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To: All Members of the **PERFORMANCE AND FINANCE SCRUTINY COMMITTEE**

The following papers have been added to the agenda for the above meeting.

They were not available for publication with the rest of the agenda.

Yours sincerely

Damian Roberts

Chief Executive

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#### SUPPLEMENTARY PAPERS

		Pages
<b>a</b>	<b>Agenda Timings</b> For the purposes of acting as a guide to proceedings.	<b>3 - 4</b>
<b>7</b>	<b>Executive Portfolio Update: Net Zero, Wellbeing and Environment</b>	<b>5 - 10</b>
<b>8</b>	<b>Air Quality Monitoring Report</b>	<b>11 - 12</b>

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To: The Members of the **Performance and Finance Scrutiny Committee**  
 (Councillors: Shaun Garrett (Chair), Liz Noble (Vice Chair), Nirmal Kang, Sarbie Kang, Lewis Mears, David O'Mahoney, Jonathan Quin, Bob Raikes, Victoria Wheeler, David Whitcroft and Richard Wilson)

**In accordance with the Substitute Protocol at Part 4 of the Constitution, Members who are unable to attend this meeting should give their apologies and arrange for one of the appointed substitutes, as listed below, to attend. Members should also inform their group leader of the arrangements made.**

Substitutes: Councillors Rob Lee, Sashi Mylvaganam, Jacques Olmo, Murray Rowlands, Pat Tedder, Josh Thorne and Valerie White

Dear Councillor,

A meeting of the **Performance and Finance Scrutiny Committee** will be held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on **Wednesday, 6 March 2024 at 7.00 pm**. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Damian Roberts

Chief Executive

**AGENDA**

	<b>Pages</b>
<b>1 Apologies for Absence</b>	
<b>2 Minutes of the Previous Meeting</b>	<b>3 - 10</b>
<b>3 To confirm and sign the minutes of the meeting held on 24 January 2024. Declarations of Interest</b>	
Members are invited to declare any interests they may have with respect to matters which are to be considered at the meeting. Members who consider that they may have an interest are invited to consult the Monitoring Officer or Democratic Services Officer prior to the meeting.	
<b>4 Public Question Time - 19:05</b>	

To answer any questions received in accordance with Part 4, Section E of the Constitution.

<b>5</b>	<b>Executive Portfolio Update: Inclusion and Housing - 19:20</b>	<b>11 - 28</b>
<b>6</b>	<b>Executive Portfolio Update: Net Zero, Wellbeing and Environment - 19:50</b>	<b>29 - 52</b>
<b>7</b>	<b>Air Quality Monitoring Report - 20:20</b>	<b>53 - 68</b>
<b>8</b>	<b>Q3 Revenue Monitoring report - 20:35</b>	<b>69 - 82</b>
<b>9</b>	<b>Q3 Capital Monitoring report - 20:50</b>	<b>83 - 90</b>
<b>10</b>	<b>Committee Work Programme (24/25) - 21:05</b>	

ID	Action	Action Success Indicator	Action Status	Progress - March 2023	Progress - Dec 23	Next Steps	Action completion Deadline	Priority	Resourcing	Head of Service	Officer Responsible	Teams/ Partners Involved
<b>Council Operations - Energy Actions</b>												
E1	Consider changing gas supply to a green bio-gas tariff for council owned and operated buildings. If not feasible, consider options to offset gas use.	All operational council buildings on a green bio-gas tariff, or offsetting plan in place	Started - delivery on target	Delayed due to current increases in cost of energy.	Costs have been identified. These will be discussed with CMT ahead of a decision being made in October 25.	<ul style="list-style-type: none"> <li>Assess cost of securing bio-gas supplies to reduce our emissions from gas.</li> <li>Start to look at options to offset gas emissions.</li> </ul>	2027	High	Will require additional funding	Nick Steevens	Cameron Dent	Laser Energy
E2	Continue and accelerate the rollout of LED lighting across the Council's estate, including parks and open spaces, to reduce energy use, where financially beneficial.	100% LED rollout across Surrey Heath BC estate	Started - delivery at risk of delay	<ul style="list-style-type: none"> <li>All external lighting in parks are currently LEDs.</li> <li>Replacement projects are underway in car parks, park pavilions and the theatre.</li> <li>This means when old lights reach natural end of life, new LEDs are installed.</li> </ul>	<ul style="list-style-type: none"> <li>All lights in Knoll Rd Car Park were replaced with LED lighting with sensors, which has cut energy bills by 66% or around 112,000 kWh.</li> <li>Action progress will be determined by levels of capital funding available.</li> </ul>	<ul style="list-style-type: none"> <li>Annual plan 24/25 aims to roll out LED across all operational buildings.</li> <li>Climate Change Manager to scope out the size and cost of works.</li> <li>With action to be delivered based off available budget.</li> <li>Action progress will be determined by levels of capital funding available.</li> </ul>	2025	High	Large projects require additional funding, small projects delivered through annual budget	Nick Steevens, Martin Breedon	Cameron Dent, Darren Burgess	Greenspaces, Facilities, Parking, Climate Change
E3	Continue and accelerate improvements to the energy efficiency of Council owned and operated buildings. Work with tenants to identify and implement measures to improve the energy efficiency of the Council's leased assets.	<ul style="list-style-type: none"> <li>Reduction of energy use in kWh</li> <li>tCO2e/yr saving</li> </ul>	Started - delivery at risk of non-completion	<ul style="list-style-type: none"> <li>In February 2022 Inspired Energy Solution Ltd were commissioned to conduct energy audits at Surrey Heath House and the Camberley Theatre.</li> <li>In September Climate Change Working Group were briefed on rising energy prices and implications for Surrey Heath BC.</li> <li>Energy Strategy has been developed.</li> </ul>	<ul style="list-style-type: none"> <li>Applied for Public Sector Decarbonisation Scheme bid at theatre for circa £660K to retrofit and install an Air Source Heat Pump.</li> <li>Energy Strategy has passed through Executive process and is now a live document.</li> <li>Journey to net zero by 2030 strategy created which estimates total capital cost of decarbonising the council estate.</li> <li>Action progress will be determined by levels of capital funding available.</li> </ul>	<ul style="list-style-type: none"> <li>Costed building decarbonisation plans are being developed as part of Energy strategy.</li> <li>Explore and cost all LED lighting upgrade projects.</li> <li>Action progress will be determined by levels of capital funding available.</li> </ul>	2030	High	Will require additional funding and staff resource	Martin Breedon, Nick Steevens	Darren Burgess, Cameron Dent	Facilities, Investment & Development, Climate Change
E4	Continue and accelerate improvements to the energy efficiency of non-operational council buildings to improve the energy efficiency of our leased assets.	<ul style="list-style-type: none"> <li>Reduction of energy use in kWh</li> <li>tCO2e/yr saving</li> </ul>	Started - delivery at risk of non-completion	No update.	<ul style="list-style-type: none"> <li>Energy Optimisation Survey completed for The Square, awaiting outputs.</li> <li>Applied for Sport England Swimming Pool fund bid of £200K for PV, pool cover &amp; water backwashing system.</li> <li>Action progress will be determined by levels of capital funding available.</li> </ul>	<ul style="list-style-type: none"> <li>Awaiting Energy Optimisation Survey for The Square.</li> <li>Action progress will be determined by levels of capital funding available.</li> </ul>	2030	High	Will require additional funding and staff resource	Martin Breedon, Nick Steevens	Alice Theobald, Darren Burgess, Cameron Dent	Facilities, Investment & Development, Climate Change
E5	Identify and bid for external grant funding for energy efficiency and renewable energy projects.	Grant funding awarded towards energy efficiency and renewable energy projects	Business as usual	<ul style="list-style-type: none"> <li>The council has successfully bid for £151K OZEV funding to help cover the cost of installing EV chargers in car parks.</li> <li>We also unsuccessfully bid for funding from the Linbury Trust for efficiency works for the theatre.</li> </ul>	<ul style="list-style-type: none"> <li>Applied for 2 bids to fund projects. Public Sector Decarbonisation Scheme bid at theatre for circa £660K to retrofit and install ASHP. Sport England Swimming Pool fund bid of £200K for PV, pool cover &amp; water backwashing system.</li> </ul>	Continue to monitor for funding opportunities.	Ongoing	High	Within existing budget	Nick Steevens	Cameron Dent	Funding Organisations
E6	Examine the viability of installing renewable energy generation, such as solar panels, on council owned assets and identify priority sites for work.	<ul style="list-style-type: none"> <li>Costed proposals developed</li> <li>mWhs of energy produced</li> <li>tCO2e/yr saving</li> </ul>	Business as usual	Quotes have been obtained for the Theatre and Places Leisure Camberley.	<ul style="list-style-type: none"> <li>Executive has passed a recommendation that PV is installed on Places Leisure Camberley (Jan 24).</li> <li>Business cases have been developed for all operational sites (Oct 24).</li> <li>Opportunity for the Council to buy an off-site solar farm is being investigated (Dec 24).</li> </ul>	<ul style="list-style-type: none"> <li>Deliver project at Places Leisure.</li> <li>Continue research on an off-site solar farm.</li> <li>Assess the viability of solar panels on our industrial properties.</li> </ul>	Ongoing	High	Within existing budget	Nick Steevens	Cameron Dent	Energy Hub
E7	Complete the installation of solar panels at Places Leisure.	<ul style="list-style-type: none"> <li>Costed proposals developed</li> <li>mWhs of energy produced</li> <li>tCO2e/yr saving</li> </ul>	Started - delivery on target	No update.	<ul style="list-style-type: none"> <li>Executive has passed a recommendation that PV is installed on Places Leisure Camberley (Jan 24).</li> <li>Initial discussions being held with Places Leisure over works.</li> </ul>	<ul style="list-style-type: none"> <li>Agree energy sales mechanism.</li> <li>Identify and complete procurement route.</li> <li>Install panels by July 24.</li> </ul>	2024	High	Within existing budget	Nick Steevens	Cameron Dent	Places Leisure
<b>Wider Borough - Energy Actions</b>												
E8	Promote the introduction of renewable and low carbon energy across the Borough, including the Solar Together scheme.	<ul style="list-style-type: none"> <li># of external comms pieces on renewable and low carbon energy</li> <li># of sign-ups from Surrey Heath</li> </ul>	Business as usual	<ul style="list-style-type: none"> <li>We have continued to promote all relevant schemes e.g. Solar Together run by Surrey CC and Action Surrey retrofit work.</li> <li>Action Surrey manage residential energy efficiency grants on behalf of Surrey Heath BC and Surrey CC. Between March 2021 and October 2022 it helped over 100 households across Surrey Heath with more than £900,000 of improvements which saved 130 tonnes of carbon.</li> <li>Surrey Heath BC provides annual funding for this work.</li> </ul>	<ul style="list-style-type: none"> <li>Successfully supported Solar Together across 2023. A total of 983 people registered for a quote with 204 accepting a quote.</li> <li>Surrey Heath BC has continued to support Action Surrey, financially and with comms support. In the first 6 months of 23/24 they installed 53 measures across 31 households.</li> <li>Surrey CC has launched the Local Energy Advice Demonstrator programme. Surrey Heath BC is supporting this project through comms and by identifying possible volunteers to ensure that the residents of Surrey Heath benefit from the project.</li> </ul>	<ul style="list-style-type: none"> <li>Support the delivery of future Solar Together &amp; Action Surrey programmes.</li> <li>Work with comms to better promote new schemes.</li> </ul>	Ongoing - until SCC stops scheme	High	Within existing budget	Nick Steevens	Cameron Dent, Renee France	Action Surrey, SCC
E9	Work with businesses across Surrey Heath by providing information and advice on renewable technologies and interventions to reduce energy consumption.	<ul style="list-style-type: none"> <li># of Action Surrey projects &amp; total tCO2e saved</li> <li># of LoCase projects &amp; total tCO2e saved</li> </ul>	Business as usual	Surrey CC operates the LoCase business grant scheme for energy improvement on behalf of Surrey Heath BC, which closed in March 2023.	<ul style="list-style-type: none"> <li>The council has provided a contribution to Surrey CC to manage next year's Business Loan Scheme for emission reductions.</li> <li>This has been funded through the UK Shared Prosperity Fund.</li> </ul>	New Surrey CC business Loan scheme will commence in April 2024, this has been financially supported by Surrey Heath BC.	Ongoing	Medium	Within existing budget	Martin Breedon	Joe Walsh	Economic Development
E10	Working with local partners, examine the potential for zero/low carbon heat & energy networks in the Borough.	Determine feasibility of zero/low carbon heat networks in the borough	Business as usual	Early results from a study looking at low carbon heat networks indicated potential opportunities for a heat network within Surrey Heath.	<ul style="list-style-type: none"> <li>Surrey CC are in early stages of feasibility assessment for a heat network within Camberley.</li> <li>Opportunities identified to be incorporated into the draft Local Plan, including relevant site allocations. Work ongoing with Surrey CC to inform feasibility work.</li> </ul>	Consult on the Regulation 19 Local Plan and continue to support Surrey CC with heat network feasibility studies.	Ongoing	Medium	Likely to require additional funding	Gavin Chinniah	Bronwen Chinien, Cameron Dent	SCC

ID	Action	Action Success Indicator	Action Status	Progress - March 2023	Progress - Dec 23	Next Steps	Action completion Deadline	Priority	Resourcing	Head of Service	Officer Responsible	Teams/ Partners Involved
<b>Council Operations - Transport Actions</b>												
T1	Undertake a survey of employee commuting and business travel patterns.	Employee commuter survey conducted every 3 years	Business as usual	<ul style="list-style-type: none"> <li>Initial staff travel survey was taken in late 2021.</li> <li>This has been used to calculate the carbon footprint associated with staff travel.</li> </ul>	Lack of staff resource has delayed this activity.	Aiming for a new survey to be completed easter 2024.	Ongoing	High	Within existing budget	Nick Steevens	Cameron Dent	HR, SHBC staff
T2	Transition Surrey Heath BC vehicles to electric or ultra-low emission vehicles by 2030.	<ul style="list-style-type: none"> <li>All cars and light goods vehicles in the Council fleet are ultra-low emission by 2030</li> <li>Where suitable vehicles exist, all heavy goods vehicles in the Council fleet are ultra-low emission by 2030</li> </ul>	Started - delivery on target	<ul style="list-style-type: none"> <li>Vehicle owners are aware of the need to adopt Electric vehicles (EV). Teams will consider adding EVs to their fleet once current contracts end, or at the end of life of each vehicle.</li> <li>Cost and vehicle availability will be key considerations in this process.</li> </ul>	4/18 vehicles are EVs, fleet decarbonisation strategy to be produced in 2024. We have identified there may be a lack of suitable replacement vehicles for our 4 greenspace vehicles.	Fleet decarbonisation strategy to be produced in 2024.	2030	High	Will require additional funding	Nick Steevens	Cameron Dent, Vehicle Owners	Greenspaces, Parking, Amey, JWS
T3	Install an initial 48 electric vehicle charging points within council car parks in line with our ORCS funding.	All phase 1 chargers installed	Started - delivery at risk of delay	<ul style="list-style-type: none"> <li>Evaluate the demand and cost of Electric Vehicle (EV) chargers in Council owned multi story car parks.</li> <li>Following a survey of resident car par users 7 locations have been selected for the installation of EV charging points.</li> <li>£151K of Office for Zero Emission Vehicles (OZEV) funding has been secured and installation of the infrastructure is due to commence Easter 2023.</li> </ul>	<ul style="list-style-type: none"> <li>On-Street Residential Chargepoint Scheme (ORCS) funding installations - 1 site (out of 7) have been completed. Project has been delayed by legal issues for several months, however progress is now being made.</li> <li>Other sites aiming to be running in April &amp; May 24.</li> <li>We have two public chargers already operational at Main Sq car park.</li> </ul>	Finish the installation of 46 EV chargers by Easter 24.	2023	High	Within existing budget	Nick Steevens	Cameron Dent	Climate Change, Parking, Connected Kerb
<b>Wider Borough – Transport Actions</b>												
T4	Support the shift to electric vehicles by working in partnership with Surrey CC to deliver EV charger installation across the borough.	# of EV charging points installed across Surrey Heath	Business as usual	<ul style="list-style-type: none"> <li>Surrey Heath BC will assess the need for a greater roll out of EV charging infrastructure in our multi-story car parks.</li> <li>Surrey Heath BC have been awarded £151k of government funding to progress the installation of 46 EV chargers at 7 sites.</li> <li>Surrey CC are working with Connected Kerb to plan infrastructure within boroughs (believe this is just within carparks), SHBC are involved in these discussions.</li> </ul>	<ul style="list-style-type: none"> <li>Surrey Heath BC is working alongside Surrey CC to plan and install public chargers in areas where residents do not have access to their own off-street charging.</li> <li>21 sites have been identified with potential for 107 chargepoints across Surrey Heath.</li> <li>See action T5 for updates on Surrey Heath BC sites.</li> </ul>	Prioritisation and viability of identified sites to be decided in summer 2024.	Ongoing - until SCC stops scheme	High	Within existing budget	Nick Steevens	Cameron Dent	Bs&Ds, SCC
T5	Work with Surrey CC to improve sustainable movement corridors and to deliver strategic infrastructure near key transport hubs to enhance mobility and accessibility, in and between urban areas.	<ul style="list-style-type: none"> <li>Completion of LCWIP to identify key cycle and walking routes</li> <li>Identification of key infrastructure needed to enhance sustainable travel in Surrey Heath</li> <li># of cycling and walking routes created</li> </ul>	Business as usual	We have opened discussions with Surrey CC about a Camberley to Frimley Cycleway and the Local Cycling and Walking Infrastructure Plan (LCWIP).	<ul style="list-style-type: none"> <li>LCWIP - Workshops have been held with Members and external stakeholders on potential cycling and walking routes and identifying priority routes.</li> <li>Consultants have visited priority routes and identified potential improvement measures.</li> <li>LCWIP to go to Executive for sign-off spring 2024 which will be slightly later than initial deadline of end of 2023.</li> </ul>	<ul style="list-style-type: none"> <li>LCWIP process will be finalised in spring 2024.</li> <li>Detailed feasibility work will be carried out on priority cycle routes and walking zones. Initial detailed feasibility of projects, such as the Frimley to Camberley cycleway, have shown significant capital will be needed to deliver these projects.</li> <li>If identified projects are not to be delayed then capital must be made available.</li> </ul>	Ongoing	High	Likely to require additional funding	Gavin Chinniah	Sarita Bishop, Cameron Dent	SCC, Planning
T6	Investigate an Urban Consolidation Centre in Camberley to enable last mile deliveries to be made using EVs or e-bikes, rather than diesel-powered HGVs.	Produce a project feasibility study and assess demand	Not Started	No Update.	No Update.	Will produce a feasibility study which will look to understand demand for a consolidation centre.	2025	Low	Within existing budget	Gavin Chinniah	Keiran Bartlett	Bs&Ds, SCC
T7	Work with taxi companies and licence holders to encourage uptake of low carbon vehicles.	Creation of taxi policy including guidance on EV vehicles	Started - delivery on target	<ul style="list-style-type: none"> <li>Review taxi policy vehicle standards in light of pilot project results.</li> <li>There are currently 4 fully electric private hire vehicles licensed by Surrey Heath.</li> </ul>	<ul style="list-style-type: none"> <li>Surrey pilot project still in progress.</li> <li>In the meantime Surrey Heath BC officers are reviewing current policy and seeking good practice in neighbouring LAs with a view to drafting new taxi vehicle criteria, taking account of licensing, air quality and climate change considerations.</li> <li>There are now currently 10 fully electric taxis licensed by Surrey Heath</li> </ul>	<ul style="list-style-type: none"> <li>Trade survey to be undertaken on taxi vehicle emissions criteria, to inform policy change.</li> <li>Evaluation of results when available from Surrey Air Alliance pilot project to promote electric vehicle uptake in taxi trade.</li> <li>Project has been unable to progress due to delay in Defra grant award decision.</li> <li>Taxi vehicle emissions criteria to be drafted</li> </ul>	2025	Low	Within existing budget	Nick Steevens	Paula Barnshaw	Bs&Ds, SCC, Taxi Companies
T8	Work with car club/scheme providers to help increase car sharing options for residents.	Initial scoping document produced	Not Started	Not started.	Not started. Lack of resource delaying progress.	Conduct a scoping exercise to better understand organisations we could partner with and the options for implementation.	2024	Medium	Within existing budget	Nick Steevens	Cameron Dent	Car club providers

ID	Action	Action Success Indicator	Action Status	Progress - March 2023	Progress - Dec 23	Next Steps	Action completion Deadline	Priority	Resourcing	Head of Service	Officer Responsible	Teams/ Partners Involved
<b>Council Operations - Environment Actions</b>												
ET1	Create a biodiversity strategy which builds on the Biodiversity Net Gain and Local Nature Recovery Strategy legislation to improve green infrastructure and 'rewild' the borough.	Produce biodiversity strategy	Started - delivery on target	Create a biodiversity strategy which builds on the Biodiversity Net Gain and Local Nature Recovery Strategy legislation to improve green infrastructure and 'rewild' the borough.	<ul style="list-style-type: none"> <li>The draft Local Plan includes a green infrastructure policy and references the Local Nature Recovery Strategy currently in development by Surrey CC (with support from Surrey Heath BC).</li> <li>Surrey Heath BC are supporting Surrey CC with their Local Nature Recovery Strategy (LNRS).</li> <li>Surrey Heath BC has created a Biodiversity Net Gain polic, which aims for 20% biodiversity gain and will go to executive in March 24.</li> <li>Surrey CC has published a resilience strategy, Surrey Heath BC to apply key learnings.</li> </ul>	<ul style="list-style-type: none"> <li>First edition biodiversity strategy to be produced by end of 24/25.</li> <li>This will then be updated on completion of LNRS when this is published.</li> </ul>	2025	High	Within existing budget	Nick Steevens, Gavin Chinniah	Cameron Dent & Bronwen Chinien	Climate Change, Planning Policy
ET2	Assess how the council can improve our Suitable Alternative Natural Greenspace (SANGs).	<ul style="list-style-type: none"> <li>Assess necessary works for new SANG in Frimley</li> <li>Create list of priority interventions for SANGs</li> <li>Fruit orchard in every SANG</li> </ul>	Business as usual	No Update.	<ul style="list-style-type: none"> <li>Surrey Heath BC also recently purchased a 30ha site to deliver a new SANG in Frimley.</li> <li>We have planted 50 fruit and nut trees at Windlemere SANG.</li> </ul>	<ul style="list-style-type: none"> <li>Complete preparatory works required to open new site to the public new SANG in Frimley.</li> <li>We are trying to put a fruit orchard in every SANG.</li> </ul>	Ongoing	Medium	Will require additional funding	Nick Steevens, Gavin Chinniah	Steve Harris & Bronwen Chinien	Planning Policy, Greenspaces, Natural England
ET3	Plant 30,000 trees on Surrey Heath BC land by 2030.	Plant 30,000 trees on Surrey Heath BC land by 2030.	Started - delivery on target	5,000 trees were planted in 23/24 planting season including 50 fruit and nut trees.	Surrey Heath BC are aiming to plant 6,000 trees in 24/25 planting season.	Continue working with tree planting partners to increase the number of trees planted each year.	2030	Medium	Within existing budget	Nick Steevens	Steve Harris	Greenspaces, Surrey Wildlife Trust
ET4	Identify opportunities for community gardens/allotments throughout the Borough.	<ul style="list-style-type: none"> <li>Number of community gardening plots</li> <li>Number of community groups using gardens</li> </ul>	Started - delivery on target	<ul style="list-style-type: none"> <li>Discussion with Catalyst, who are looking to manage Flourish Community Garden at Frimley Lodge Park, are ongoing.</li> <li>Camberley &amp; District Horticultural Society (C&amp;DHS) currently manage 314 plots within the borough.</li> </ul>	<ul style="list-style-type: none"> <li>Catalyst are now in place at Frimley Lodge Park. Among the users of the Flourish Community Garden are expected to be community groups working to improve mental health.</li> <li>C&amp;DHS Recreation and Leisure are now holding a waiting list for any residence within a mile radiance of Deep Cut and they will be contacted when the allotments are handed over to Surrey Heath BC.</li> </ul>	Discussions continue with C&DHS over the option for them to take on 60 further tennants in Deepcut.	2024	Low	Within existing budget	Nick Steevens	Nicola Sherlow	Greenspaces, Community
ET5	Examine how the carbon storage capacity of the Council's green assets can be maximised.	Identification of actions to increase the carbon storage capacity in the borough.	Started - delivery on target	<ul style="list-style-type: none"> <li>We have identified tree planting as a cost effective way of increasing carbon storage in the borough. 5000 new trees are being planted as part of the Queens Green Canopy programme.</li> <li>When mature these will absorb 125 tonnes of CO2 per year.</li> <li>This is in addition to the approximately 3420 tonnes of CO2 absorbed by the boroughs existing woodland cover.</li> </ul>	We are aiming to plant 6000 trees in the 2023/24 planting season.	<ul style="list-style-type: none"> <li>Complete an analysis to work out which carbon storage from trees in the borough and how this can be maximised.</li> <li>Complete an analysis of other methods of cost effective carbon storage.</li> </ul>	2025	Medium	Within existing budget	Nick Steevens	Cameron Dent, Steve Harris	SCC, Bs&Ds, Woodland Trust
<b>Wider Borough - Environment Actions</b>												
ET6	Work with partners to develop and deliver a framework for biodiversity net gain.	Framework for biodiversity net gain developed.	Started - delivery on target	<ul style="list-style-type: none"> <li>A consultant is currently undertaking a strategy which will identify Biodiversity Net Gain (BNG) sites in the borough and is due to provide a draft early 2023.</li> <li>The draft Local Plan also includes a policy on BNG.</li> </ul>	<ul style="list-style-type: none"> <li>Review implications of the Environment Bill once it is confirmed and how best to implement biodiversity net gain in Surrey Heath.</li> <li>BNG webinar delivered to Planning Officers.</li> <li>Two Biodiversity Gain sites have been shortlisted, out of five assessed.</li> <li>Surrey's Biodiversity Opportunity Areas retained as the spatial strategy, until superseded by Local Nature Recovery Strategy (Surrey CC leading) in 2024/5.</li> <li>Framework for BNG has been created with consultation running until early March 2024.</li> <li>The Council has an objective to increase BNG for new development by 20%, more than the statutory 10%.</li> </ul>	<ul style="list-style-type: none"> <li>Publish BNG local requirement information for applicants.</li> <li>Prepare Habitat Management and Monitoring Plan(s) and Legal Agreement(s) to manage land for 30+years.</li> <li>Assess local demand for biodiversity units.</li> <li>Commencement of national mandatory Biodiversity Net Gain in January 2025.</li> <li>Aiming to sign off BNG Framework by Easter 2024 with new actions to follow.</li> </ul>	2024	High	Likely to require additional funding	Gavin Chinniah	Keiran Bartlett	Surrey Wildlife Trust
ET7	Continue to work with Joint Waste Solutions and partners to deliver reductions in carbon emissions associated with waste management in Surrey Heath, including vehicle fleet management and supply chain engagement.	<ul style="list-style-type: none"> <li>% of waste recycled</li> <li>Emissions from fleet</li> </ul>	Business as usual	<ul style="list-style-type: none"> <li>Executive has approved SEP2025 - a partnership approach to waste prevention &amp; recycling in January 2023 with a bespoke delivery plan for Surrey Heath being finalised.</li> <li>We work closely with Joint Waste Solutions and partners to continue high recycling rates in Surrey Heath.</li> <li>In 2021/22, Surrey Heath had a household waste recycling rate of 54.4%, with a further 30.5% being sent for energy recovery.</li> </ul>	Amey are working to calculate the carbon footprint of their operation. Once this is calculated, we can identify which emissions are the result of Surrey Heath BC activities. This will also allow us to track service improvements over time.	<ul style="list-style-type: none"> <li>We will continue to engage with JWS and assist with comms campaigns and to identify and deliver carbon efficiency savings.</li> <li>This includes assessing a move to EV collection vehicles at the end of our current contract.</li> <li>When commissioning the next waste contract, we will ensure sustainable operating procedures are included in any contracts.</li> </ul>	Ongoing	High	Likely to require additional funding	Nick Steevens	Cameron Dent, Helen Trew	Community, Economic Development
ET8	Promote the 'greening' of buildings in the Borough, such as integrating green roofs and green walls into the fabric of buildings.	# of external comms pieces on greening of buildings.	Not Started	Not started.	Not started.	Comms will publish ongoing updates as and when they are supplied with them.	Ongoing	Low	Within existing budget	Nick Steevens	Cameron Dent, Keiran Bartlett	Planning Policy

ID	Action	Action Success Indicator	Action Status	Progress - March 2023	Progress - Dec 23	Next Steps	Action completion Deadline	Priority	Resourcing	Head of Service	Officer Responsible	Teams/ Partners Involved
<b>Council Operations – Behaviour Change Actions</b>												
B1	Create a climate change engagement and communication strategy which will help us to target and diversify our climate communications.	Creation and delivery of a Climate Change Engagement and Communication Strategy	Started - delivery on target	<ul style="list-style-type: none"> <li>A review is currently underway of climate change content on the Council's web pages and new content will be posted in the new year.</li> <li>A page has been bookmarked on Warbler for climate change and sustainability and content is being developed for posting.</li> </ul>	<ul style="list-style-type: none"> <li>A list of key sustainability initiatives that we can support with our comms has been identified.</li> <li>Positive results for Surrey Heath BC in the latest Climate Emergency UK score card for net-zero emissions actions was published in November 2023.</li> </ul>	Work to start on the Climate Communications Strategy in March '24.	2024	Medium	Within existing budget	Nick Steevens	Cameron Dent	Communications
B2	Facilitate local events promoting sustainable practices, making best use of the Council's assets (e.g. using vacant units in the SQ etc).	# of events facilitated	Business as usual	Surrey Heath BC organised a Cost of Living Event in The Square in February 2023.	<ul style="list-style-type: none"> <li>Surrey Heath BC organised a Cost of Living Event in The Square in October 2023.</li> <li>Council has helped to curate a climate change exhibition with the museum.</li> <li>Surrey Heath BC presented at a Surrey Chambers of Commerce business event on sustainable business in June 2023.</li> </ul>	Identify events that we can help facilitate.	Ongoing	Medium	Within existing budget	Nick Steevens, Sally Kipping	Cameron Dent, Morgan Brownlow, Sarah Birkett-Wendes	Community, Communications
B3	Investigate the potential for pop-up units in the Town Centre for local sustainable businesses, for example, in vacant units.	# of pop-up units rented by sustainable businesses	Business as usual	A large number of pop-up users are in place in The Square, particularly in Obelisk Way where long term leases cannot be granted due to the proposed redevelopment of London Road.	<ul style="list-style-type: none"> <li>The pop-up competition launched in April and the unit is currently occupied by the second retailer.</li> <li>As part of the assessment process we do ask how sustainable the business is, and encourage them to do more where appropriate.</li> <li>Pop up and meanwhile use strategies have been produced.</li> </ul>	<ul style="list-style-type: none"> <li>We are currently seeking a third retailer to commence in 2024.</li> <li>A focus can be made on their environmental credentials.</li> </ul>	Ongoing	Medium	Within existing budget	Martin Breedon	Joe Walsh	Economic Development
B4	Require deliveries to be by electric vehicles or bike where practicable	<ul style="list-style-type: none"> <li># of deliveries by EV or bike</li> <li>% of total deliveries by EV or bike</li> </ul>	Not Started	Not started.	Not started.	Update Procurement TOMs to include assessment of a business on its emission reduction goals including its fleet.	Ongoing	Low	Within existing budget	Nick Steevens	Emmanuel Phares	Procurement
<b>Wider Borough – Behaviour Change Actions</b>												
B5	Support organisations or schemes which aim to reduce waste and increase recycling and reuse in the Borough.	# of external comms pieces on local reuse and waste reduction initiatives.	Business as usual	Continue to support social media posts from Joint Waste Solutions and Surrey Environment Partnership.	Continue to support social media posts from Joint Waste Solutions and Surrey Environment Partnership.	Comms will publish information on recycling schemes and local reuse organisations as and when they are supplied with information.	Ongoing	Low	Within existing budget	Sally Kipping	Cameron Dent, Sarah Birkett-Wendes	Surrey Environment Partnership, JWS
B6	Support local initiatives and organisations who redistribute surplus food to those in need.	<ul style="list-style-type: none"> <li>Food redistribution partnership set up</li> <li>Tonnes of food redistributed</li> </ul>	Business as usual	<ul style="list-style-type: none"> <li>Community food larder set up at St Martins Church, Camberley.</li> <li>Funding also provided for Camberley Besom and Woking Foodbank's.</li> </ul>	No further updates.	The council will continue to work with partners to examine how we can help redistribute surplus food.	Ongoing	Low	Will require additional funding	Nick Steevens, Sally Kipping	Jayne Boitout, Renee France	Community
B7	Produce best practice guidance to support local events to reduce emissions and waste.	<ul style="list-style-type: none"> <li>Produce guidelines for environmentally conscious events</li> <li>Support firms to improve the sustainability of events</li> </ul>	Started - delivery on target	Not started.	Specified in application and we will try to work with event organisers to discuss their recycling needs.	Produce environmental guidelines for events and signpost event organisers to Climate Change Officer for assistance with running events with minimal environmental impact.	Guidelines produced 2024 and support ongoing	Low	Within existing budget	Nick Steevens	Cameron Dent, Nicola Sherlow	Community
B8	Investigate opportunities to partner with universities for local research and innovation.	Assess the case for partnering with local university	Business as usual	Initial discussions and site visit have been conducted with a team from Sheffield University, who specialise in new battery systems.	Discussions have been held with several universities with the goal of assisting with training opportunities, including with University of Sussex.	Continue investigating new technologies and partner organisations, including by attending webinars and conferences that are hosted by research organisations and government.	Ongoing	Medium	Within existing budget	Nick Steevens	Cameron Dent	Local Universities



ID	Action	Action Success Indicator	Action Status	Progress - March 2023	Progress - Dec 23	Next Steps	Action completion Deadline	Priority	Resourcing	Head of Service	Officer Responsible	Teams/ Partners Involved
<b>Council Operations – Operations Actions</b>												
O1	Embed carbon reduction objectives into all decision-making processes in the Council by aligning all policy with the Climate Change Action Plan (CCAP).	Ensure climate issues are embedded within all key policies when they are renewed	Business as usual	Climate Change Manager is aware of new policy being implemented and feeds into this at an early stage.	Climate Change Manager has inputted into the Economic Strategy, Energy Strategy, Tree Strategy, Parking Strategy, Local Plan and Planning applications	<ul style="list-style-type: none"> <li>Climate Change Manager to comment on all papers going to executive.</li> <li>Climate Change Officer will input into major policy documents as and when they are being formulated.</li> </ul>	Ongoing	High	Within existing budget	Nick Steevens	Cameron Dent	All SHBC
O2	Train and support staff with procurement responsibility to review their consumption of goods and services to reduce usage and adopt more environmentally friendly products and procedures.	# of procurers to complete training	Started - delivery on target	Initial discussions have been held with procurement, HR and Climate Change officers.	<ul style="list-style-type: none"> <li>Suitable training modules identified - Initial training for all staff has been booked for Quarter 4 23/24.</li> <li>This will target managers and staff with procurement responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Climate Change Officer to work with Procurement Officer to ensure climate change is embedded within procurement decisions.</li> <li>Staff training is available which highlights the importance of procurement in our emissions.</li> </ul>	2024	High	Within existing budget	Nick Steevens, Sally Kipping	Cameron Dent	All SHBC
O3	Minimise single use plastics within the organisation (except for personal protective equipment). Move Surrey Heath BC's own operations so we are in line with The UK Plastics Pact target – 100% recyclable, compostable or reusable plastic packaging.	No single use plastics used by Surrey Heath BC, except for personal protective equipment	Started - delivery on target	<ul style="list-style-type: none"> <li>Camberley Theatre has removed all single-use plastics from sale. Auditorium safe cups are currently plant based PLA, but we will shortly be moving to reusable plastic cups.</li> <li>The water dispenser fitted in the Chamber in Jan 2019 to alleviate the need for bottles of water. All other cups used in the Committee Rooms and Members Room are paper.</li> <li>As of December 2022, toilets in SHH have now been fitted with refillable soap dispensers negating the need for single plastic bottles of soap.</li> </ul>	No update.	Identify any remaining uses of single use plastic and create plan to remove them from use.	2025	Medium	Within existing budget	Nick Steevens	Cameron Dent	All SHBC
O4	Consider how internal budgets are used effectively to enable carbon reductions and identify appropriate carbon offsetting projects.	Produce report on internal budgets and how they can be better used to incentivise carbon reduction	Started - delivery on target	Not started.	Plans for an internal price of carbon are being discussed, this would help fund projects aimed at carbon reduction and fund offsets.	Put forward paper on carbon offsets and carbon pricing.	2024	High	Within existing budget	Nick Steevens	Cameron Dent	Finance
O5	Analyse the key sources of carbon emissions within each department and create a reduction plan.	Identification of large carbon emissions sources and plan produced to minimise their impact	Closed	Not started.	Lack of data does not allow for an analysis to be completed by department.	Lack of data does not allow us to complete this exercise. Action closed Feb 2024.	2024	Medium	Within existing budget	Nick Steevens	Cameron Dent	All SHBC
O6	Establish a network of staff Climate Change Champions across the Council.	Staff climate network established	Started - delivery at risk of non-completion	<ul style="list-style-type: none"> <li>A Climate Change Champions Network was set up in July 22.</li> <li>Carbon literacy training was piloted for interested staff at this time.</li> <li>The aim of this programme is to create a network of climate change champions who can educate, train and encourage staff across the organisation.</li> </ul>	Lack of resource is delaying action on this.	Group to be reformed.	2023	Low	Within existing budget	Nick Steevens	Cameron Dent	All SHBC
O7	Raise staff/Councillor awareness through carbon literacy training	# of staff & Councillors to complete training	Business as usual	<ul style="list-style-type: none"> <li>Carbon literacy training was piloted for staff in July 2022.</li> <li>The aim of this programme is to create a network of climate change champions who can educate, train and encourage staff across the organisation.</li> </ul>	Training was offered to all councillors in October 2023 with training to be offered to all staff in March 2024.	Training will continue to be offered to all staff in 24/25.	Ongoing	High	Within existing budget	Nick Steevens, Sally Kipping	Cameron Dent, Sarah Bainbridge	All SHBC
O8	Assess feasibility of Community Municipal Investment (CMI) to support the investment of local green projects.	Feasibility study complete	Not Started	Not started.	Lack of resource is delaying action on this.	Conduct a feasibility study into the viability of a CMI within Surrey Heath.	2025	Low	Within existing budget	Nick Steevens	Cameron Dent	Economic Development, Community
<b>Wider Borough – Operations Actions</b>												
O9	Evaluate the need to develop a Surrey Heath Resilience Plan and how this could be facilitated.	Adaptation plan adopted by Surrey Heath BC	Not Started	<ul style="list-style-type: none"> <li>Surrey CC are working on the creation of an adaptation strategy.</li> <li>Once this document has been finalised, we can look at applying parts of it to the Surrey Heath context.</li> </ul>	<ul style="list-style-type: none"> <li>Surrey CC are to publish resilience strategy in Jan 24.</li> <li>Surrey CC are also developing a Local Nature Recovery Strategy over 2024.</li> <li>Officers will review these documents and seek integrate them into a Surrey Heath BC plan.</li> </ul>	Surrey CC adaptation plan to be reviewed and adapted if possible.	2026	Medium	Within existing budget	Nick Steevens	Cameron Dent	LEP & Surrey CC

ID	Action	Action Success Indicator	Action Status	Progress - March 2023	Progress - Dec 23	Next Steps	Action completion Deadline	Priority	Resourcing	Head of Service	Officer Responsible	Teams/ Partners Involved
<b>Council Operations – Monitoring Actions</b>												
M1	Assess and publish the Council's carbon emissions each year.	Annual carbon emissions calculated	Business as usual	<ul style="list-style-type: none"> <li>Audit of energy use for every operational building was complete in 2023.</li> <li>This more accurate work will replace the previous carbon baselining work once complete.</li> </ul>	No update.	Annual carbon accounting exercise to be completed each april, with results being shared with Climate Change Working Group and on website.	Ongoing	High	Within existing budget	Nick Steevens	Cameron Dent	JWS, all SHBC
M2	Work with tenants to gather carbon footprint or energy consumption data and improve our monitoring data.	<ul style="list-style-type: none"> <li>Measure annual CO2e of investment property portfolio</li> <li>Track annual change of CO2e of investment property portfolio</li> </ul>	Not Started	Not started.	Not started, lack of resource.	Assess the resources that are needed to obtain and manage energy use data from tenants.	2025	High	Within existing budget	Martin Breeden, Nick Steevens	Cameron Dent, Darren Burgess	Tenants

**Surrey Heath Borough Council**  
**Performance and Finance Scrutiny Committee**  
**6 March 2024**

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**Local Air Quality Management Update**

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**Summary and purpose**

The following link replaces/corrects the hyperlink in the report in Paragraph 1.1 on Page 53 of the agenda pack:

[https://www.surreyheath.gov.uk/environment/pollution/air-quality#lqd-guides\\_title](https://www.surreyheath.gov.uk/environment/pollution/air-quality#lqd-guides_title)

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