/25 season 50 standard trees and 1000 whips have been procured. The Parks and Greenspaces Service will be hosting one event this season in February (2025) half term. This will include a new hedge being planted in at Chalcraft Lane Cemetery in Bersted.</p>			
16	Creation and protection of wildflower meadows on council owned land	<p>Wildflower meadows provide essential sources of food and habitat for insects, birds and small mammals. A budget of £2 per sq./m is earmarked for preparation, seed purchase and sowing of new flower meadows.</p> <p>We commenced 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 sqm of annual wildflower seed at 26 sites.</p> <p>In 2021 we sowed 6250 sqm of annual wildflower seed at 29 sites.</p> <p>In 2022 we sowed 6850 sqm of annual wildflower at 31sites.</p> <p>In 2023 we sowed 2340 sqm of annual wildflower seed and 5270 sqm of perennial wildflower seed at 31 sites. At the Hothamton Sunken Gardens in Bognor Regis we laid 150 sqm of wildflower turf.</p> <p>In 2024 we sowed 8745 sqm of annual and perennial wildflower seed at 36 sites.</p> <p>In 2025 we are targeting a total of 9000 sqm of wildflower sowing in this period.</p>	<p>Biodiversity and ecological benefit – we are measuring the success of this based on the sq. m of planting.</p>	<p>Continuous – tracking started in 2020. This will take place indefinitely.</p>	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Biodiversity					
17	Increasing areas of long grass on council owned land	<p>Areas of long grass provide essential sources of food and habitat for insects, birds and small mammals. Any increases in costs will be absorbed by current budgets.</p> <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 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.</p> <p>However, there strong opinions 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 171900 sqm of areas was left for long grass habitats across our sites (an increase of 14200 sqm, or 8%).</p> <p>In 2021 a total of 181065 sqm of long grass was left (an increase of 9165 sqm, or 5%).</p> <p>In 2022 a total of 190715 sqm of area was left for long grass (an increase of 9650 sqm, or 5%).</p> <p>In 2023 a total of 197315 sqm of area was left for long grass (an increase of 6600 sqm, or 3%).</p> <p>In 2024 a total of 201515 sqm of area was left for long grass (an increase of 4200 sqm, or 2%).</p> <p>It is becoming increasingly difficult to continue to increase the amount of long grass areas in our parks at scale. In the future we will look to increase this habitat at more sites but at a lower scale, per site.</p>	Biodiversity and ecological benefit – we are looking to increase this at more sites, but on a smaller scale.	Continuous – tracking started in 2020. This will take place indefinitely.	

	Action	Aim	Progress	Impact	Commencement	Scope
	Biodiversity					
18	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 220,000 bedding plants were propagated, planted and cared for using 52.17m³ of peat. The council is working to reduce this number as much as possible.</p> <p>Planting throughout the districts parks and greenspaces will be far more sustainable with a reduction of peat and support more pollinators and biodiversity with a transition towards a larger variety of bedding plants, including increases of herbaceous and wildflower planting.</p>	<p>At the end of 2022 peat usage has reduced to 23,000 bedding plants using 1.66m³ of peat. In 2023 we planted 13,400 locally sourced bedding plants using no 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.</p> <p>In 2024 we planted 10,000 locally sourced and grown bedding plants using no 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>	Biodiversity and ecological benefit – peat usage is being measured along with variety of planting.	Continuous – tracking started in 2010. This will take place indefinitely.	-
19	Reduction of water usage in outside areas	The council aims to reduce the water usage in our outside areas. This has been achieved by undertaking several actions, including installing rainwater harvesting systems, planting sustainably, reducing the amount of bedding plants and ensuring any irrigation is carried out efficiently.	<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 with irrigation systems, regularly serviced, and monitored, to ensure maximum inefficiency 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. The council is considering additional rainwater harvesting opportunities at sites where irrigation is required at sports sites with fine turf.</p>	There will be a reduction in external water usage.	Continuous – review of water storage will take place indefinitely.	

	Action	Aim	Progress	Impact	Commencement	Scope
	Biodiversity					
20	Bersted Brooks	<p>Following a proposal in January 2023 to create a Country Park, Arun District Council commissioned consultants Stephenson Halliday to advise on the enhancement of the open spaces at Bersted Brooks and Bersted Park. The key principle was to create a design concept masterplan for these areas to enable local people to visit and enjoy recreation in a countryside environment, whilst enhancing biodiversity and mitigating the effects of climate change and flooding. The area proposed is approximately 47 hectares of public open space, in the ownership and management of Arun District Council. This includes Bersted Brooks Local Nature Reserve, and areas of public open space to the north and south of Rowan Way (A259) which were adopted from the residential development at Bersted 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) and flood resilience.</p> <p>It will be important to use a strategic method during this project to ensure maximum benefit to local biodiversity. It is also hoped that work within this area can also help reduce flooding to the Bersted area</p>	<p>The council has undertaken consultation for proposals to improve Bersted Brooks Park. So far £40k has been used out of a £320k budget to undertake work on a masterplan for the site. This included review of site information, site surveys, engagement with stakeholders, production of draft plan for public consultation, and a final masterplan following public consultation.</p> <p>The revised area of the masterplan was endorsed by the Environment Cttee in January 2024.</p> <p>The initial priorities for delivery will focus on expanding the car park at Bersted Brooks and introducing signage to help visitors navigate the site.</p>	<p>Support for flood reduction and BNG opportunities. If further tree planting occurs there could also be an opportunity for offsetting.</p>	<p>Continuous – on site works is estimated to begin in 2025. Other masterplan proposals will be delivered over a much longer period and it's therefore difficult to give an end date for this work.</p>	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Biodiversity					
21	Undertake a Biodiversity Net Gain Study	Work around this topic has now been completed and has set out an evidence base 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 help highlight some offsetting opportunities available in the future.	This is now completed and was reported back to PPC (November 22) for use in the Local Plan update and other work on nature going forward - Arun District Council (Item 452). This will be used to help inform projects and work in the future.	Deliverable is the completed Biodiversity Net Gain Study. This will lead to positive impacts on biodiversity and help identify local offsetting opportunities, via the Arun Biodiversity action plan (project 12).	Completed	-
22	Support Anthesis in their Area Based Insetting (ABI) project	<p>Work was previously undertaken with Anthesis who provided 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 by financially supporting projects undertaken by others to become more sustainable. The council paid £5,000 to be involved within phase 2 of this work.</p> <p>The initial meeting took place between the council and Anthesis on 20 May 2022. From this a list of projects was put together and issued to Anthesis.</p>	<p>Anthesis is well underway with phase 3 of this work with other local authorities, however the council was not involved with this. Current thoughts are that there is still not enough evidence that the offsetting/ insetting opportunities available are robust enough to be accepted by scientifically based methodologies.</p> <p>It should be noted that this model requires local businesses to provide a financial donation to projects to add 'additionality' to the work and allow them to increase the project sustainability. There is current uncertainty on the viability of this within Arun, due to the make-up of businesses within the district, and therefore this project has not been progressed.</p> <p>The council is keeping updated on where this work is but has not formally engaged with the project.</p>	This would look to provide insetting opportunities within the boundaries of the district.	On hold	1, 2 and 3

	Action	Aim	Progress	Impact	Commencement	Scope
	Supply chain					
23	Engage with the council's leisure operators to undertake improvements as identified in audits and support their journey to net zero	<p>Leisure centres have been the council's second largest emitter since monitoring began. Therefore, engagement with our leisure provider, Freedom Leisure, will be key to ensuring we are able to reduce this emitter ahead of our 2030 target.</p> <p>It will be both the responsibility of the council, and Freedom Leisure, to reduce these emissions.</p>	<p>Like the council's approach to its corporate buildings, Freedom Leisure will continue to undertake energy efficiency work on its leisure centres, undertaking staff training to help improve carbon literacy and monitoring their emissions.</p> <p>Both Arun Leisure Centre and Littlehampton Wave have had building audits done and all information has been shared with Freedom Leisure (in connection with project 5).</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.</p> <p>Numerous other projects within the action plan have been undertaken in partnership with Freedom Leisure. Including the installation of destratification fans and the installation of PV on Arun Leisure Centre and Littlehampton Wave.</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.	Continuous - work started in 2021, this work will be continuous.	3
24	Procurement documentation update and review	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 significant amount of work to show a reduction. Arun District Council will need to review the best options to support reductions within this emitter.	To help support this the council instructed a consultancy to undertake a deep dive into our procurement processes and related emissions for the 2022-23 financial year, the total cost of this work, along with the carbon audit, was £25,800. Results from this work have showcased the best next steps for the council and a separate detailed action plan that the council can take forward to help reduce procurement related emissions specifically has been produced.	Development of additional sustainable procurement documentation for the council. At this stage exact figures cannot be provided due to difficulty in linking specific reductions to actions.	Continuous - this work started in 2022.	3

	Action	Aim	Progress	Impact	Commencement	Scope
	Supply chain					
24			<p>Draft documentation has started to be produced to provide guidance and support to officers and suppliers. This includes the production of a council procurement action plan, procurement guidance list (including risk matrix), and procurement information process which will highlight when and how officers should start to engage with suppliers around sustainability.</p> <p>The council has also started to develop a framework which will require suppliers to provide carbon reporting as part of the procurement process, as well as annual updates on emission reductions for contracts which span across multiple years. This will allow for the council's Scope 3 emissions to be more accurately monitored. This is part of the extended work going on with the council's procurement team, CLT, internal legal team and the climate change officers.</p> <p>Consistency is key in measuring and monitoring emissions. Therefore, the council has now also appointed a consultant to undertake this work using a multiyear contract. This will ensure that year on year results will be more easily compared.</p>			

	Action	Aim	Progress	Impact	Commencement	Scope
	Supply chain					
25	Supplier engagement	<p>As part of the annual carbon audit (project 1) the council asks the appointed consultant to provide a list of top suppliers, with an updated list provided for each financial year. Officers use this information, along with the contract register, to support their understanding on which suppliers are responsible for the largest proportion of emissions.</p> <p>An important step in improving the council's emission reporting, and in turn allowing us to reduce emissions more accurately, is to start to engage with top suppliers to enable us to move away from using a spend based approach to quantify procurement emissions. This is currently required due to a lack of available emission data. In short, this means that instead of using actual emission data, the council must use financial data with carbon factors attached to each service which is paid for.</p> <p>A spend-based approach is the least accurate way of measuring emissions as it is directly linked to how much the council spends on purchased goods and services. This means that if there is a reduction from one period to another there will be a (false) reduction in emissions reported.</p> <p>For each year there tends to be around 10/20 suppliers who are responsible for the majority of emissions. Every year since emissions have been monitored the largest contractor has been our Combined Cleansing Services Contract (CCSC).</p>	<p>Work is well underway in trying to support the council's top suppliers in their carbon neutral journeys and incorporating sustainability into contracts and agreements. 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 incorporated during re-negotiation, extensions or review of current contracts.</p> <p>Work has begun to incorporate sustainability into our Combined Cleansing Services Contract (CCSC) as our current contract comes up for renewal, with the new service beginning in February 2026. This will include requesting contract specific emissions at the end of each year to improve the council's information gathering and help facilitate the transition away from a spend-based approach.</p> <p>Other requirements include the provision of an action plan highlighting what they will be doing to reduce emissions, how they will move away from fossil fuel vehicles and what will be done to encourage recycling rates within the district. It is hoped that this example can be used to support the incorporation of sustainability into other major contract renewals within the council.</p> <p>Engagement has also started with other contractors, including the ground maintenance extension. This was taken to the Environment committee in January 2025 for noting.</p>	<p>This will help improve the quality of procurement related emissions and allow the council to measure emissions more accurately.</p> <p>The new CCSC comes into play in February 2026. From this date emissions for this service are expected to be improved due to the requirement of the winning contractor to reduce Arun District Council specific emissions.</p> <p>Additionally, an overall reduction of emissions is expected due to the incorporation of sustainability into the contract delivery.</p> <p>Recycling rates are also expected to increase due to the introduction of food waste collection and changes in frequency of waste collection services.</p>	Continuous – this work started in 2022.	3

	Action	Aim	Progress	Impact	Commencement	Scope
	Supply chain					
26	Supplier engagement – summary	<p>In connection with projects 24 and 25, to enhance data collection, officers have begun engaging with council suppliers to explore the feasibility of reporting Arun District Council-specific emissions beyond contract requirements. Discussions have also focused on existing sustainability initiatives, suppliers' net zero targets, and whether they have a climate change action plan or strategy.</p> <p>Any contract-specific emissions data gathered will be provided to the council's consultant for inclusion in the annual analysis conducted each late summer.</p>	<p>Below is an overview of the suppliers engaged so far and their contributions to sustainability efforts:</p> <p>Medisort – A clinical waste management company supporting Arun's waste collection. They have confirmed they can provide contract-specific emissions data to the council each February and have implemented the following sustainable practices:</p> <p>Utilising hybrid electric vehicles for waste collection. While EVs are not viable for long distances, electricity is used for short trips and travel in built-up areas, with diesel reserved for motorway travel.</p> <p>Reusing sharps containers in partnership with a recycling company, extending their lifespan up to 100 uses before being recycled into other plastic products.</p> <p>Achieving a 40% reduction in measured emissions since 2021 (the baseline year).</p> <p>Apex Lifts – The council's lift service provider. They can provide contract-specific emissions data for certain areas and have taken the following sustainability steps:</p> <p>Achieving Planet Mark Accreditation, a sustainability certification recognising commitment to environmental responsibility.</p> <p>Utilising EVs for client services and installing EV charging points to support their fleet.</p> <p>Urban Environmental – A contractor supporting the council's water hygiene requirements. They have confirmed their ability to provide contract-specific emissions data.</p> <p>Additionally, under Project 24, sustainability measures have been incorporated into the CCSC, the council's largest emissions source, along with similar initiatives in the grounds maintenance contract.</p>	This will help reduce emissions within Purchased Goods and Services (Scope 3).	Continuous –	3

	Action	Aim	Progress	Impact	Commencement	Scope
	Supply chain					
27	Sports England application – to support with swimming pools within the district	The council has worked closely with Freedom Leisure to apply for funding made available from Sports England. An application for Littlehampton Wave of £64,000 was made in October 2023, 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 and the application of £85,000 for triple glazing and destratification fans within the swimming pool hall. 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 for the site to open 12 months of the year.	<p>The council was awarded funding for the following:</p> <p>Littlehampton Wave - £45,070 for 97 PV panels. This has a capacity of 40.26 kWp, allowing for an output of 38.811 kWh pa, saving an estimated 9.24 tonnes of carbon dioxide equivalent (Tco2e) annually. Funding for the destratification fans was not awarded.</p> <p>Arundel Lido - £13,400 for the installation of a pool cover, installed in March 2024, and £77,000 for the installation of 151 PV panels. The Installation of PV has been delayed due to unforeseen considerations around planning permission due to the location of the PV around the sites perimeter as opposed to rooftop, but it is anticipated that the work should be finalised no later than 28 February 2025. This will have a capacity of 65.69 kWp, allowing for an output of 69.03 mWh, saving an estimated 13.35 tco2e annually. Funding for fluorescent lighting, variable speed pumps, plant room insulation, shower flow restrictors, solar thermal x 90 and battery storage at Arundel Lido was not awarded.</p> <p>Work will now be carried out to ensure this funding is spent in the timeframe required. Though applied for, no funding was awarded for work at Arun Leisure Centre, this included triple glazing or destratification fans.</p>	<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>	Completed – work finished in January/ February 2025	3

	Action	Aim	Progress	Impact	Commencement	Scope
	Supply chain					
28	Provide support to tenants, 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 look to support tenants, businesses and SMEs to better understand what emissions are and how they can be reduced.</p> <p>In addition to the support above, the council will also signpost to training, funding opportunities and help with general sustainability understanding for these stakeholders.</p>	<p>Businesses within can sign up to the Arun Business Partnership Newsletter, where funding information is shared, including climate related opportunities. The business development manager also undertakes quarterly meetings with Arun's large businesses forum to provide general advice and support. The Climate Change Officer attended one of these meetings in spring of 2024 and provided advice and support for climate change and emission reduction.</p> <p>A consultant had been appointed to engage with 100 businesses within Arun over the past year to better understand where they are with current 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 assistance with. Detailed reports were to be provided for each company contacted. Interviews with businesses were started, but then struggled with engagement so the decision was made not to take this further. It was shared that many SMEs within Arun, and the wider West Sussex, need to focus on improving their bottom line and staying in business, rather than following net zero aspirations.</p> <p>A Climate Change Support Officer (project 31) is also engaging with businesses within Arun to help support and inform them on what they can do to reduce emissions and costs. If you are interested in this please email jonathan.letendrie@arun.gov.uk. Details on workshops that can be attended can also be found in projects 45.</p> <p>Additionally, initial conversation has begun around what support could look like for the council's business tenants, outside of the already available above. It has been decided that as a first step we need to gauge and understand interest in this topic, therefore a survey was issued out to tenants in summer of 2024 asking them about sustainability and how/if they keep track of things such as utility usage and boiler conditions.</p> <p>This survey was sent out to 151 of council tenants and received 61 responses (the survey was issued 5 July 2024 and closed 5 August 2024). Of these, 55 have responded that they are monitoring their energy usage, with six responding 'not applicable'. Next steps will be to review responses and start to engage with applicable tenants.</p>	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. This will not have any impact on the council's own emissions.	Continuous - this will take place indefinitely.	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Supply chain					
29	Green leases	The council has been working on updating its lease renewal process to support the incorporation of sustainability and 'green' requirements into its leases.	<p>The first step in this process has been completed and a detailed tracking document has been produced which highlights all the council's leased assets renewal dates. Using this information the council is in a stronger position to be able to incorporate 'green' or sustainability requirements into renewal discussions. This could look like ensuring that tenants purchase electricity via green tariffs, utility usage (water, gas, electricity) is reported to the council to allow for improvements in emission generation or the requirement to ensure that boilers are maintained to a high efficiency level to reduce emission production. Each lease will be looked at individually to ensure what is being asked for is realistic and appropriate.</p> <p>It is important to work with tenants to reduce their impact on the environment by maintaining positive landlord/tenant relationships. In addition, we are working towards identifying EPC shortfalls in view of the Minimum Energy Efficiency Standard (MEES) legislative deadlines in April 2025 and beyond. This work is asset based and undertaken reactively as and when certification is needed.</p>	This will help reduce the emissions produced within the district.	Continuous – this work started in 2022.	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Supply chain					
30	Work with council suppliers, concessions and tenants to reduce their impact on the environment.	The council will provide advice and guidance to stakeholders on how to best reduce their impact on the environment. This will range from single use plastics to sourcing green tariffs. This will include all council activities, such as events, business tenants and internal usage.	<p>The council has completed work to produce a street trading policy which has restricted the selling or provision of single use plastic bottles, corrosive products and plastic bags which are not compostable. Guidance within the council's Kiosk Strategy also showcases the council's support to avoid petrol/diesel generators.</p> <p>When applying for events, applicants are now also asked about any environmental mitigations that are being incorporated into the event. This information is in the process of being gathered and reviewed. Once sufficient detail is available, guidance will be produced to reduce environmental impacts of events facilitated by the council. Moreover, support and guidance are also provided when asked for during the application process.</p> <p>Work is also underway to engage with tenants more about their energy use. It is hoped that in the future utility related emissions for more of our leased assets will be available to allow us to further improve emission monitoring and reduction. Moreover, we are reviewing opportunities to include sustainability requirements into leases. This could include a requirement to purchase renewable electricity, provide monthly utility usage to the council (for annual audit purposes) and other sustainability focused activity.</p>	Numerous benefits will be seen including the reduction of emissions related to petrol/diesel generators, single use plastics/pollution and emissions in relation to tenants.	Continuous – the street trading policy was created in 2022 and is running effectively, this will be reviewed within five years. Other support and work will continue to take place.	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Staff					
31	Officer time	This role supports 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, other businesses, non-profits within Arun and Town and Parish Councils.	<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. The Climate Change Support Officer was appointed in winter of 2023. Work has been provided to the youth council, the business forum, a climate action workshop for town and parish councils, and support provided to other businesses and organisations in the district.</p> <p>The climate action workshop for town and parish councils was held in June 2024, and provided town and parish councils information to help them tackle climate change, including tools to measure and understand their carbon emissions, and a template climate change action plan. A follow up meeting was held in January 2025, which included comms and engagement tips, and an opportunity for the councils to share any projects around climate change. This includes East Preston's monthly repair cafe, which in 7 months has received 138 items and repaired 88 of these. More meetings with the town and parish networks will be planned in the future. This includes biodiversity for planning and river management by the Western Sussex Rivers Trust (WSRT). It is hoped that these meetings will be held in Spring/Summer of 2025.</p>	General assistance in carrying out projects within this action plan. This has included engagement with internal and external stakeholders.	Continuous – an officer was appointed in winter of 2023. This is a permanent position.	1, 2 and 3

	Action	Aim	Progress	Impact	Commencement	Scope
	Staff					
32	Carbon literacy training	Behavioural change is an important aspect of implementing sustainability across the council. It is very much the responsibility of every officer and elected member to help reduce the council's emissions and impact on the world. To help support this carbon literacy training has been facilitated for officers and members. Courses have taken place between 2022-2024.	<p>A 'tester' course was run in collaboration with WSCC during 2021-2022 and it was decided that it would be beneficial to run additional courses throughout each year since. So far, more than 50 officers have become carbon literate with roughly 65 doing the training. This has resulted in 100 actions being undertaken within the council to help reduce our impact on the environment. Elected member training was also carried out in early 2024, in total 10 members attended these sessions with one becoming carbon literate. This was provided over three sessions to make it more accessible to our members.</p> <p>The council gained a bronze certification from the Carbon Trust in 2023. This was achieved by offering training to senior members of staff within the council. The next step in this will be to become a silver organisation, however this will require 30% of officers to become carbon literate and a significant push to officers to undertake the training and become certified. The Corporate Leadership Team will need to encourage and endorse this across officers to allow for the required percentage to be met.</p> <p>A list of pledges is managed and maintained to help support officers deliver on their commitments. This includes a group and individual task.</p>	Become a silver certified Organisation. This will require 30% + of staff to become carbon literate.	Continuous – first training took place in 2022, opportunities for additional cohorts will take place as and when they are needed.	1, 2 and 3

	Action	Aim	Progress	Impact	Commencement	Scope
	Staff					
33	General training	Further to project 32 and to help support behavioural change internally a mandatory (for officers) e-learning module has been produced. This provides an overview of what Arun District Council has been doing to reduce its 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 of 2023 and will continue to be available for the next two to three years. New starters at the council will also be required to undertake this training.	<p>This module will be available until 2026 with two updates occurring for the 2023-24 financial year and 2024-25 financial year. This cost the council £2,500. The council will need to consider if further budget is provided to support this initiative. All new starters are required to do this training and it is made available on their arrival and flagged in their induction packs. Members also have access to this.</p> <p>This training has been updated to reflect changes from the 2022-23 financial year emissions, projects and policies. Considerations are being made internally to require officers to undertake this training again with the updated emissions.</p>	Behavioural changes will reduce emissions and increase awareness of our impact on the environment.	Continuous – this will run from spring 2023 – spring 2026.	1, 2 and 3
34	Review internal waste activities	This work will aim to help the council further reduce the waste produced within offices. This could include producing guidance and documentation about reducing waste, behavioural change has already been supported with the inclusion of waste reduction in training. Currently waste only makes up less than 0.07% of council emissions, however there will be other environmental benefits in reducing waste sent to landfill.	<p>The Civic Centre has 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 these 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 (Biffa). Information sheets are provided at bin locations to inform officers what can and cannot be recycled on site.</p>	There will be a reduction in waste emissions, though limited results will be seen due to this only making up 0.07% of total emissions.	Continuous	3

	Action	Aim	Progress	Impact	Commencement	Scope
	Transport					
35	Install EV charging infrastructure to support the council's EV fleet	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.	<p>So far there have been four EVCP (Electric Vehicle Charging Points) installed at Harwood Road, along with the seven at the Civic Centre.</p> <p>Vehicle charge points for our fleet have been delayed because the electricity supply grid connection costs to Hotham Park Carriage Yard have doubled to £115K, making it currently unaffordable. Hotham Park Carriage Yard is currently waiting for revised costs from SSEN, and budgets are being monitored to see if this can be taken forward, though no external funding is being explored and there isn't a set timescale yet.</p> <p>The council will continue to review opportunities to install additional EVCPs in its building car parks. Work to install the infrastructure has been completed for EVCPs at Manor House car park, which will be added as part of the West Sussex County Council Connected Kerb work. See project 36 for more information.</p>	There will be a reduction in emissions associated with vehicle usage (Scope 3).	Continuous – no indication of when this work can be completed.	1 and 2
36	Countywide EV charging point network	<p>The council worked with other district and borough councils and the county council to adopt an EV Strategy, establish a partnership and appointed a concession contractor (Connected Kerb) to install, operate and maintain a network of on and off-street EV charge points over 15 years.</p> <p>This will help to facilitate the transition of EV for residents without off-road car parking and will support the increase in EV within Arun ahead of the 2035 ban of new diesel/petrol cars put in place by central government.</p>	<p>This work is being undertaken over multiple years and groundwork has begun. Delays have occurred, due to legal and Distribution Network operators (DNOs) delays, though these are beginning to reduce as the process becomes more streamlined.</p> <p>As of December 2024 there has been the following installed. On-street charging points: there have been 99 sockets installed (roughly 50 charge points) across 13 different sites in Arun district so far. The majority of these went live in the first half of 2024.</p> <p>Car parks: there have been 22 sockets installed (roughly 10 charge points) across three Arun District Council car parks. An additional five sites have been granted leases (permission) to install 30 sockets, which will be installed by February 2025. This will take the total number of charge points installed across Arun car parks by Connected Kerb to 52.</p>	This will help support reduction in emissions associated with vehicle usage in the wider district.	Continuous – this work started in Jan 2022 and is in line with the Connected Kerb work and will run for roughly 15 years.	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Transport					
37	Transition the council's fleet to low emission or EV	The council's vehicle fleet is responsible for the generation of transport related emissions. Multiple fossil fuel alternatives are now available, and work has been done to transition to electric vehicles where possible. This will not only help reduce vehicle related emissions but will also have a positive impact on air quality. Hydrogen is not being considered due to our fleet being leased and not owned.	<p>The council has procured the following leased vehicles:</p> <p>14 electric vehicles have arrived for the council's usage. This includes two Nissan Leaf, four Vauxhall Combos and eight Vauxhall Vivaros.</p> <p>15 vehicles remain diesel/petrol fuelled. This includes four Ford Transit 350, eight Vivaro Prime and three buggies for foreshores (one held with TMT for beach work).</p> <p>In total the council has a fleet of 29, including 14 electric vehicles, with the remaining 15 diesel/petrol fuelled.</p> <p>Where possible future vehicle contracts will transition to electric alternatives when up for renewal.</p>	Estimated CO2 saving per annum is 32.69 metric tonnes, based on current fleet percentages.	Continuous – where possible when additional vehicles are required, or contracts need renewal EV will be procured over diesel fuelled vehicles.	1
38	Produce an Air Quality Strategy for Arun	The main purpose of this strategy is to comply with the government's 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 Air Quality Management Area (AQMA) and to work towards achieving the government's new air quality targets.	<p>The Air Quality Strategy has now been completed. It must be updated annually and provided to Defra. This should include a summary of all the work undertaken across the council. The targets below have been set by government:</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 PM_{2.5} - compared to 2018, the reduction in population exposed to PM_{2.5} in the most recent full calendar year must be 22% or greater. <p>The annual status report for air quality was submitted to Defra and is awaiting their approval. Once this is received it will be published on the website.</p> <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 PM_{2.5} or below per cubic metre we will reduce population exposure to PM_{2.5} BY 35% compared to 2018 levels. 	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.	Completed – this was adopted in November 2023 with annual reviews being undertaken annually.	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Transport					
39	Encourage the transition of the council's contractors and taxis to low emission/ electric vehicles	Where applicable the council should actively support and encourage contractors to transition to electric vehicles. This should include moving HGVs /larger vehicles to alternatives when technology becomes available.	The council has adopted a new taxi policy, which went live in April 2024. This included incentives to encourage drivers to switch to electric vehicles. Public consultation was completed to help guide this policy. It was decided that the council will only be licensing electric or hybrid vehicles from 2030. Additionally, as vehicles will only be eligible to be part of the fleet up to the age of 15 years from first registration, they are being advised to take forward electric/hybrid vehicles from this point on.	There will be a reduction in emissions within the district and an improvement of air quality if there is an increase of electric vehicles used within the taxi fleet. There would be no direct emission reductions seen for the council.	Completed – the strategy was adopted in April 2024.	-
	Planning					
40		<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). The 2025 to 2027 IIP has recently been approved by Full Council and includes apportionment of some strategic CIL funding to an active travel project between Arundel and Ford.</p> <p>There has been recent activity to support and seek agreement (in principle) for the Emerging Arundel Local Cycling and Walking Infrastructure Plan (LCWIP). This will help improve cycling and walking routes in and around Arundel and connect vital routes and locations together.</p>	Phase 2 will be scheduled as part of the Local Plan update in 2025/26, once new local communities are identified.	This will help support reduction in emissions associated with vehicle usage in the wider district.	<p>Continuous - Phase 1 completed.</p> <p>Stage 2 timetable subject to Local Plan progression.</p>	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Planning					
41	Challenge planning requirements and produce a Climate Change and Sustainable Design Study	This work will set out an evidence base for the Local Plan update to guide on the practicality and feasibility of policy standards for carbon reductions and energy efficiency of developments. This will also support a move to a decentralised energy supply. 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. The work will be commissioned in 2025 to support the Local Plan update. It will need to be compliant with national policy, which proposes to establish national development management policies, including for energy performance.	<p>Currently, work is being done to review the impact of upcoming building regulation requirements and assess whether changes are needed to the existing planning condition requiring 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.</p> <p>The Direction of Travel (Issues and Options) Regulation 18 document was consulted on publicly between March and May 2024 and climate change was identified as one of the top three most important topics by respondents.</p>	There will be a reduction in emissions associated with residential heating and waste produced during the construction of homes.	Continuous - this is tied in with the Local Plan update, which will commence in April 2025, at the earliest, with the appointment of a consultant.	-
	Housing					
42	Housing strategy	<p>Council housing produces a significant amount of carbon emissions each year. Though not reported this is included within the annual carbon audit, for the most recent period (23-24 financial year) housing produced an estimate of 4,647 tco2e. Significant work will be required to upgrade council housing to reduce emissions and support energy efficiency.</p> <p>One of the five priorities within the Housing Strategy 2024-2029 is 'Promoting environmental resilience', this highlights that there is a real commitment to ensuring that housing across the district is supported to become more sustainable.</p>	The council's housing strategy 2024-2029 was approved by Housing and Wellbeing Committee in September 2024. The consultant was paid £43,250.50 to produce this. It included sustainability and climate change within its priority "Promoting environmental resilience". This includes sections on housing and energy efficiency, improving the energy efficiency of Arun's homes, promoting climate resilience, and promoting environmental resilience through the Home Energy Adviser service. The priority actions are highlighted as:	<p>Production of a Housing Strategy document that will help support a reduction of emissions within the council's housing stock.</p> <p>KPIs:</p> <ul style="list-style-type: none"> - additional funds (council vs all tenures) - number homes retrofitted (council vs all tenures) - % homes above EPC (council vs all tenures) - jobs created in retrofit 	Continuous - this was adopted by Housing and Wellbeing Committee in September 2024. An action plan is under development to take this forward.	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Housing					
42		This includes work to improve the energy efficiency of homes, the promotion of climate resilience, working with partners to help retrofit homes, supporting behaviour change and encouraging more sustainable development	<p>The council's housing strategy 2024-2029 was approved by Housing and Wellbeing Committee in September 2024. The consultant was paid £43,250.50 to produce this. It included sustainability and climate change within its priority "Promoting environmental resilience". This includes sections on housing and energy efficiency, improving the energy efficiency of Arun's homes, promoting climate resilience, and promoting environmental resilience through the Home Energy Adviser service. The priority actions are highlighted as:</p> <p>Working with partners to retrofit homes</p> <ul style="list-style-type: none"> • continue to work in partnership to secure external funding to support retrofit at scale across a range of tenures and property types • determine the council's offer to different households, including support to access grants, loans, advice, and information, based on their personal circumstances • seek external funding to support retrofit of the council's housing stock and showcase successful projects to the local community and partners. • support community-led retrofit approaches and engage with businesses and education providers to support local job creation and skills development <p>Promoting climate resilient behaviours and measures</p> <ul style="list-style-type: none"> • promote climate mitigation measures to households to decrease their exposure to severe weather events such as drought, floods, and heatwaves • work with our housing partners to promote more climate conscious behaviour around waste and active travel <p>Encouraging more sustainable development</p> <ul style="list-style-type: none"> • encourage sustainable construction techniques and materials through the updated Local Plan, related design guidance and supplementary planning documents • minimise the impact of new developments through adoption of the Future Homes Standard, promotion of sustainable drainage, biodiversity, and low-carbon heating • provide capacity-building opportunities for local contractors, builders, and tradespeople to enhance their knowledge and skills of sustainable construction 			

	Action	Aim	Progress	Impact	Commencement	Scope
	Housing					
43	Bid for future waves of the Social Housing Decarbonisation Fund (now called Warm Homes Social Housing Fund)	This funding is provided by the Department for Energy Security and Net Zero (DESNZ) and enables local authorities to undertake construction work to improve council housing energy efficiency. By improving the energy efficiency of each home and taking a fabric first approach we will ensure that emissions are reduced, and comfort 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 to reduce the council's impact on the environment.	<p>The council applied for the second wave of the Social Housing Decarbonisation Fund (November 2022) but was unsuccessful in this bid.</p> <p>A second bid was submitted 21 November 2024 for the Warm Homes Social Housing Fund to the value of £5.2M. If successful, this will deliver a three-year programme (from April 2025) to invest in a range of retrofit works to 557 homes. Works include cavity wall and loft insulation, solar panels, air source heat pumps, and ventilation improvements. The intent of this is to bring all but one of these homes up to EPC C. This requires match funding of £1M per year (over three years), Borrowing Circa £720K per year through existing capital budgets.</p>	This will allow for large emission reduction from the council's housing stock. The carbon neutral target for housing is set for 2050.	TBC – the Council has not yet heard if the bid has been successful	-
	Community Involvement Initiatives					
44	Provide home energy advice, signposting, and visits to Arun residents vulnerable to fuel poverty.	<p>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 help available to improve the</p>	<p>In response to the cost of living crisis in 2022/2023, the council identified sufficient funding to re-start the home energy visitor service for one year, running from May 2023 - April 2024.</p> <p>Another year of funding was provided by West Sussex County Council communities and the council's housing team, which has enabled the post to continue and develop until April 2025. Through this process the appointed officer has been able to provide</p>	<p>This supports a reduction of emissions and energy bills within the district. During the first year (2023-24) 96 residents were supported by the home energy visitor.</p> <p>Up to November 2024, for the second year(2024-25) a total of 75 residents were</p>	Continuous – an officer was appointed in this role in May 2023 and funding will end April 2025	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Community Involvement Initiatives					
44		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 the uptake of local and national grants.	<p>help and support to council tenants around energy improvements and has attended tenant meetings (local voice), home visits and included advice in related comms materials.</p> <p>During the second year (2024-2025) there has also been an extra opportunity to distribute household support funding via an in-house cross directorate group of frontline workers. This resulted in the provision of funding for energy-related interventions such as fuel vouchers, heated blankets, energy-efficient cooking aids, such as slow cookers and air fryers.</p> <p>Opportunities to educate and communicate messages regarding green and clean energy options to residents to help reduce emissions also take place, where appropriate and relevant.</p>	supported by the home energy visitor, it is estimated that 5% are council tenants and 95% are private tenants/renters. The winter period is the busiest time of the year, so this number is expected to grow significantly.		
45	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 on the same journey. There will also be numerous events occurring which will provide opportunities to hear from experts and peers around how they managed to	<p>22 individuals from 11 businesses attended the West Sussex Sustainable Business Showcase held in Arun at the Aldingbourne Country Centre on the 25th of June 2024. This was delivered as part of the Let's Go Net Zero scheme.</p> <p>Across West Sussex, throughout phase one there were over 1,000 attendees at events (+161% of core KPI achieved), and 47,717 businesses were engaged through mass communication (+119% of KPI achieved).</p>	Businesses within Arun will get a better understanding on how to reduce emissions and their impact on the environment.	<p>Continuous – phase one ran from January 2023 until July 2024.</p> <p>Phase two is currently underway. This began in July 2024 and will end in March 2025.</p>	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Community Involvement Initiatives					
45		to incorporate sustainability into their practices.	Phase two began in July 2024 and will run until March 2025. Phase two consists of a website refresh, continued social media comms, updating of the messaging from the Green Business Champions and a limited number of Green Business Champion talks.			-
46	Provide Home Upgrade Grant (HUG)	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>Under HUG1 44 households were supported in Arun. Under HUG2 as of November 2024, 117 applications were received. 38 properties have been completed, with 75 active measures and 67 completed measures. £572,816 of funding has been spent.</p> <p>HUG2 closed for new applications at the end of November 2024. The scheme runs until the end of March 2025.</p> <p>The new Warmer Homes Local Grant will commence in April 2025, Arun along with the other West Sussex district councils have provided their expression of interest to start the Warmer Homes scheme with Agility ECO and Portsmouth City Council consortium. The scheme will run from 2025 and will be three to five years following the spending review. It will be for on and off gas properties.</p>	This supports a reduction of emissions and energy bills within the district	<p>Continuous - HUG1 ran from 2022-2023</p> <p>HUG2 started in April 2023 and will run until March 2025</p> <p>The Warmer Homes Local Grant will commence in April 2025.</p>	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Community Involvement Initiatives					
47	Provide Local Authority Flex funding (LA Flex)	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 iterations, ECO3 and ECO4.	<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, 63 loft insulation and 11 heating upgrade measures have been installed. The combined savings amount to approximately £27,072 per year.</p> <p>ECO4: This started in October 2023. So far there have been 21 applications in Arun including requests for the following measures: six solar, seven loft insulation, four roof insulation, 11 boilers, nine cavity wall, one internal wall.</p>	This supports a reduction of emissions and energy bills within the district.	<p>Continuous - ECO3 ran from 2013- June 2022.</p> <p>ECO4 will run from October 2023 - 2026 (there have been several delays to this start date)</p>	-
48	Solar Together Sussex Scheme	Solar Together provides residents who are able to pay with access to solar PV systems, battery storage, and EV charging points. The scheme works by offering these technologies at a cheaper than typical rate due to collective purchasing, and uses accredited installers ensuring that residents feel confident in the technology	<p>For 2020 the auction had 52 interested households with 43 installs completed.</p> <p>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>The most recent auction was in 2024 and currently there are 103 Arun residents signed up and paid 58 of which have been installed.</p> <p>The scheme is currently going through a new procurement exercise as it was identified there are now more competitors within the solar bulk buying sector. There will be an enhanced offer to include batteries and EV charging to homes. It is hoped to run a new auction for residents in 2025</p>	<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>	<p>Continuous - this started in 2020. The scheme will continue if there is sufficient public interest.</p> <p>It is hoped a new auction will run in 2025.</p>	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Community Involvement Initiatives					
49	Safe and Warm Homes - heating support	To support the most vulnerable residents to properly heat their homes with grants focusing on boiler upgrades and replacements. This has a focus on residents with a low income or who are on benefits, as well as suffering with health conditions. The council is supporting around 60 households per year. This is budget dependent (made possible via the Disabled Facilities Grant from Public Health) and is reviewed each April	Between Jan 2022- Jan 2024 approximately £500,000 has been spent on boiler upgrades.	This supports a reduction of emissions and energy bills within the district.	Continuous - this work restarted in January 2024 as LAD funding came to an end.	-
50	Safe and Warm Homes - external wall insulation for park homes	To support the most vulnerable residents to insulate their homes with fully funded under floor and external wall insulation grants. This has a focus on park homes which are not well insulated and often owned by residents on a low income/ benefits who are also suffering with health conditions. Residents receive an estimated saving of £250 per year per park home. This is budget dependent (made possible via the Disabled Facilities Grant from Public Health) and is reviewed each April	Between Jan 2022- Jan 2024 more than 60 park homes have been insulated and approximately £500,000 has been spent on insulation.	This supports a reduction of emissions and energy bills within the district.	Continuous - this work restarted in January 2024 as LAD funding came to an end.	-
51	Citizens Advice Energy Helpline	The Citizens Advice Energy Helpline was set up in 2021 and has since been helping residents with phone advice. This service has been able to identify 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.	From 2021-2024, 1,752 residents in Arun have used the helpline and 14,538 energy issues have been supported. The scheme has saved residents in Arun more than £556,441 from January 2021 to November 2024. An additional budget was provided to support this helpline in Arun with a dedicated full-time 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.	This supports a reduction of emissions and energy bills within the district.	Continuous - this work started in 2021.	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Community Involvement Initiatives					
52	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 and Industrial Strategy (BEIS) for a MEES project. This was joint with Chichester District Council. £76,500 was awarded for a project team to be appointed who had an aim of identifying non-compliant properties and to scrutinise the exemption register.</p> <p>Enforcement Policy and procedure was set up and an updated Enforcement Policy was produced and approved by Members on 22 January 2022. Enforcement proceedings have now been completed on non-compliant properties where the landlord was not engaging.</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>	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 are in Arun. The Environmental Health Officers are still working with non-compliant properties to enforce improvement.	This supported a reduction of emissions and energy bills within the district, as well as non-compliant properties.	Completed – this work ran from 2021-2022, however ongoing monitoring is still taking place.	-
53	Provide Local Authority Delivery schemes (LAD): LAD1a LAD1b LAD3	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. This funding was provided across several iterations.	<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>	This supported a reduction of emissions and energy bills within the district.	<p>Completed - LAD1a/b ran until June 2022.</p> <p>LAD 3 ran until March 2023.</p>	-

	Action	Aim	Progress	Impact	Commencement	Scope
	Community Involvement Initiatives					
54	Net Zero 360	Net Zero 360 provides training to businesses in Arun to help them start to understand their emissions and impact on the environment. Over two years 500+ Arun SMEs will be engaged with about 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.	This scheme has been mutually terminated, due to a lack of interest from businesses. By Autumn 2024, the scheme had worked with 23 businesses, although there was a concern that some of these were based outside of Arun.	Businesses in Arun will get a better understanding of how to reduce emissions and their impact on the environment.	Completed – this started in 2023 and ran until 2024.	-

Appendix A

Freedom Leisure plans		
Aim	Action	Projected time scale
Reduce Freedom Leisure's Scope 1, 2 and 3 emissions	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.	04/2025 – 03/2026
	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.	04/2025 – 03/2026
	Increase the number of Carbon Literate certified colleagues in our centers by holding in-house Carbon Literacy Training using the accredited Carbon Literacy Course specific to Public Leisure.	-
	Undertake environmental awareness and utility management training with management teams with at least one session per quarter.	04/2025 – 03/2026
	Keep updated Environmental and Energy Management Action Plans per site (aligned with findings of audits and council's targets).	04/2025 – 03/2026
	Continue to support the council in zero carbon technology feasibility reviews and related funding applications where relevant.	04/2025 – 03/2026
	Maintain the monitoring, review and reporting of energy use, waste and resource management, water use and carbon emissions.	04/2025 – 03/2026
	Monthly and bi-monthly review of energy consumption through monitoring and forecasting exercises, and adjust operating processes - including reviews of plant to reduce usage - when targets are not met	04/2025 – 03/2026
	Implement at least one solution for a difficult-to-recycle waste stream.	04/2025 – 03/2026
	Improve the recycling rate for waste generated at sites.	04/2025 – 03/2026
	Review Green Travel Plans to encourage and support our customers to adopt more sustainable and healthier commuting habits.	-
	Provide at least one potential water-saving solution for consideration for implementation.	06/2025

Appendix B

Table showing emission results for all years of monitoring. The new baseline year has been set as the 22-23 financial year.

Scope	Emitter	Financial year	Carbon (tonnes of CO2e)	% emissions
One and two	Gas	20-21	132	0.38
		21-22	164	0.60
		22-23	134	1
		23-24	104	0.64
	Petrol/diesel	20-21	43	0.16
		21-22	41	0.05
		22-23	36	0.19
		23-24	33	0.2
	Electricity	20-21	216	0.78
		21-22	0	0
		22-23	0	0
		23-24	0	0
Scope 1 and 2 total		20-21	392	1.4
		21-22	205	0.75
		22-23	170	1
		23-24	137	0.83
Three	Purchased goods and services	20-21	25,066	90.25
		21-22	24,771	91.20
		22-23	16,463	91
		23-24	14,866	91.45
	Fuel and energy (upstream)	20-21	35.82	0.13
		21-22	28.11	0.10
		22-23	203	1
		23-24	43	0.26
	Water/sewage	20-21	80	0.29
		21-22	103.53	0.38
		22-23	Now included within council waste	
		23-24	Now included within council waste	

Appendix B (continued)

Table showing emission results for all years of monitoring. The new baseline year has been set as the 22-23 financial year.

Scope	Emitter	Financial year	Carbon (tonnes of CO ₂ e)	% emissions
Three	Council waste	20-21	96	0.35
		21-22	124	0.46
		22-23	16	0.09
		23-24	11	0.07
	Business travel	20-21	36	0.13
		21-22	11	0.04
		22-23	1	0.01
		23-24	2	0.01
	Employee commuting	20-21	397	1.43
		21-22	397	1.46
		22-23	145	1
		23-24	150	0.92
	Leisure centres	20-21	1,051	3.79
		21-22	995	3.66
		22-23	1,009	6
		23-24	1,045	6.43
	Investments	20-21	700	2.53
		21-22	628.96	2.32
		22-23	No longer reporting as insignificant	
		23-24	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	
	23-24	16,118	99.16	
Council total	20-21	27,774	-	
	21-22	27,162	-	
	22-23	18,007	-	
	23-24	16,255	-	

Appendix C

Table showing the percentage change between the two most recent financial years, 22-23 (new baseline) and 23-24.

Scope	Emitter	Financial year	Carbon (tonnes of CO ₂ e)	% emissions	
One and two	Gas	22-23	134	-22	
		23-24	104		
	Petrol/diesel	22-23	36	-8.3	
		23-24	33		
	Electricity	22-23	0	-19.4	
		23-24	0		
Scope 1 and 2 total		22-23	170	-9.7	
		23-24	137		
Three	Purchased goods and services	22-23	16,463	-78.9	
		23-24	14,866		
	Fuel and energy (upstream)	22-23	203	-31.3	
		23-24	43		
	Council waste	22-23	16	+100	
		23-24	11		
	Business travel	22-23	1	-3.4	
		23-24	2		
	Employee commuting	22-23	145	-3.4	
		23-24	150		
	Leisure centers	22-23	1,009	-3.6	
		23-24	1,045		
	Scope 3 total		22-23	17,837	-9.6
			23-24	16,118	
Council total		22-23	18,007	-9.7	
		23-24	16,255		

Scope	Action	Details	Potential Emission Savings (Tco2e)
1	Undertake building upgrade work as outlined within the building audits	<p>Civic Centre A high-level building audit was completed for the Civic Centre in early 2023. This highlights some projects and upgrades which could take place to help reduce emissions generated from this building. Exact savings will depend on which route is taken, multiple options have been provided within the building audit, with the following being the recommended route forward:</p> <ul style="list-style-type: none"> • Glazing improvements to sash windows – 2.69 tco2e saved • Roof insulation installed between rafters – 0.55 tco2e saved • LED lighting replacement – 2.29 tco2e saved • Insulate LPHW pipework – 8.9 tco2e saved • Double glazing throughout building – 4.21 tco2e saved • Cavity wall insulation – 1.63 tco2e saved • Replace heating with new ASHP VRV system – 13.21 tco2e saved <p>An application for the Low Carbon Skills Fund Wave 5 will be made in April 2024 to have a detailed heat decarbonisation plan undertaken for this site.</p> <p>This will help reduce emissions within Scope 1.</p>	41.42
		<p>Bognor Regis Town Hall A high-level building audit was completed for Bognor Town Hall in early 2023. This highlights some projects and upgrades which could take place to help reduce emissions generated from this building. Exact savings will depend on which route is taken, multiple options have been provided within the building audit, with the following being the recommended route forward:</p> <p>LED lighting replacement – 11.5 tco2e saved Update PV system – 10.58 tco2e saved New gas fired hot water gen + solar thermal panels on roof – 7.13 tco2e saved Update and investigation control systems – 5.01 tco2e saved Replace boilers with new similar 95% efficient – 4.76 tco2e saved Basement ventilation heat recovery AHU – 2.17 tco2e saved</p> <p>This will help reduce emissions within Scope 1.</p>	33.48

Scope	Action	Details	Potential Emission Savings (Tco2e)
1	Transition vehicle fleet across to fossil fuel alternatives	<p>Although the council transitioned part of the fleet to electric in 2023, additional diesel vehicles have been requested to support the housing team. This has resulted in a total of 15 diesel/petrol vehicles, including three buggies used by foreshores and the tree maintenance team. Emissions will therefore likely increase for the 24-25 financial year and will remain inflated until the diesel vehicles are transitioned.</p> <p>It was not possible to procure electric vehicles for the housing team due to the short lead time, however these have all been leased on a short three year term and so there is potential to transition these to electric in 2027. This would result in 22 EV's, and a reduction in emissions, which would lead to an emissions saving of 24.79 Tco2e.</p> <p>The council has a fleet of 29 vehicles, 14 of these are electric, the remaining are diesel/petrol.</p> <p>Any remaining emissions related to vehicle usage would need to be offset, a rough idea of costs can be found using the carbon footprint calculator, or using the carbon neutral Britain calculator.</p> <p>This action will help reduce emissions within Scope 1.</p>	-
3	Leisure centres - Undertake building upgrade work as outlined within the building audits	<p>Arun Leisure Centre A heat decarbonisation plan has been undertaken for Arun Leisure Centre. This highlighted that for the 22-23 FY it generated 292 tco2e, with gas being responsible for 198 tco2e and electricity for 94 tco2e. The report has outlined a route to decarbonise the building by roughly 75%, a saving of 212.52 tco2e. To achieve this the following must all be undertaken:</p> <p>BMS refinement – 2.1 tco2e saved Heating and cooling deadband – 0.02 tco2e saved Cavity wall insulation (dry side) – 2.9 tco2e saved LED lighting – 0.4 tco2e saved Pool AHU – 15.7 tco2e saved Plantroom and pipework insulation – 1.4 tco2e saved ASHP – 121.7 tco2e saved Roof mounted PV – 11.4 tco2e saved Solar canopy PV – 56.9 tco2e saved</p>	212.52 (HDP) + 32.52 (Destrat Fan)

Scope	Action	Details	Potential Emission Savings (Tco2e)
		<p>This does not include electricity tariff specific emissions – all Freedom Leisure sites currently have REGO electricity, making it possible to fully decarbonise this building provided the tariff does not change to non-renewable.</p> <p>A destratification fan has been installed within the gym and swimming pool of the centre. This is estimated to have an emission saving of 32.52 tco2e in year one and 162.55 across five years.</p> <p>New gas boilers will be installed within ALC due to three of the four current units failing, the council had little choice in the spec of these boilers. Due to this the site is no longer eligible for future Public Sector Decarbonisation Scheme funding.</p> <p>Littlehampton Wave A high-level building audit was completed for the Littlehampton Wave in early 2023. This highlights some projects and upgrades which could take place to help reduce emissions generated from this building. Exact savings will depend on which route is taken, multiple options have been provided within the building audit. Please note that as this building is relatively new, the majority of suggestions were not deemed to be suitable to take forward. Therefore, the below is the only recommended route forward:</p> <p>Swimming pool hall de-stratification fans – 14.9 tco2e saved</p> <p>Following on from the above a conversation occurred between Arun District Council and Freedom Leisure. It was deemed appropriate to install a destratification fan within the gym and swimming pool areas of the centre. A further study was undertaken, and it was predicted that an emission saving of 56.51 tco2e in year one and 282.57 across five years, could be seen. As this was thought to be more a more detailed study it has superseded the figure included within the above-mentioned high-level building audit.</p>	<p>56.51</p>