

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
<b>Completed activities</b>				
MTFS015 <u>n/a</u>	NEW/ONE OFF: Corporate Risk Register	A new Risk Management Framework was approved by Standards and Audit Committee and Full Council in October 2023. The Project Management Office (PMO) will develop a dashboard as part of the corporate reporting system to communicate the risk portfolio to Standards and Audit Committee on a six-monthly basis to keep elected members abreast of the highest priority risks identified and the mitigation in place.	<a href="#">8<sup>th</sup> October 2024 Overview and Scrutiny Select Committee</a>	A comprehensive review of the Corporate Risk Register was undertaken by the Climate Change Team in December 2023 to more accurately capture the risks associated with climate change faced by the Council. Climate change risks will be reviewed regularly moving forward so that an up to date picture is presented in future corporate reporting. NOTE: A deep dive into Climate Change risks was taken to the 24 <sup>th</sup> September Standards and Audit Committee.
ED026 <u>5.3.2</u>	ESSO Pipeline Investment Fund (Arboricultural works)	Esso's Environment Investment Programme (EIP) comprises a range of localised projects along the replacement pipeline route to carry out activities such as creating habitats to benefit biodiversity. Through this fund, £50,000 has been secured for tree maintenance and planting on Chertsey Meads. Specified by the Tree Officer and delivered by Delivered by the Open Space Development Team.		STATUS UPDATE: This activity has been split into two-arboricultural works (described here) and wetland works (described below). Arboriculture works complete-1050 trees have been planted as part of this project mainly to fill gaps in existing hedges and to create new hedgerows (all native species sourced locally from Chobham). A very rough estimation for the carbon sequestered by the new trees in the hedgerow is 1.8tC/y. For the entire hedgerow it is roughly 5.4tC/y assuming it is minimally managed based on figures from Utilising hedgerows for landscape scale carbon sequestration-Matthew Axe 2015 (Royal Agricultural University, Cirencester).
ED026 <u>5.3.2</u>	ESSO Pipeline Investment Fund	Esso's Environment Investment Programme (EIP) comprises a range of localised projects along the replacement pipeline route to carry out activities such as creating habitats to	n/a	STATUS UPDATE. Wetland works have now been completed.

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	(Wetland works)	benefit biodiversity. Through this fund, £50,000 has been secured for tree maintenance and planting on Chertsey Meads. Delivered by 2025 by the Open Space Development Team.		
<b>Live activities</b>				
n/a <u>5.8</u>	Community Cool Hubs	This initiative, funded by RBC, will provide cool environments to give relief to people during periods of excessive heat as part of our emergency planning function. However given that hot weather events are likely to continue due to the effects of climate change, a longer term solution needs to be developed. This initiative will be subject to a future growth request and therefore will be dependent on the financial position of the Council at that time.		NO CHANGE in status as there has been no reason to trigger this initiative since the last update report was completed.  Note that this would be a climate change adaptation measure.
n/a <u>3.8</u>	Continued representation on Heathrow Strategic Planning Group (HSPG)	An officer represents the Council on the HSPG and contributes to discussions regarding the future of Heathrow Airport, its plans for expansion, carbon emission reductions and the impact of its activities on the surrounding communities.  In relation to carbon emissions, <a href="#">Heathrow's Net Zero Plan (Feb 2022)</a> confirmed that in calculating their carbon footprint, they included all the emissions linked to their business, from the operation of the airport itself. This included all their buildings and vehicles, passenger and colleague travel to and from the airport, the flights that depart from Heathrow all the way to their destination, and more. This shows that 99.9% of Heathrow's carbon emissions are	n/a	NO CHANGE. The Head of External Projects will continue to represent the Borough including by responding to relevant consultations and will update Members through the relevant committee/working party as appropriate.  Officers would be happy to also provide a member briefing/ presentation to the Climate Change Working Party on the decarbonisation and wider sustainability initiatives being undertaken/ explored by Heathrow and being discussed with the HSPG. This includes wider opportunities for the Heathrow affected boroughs.

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		<p>Scope 3, which means they do not directly control them. However, they can influence these emissions and they are included in their decarbonisation strategy. In 2021, the emissions from Heathrow were calculated as follows:</p> <p>Scope 1 (Emitted directly from sources Heathrow owns or controls): 29,091tCO<sub>2</sub>e (0.35%)</p> <p>Scope 2 (Emitted indirectly from purchased energy): 0tCO<sub>2</sub>e (0%)</p> <p>Scope 3: All other indirect emissions upstream and downstream. This is dominated by emissions from flights: 8,228,185tCO<sub>2</sub>e (99.65%)</p>		
MTFS004  <a href="#">5.6</a>	Net Zero Places: Phase 1 Innovate UK + City Science	<p>RBC, as part of the wider Heathrow community secured stage 1 funding of circa £100,000 (£7,000 for Runnymede) to evaluate non-technical barriers (such as financing, governance, regulation, and engagement) to achieving carbon net zero from Innovate UK (part of UK Research and Innovation) in partnership with City Science. The ultimate aim is to help places and businesses accelerate the delivery of the transition to Net Zero. In the first phase of the programme, 31 projects from across the UK, have been awarded a share of £2m through a competitive process, to carry out feasibility studies to understand what approaches to test in their local area.</p>	None	<p>STATUS UPDATE HSPG were unsuccessful in securing the major bid with Innovate UK. However, a smaller bid for £150k has been secured which will be utilised to further the baseline information and business case of the main proposal. In line with this, the project taken forward will be in the area of Waste to Energy (Sustainable Aviation Fuel), testing the premise for Carbon Credit generation and certification via retrofit and EV charging. This will include a review and update of the HSPG area Joint Spatial Planning Framework regarding the use of planning policy to reduce carbon emissions and an initial review of the Local Area Energy Plan (LAEP). RBC is the lead local authority for this bid with projects in partnership with HSPG, City Science, and Hounslow BC. The projects started on 1st</p>

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				<p>February 2024 and will be delivered over the next 18 months. In the interim RBC remains engaged with its partners for the main project and are now actively looking for funding and / or investment to progress this.</p> <p>An item on the carbon credit scheme will be brought to Corporate Management Committee this Autumn.</p> <p>Key updates to be provided through the relevant committee/working party.</p>
<p>CC010 <u>5.5/5.5.1/5.5.2</u></p>	<p>River Thames Scheme</p>	<p>This wider scheme will include the creation of two new river channels which will:</p> <ul style="list-style-type: none"> <li>• Reduce flood risk to homes, businesses and infrastructure.</li> <li>• Provide new habitats and landscape enhancements.</li> <li>• Create new publicly accessible open spaces with footpaths and cycleways to enhance connectivity</li> </ul> <p>Active and sustainable travel initiatives are expected to be incorporated into the scheme. New and improved habitat areas for wildlife will also connect with existing nature sites and wildlife corridors to support biodiversity.</p>	<p>None</p>	<p>The current expectation is for the works to start in 2026, with commissioning of the River Channels currently expected to be 2030.</p> <p>The project is now officially nominated as a climate change adaptation initiative as well as a flood alleviation scheme.</p> <p>Key updates to be provided through the appropriate committees/members briefings/working parties.</p> <p>STATUS UPDATE: the responses received through the public consultation earlier this year are currently being analysed, with consideration being given to whether further changes are needed to the scheme design.</p>
<p>n/a <u>3.8.2</u></p>	<p>Heathrow Surface Access</p>	<p>RBC to work with other Boroughs and Districts to develop a consensus position and lobby the Government in progressing this scheme to enhance public transport options to Heathrow from Surrey/achieve a modal shift to public</p>		<p>NO CHANGE Officers continue to be part of discussions with principal entities.</p> <p>Key updates to be provided through the relevant member briefings/ committees/ working party.</p>

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		transport to reduce harmful air quality impacts/carbon emissions associated with private car use. This is lead by the External Projects team. There are no fixed timescales for this activity at the time of writing.		
HWB074 <u>5.8</u>	Review emergency flood plan	Audit of supplies held at the Chertsey depot to be conducted and restocked as necessary to fulfil requirements identified in the revised flood plan. Applied Resilience and Surrey CC will be liaised with to ensure response expectations of all parties are aligned. Identify and formalise arrangements at potential emergency hubs in suitable locations to be used as distribution/information points during flooding situations will be identified and formalised. It will be ensured that all contact details are updated and circulated to all relevant parties.		NO CHANGE Officers are continuing to review emergency stocks held at the depot with a view to considering additional amendments to existing policies that may be required as well as mechanisms for disposal of stock which is no longer fit for purpose/no longer needed.  This activity has been added to this report as it is a form of climate change adaptation.
<b>Planned activities</b>				
CEX018 <u>7.4.2</u>	Procurement relaunch	Launch of a number of procurement led initiatives, including but not limited to revised CSOs, Procurement Strategy and Contract Management Framework	n/a	Not started but has the potential to help embed the Procurement Strategy 2023-2026 and its supporting policies (including the Sustainable Procurement policy).
n/a <u>7.1/7.1.1</u>	Preparation of 2025/26 Service Area Plans	Will set the priorities for each Service Area for the 2025/26 financial year.	n/a	Not started but likely to include some activities which will assist the Council in its response to climate change.

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

**Lead Officer:** Sarah Hides

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<b>Completed activities</b>				
CC061 <u>7.11</u>	Production of a Sustainable Fleet Management Strategy (SFMS)	<p>The SFMS sets out to provide an environmentally sustainable operational fleet which delivers safe, reliable services to the community and was affordable to the Council,</p> <p>One of the three guiding objectives is around the reduction of harmful green house gases and other local pollutants from the Council's fleet.</p>	<p><a href="#">Environment and Sustainability Committee, 7<sup>th</sup> March 2024</a></p> <p><a href="#">Corporate Management Committee, 21<sup>st</sup> March 2024</a></p>	STATUS CHANGE – MOVED FROM LIVE ACTIVITY TO COMPLETED Work on the development of this strategy commenced in October 2023. Led by the Climate Change Team working collaboratively with a range of Service Areas. The strategy was endorsed by the Environment and Sustainability Committee on 7 <sup>th</sup> March. Also endorsed at Corporate Management Committee on 21 <sup>st</sup> March and adopted at Full Council on 25 <sup>th</sup> April.
CEX010 <u>7.1, 7.1.2 and 7.3.2</u>	Production of 2022/23 carbon emissions report	This set out the Council carbon emissions for the 2022/23 financial year.	<a href="#">Corporate Management Committee, 18<sup>th</sup> April 2024</a>	STATUS CHANGE – MOVED FROM LIVE ACTIVITY TO COMPLETED This report was completed and discussed at Corporate Management Committee in April 2024.
CC003 <u>8.2, 8.2.2, 4.6.5</u>	GBGW 2024	This an annual celebration of local	<a href="#">Corporate Management</a>	STATUS UPDATE – MOVED FROM LIVE ACTIVITY TO COMPLETED

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		<p>climate change action where local communities run a range of events as part of Local Green Weeks to celebrate how communities are taking action to tackle climate change and protect green spaces</p>	<p><a href="#">Committee, 14<sup>th</sup> September 2023</a></p> <p><a href="#">Corporate Management Committee, 26<sup>th</sup> September 2024</a></p>	<p>Great Big Green Week 2024 took place across Runnymede between 8<sup>th</sup> and 15<sup>th</sup> June. Through collaboration with local groups, more than 50 events were organised in the borough, from nature walks to library talks, litter picks to book swaps. Full details of all the events that were organised and evaluation of these can be found in the report taken to Corporate Management Committee on 26<sup>th</sup> September 2024.</p> <p>The Council organised the 'Our Beautiful Borough' photography competition, which received 72 photos from 31 entrants, with the winning photos in each of the two categories printed, mounted, and displayed at the Civic Centre with the photographers visiting for a mayoral meet and greet and to sign their entries in-situ.</p> <p>£3000 was made available through the Council's Youth Development Fund for Brickies club environmental workshops in schools. 6 schools were involved in this initiative and the workshops were delivered to 531 students between Year 1 and Year 6. From the evaluation, all respondents rated the workshops as 5-star and all 'Strongly Agreed' that they would like to take part in this initiative again in the future.</p>

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				<p>Council staff were engaged in the week through a one-hour gardening event at Victory Park and clothes donation day at the Civic Centre on Wednesday 12<sup>th</sup> June. 17 staff members attended the gardening event, and 84kg of clothes were donated and recycled from the Civic Centre. Consequently, the establishment of a staff gardening club and introduction of regularly clothes donations at the Civic Centre are being explored by relevant officers.</p> <p>The dates for Great Big Green Week 2025 have been set as 7<sup>th</sup> to 15<sup>th</sup> June. The Corporate Management Committee of 26<sup>th</sup> September 2024 will decide the Council's approach for this and officers will then work to implement the selected participation level with the relevant stakeholders.</p>
<b>Live activities</b>				
n/a  <a href="#">7.3, 7.3.1 and 7.3.2</a>	Carbon Literacy Training: Members and Senior Officers	Carbon Literacy is an understanding of the causes and impacts of our everyday carbon emissions – the fundamental awareness that offers a starting point for making real change in the way we tackle climate change.	<a href="#">Thursday 23<sup>rd</sup> March 2023 – Corporate management Committee</a>	STATUS UPDATE: Officers are currently exploring options to deliver training to newly elected members and to a wider cohort of officers from across the Council in the financial year 24/25. Options for delivering shorter courses will also be looked at.
<a href="#">CEX010 7.1, 7.1.2 and 7.3.2</a>	Production of 2023/24 carbon emission report	This report sets out the Council carbon emissions	<a href="#">Corporate Management</a>	STATUS UPDATE



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		for the 2023/24 financial year.	<a href="#">Committee 17<sup>th</sup> October 2024</a>	The 2023/24 emissions report appears elsewhere on this agenda.
CC003 <a href="#">8.2, 4.6, 3.9, 8.2.1</a>	Climate Change Communication Plan 2024/25	The purpose of the annual Climate Change Communication Plan is to promote 2 campaigns a year which will encourage environmental behaviour changes amongst the Borough's population.	<a href="#">Corporate Management Committee, 25<sup>th</sup> May 2023</a> <a href="#">Corporate Management Committee, 21<sup>st</sup> March 2024</a>	<p>The Climate Change Communications Plan 2024-25 has been developed based on resident feedback, internal discussion with relevant service areas, external discussion with relevant organisations, suitable literature, and feedback from Members following presentations at the Climate Change Working Party in November and January. This information has been utilised by officers to steer the campaign focus areas and develop the engagement approaches in the Plan. Two themes are the focus of the plan for the FY 24/25 (which was approved at Corporate Management Committee in March 2024). The proposed campaigns target anti-idling, which aligns to Action ID 3.9 of the Climate Change Action Plan, and food waste, which aligns to Action ID 4.6 of the Climate Change Action Plan.</p> <p>STATUS UPDATE – The climate change team, working closely with available resources in the Communications team, have finalized the details of the anti-idling campaign and working to finalise details of the food waste campaign. Soft launches of both campaigns took place at local events over summer (Black Cherry Fair and Englefield Green Village Fair, St John's Eco Fayre). The public communications</p>

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				<p>campaign associated with the anti-idling campaign was launched on 21<sup>st</sup> September aligned to the international 'Zero Emissions day' and will run for six-weeks. This has been accompanied to date by assemblies delivered in two schools which launched poster competitions, with each entrant being provided a Stop Idol sticker and bookmark, and winning entries printed on a banner to be erected at each school site. A further assembly is booked for later in October, with officers continuing to promote this initiative to engage more schools.</p>
<p>CC003 <u>n/a</u></p>	<p>Climate Change Web Pages and Newsletter</p>	<p>Updating and redesigning the Climate Change web pages of the council website to make them more user friendly and helpful to residents.</p> <p>Initiation of quarterly climate change newsletter.</p>		<p>STATUS UPDATE – the Council climate change and sustainability webpages have been revamped following an evaluation of our web pages against other authorities. Amendments to the pages include the introduction of an 'Understanding Climate Change' section, which includes information on what climate change is, its impacts, key policies related to climate change, and a jargon buster and myth buster. A 'what you can do' section has also been introduced with advice for residents, businesses, schools, and other stakeholders on actions they can take to be more sustainable across a range of areas.</p> <p>The climate change and sustainability e-newsletter continues to be sent out on a quarterly basis, with the most recent newsletter (sent in September 2024) being the 4<sup>th</sup> edition</p>

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				of this that has been provided to the distribution list.
CC019/HWB034/ CC005/ MTFS004  <u>1.3.6, 7.2</u>	Identifying funding opportunities	Working with relevant Service Areas and the Grants and Bids Writer to identify relevant grants and funding streams to support emission reductions from council operations and across Runnymede and support the delivery of the Climate Change Action Plan	<a href="#">Corporate Management Committee 20th June 2024</a>	STATUS UPDATE – Since the last Climate Change Update Report, the Council, working alongside an external consultant, submitted a bid for £255,700 to the Salix Low Carbon Skills Fund for design works to support the decarbonisation of Manor Farm Day Centre and Woodham & New Haw Day Centre. However, this bid was not successful in securing funding. Officers are currently considering the potential to submit a funding bid as part of round 4 of the Public Sector Decarbonisation Scheme. Officers will continue to look for funding opportunities to support decarbonisation activities.  For further information on other grant bids please see the A and R section under decarbonisation of A and R Estate.
n/a <u>1.7</u>	Supporting and facilitating home energy efficiency improvements schemes across the borough	Continue to support our partners such as SCC and delivery agents such as Action Surrey and Happy Energy to promote funding opportunities and schemes providing grants and advice for residents for energy efficiency home improvements	<a href="#">Community Services Committee, 4<sup>th</sup> January 2024</a>	This action is ongoing. The ECO4 scheme is one of many mechanisms the Government has established in helping households decarbonise their homes. The ECO4 scheme provides grants to fund energy-efficient upgrades to homes reducing emissions, electricity and energy bills. These grants pay for new heating systems like boilers, loft or cavity wall installation and other measures designed

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				<p>primarily to increase energy efficiency and reduce fuel poverty and energy costs.</p> <p>STATUS UPDATE: The Council has issued a Statement of Intent on the Council website to facilitate and support residents access to ECO 4 funding. This follows the decision of the Community Services Committee in January 2024. The Council is also working with Action Surrey to facilitate and support residents to access other energy grants such as HUG2.</p>
<p>CEX010 <u>7.1.3</u></p>	<p>Refining and improving emissions monitoring</p>	<p>Improve and streamline the Council's carbon emissions and energy monitoring, measuring and reporting methodologies, in accordance with recommendations made in the Climate Change Study (which may include ongoing officer training).</p>		<p>Ongoing. As reported in the last update report the Housing and Assets and Regeneration Teams have signed up to LASER Energy Bureau, see Assets and Regeneration and Housing sections for more info. This has enabled officers to access and explore more detail around our buildings' emissions.</p> <p>Officers have also started exploring ways to help Service Areas add more information into officer reports on potential carbon reductions/increases associated with different activities, for example through the use of conversion factors for green house gas reporting from reputable sources.</p>
<p>n/a <u>7.13, 7.13.1 and 7.13.2</u></p>	<p>Support the delivery of SCC's Greener Futures delivery plan and relevant joint carbon reduction opportunities,</p>	<p>Continue to support delivery of SCC Greener Futures Climate Change Delivery Plan, and continue to engage with SCC and other Surrey</p>		<p>Officers regularly attend Greener Futures Partnership Steering Group meetings and SCC Climate Change Officer meetings.</p>

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		authorities on joint carbon reduction opportunities.		
CC042/CC063/ CC064  <u>3.3, 6.7, 6.7.1</u>	Electric Vehicle Strategy - delivery	Deliver actions contained in the adopted Electric Vehicle (EV) Strategy for Runnymede to support the transition to electric vehicles. Actions seek to help create a supportive policy environment; enable the creation of new EV charging infrastructure; promote EV benefits to a wider audience; and explore opportunities for joint working with partners to encourage wider take-up (by the Council for its own fleet and by Council employees, as well as private users). Actions also consider the use of e-bikes.	<a href="https://runnymede.gov.uk">Electric Vehicle Strategy (runnymede.gov.uk)</a>  <a href="#">Corporate Management Committee 18th April 2024</a>  <a href="#">Environment and Sustainability Committee 6th June 2024</a>	<p>The Climate Change Team are working with the appropriate service areas to explore EV charging infrastructure options for fleet and public charging infrastructure in our car parks.</p> <p>STATUS UPDATE MOVED FROM PLANNED TO LIVE: See Customer, Digital and Collection Services Live activities section for further information on EVC in public car parks. Initial options report presented at E and S June 2024</p> <p>Installing EV charging at the Civic Centre. Officers are intending to go out to procurement imminently for the installation of 6 EV Chargers in the Civic Centre's Undercroft car park after agreement at CMC April 2024.</p> <p>Please see Planning, Economy and Built Environment section for more information regarding E-Bikes.</p>
n/a  <u>7.1.5</u>	Refine and increase carbon impact modelling	Work to cost and carbon impact model the actions set out in the Climate Change Action Plan (and other actions as they are developed).		Officers are working to refine and extend the range of carbon impact estimations associated with Council projects and actions.

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CC007  <u>7.14</u>	Lobbying for resources	Work with partners to put the case forward to central government, trade sectors, and other relevant bodies to gain the resources and powers necessary to meet local and national net zero targets.		<p>For the 2023/24 financial year, the Greener Futures Steering Group agreed a number of key objectives, one of which was to,</p> <p><i>‘Put the unique Surrey case forward to central government to gain the resources and powers necessary to meet our net zero targets’.</i></p> <p>To deliver this objective, it was agreed that before the end of the financial year, a joint statement from the Partnership Board to Government ministers would be issued to ask for consistent funding for Local Authorities to support delivery of our Net Zero targets. This statement was to be drafted by Councillor Marisa Heath: Cabinet Member for the Environment. Officers have written to SCC to confirm if this statement was written and sent, and to request a copy. At the time of writing the there has been no further update on this.</p> <p>STATUS UPDATE: As exploring and undertaking options for lobbying government regarding climate change is now a BAU/ongoing activity, this entry will not be reported in future climate change update reports.</p>
CEX010  <u>7.1</u>	Climate Change Action Plan: First Review	As agreed in Full Council in Feb 24, the CCAP will be reviewed in September	<a href="#">Corporate Management Committee, 22<sup>nd</sup> February 2024</a>	Officers have recently undertaken the 1 <sup>st</sup> review of the CCAP. This is due to be discussed at the first meeting of the Climate Change Working for the municipal year.

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<b>Planned Activities</b>				
CCAP Action ID 5.8	Climate Change Adaptation	As a member of the Greener Futures Partnership Steering Group, review Surrey County Council's Climate Change Adaptation and Resilience Strategy and identify how Runnymede Borough Council can contribute to its delivery.		Officers are planning to begin initial scoping work in regard to producing a Climate Change Adaptation and Resilience Strategy for the borough this financial year. Possible partnership opportunities to produce this will also be investigated.
CC003 <u>8.2,8 2.3</u>	Facilitating Carbon Literacy training within the borough	Explore opportunities to support partners to deliver carbon literacy training to a wider audience within the Borough		Not Started
CEX010 <u>7.1, 7.1.1</u>	Service Area Plan CC action monitoring	Adopt and monitor relevant carbon reduction/adaptation priority actions as part of annual Service Area Plans		Progress on relevant activities is currently picked up on climate change dashboards and biannual CC update reports to CMC.
n/a <u>1.9</u>	Mapping fuel poor/low EPC household to target energy efficiency support	Explore ways of mapping fuel poor households against poor energy efficient homes to target funding/ energy saving advice / support to households experiencing fuel poverty and for those		This work is taking place as part of our work to promote ECO 4 with community services – mapping EPC data with council tax reduction.

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		where improvements could see the biggest benefits.		
n/a <u>7.1.4</u>	Runnymede Environment champions	Explore benefits of appointing Environment Champions across the Council (Councillors and employees) to help drive delivery of climate change actions throughout members' communities.	N/A	Work is planned to initiate groups of interested officers throughout the council to give feedback in the development of climate change strategies impacting staff. For example, the green travel strategy.
n/a <u>8.2, 8.2.2, 4.6.5</u>	GBGW 2025	This an annual celebration of local climate change action where local communities run a range of events as part of Local Green Weeks to celebrate how communities are taking action to tackle climate change and protect green spaces	<a href="#">Corporate Management Committee, 26<sup>th</sup> September 2024</a>	At CMC on 26 <sup>th</sup> September 2024, the committee decided to continue the Council's participation, with the committee opting for the Council to support, promote, co-ordinate, provide assistance, and participate in GBGW 2025
n/a 7.8	Paper usage analysis and reduction strategy	Produce a report on the Council's existing paper usage, including how this has changed over time, and identify actions that could be taken to reduce the current figure		Report due in February/March 2025t



Service Area: Assets and Regeneration

Lead Officer: Alex Williams

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CC024 <a href="#">4.5</a>	Improving availability and use of recycling facilities in Council's operational non- residential buildings.	Officers are working to ensure the Council's operational non-residential buildings and facilities have full recycling services, including food waste, with clear communications in place to ensure they are well used.		In March 2024, food waste recycling was introduced at the Civic Centre. Staff notified by the internal e news, and signage has been placed in the Tea Points with information on what can be recycled. STATUS CHANGE Moved from Live to Completed
<b>Live/ongoing activities</b>				
CC017 <a href="#">1.5, 1.5.4</a>	LED Lighting surveys-operational buildings	LED lighting surveys have been carried out for Civic Centre and Chertsey Depot by LASER. The results of these surveys are awaited but will provide information on the cost of upgrading the lighting in both buildings and the carbon emissions savings associated.		Laser have undertaken a full survey of the Civic Centre. To move forward with the project, further electrical surveys need to be undertaken to ascertain the condition of the existing wiring and supply which will enable Laser to understand the controls and adaptations required for the project. There are some logistical issues we need to overcome due to the Civic Centre being a 24/7 operation. The Assets and Regeneration Team is working on a solution for this. STATUS UPDATE: surveys have been undertaken for the civic centre and estimated costs for complete lighting replacement are in the region of £80,000 subject to a growth bid in respect of the civic centre works. A report will go to committee by the end of financial year. The depot options are being reviewed and a service a report will go to committee shortly.
AR016 <a href="#">1.5.4</a>	Civic Centre building upgrades	This will include replacement of the roof at the Civic Centre, and upgrades/replacement of the Building Management System (BMS), heating,	<a href="#">Corporate Management Committee, 14<sup>th</sup> September 2023</a>	STATUS UPDATE: This is a Grade A corporate project. Members are advised to review the quarterly project updates that are reported to Corporate Management

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
		ventilation, air conditioning (HVAC), windows mechanism and the lifts. As part of this, it will be explored whether there are any opportunities for installation of renewable or low carbon technologies, subject to cost and pay back.		Committee to keep abreast of the latest updates on this project.  This project will include replacement of roof at Civic Centre, BMS, HVAC, Windows mechanism, Lifts.
AR016 n/a	Civic Centre usage	This relates to how much of the internal space at the Civic Centre is required for RBC own staff, stakeholders and tenants (including Surrey Police and SCC), and consideration of how to optimise the use of the space to provide a secure sustainable future for the Civic Centre.	n/a	n/a at current time. Updates as relevant will be provided in future reports.
n/a <u>1.5, 1.5.4</u>	Operational Assets Conditions Surveys and Mechanical and Electrical condition surveys	These surveys will be carried out across the whole of the operational estate both in respect of our building fabric and the mechanical and electrical plant which make up our unique portfolio. This survey work will help provide a better understanding of where adaptations are required across our estate, including those which will help us work towards our 2030 net zero carbon target.	Corporate Management Committee, November 2023	Officers are in the process of completing the contract documentation for the new FM Provider who will act as a principal contractor. The contract was signed on 28.3.24. The condition surveys have been instructed and will commence as soon as the contract is signed. The outcome of these surveys evidencing cost and liability along with where appropriate sustainable measures could be directed for the asset base will be reported to Committee in the Autumn STATUS UPDATE. Condition surveys are completed and a review is underway assessing essential items to ensure compliant, fit for purpose operational estate. Further report to committee with regard to budget requirement will be produced imminently.
CC014	Moving to Greener Energy Supplies	To review and rationalise all power contracts and transition to renewable energy contracts where cost effective to	None	The Council has signed the access agreement for the 2024-2028 LASER Framework period. Officers will be working alongside LASER to explore the options for

<b>CBP ref</b> <b>CCAP ref</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from April 2024), and any additional relevant information</b>
<u>1.5, 1.5.3</u>		do so, and seeking minimal financial impact to the Council's budget position.		transitioning its energy supplies across its estate to greener supplies when existing agreements come to an end. STATUS UPDATE: The electricity supply to Addlestone One is with Ecotricity and is 100% from renewable sources.
AR018 n/a	Portfolio climate change initiatives	Climate change initiatives across portfolio – where possible we will investigate options for sustainable measures within the operational estate subject to budget provision		As and when mechanical and electrical plant expires – (reaches end of useful life) across the operational estate, sustainable measures will be investigated as a possible replacement option subject to cost and viability. Core Activity See CCAP 1.5.4 above.
CC017 <u>n/a</u>	EPC rating surveys of all Operational Assets	Complete EPC Rating Survey of all Operational Assets to review & rationalise all energy saving functions including lighting - deliver services e.g., the Civic Centre		Linked to condition survey work of our operational assets STATUS UPDATE: CCAP 1.5.4 above
AR019 <u>1.5, 1.5.1</u>	Decarbonisation plans for Assets and Regeneration (A and R) Estate	<p>This activity will involve producing decarbonisation plans for the Assets and Regeneration estate to determine the climate change initiatives required to help achieve the Council's 2030 net zero carbon target for its operations and services.</p> <p>A growth bid of £500,000 capital spend has been approved (to be spent over 5 years) for climate change initiatives for the Council's operational buildings.</p>	None	<p>Once the ongoing Asset Challenge is complete, this will help determine which buildings should be prioritised for decarbonisation.</p> <p>Heat Decarbonisation Plans (HDP) have previously been prepared for Manor Farm Day Centre and the Hythe Centre. Using the HDPs a bid was prepared for PSDS (Autumn 2023). However, the bid was not able to be submitted due to the high level of necessary match funding needed from the Council being unavailable. There is a concern that this will also be the case for this year's PSDS grant although officers will review the match fund thresholds once they are released before a decision is made on whether to proceed.</p>

CBP ref CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
				Please see the Climate Change Function section under Identifying funding opportunities for information regarding recent grant bids.
<b>Planned activities</b>				
AR044 <u>1.5, 1.5.4</u>	Strategic Review of Council owned Carparks	To ensure required upgrades are considered/delivered as part of any upgrades for ANPR or EV charging installation e.g. switch to LED lighting, upgrade electrics, renew carpark surfacing etc	<a href="#">Environment and Sustainability Committee, 13<sup>th</sup> September 2023</a>	Due to commence in 2024/25 Financial Year. Linked to ANPR and EV charging initiatives  STATUS UPDATE Stock condition surveys are complete and being reviewed. Planned preventative maintenance for each individual car park subject to budget constraints needs to be taken. A report will be to committee in regard to necessary budget requirement.  Also see Digital Services section for further updates on electrical survey work in public car parks

Service Area: Community Services

Lead Officer: Darren Williams

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
<b>Completed activities</b>				
HWB003	NEW Digitisation of telecare services – equipment	To complete a refresh of Community Alarm and other Technology Enabled Care equipment, switching to a digital model.		STATUS UPDATE – ONGOING TO COMPLETED. Arrangements for recycling of electrical items in place with environmental services
<b>Ongoing/live activities</b>				
n/a <u>7.15</u>	Community Grants Review	Review the criteria in the Council’s Community Grants programme to ensure that they can be awarded towards climate change initiatives/groups.		This has been delayed given BVN and the need to determine the available finances for future grant policy. It is hoped this will be taken forward to June 2024 Community Services Committee
CSCD009 <u>5.2</u>	NEW Green & Blue Infrastructure Strategy	Working with the Planning Policy Team, develop a new Green and Blue Infrastructure Strategy for the borough. The purpose of the GBI Strategy is to set the framework for the Council’s approach to GBI; identifying the assets and features we have, whether there are any deficits or weaknesses and where/how these could be strengthened with opportunities/ projects for improving/enhancing GBI and partners required to aid delivery clearly set out. In relation to	<a href="#">Community Services Committee, 16<sup>th</sup> March 2023</a>	STATUS UPDATE The GBI Strategy was passed from the Planning Policy Team to Community Services Team in June 2024. Community Services will be the lead team who will progress this strategy moving forward. Hence this entry no longer appears in the Planning, Economy and Built Environment section of this appendix. No further development in the Strategy since the previous update report. A short update on the current position was provided to Community Services Committee in September 2024 as part of service area plan updates.

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
		<p>climate change, the strategy could make recommendations related to provision of multi-functional GBI, projects to help adapt to long term implications for flood risk, cooling &amp; shading, the capture of carbon, projects which could help contribute to delivering 1.2m trees in Surrey. For biodiversity, the strategy could make recommendations related to halting decline, promoting conservation, increasing woodland, identifying wildlife corridors, enhancements at catchment/landscape scale.</p>		
CSCD016 /CSCD02 5  <u>3.3</u> <u>7.11</u>	Implement the approved outcomes of the Community Transport review	<p>Implement the approved outcomes of the Community Transport review, both in terms of social value services provided by the Council and any contract opportunities that are agreed to be pursued.</p> <p>This includes work in partnership with Surrey County Council on potential EV fleet for Community Transport. SCC are currently operating a scheme whereby they will match EV vehicle</p>		<p>STATUS UPDATE – PLANNED TO LIVE</p> <p>Business case submitted for potential introduction of EV minibuses using SCC opportunity. Evaluation of vehicles to be removed from fleet asset list completed. DSO to send vehicles to auction resulting in confirmed reduction in fleet number.</p>

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
		purchases, with the provision of two further EV vehicles, to Community Transport providers. Opportunity is to be explored to determine whether viable for RBC/SHBC to enter such an arrangement, and if so, to progress to implementation		
CSCD038 <u>5.3.4</u>	Management of existing meadows	To involve undertaking an analysis of the current meadow sites across the borough, relating to management, maintenance and current condition, to gain an understanding of possible future requirements required to improve/enhance these sites. Consideration will also be given to further areas that could be naturalised	<a href="#">Environment and Sustainability Committee, 11<sup>th</sup> January 2024</a>	STATUS UPDATE: PLANNED TO LIVE.  This is a new objective to be taken forward by Community Services, following discussion at Environmental Services Committee in January 2024.  STATUS Update – Draft management strategy written and will be reviewed with CLT before being presented to members.
EC001 8.1	NEW Citizen's Panel	Formulate an engagement strategy including with communities in deprived areas. The primary tool emanating from this will be the re-launch of the Citizens Panel as a representative sample of the Runnymede community, and subsequently use it to draw standing panels for individual issues and consultations,		STATUS UPDATE: design and launch remain work in progress. However, within the themes that those who may want to sign up engage with, it is intended that climate change/sustainability will be among the key topics.

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
		including on climate change. The panel will also be used to select focus groups for specific topics.		
CSCD007	NEW SANG Management Plan	To create new SANG Management Plans for all SANG sites in the borough, to ensure compliance with Natural England regulations		STATUS UPDATE: This project is now in the procurement stages with the current infrastructure tender being prepared in order to amend the SANG management plans. The tender documents should be ready this month in anticipation of a contract being awarded ready for the Autumn to coincide with the end of seasonal restrictions on this kind of work.
n/a 5.3.2	NEW Tiny Forests	In partnership with Spelthorne Borough Council and Earthwatch Europe, progress work related to a potential grant funding opportunity from Treescape for the establishment of Tiny Forests in the borough	Corporate Management Committee, 20 <sup>th</sup> June 2024	<p>STATUS UPDATE: Report went to June Corporate Management Committee where members, in principle, approved two tiny forests in the borough on the assumption that funding could be secured.</p> <p>A further report to members is required to confirm the space for these and Earthwatch have attended and undertaken site suitability assessment with Open Space Development team members.</p> <p>STATUS UPDATE – this is moving forward however the original application for funding was turned down. Officers are now working on further details related to progressing this workstream.</p>
<b>Planned activities</b>				
HWB045 5.7	Allotment Site Opportunities	To identify demand for additional allotment sites within the borough and consider options for	n/a	Not started



CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
		increased provision of individual allotments and community led allotments/growing projects.		
CC034 <u>7.7, 7.7.1</u>	Meals on Wheels Sustainability	Review waste associated with Meals on Wheels and Day Centres meal services, and sustainability of meals served, including considering the sourcing and ingredients of meals and challenge providers to meet environmental objectives.		Not started
CSCD010	Park & Open Space Development Plans	Commence writing plans for park and open spaces sites across the borough (minimum 5 for agreed sites), incorporating development, assets, income generation opportunities, facilities, maintenance arrangements, biodiversity plans etc.		Not started
n/a 5.7.3	NEW Right to Grow Initiative	Consider supporting Incredible Edible's Right to Grow campaign which identifies public land suitable for community food growing		Not yet started while other activities are to be completed
CC034 <u>5.7</u>	NEW Procurement of future food supplier with consideration to sourcing products locally	Consideration of sourcing and ingredients of meals and challenging of providers to meet environmental objectives as part of the wider procurement activity		Not started

<b>CBP Action ID and CCAP Action ID</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from April 2024), and any additional relevant information</b>
		to appoint a new food supplier for day centres.		
CSCD028 <u>3.9</u>	NEW Work with partners to determine the viability of delivering a riverwalk project in Chertsey	As part of the Councils commitment to regeneration of towns, to work in partnership with other agencies to determine the viability of delivering a riverwalk project in Chertsey Town Centre		Not started

Service Area: Customer, Digital and Collection Services

Lead Officer: Linda Norman

CBP Action ID and CCAP Action ID	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
<b>Completed activities</b>				
n/a <u>n/a</u>	Hardware Refresh for Councillors	<p>Committee approval was given in July 2023 to begin procurement and rollout of replacement IT devices for Councillors in early 2024. This would allow new devices to be deployed following the May 2024 elections. Committee approval was also given to extend the replacement cycle for councillor IT devices from four years to a minimum of six years. Devices may be replaced sooner if they are lost, stolen, or beyond economic repair.</p> <p>The committee report considers in detail environmental considerations associated with the roll out.</p>	<a href="#">13<sup>th</sup> July Corporate Management Committee</a>	<p>Devices delivered, initial build of software completed. Awaiting details of elections, induction booked for 11 May 24 for hand out of devices and IT induction, to encourage Cllrs to go paperless.</p> <p>STATUS UPDATE: completed 30/06/2024 –moved to completed section from live</p>
<b>Live/ongoing activities</b>				
CC059 <u>1.5.4</u>	Review all Car Parks to Establish Potential to install EV Charging Point Facilities	Officers are working to facilitate public charging points across the borough on Council owned land, subject to demand and available funding. The initial focus is on Council owned car parks but	<a href="#">Environment and Sustainability Committee, 6<sup>th</sup> June 2024</a>	Officers have been working with the Energy Saving Trust to identify suitable locations for EVC installation. Report of findings and proposed carparks recommended to be prioritised for EV charging went to Environment and Sustainability Committee in June 24.

		there is future potential to look at other locations in the longer term.		STATUS UPDATE: Officers are now further exploring the different options to procurement.
CC038/ CDCS012  <u>7.8, 7.8.7</u>	ANPR introduction and Pay and Display Parking Machine Upgrade	A business case has been approved to upgrade the Pay and Display machines in the Council's car parks. This upgrade will be linked with ANPR technology and aims to provide a contactless system and allow paperless permits. A contactless system will mean that operatives will no longer be required to collect money from the machines, which will result in a cost saving to the Council and also reduce carbon emissions from vehicle trips. As part of the upgrade to the machines in the car park, the use of renewable technologies will be explored to power the machines, for example, the use of solar technology.	<a href="#">Environment and Sustainability Committee, 13<sup>th</sup> September 2023</a>	Part 2 reports were presented to the September meeting of the Environment and Sustainability Committee on the procurement of replacement of pay and display machines and use of ANPR in 4 car parks.  STATUS UPDATE: Following the tender process, the contract has been awarded to Flowbird. Pay and display machines are being built and configured and installation is planned for September 24 with ANPR following shortly afterwards.
OD39/ CDCS014/ CDCS012  <u>ID 7.8, 7.8.5, 7.8.6</u>	One Account Enhancements	Further enhancements to the Council's OneAccount to include an online Parking portal to digitalise the parking service and increase the Council's online offer is planned, and this is set out in the 2023/24 Service Area Plan for this department.		In Nov 23 the parking portal was integrated with the One Account website. Officers will also be reviewing how the Council takes payments in FY 24/25.e.g. reviewing use of paper permits etc.  STATUS UPDATE: The digital transformation strategy was adopted in June 2024 and is committed to continuous improvement of online services. As such, this is now a BAU/ongoing activity and this entry will not be reported in future climate change update reports.
CDCS006	Event Management and Booking software	Event management software (to replace Artifax). Developing pitch and hire booking functionality in	<a href="#">Corporate Management</a>	Committee approved in June 2024 the development of an online booking system to replace Artifax and to offer

		Jadu. This will eliminate the need for paper based booking sources , reduce the number of phone calls, email and physical visits to the premises for booking purposes.	<a href="#">Committee 20th June 2024</a>	an online booking system with automatic payments. Software in development for use in 2025.
	<b>Planned activity</b>			
n/a <a href="#">7.8</a>	Reviewing multifunctional devices	Rationalise the number of printers and create more email forms. Collaboration with housing department to save paper.		The project charter has recently been completed and went to the Digital Transformation Board in May 2024. Project due to begin in September 2024.
CDCS008 <a href="#">7.10</a>	Waste and Recycling Software Improvements	Included in the 2023/24 Service Area Plan for Customer, Digital and Collection Services is an initiative to carry out improvements to the Council's waste and recycling software. This will improve efficiency of waste collections and allow real time access for customers to report missed bins. From a climate change perspective, this will also enable optimisation of waste collection rounds	<a href="#">Corporate Management Committee, 14<sup>th</sup> December 2023</a>	Following approval at Corporate Management Committee in December 2023, this project will commence in 2024/25 and will be reported on in the quarterly PMO updates as a Grade B project.  STAUS UPDATE: Due to staff resources within digital transformation and the depot this project has been delayed.
	Digital transformation strategy	Council tax survey- utilising our customer service management system the Council is able to engage in the council tax support consultation on-line thus reducing the need for paper surveys.	<a href="#">Corporate Management Committee 20th June 2024</a>	Options taken to CMC in June 24 and due to go back to CMC in November 24.

Service Area: Environmental Services

Lead Officer: Helen Clark

CBP ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
<b>Completed activities</b>				
CC030 <u>7.11/7.11.1</u>	HVO review	The switch is dependent upon a new fuel tank and fuel management system being purchased for the depot. The cost of the switch to HVO fuel (£100k revenue growth for additional cost of HVO fuel) was approved as part of the budget in February 2023.	<a href="#">Environment and Sustainability Committee, 7th March 2024</a>	<p>STATUS UPDATE – MOVE FROM LIVE ACTIVITY TO COMPLETED ACTIVITY. Council fleet is now operating on 100% HVO. If price remains as is, we expect to remain with 100% HVO.</p> <p>HVO has become the preferred fuel choice for the Council’s fleet from the 2024/25 FY. In terms of emissions reductions possible through use of HVO, based on the fuel usage for the 2023 calendar year and the 2023 emission conversion factors from the Department for Energy Security and Net Zero (DESNZ), it is estimated that a 100% transition to HVO could result in a greenhouse gas emissions saving of up to 648 tonnes of CO2e per year. Taken against the 657 tCO2e generated by the diesel fuel use, this represents a significant potential reduction in emissions (98.6%).</p> <p>Refurbishment of the existing fuel tank and installation of the fuel management system was completed in early April 2024.</p>
<b>Live/ongoing activities</b>				
ES001 <u>7.11/7.11.1</u>	Grounds Maintenance	Embedding new Grounds Maintenance arrangements. This could include amended practices which have a positive impact for climate change/the environment.		NO CHANGE In progress, new BAU. Started in February 2023. Ongoing

<b>CBP ref/ CCAP ref</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from April 2024), and any additional relevant information</b>
CC005 <a href="#">5.3/ 5.3.2</a>	Local Authority Treescape Fund (LATF)	The LATF is the key Government offer for local authorities (LAs) to restore tree cover in non-woodland areas which may have been impacted by issues such as disease, habitat degradation or ageing tree stock. The fund is focused on planting and natural colonisation of trees in areas outside of woodlands, including parklands, riparian zones, urban areas, beside roads and footpaths as well as trees in hedgerows and field boundaries (not hedgerows themselves). The fund is open all year and offers capital funding is offered to successful applicants. The Council has historically worked with Surrey County Council to access this fund.		The RBC application for treescape funding via SCC the following was secured:  2021-22 – £10,044 (including only planting)  2022-23 – £13,027 (including ground preparation, planting and three years of maintenance)  2023-24 – £6294.50 (including ground preparation, planting and three years of maintenance)  As a result of this funding, the Council has been able to plant approx. 2879 trees at sites including Chertsey Meads, Homewood Park, Thorpe Lea, Bishops Way and Aviator Park.  STATUS UPDATE – the LATF bid for 2024/25 is currently being reviewed by officers.
CC037 <a href="#">5.3/5.3.2 &amp; 5.3.3</a>	Re wilding, replanting and green projects	Includes the Sustainable Planting Policy which incorporates planting principles that will help guide the Council in meeting challenges posed by our changing weather systems, offer support to native species, and encourage biodiversity.	<a href="#">Environment and Sustainability Committee, 17<sup>th</sup> November 2022</a>	Parks and Open Spaces planting is currently being undertaken by the Open Spaces Team and is scheduled to be competed in April. Moving away from annual bedding plants and using perennials and drought resistant plants to minimise future maintenance and watering. All the beds will be topped up with strulch which is a type of mulch which helps retain moisture in the ground.

<b>CBP ref/ CCAP ref</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from April 2024), and any additional relevant information</b>
				STATUS UPDATE: Perennial planting completed in the earlier months of 2024.
CC024 <u>4.4</u>	Recycling initiatives	<p>The following initiatives are being rolled out at the time of writing this report:</p> <ul style="list-style-type: none"> <li>• Dedicated communal collection project (ongoing) – creating a round specifically that collects bulk bins from flats in order to get a more consistent overview to see why flats struggle to dispose of their waste;</li> <li>• Flats above shops (ongoing) – where possible exchanging the bulk bins to individual lockable bins so that it can prevent fly-tipping and the public from using their bin, and overall reducing the amount of overflowing bins across the borough;</li> <li>• Food waste project (ongoing) – Improving our own housing stock by introducing more food waste bins, and delivering toolbox talks;</li> <li>• Recycling improvements project (ongoing) – Working with JW (Joint waste) to improve the boroughs recycling through</li> </ul>		<p>Remains on going.</p> <p>The recycling team have discussed increasing comms and additional food waste bins in all the councils communal housing stock. Continuous improvement will look to be made during the start of Summer 2024.</p> <p>The dedicated communal collection project will tie together with Digital Services who are working on optimising routes for the waste team. Aim for completion end of 2024.</p> <p>STATUS UPDATE: Work with Digital Services on route optimisation will be pushed back to 2025 (previously aiming for completion by end of 2024), but remaining initiatives still ongoing.</p>



<b>CBP ref/ CCAP ref</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from April 2024), and any additional relevant information</b>
		<p>leaflets, recycling bin modifications;</p> <ul style="list-style-type: none"> <li>• Pilot introduction of recycling bins within parks and on the High Street. The project to start at the Runnymede Pleasure Grounds.</li> </ul> <p>-Contamination work (Autumn 2022) –The Surrey Environment Partnership (SEP) worked with RBC to analyse the borough’s contamination rates in individual bins. This looked at contamination rates in specific geographical areas of the borough.</p>		
<p>CC026 ES018 <u>3.5/3.5.1</u></p>	<p>Monitoring Air Quality</p>	<p>Dynamic monitoring of air quality is being undertaken to determine if any areas meet the criteria to establish an Air Quality Management Area. The Council works with SCC where existing road infrastructure is contributing to poorer air quality.</p> <p>Updated air quality action plan to be submitted to DEFRA for review and then subject to consultation.</p>	<p><a href="#">Environment</a> and Sustainability Committee, 7th March 2024</p>	<p>The draft AQAP was taken to Committee on the 7th of March. Due for consultation end in April 2024.</p> <p>STATUS UPDATE – AQAP has now been consulted on and the consultation concluded. Officers will be incorporating any recommendations into a revised air quality action plan.</p>

<b>CBP ref/ CCAP ref</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from April 2024), and any additional relevant information</b>
ES008  <u>4.2</u>	SEP 2025	A recommendation is being brought to E and S Committee in March 2023 to adopt the Surrey Environmental Partnership approach to waste prevention and recycling in Surrey for the next three years known as SEP 2025; and approve Runnymede Borough Council's Service Delivery Plan relating to SEP 25.	<a href="#">Environment and Sustainability Committee, 9<sup>th</sup> March 2023</a>	The Council is awaiting a Service Delivery Model from the SEP. This is due to be received in late 2024 (delayed due to DEFRA announcing the Simpler Recycling Plans which will start in 2026).  STATUS UPDATE – we are complying with the latest Simpler Recycling recommendations from DEFRA, however due to the election these have not yet been ratified into legislation.
ES023  <u>7.11/7.11.1</u>	NEW Implementation of Sustainable Fleet Management Strategy	The Sustainable Fleet Management Strategy (SFMS) seeks to streamline and coordinate the Council's activities associated with the management of its fleet. The strategy also sets out a road map to transition the Council's fleet to net zero carbon emissions in line with climate change commitments set out in its Climate Change Strategy (adopted October 2022).	<a href="#">Environment and Sustainability Committee, 7<sup>th</sup> March 2024</a>	If the SFMS is adopted at Full Council on 25 <sup>th</sup> April 2024, the Environmental Services Team will be the lead team which will coordinate its implementation. Other service areas who will be involved in/support the implementation of the strategy include Community Services, Customer, Digital and Collection Services, Finance, Climate Change, Procurement and Human Resources.  STATUS UPDATE: The Sustainable Fleet Management Strategy was adopted at Full Council. Implementation ongoing. One of the current focuses is on introducing a digital Fleet Management System working with Digital Services.
ES026  <u>7.11</u>	NEW Review current and future fleet needs	Action 11 from Sustainable Fleet Management Strategy. Review the current and future business needs of each relevant department in relation to all fleet requirements to feed	<a href="#">Environment and Sustainability Committee, 7<sup>th</sup> March 2024</a>	STATUS UPDATE – ongoing

<b>CBP ref/ CCAP ref</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from April 2024), and any additional relevant information</b>
		<p>into an update of the Capital Programme.</p> <p>This work should include identification of opportunities for income generation utilising existing and potential future fleet assets.</p>		
<p>ES003</p> <p><u>5.4/5.4.1</u></p>	<p>Tree Surveys</p>	<p>Identify condition of council owned trees in the borough to look at risks and mitigation.</p>		<p>2024 start expected</p> <p>STATUS UPDATE – Currently out to tender</p>

Service Area: Financial Services

Lead Officer: Paul French

CBP ref/ <u>CCAP ref</u>	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
<b>Completed activities</b>				
F006/ OD047 <u>7.8/7.8.1</u>	Joint HR/Payroll System Initiative	This new system will assist in making work flow efficiencies. An additional benefit is anticipated to be the reduction in the need for paper documentation.		STATUS UPDATE. MOVED FROM LIVE TO COMPLETED ACTIVITY This Grade A corporate project commenced in May 2023 and was completed in April 2024.
<b>Live/ongoing activities</b>				
OD048 <u>7.8/7.8.3</u>	New Financial Management System [FMS]	The new financial management system is anticipated to transform workflow practices and significantly reduce the need for paper documentation across the Council. Delivery of this initiative is anticipated to take 2 years.		STATUS UPDATE: MOVED FROM PLANNED TO LIVE ACTIVITY. This Grade A corporate project has now commenced. Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project. The latest update is presented elsewhere on this agenda.

Service Area: Housing Services

Corporate Head: Maggie Ward

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
<b>Live/ongoing activities</b>				
CC019 <u>1.3.1 and 1.3.2</u>	Working to EPC C rating by 2030 (some upgrades as part of the Decent Homes Programme will contribute to meeting this target)	<p>Currently RBC has 757 properties with an energy efficiency rating below a C. All of these properties are general needs accommodation. 443 of these properties will achieve a C rating by the installation of new doors, windows, boilers etc. via RBC's 'Decent Homes' programme. The remainder 331 will require additional work on top of what is planned under the Council's capital programme to achieve a C rating.</p> <p>At the beginning of 2022 it was estimated that £8.78m of investment will be required in the Council's housing stock to deliver the target of 'ensuring all RBC owned social housing units have an energy efficiency rating of C or above by 2030'. £1,790,000 has come through the LAD1 (this amount includes 30% match funding from RBC. A further £3.7m of work identified to improve the energy performance of the Council's housing stock will use resources from within the Housing Revenue Account Business Plan and will be phased over 4 years from 2022 – 2026. This leaves a shortfall of approx. £3.29 million.</p>	Wednesday 8 <sup>th</sup> <a href="#">March – Housing Committee</a>	<p>This Grade A corporate project commenced in January 2022. Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project. The Q2 update is presented elsewhere on this agenda.</p> <p>This project has the potential to reduce emissions from the Council's social housing stock substantially from the 9,529 tCo2e reported for 2022/23. The Climate Change Team will be working with the Housing Team to better understand the proposed trajectory of works so that year on year estimates of emissions reductions can be captured and reflected in future updates.</p>
HO21 and CC020 <u>1.4.2</u>	New homes EPC A (incorporates Development of a new Council	All new homes constructed by the Council's Housing Department will be constructed to meet EPC A, pending further evidence		NO CHANGE: The development of the Council's new build housing schemes as undertaken by the Housing Department are Grade A corporate projects.

	House building programme)	around viability and feasibility at the detailed design stage.		Members are advised to review the quarterly project updates that are reported to Corporate Management Committee to keep abreast of the latest updates on this project. The Q2 update is published elsewhere on this agenda. As these projects mature, the Climate Change Team will be working with the Housing Department to better understand the green credentials of these new homes.
H027 <u>4.4</u>	Reduction of waste to landfill	This is an ongoing process with tenants to maximise recycling rates, including increasing the number of food waste bins used by Council house tenants and investment in 'refuse areas' at Council-owned housing blocks to promote recycling, and reduce the amount of waste going to landfill.		This project commenced in March 2021.  NO CHANGE: Officers have met with the Recycling team and agreed to provide better data on blocks of flats and joint comms/education to tenants. Anticipate that new Tenancy Service Manager (start in April 2024) will pick up this work when their employment begins.
<b>Planned activities</b>				
CC021 <u>1.3/ 1.3.5</u>	Council Heating Plan	This activity will involve the development of a Council Heating Plan to transition away from gas.		Not yet started
H031	NEW Implement the Housing IT Action Plan	Implement the Housing IT Action Plan - which includes actions on: -  Service Charges Module implemented. Enhanced HOL + promotion Phase 3 of the IT enhancement project		

**Service Area:** HR and Organisational Development

**Corporate Head:** Kate Enver

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
<b>Completed activities</b>				
OD047	Rollout of new HR and Payroll System	Activity involves the procurement and implementation of a new HR and Payroll solution to underpin the transformation of the HR and Payroll services. The project is listed in the Climate Change update report as this new system will replace all paper forms currently used by the HR team which will further reduce the paper use of the Council.		CHANGE IN STATUS FROM LIVE TO COMPLETED ACTIVITY. This Grade A corporate project completed in April 2024.
7.12	NEW ENTRY Bike to Work Scheme	<p>Through this scheme, RBC employees have the opportunity to “hire” bikes along with safety equipment from the Council. The bike and equipment will technically belong to RBC but staff can go out and choose the bike that suits them and the cost from their chosen bike shop. Payments will be set up to come out of the staff member’s pay equally for 12 months and at the end of that period the staff member has the opportunity to enter into an extended agreement for a one-off cost and at the end of this period, the bike and equipment will pass to the staff member’s ownership. Alternatively, at the end of the hire term, the staff member may be subject to a one-off disposal charge of the bike.</p> <p>The salary sacrifice arrangement by hiring a bike means that staff benefit from the tax and national insurance savings but have the sole</p>	n/a	The latest Bike to Work Scheme window opened on 20 <sup>th</sup> July and closed on 30 <sup>th</sup> September. During this window 1 expression of interest was received.

		use of a new bike, with payments spread over 12 months.		
<b>Live activities</b>				
CC045 <u>7.12/</u> <u>7.12.4</u>	Active Travel for employees	<p>Review existing and develop new policies to encourage colleagues to adopt Active Travel to commute to work through:</p> <ul style="list-style-type: none"> <li>• Green Travel policy for employees</li> <li>• Salary Sacrifice Scheme to purchase bicycles.</li> <li>• Season Ticket Loan Scheme for commute to work.</li> </ul>		<p>CHANGE IN STATUS: PLANNED TO LIVE ACTIVITY Early work on the initiative is underway. The Climate Change team has conducted preliminary research on other examples of Green Travel Strategy documents across local authorities and other sectors. A draft Green Travel Strategy Staff Survey has been developed, aiming to update the Council's commuting emissions for the 2024/25 financial year and to gain insights on current commuting trends and initiatives that would encourage a shift to more sustainable behaviours. This survey is due to be launched on 10<sup>th</sup> October.</p>



**Service Area:** Planning, Economy and Built Environment (minus central Climate Change Team which is reported separately)

**Corporate Head:** Ashley Smith

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
<b>Completed activities</b>				
ED006	Runnymede Business Awards 2024	Annual Business Awards to celebrate businesses in Runnymede		CHANGE IN STATUS. CHANGED FROM LIVE TO COMPLETED ACTIVITY. The awards were held on 21 <sup>st</sup> June. The winner of the Sustainability Award was Chop and Change with Artisan Leaves being highly commended. In relation to Chop and Change, the judges commented as follows, <i>'The dedication, the vision and the culture towards sustainable business practices are fundamental elements of this winning business. Minimising the impact on the environment by using eco-friendly products, considerably decreasing their waste production and utilizing sustainable energy sources have supported their journey towards significant reduction of their carbon footprint. They have become an environmental champion by educating their staff and customers about eco-friendly or ethical products and practices.'</i>
CC065 <u>1.1/ 1.1.4</u>	Production of Net Zero Toolkit for Runnymede	The Toolkit sets out best practice approaches in design, specification, construction and fit-out of a net zero compliant new build or retrofit project. It provides a technical, go-to guide on what to consider in the very early stages of design, how to achieve fabric energy efficiency, what systems to consider and include, where to go for expert advice, and what to consider once a project has been completed and is being handed over to occupants.	<a href="#">Corporate Management Committee, 21<sup>st</sup> March 2024</a>	CHANGE IN STATUS. CHANGED FROM LIVE TO COMPLETED ACTIVITY. Matter raised in motion at Full Council in December 2023. Draft toolkit presented to Climate Change Members Working Group in January 2024. Final toolkit adopted at March CMC and published on the Council's website.

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
CC066 <u>1.1/ 1.1.3</u>	Climate Change Planning Guidance	It was agreed at 28 <sup>th</sup> June 2023 Planning Committee that details of new/revised climate change planning guidance that could be adopted by the Council in the interim period whilst the new Plan Making system is awaited would be provided to the Planning Committee this Autumn.	<a href="#">Planning Committee, 25<sup>th</sup> October 2023</a>  <a href="#">Planning Committee, 29<sup>th</sup> May 2024</a>  <a href="#">Planning Committee, 25<sup>th</sup> September 2024</a>	CHANGE IN STATUS. CHANGED FROM LIVE TO COMPLETED ACTIVITY: An Energy & Climate Change Mitigation Supplementary Planning Document has been prepared and the Planning Committee agreed in May that this document could be published for public consultation. The SPD was approved for adoption at the Planning Committee meeting of 25 <sup>th</sup> September 2024.
<b>Live/ongoing activities</b>				
ED015/ <u>CC058</u>  <u>6.5/ 6.5.1/ 6.5.2/</u>	Promoting other business support initiatives through Business Runnymede	The Council will continue to work with organisations including Surrey County Council to promote other support initiatives for businesses which become available.		STATUS UPDATE. Currently the <a href="#">A3 EV grant funding programme</a> is live and potentially relevant to Runnymede businesses. The grant offers £5,000 for a small and £10,000 for a large new fully electric light commercial vehicle for businesses and charities to switch their diesel van if they use the A3 regularly. The scheme closes at noon on 30 <sup>th</sup> September 2024 for new applications. At the time of writing this report, of the 93 applications submitted to SCC, 1 is from a business in Runnymede.
PPED001  <u>1.2/ 2.1/ 3.2/ 4.1/ 5.1/ 6.1</u>	Local Plan Review	The Local Plan Review offers a significant opportunity to revisit the policies in the 2030 Local Plan to see if their contribution to climate change mitigation and adaptation can be strengthened and determine whether any new policies should be	<a href="#">Planning Committee, 28<sup>th</sup> June 2023</a>  <a href="#">Planning Committee,</a>	STATUS UPDATE. A timetable for the review of the Runnymede 2030 Local Plan was agreed by the Planning Committee in May 2024. The timetable has since been published on the Council's website <a href="#">here</a> . This timetable anticipates the adoption of a replacement Local Plan in December 2027. Since the election of the Labour Government in May 2024, the Government has published a <a href="#">policy paper on</a>

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
		<p>introduced. Subject to the content of future National Development Management Policies (NDMP), there is potentially scope for policies to play a greater role in, for example, improving the sustainable design and construction of new development; promoting the provision of active travel, low carbon and renewable energy infrastructure; and protecting and enhancing green and blue infrastructure to adjust to the adverse impacts of climate change. The Local Plan also has a significant role to play in setting the spatial distribution of new development in the Borough to ensure sustainable patterns of development.</p>	<p><a href="#">25<sup>th</sup> October 2023</a></p> <p><a href="#">Planning Committee 29<sup>th</sup> May 2024</a></p>	<p><a href="#">onshore wind</a> (8<sup>th</sup> July 2024) which sets out that, ‘We are ...committed to doubling onshore wind energy by 2030. That means immediately removing the de facto ban on onshore wind in England, in place since 2015. We are revising planning policy to place onshore wind on the same footing as other energy development in the National Planning Policy Framework (NPPF)’. A consultation on proposed revisions to the NPPF and other planning reforms has recently ended. This includes questions around how the Government could amend the Nationally Significant Infrastructure Projects (NSIP) regime to meet Government ambitions to deliver green energy, confirms that any changes in this regard will supplement changes which will be brought forward through the Planning and Infrastructure Bill, proposes changes to the NPPF to direct decision makers to give significant weight to the benefits associated with renewable and low carbon energy generation, and proposals’ contribution to meeting a net zero future. Further amendments proposed to the NPPF would also seek to set a stronger expectation that authorities proactively identify sites for renewable and low carbon development when producing local plans, where it is likely that in allocating a site, it would help secure development. The Government is also asking a range of open questions to gather views on how the NPPF could be further amended to better respond to climate change.</p> <p>Given that the consultation material states that there will be delays in the introduction of the plan making reforms at a national level, a report has been prepared for 23<sup>rd</sup> October Planning Committee which includes recommendations for amendments to the Council’s adopted Local Plan timetable.</p>

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
CC029  <u>3.6/ 3.6.1/ 3.6.2</u>	Local Cycling and Walking Infrastructure Plan (LCWIP)	<p>LCWIPs are an initiative from Central Government asking local authorities to put together a long-term strategic approach for the walking and cycling infrastructure which is required across an area. The RBC LCWIP project is led by Surrey County Council with RBC part funding the consultants.</p> <p>More information about the Runnymede LCWIP can be found at: <a href="https://www.surreycc.gov.uk/runnymede-local-cycling-and-walking-infrastructure-plan-lcwip">Runnymede Local Cycling and Walking Infrastructure Plan (LCWIP) - Surrey County Council (surreycc.gov.uk)</a></p>	n/a	<p>Project started in March 2021 and phase 1 is now complete.</p> <p>STATUS UPDATE Stage 2 feasibility design/development of the Runnymede LCWIP is continuing. Feasibility design/development work is against the phase 1 priority cycle corridors and core walking zones as identified from the LCWIP stage 1 report.</p> <p>Amongst the next steps, consultation with members and the community is expected although timescales are not yet confirmed.</p>
CC042  <u>3.3</u>	E-Bikes Pilot	As part of the wider Electric Vehicle Strategy that is being developed, a specific action is being investigated in relation to E Bikes.	n/a at current time	<p>STATUS UPDATE: Project reinstated. Potential for part funding the capital costs of a scheme in the north of the Borough is currently being explored with Surrey County Council (SCC) using a £100k S106 contribution associated with a development on Coopers Hill Lane in Englefield Green. High-level feedback from a local operator suggests a 'low intervention' approach could be suitable and more affordable: a scheme of approximately 50 e-bikes with swappable battery packs; around 30 geo-fenced bays across Englefield Green and Egham (sites tbc); with ongoing revenue support for on-street operation team. SCC currently confirming with the developer if this use of the S106 funds would be acceptable in principle. If the developer is supportive, this item will be taken back to CLT and then Members for further discussion. If there is in principle support for this scheme, additional funding sources will need to be identified (initial set-up costs</p>

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
				approximately £176.5k and revenue support approximately £30k per year, decreasing over time). Officers are closely monitoring a similar scheme being launched in Guildford.
CC043 <u>3.6/ 3.6.3</u>	Egham Local Streets Improvements project (relates to Investing in Sustainable Infrastructure activity- ED014)	As part of the first tranche of Local Street Improvements schemes being taken forward in Surrey, a zone has been identified in the Egham Hythe area. For this zone, SCC is seeking external funding for design development. Work is focusing on interventions that will improve the pedestrian and cycling environment through lowering traffic speeds and increasing the perception of road safety, particularly for vulnerable road user groups. Estimated that the cost of delivering improvements will be in the region of £540,200. DfT has awarded funding of £97,000 to develop design proposals and deliver stakeholder engagement. Construction provisionally planned for 2024/25.	<a href="#">Surrey County Council Cabinet Report, 23<sup>rd</sup> June 2023</a>	STATUS UPDATE: An early engagement report was produced by Surrey County Council (SCC) in February 2024. Since engagement, which provided SCC with ideas and views from local stakeholders, proposals have been developed further. Amended proposals were subject to a further round of public consultation between 8 <sup>th</sup> July and 18 <sup>th</sup> August 2024. Now that this consultation has closed, the plans will be reviewed, changed where applicable and developed further in more detail (to preliminary design stage), incorporating feedback from the second stage of engagement. A formal public consultation will then be undertaken on the preliminary designs.
CC054 <u>1.2/ 1.2.6</u>	NEW Production of Design Code for Runnymede	A design code is a set of design requirements for the physical development of a site or area. It is made up of rules that are clear, specific and unambiguous, and it should normally include extensive graphical illustrations. The code		STATUS UPDATE: A <a href="#">Runnymede Design Hub webpage</a> for the Design Code project has now been activated. A questionnaire has been sent to all Members to seek their early feedback on perceived design issues/preferences. Interviews with Development Management officers to capture their views are ongoing. Officers are in the process of establishing a Community Design Panel for Runnymede in line with

CBP Ref/ CCAP ref	Activity title	Description	Relevant Committee Reports	Current status (to include any change in status from April 2024), and any additional relevant information
		should build upon a design vision, such as a masterplan or other design and development framework for a site or area.		Government best practice. The panel will consist of approximately 40 people and will provide feedback at two key stages of Code production. Officers are also in receipt of the draft baseline report from their retained consultants for review.
ED028 <u>3.6/ 3.6.3</u>	NEW Chertsey Local Streets Improvements project	As part of the first tranche of Local Street Improvements schemes being taken forward in Surrey, a zone has been identified in the Chertsey area. For this zone, SCC is seeking external funding for design development. Work is focusing only on improvements within public highway spaces.		STATUS UPDATE: Early engagement took place between 26 Feb and 5 April 2024. The early engagement report was published on 7 <sup>th</sup> June 2024. Currently, feasibility design plans are being developed using the ideas gathered from early engagement and informed by surveys undertaken by the Project Team. This stage of the project is due to continue until October 2024. Following this, there will be a further stage of public engagement.
ED004/ ED005/ CC058 <u>6.3</u>	Launch of the Runnymede Business Growth and Innovation Service	The Runnymede Business Growth and Innovation Service, amongst other things, provides advice to help businesses become more sustainable and will help businesses which work in the green sector to grow. The service is being delivered by Coast to Capital who have 10 years experience of delivering the LEPs Business Growth Hub. Coast to Capital will work closely with RHUL, Business Runnymede, local Chambers, the Federation of Small Businesses, the Department for Business and Trade and the Enterprise Europe Network (EEN), which will facilitate regular liaison with regional management and local International Trade Advisers.		STATUS UPDATE: Runnymede Business Boost was launched on 1 November 2023 and has made a good start. It has been established in Royal Holloway University of London`s Enterprise Hub. In the first 3 months: <ul style="list-style-type: none"> <li>• 203 (up from 120) businesses have received advice to date.</li> <li>• 18 (up from 8) businesses have received in depth mentoring and coaching,</li> <li>• 4 (up from 2) peer to peer networking events have been completed.</li> <li>• 20 applications have been received for round 2 of the grants for growth scheme. Priority for this grant is given to cyber security, creative technologies, immersive technologies, and low carbon businesses.</li> </ul>
	NEW Sustainable	Introduce a sustainability accreditation scheme for market stall holders. Stall		STATUS UPDATE The Climate Change team has been working in the early stages with Economic Development to

<b>CBP Ref/ CCAP ref</b>	<b>Activity title</b>	<b>Description</b>	<b>Relevant Committee Reports</b>	<b>Current status (to include any change in status from April 2024), and any additional relevant information</b>
	Markets Accreditation Scheme	holders would be accredited following assessment of their practices against a set of criteria around the themes of climate change and sustainability action, demonstrating their commitment to these.		develop an initial understanding of the scheme and how it may operate. Both teams have met with a market operator in Runnymede who was very interested in the concept, expressing an early willingness to support the scheme by offering some form of incentive for stall holders.