

## Reigate & Banstead Environmental Sustainability Strategy: Action Plan

Please note that the timeframes within this Action Plan are indicative and will be kept under review. Delivery of actions may be impacted by the continuing diversion of staff and/or financial resources to the Covid-19 response and recovery. A number of actions will also be dependent on decisions taken national or locally about ongoing Covid-19 response and recovery.

Progress in delivering these actions will be reported annually. Where resources allow, actions may be delivered in advance of the identified timeframes.

### Section 1: Energy and carbon

Priority	Objective	Action	Timeframe
Energy minimisation	Reduce operational energy consumption through fabric improvements and installing energy efficient equipment and fittings.	Implement measures identified as part of the Display Energy Certificates (DEC) recommendation report for key three assets (i.e. Harlequin Theatre, Town Hall and Earlswood Depot) as part of scheduled renewal/upgrade programme.	2020 and ongoing <sup>1</sup>
		Use whole life cycle analysis as a decision tool during plant renewal programme upgrades and maintenance programmes to select the most efficient M&E systems for heating, cooling and ventilation. Avoid 'like for like' replacements (e.g. more efficient boiler) unless it's been demonstrated that this is a futureproofed technology.	2020 and ongoing <sup>1</sup>
		Improve loft insulation and wall insulation with a focus on top three key assets as part of scheduled renewal/upgrade programme.	2020 and ongoing <sup>1</sup>
		Continue to install LEDs throughout the Council assets on top 10 assets or in conjunction with any scheduled renewal/upgrade programme.	2020 and ongoing <sup>1</sup>
		Introduce variable speed drives (VSD) for fans, pumps and compressors as part of scheduled renewal/upgrade programmes where viable.	2020 and ongoing <sup>1</sup>
		Investigate and where appropriate implement opportunities to reduce energy consumption from our leased assets, subject to lease agreements.	2020 and ongoing <sup>1</sup>
		Undertake life cycle cost analysis of installing intuitive accessible zoning control mechanisms and/or retrofit PIR sensors (movement/ time/ lux) and or timer on key Council's assets.	2021/22
	Promote behaviour changes to reduce operational energy consumption.	Provide better information on finance/grants available to businesses and residents to implement energy efficiency measures.	2020/21
		Create an awareness campaign to encourage staff to reduce energy consumption. Provide tips on the intranet and through poster display in key locations	2021/22 <sup>2</sup>
		Investigate opportunities to run an annual low energy consumption award open to residents/businesses across the borough.	2021/22
Set up a mechanism to monitor and display energy consumption across the different Council's assets on a monthly basis.		2021/22 <sup>2</sup>	
Renewable energy	Promote the use of renewable energy through on/off-site generation and	Include information on renewable energy tariffs on the Council sustainability section of the website and via Borough News, email newsletters etc to encourage residents and businesses to sign-up	2020/21
		Procure renewable energy across RBBC assets	2020/21

	renewable tariff procurement.	Investigate the potential for the installation of photovoltaic panels and solar storage on Council operated assets (e.g. Earlswood Depot), and land. Implement where economically and technically viable.	2021/22
		Investigate and where appropriate implement opportunities to generate renewable energy from our leased assets, subject to lease agreements.	2021/22
		Investigate potential to negotiate preferential tariffs for residents and businesses by setting up a dedicated renewable energy company to provide renewable and affordable energy in conjunction with SCC.	2022/23
		Encourage businesses to generate renewable energy within their assets.	2022/23
		Consider innovative funding mechanisms to create renewable energy infrastructure within the Borough.	2023/24 onwards
Low carbon transport	Reduce carbon emissions associated with transport through minimising travel and reliance on personal car	Use planning conditions and S106 agreements to secure car club provisions at new large scale developments.	2020 and ongoing
		Engage with Local Transport Authority (SCC) and private transport provider to improve frequency/reliance of public transport to increase overall uptake of public transport	2020 and ongoing <sup>3</sup>
		Highlight the reduced price membership offer to Surrey residents for the Enterprise Car Club which is currently outlined on the Surrey website.	2020/21
		Encourage uptake of car-pooling from residents and staff through better communicating available car sharing platforms: <ul style="list-style-type: none"> <li>• <a href="https://liftshare.com/uk/community/surrey">https://liftshare.com/uk/community/surrey</a>.</li> <li>• <a href="https://faxi.co.uk/corp/en/">https://faxi.co.uk/corp/en/</a></li> <li>• <a href="https://www.blablacar.co.uk">https://www.blablacar.co.uk</a></li> </ul>	2020/21
		Liaise with Surrey County Council to investigate the suitability of expanding the network of car clubs and increasing the number of electric vehicles available (e.g. Enterprise Car Club) across the Borough.	2021/22
		Investigate the set-up of a Mobility as a Service (MaaS) platform alongside the transport authority (SCC) to facilitate all <b>LT2 &amp; LT6</b> .	2023/24 onwards <sup>3</sup>
	Improve the uptake of electric vehicles across the Borough	Continue to transition the Council's fleet to be fully electric, measures to include: <ul style="list-style-type: none"> <li>• Procuring fully electric cars, vans and other vehicles</li> <li>• Procuring electric sit on mowers</li> <li>• Procuring electric refuse lorries. Alternatively, existing vehicles could be retrofitted with an electric motor</li> </ul>	2020 and ongoing
		Ensure that the provision of electric vehicle charging points are secured for new developments as per the DMP TAP 1 'Access, parking and servicing' policy and SCC's 'Vehicular and Cycle Parking Guidance' January 2018 and OLEV (when implemented)	2020 and ongoing
		Update/upgrade existing charging points (e.g. Wray Lane) when it needs replacing.	2020 and ongoing
		Install charging points in Council's car parks and across the Council's owned assets.	2020 and ongoing
		Work with SCC to implement their 'Electrical Vehicle Strategy'.	2020 and ongoing
		Explore options to encourage fully electric taxis via Council's licencing policies and potentially incentivise their take up through subsidising of the licence fee.	2020/21

		Work with local business networks such as the Local Enterprise Partnership (LEP) to encourage private landowners to invest in charging infrastructure for visitors and staff.	2021/22
	Encourage the uptake of walking and cycling	Collaborate with Surrey CC to develop a Local Cycling and Walking Plan and implement pedestrian and cycling-friendly measures, for example: <ul style="list-style-type: none"> <li>• Providing shade and shelter on busy streets</li> <li>• Making pavements wider and smoother</li> <li>• Making streets easier to cross (i.e. more crossing points/crossing islands)</li> <li>• Provide places to stop and rest (e.g. parklets, benches)</li> <li>• Connected and off-road cycle paths</li> <li>• Encourage local primary schools to organise a "Walking Bus" for pupils walking to/from school</li> </ul>	2020 and ongoing
		Improve information available to residents and local businesses advising on the location of cycle storage, cycle hire, and cycle routes within the borough.	2020/21
		Liaise with community rail partnerships to investigate the number of cycle spaces available at key railway stations within the Borough and where viable promote the installation of further spaces.	2021/22 <sup>3</sup>
		Investigate measures for incentivising Council employees to walk, cycle, or use other lower emission modes of travel for their commute.	2021/22 <sup>3</sup>
		Install additional cycle parking spaces at key Council assets and across the Borough in strategic locations	2021/22
		Investigate the possibility to trial within the borough measures to reduce congestion and private vehicle use (e.g. car free zones; road charging; changes to parking charges). These measures need to be assessed holistically to ensure road-congestion and other traffic-related issues are not displaced elsewhere.	2023/24 onwards
Embodied carbon	Reduce embodied carbon in new infrastructure or building projects	Request developers as part of the planning application to provide a whole life carbon assessment to demonstrate embodied carbon reduction in building fabric through lean design and construction solutions <sup>4</sup> .	2023/24 onwards

## 2. Low Impact Consumption

Priority	Objective	Action	Timeframe
Waste reduction	Reduce waste through avoiding it in the first place and promoting reuse opportunities	Eliminate single use plastic (SUP) within the Council's operated assets	2020 and ongoing <sup>2</sup>
		Continue to locate clothes and textile banks in strategic locations across the Borough prioritising the re-use of the items collected.	2020 and ongoing
		Continue to purchase IT equipment from a specific brand and stick to the same models to allow for the use of spare parts from units which no longer work to be used in other units to prolong their life.	2020 and ongoing
		Work with cafes, restaurants and takeaways to reduce their SUP consumption i.e. targeting zero Styrofoam, preferring compostable options and gradually moving towards reusable take-away box scheme.	2020 and ongoing

	Publicise better the water re-fill network within the Borough and sign-up additional businesses as refill stations across the Borough	2020/21
	Update waste section on the dedicated sustainability page of the Council's website to bring together information about the various waste reduction initiatives.	2020/21
	Investigate the potential remanufacturing options for furniture when renewing furniture.	2021 and ongoing <sup>2</sup>
	Signpost to or facilitate borrowing and renting one-off purchases (e.g. DIY, gardening equipment etc...) e.g. through incorporation of available services on the Council's sustainability page.	2021/22
	Investigate the potential to subscribe to a scheme to donate unwanted furniture	2021/22
	Investigate the potential to use a scheme to donate unwanted IT equipment to be reused rather than recycling it as it is currently practiced.	2022/23
	Investigate the commercial waste service collection streams available with the aim of increasing the recyclable collection service provision.	2022/23
	Procure re-manufactured printer ink and toner cartridges once current supplier contract has expired.	2023/24
	Coordinate with local construction businesses the set-up of a Construction Building Material exchange schemes (or promote the use of a suitable existing platform)	2023/24 onwards
	Require contractors through Local Plan requirement to apply a life cycle approach to any construction projects to ensure that they can be easily disassembled or repurposed at the end of their service life.	2023/24 onwards <sup>5</sup>
Facilitate recycling to maximise value of non-avoidable waste.	Continue to roll out recycling to all flats within the borough to improve the recyclable waste collection service provided compared to the service historically delivered (paper and card only).	2020 and ongoing
	Continue to compile and report recycling rate for the Borough collections to disseminate performance to residents and encourage positive behaviour change.	2020 and ongoing
	Work with Surrey Environment Partnership (SEP) in exploring the potential for implementation of services to reuse or recycle difficult products: e.g. nappies, sanitary pads, paint	2020 and ongoing
	Trial the provision of additional recycling bins alongside general waste bins in public spaces to facilitate waste segregation e.g. Earlswood Lakes where 'big belly bins' for general refuse have recently been installed. If successful, look to extend the use of recycling bins. As part of the trial ensure that appropriate communication is disseminated to ensure that it is clear what can be recycled.	2020/21
	Subscribe to Nespresso coffee capsules close-loop recycling scheme	2021/22 <sup>2</sup>
	Provide adequately labelled bins within centralised areas across the office and posters to encourage recycling and avoid cross-contamination. Reflect the waste currently collected across the borough: 1. paper and card 2. plastic, cans/aluminium and glass; 3. food; 4. Non-recyclables	2021/22 <sup>2</sup>
	Monthly progress reports (Council wide) displayed in strategic location across the offices (subject to data availability).	2021/22 <sup>2</sup>
Lead a session on industrial symbiosis for local business to attend to encourage companies to seek opportunities at Borough or County level.	2022/23 <sup>6</sup>	
Investigate options to implement collection for difficult to recycle product (e.g. stationary) across Council assets with a view to extend to the Borough.	2022/23 <sup>2</sup>	

	Promote anaerobic digestion and composting	Work with the Surrey Environment Partnership to investigate preferable options for the disposal of organic waste and improve communication to residents around food waste with the aim of increasing the volume of food waste collected across the borough.	2020 and ongoing
		Investigate the viability of providing commercial food waste collection services across the borough following the release of the UK Gov waste consultation in 2020	2021/22
		Work with Surrey Environment Partnership to investigate the potential for establishing waste cooking oil collection for businesses and residents within the borough to produce biodiesel	2021/22
	Encourage waste treatment locally to minimise transport emissions	Endeavour to keep waste streams treated as locally as possible or at least within the UK/Europe	2020 and ongoing
		Work alongside Surrey County Council and the Surrey Environment Partnership to identify new waste treatment sites through the SCC Waste Local Planning review process.	2024 and beyond <sup>7</sup>
Water efficiency	Reduce potable water consumption through a combination of efficiency and potable water substitution measures	Work in partnership with SES to provide residents with easy to use water saving measures to install: hippo cistern displacer; flow restrictors; garden water butts	2020 and ongoing
		Engage with SESW to support them where possible in achieving their industry wide leak reduction targets.	2020 and ongoing
		Investigate the installation of low flow fixtures and fittings for sanitaryware (including toilets, wash hand basins, showers and kitchen taps) for key Council assets (Harlequin, Town Hall and Earlswood) as part of any upgrade works	2020 and ongoing <sup>1</sup>
		Consider rainwater harvesting or greywater recycling as part of any key upgrades undertaken by the Council to their assets.	2020 and ongoing <sup>1</sup>
		Advise residents (via Council's website) on minimum water efficiency standards to achieve when considering home refurbishment projects (e.g. changing kitchens/bathrooms).	2020/21
		Request as part of the planning requirements to incorporate greywater recycling and/or rainwater harvesting measures for all major planning applications.	2021/22
Responsible sourcing	Maximise the use of materials and products that are produced responsibly (i.e. environmentally and socially)	Prefer products that incorporate recycled content for key purchases (e.g. furniture, stationary, paper, paint)	2020 and ongoing
		Ensure that all timber products procured across the Council (inc. paper products such as files, books, pads and envelopes) are FSC certified.	2020/21
		Encourage developers of major projects, through the use of planning guidance, to incorporate materials with recycled content. This could be tracked as part of a relevant section in a sustainability statement to be submitted as part of the planning process.	2021/22
		Encourage developers through use of an informative to procure 100% FSC or PEFC certified timber or timber based products (i.e. shuttering, carcassing, plywood, raised access floor, worktop, partitions etc...).	2021/22
		Introduce consideration of material toxicity as part of the procurement process (i.e. ITT and PQQ questions)	2021/22
		Switch to cleaning products that do not contain toxic ingredients and preferably use recycled containers	2021/22 <sup>2</sup>
	Encouraging healthy food products manufactured	Include healthier options within the vending machines located in assets operated by the Council.	2020 and ongoing <sup>2</sup>
Procure Fairtrade products for key office consumables (coffee, tea, sugar, hot chocolate)		2020/21 <sup>2</sup>	

	under adequate social and environmental standards	Procure organic milk.	2022/23 <sup>2</sup>
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### 3. Natural Environment

Priority	Objective	Action	Timeframe
Ecological enhancement	Improve tree cover across the borough	Increase the tree cover within the Borough: <ul style="list-style-type: none"> <li>• Plant more trees with a focus on those with a native/wildlife value.</li> <li>• Improve management of existing woodland in council ownership to promote healthy regeneration and new tree growth</li> <li>• Review the grant/funding options available and if possible, establish a partnership with the Woodland Trust to help implement any tree planting on land identified as suitable.</li> <li>• Any trees that have to be uprooted to accommodate new developments to be relocated elsewhere in the Borough</li> <li>• Integrate tree planting initiatives as part of the RBBC 'Green Infrastructure Strategy Action Plan' for restoring habitats at Council-owned strategic countryside assets where environmentally appropriate</li> <li>• Explore options for, and support, community tree planting initiatives</li> <li>• Investigate options for providing local carbon offsetting for third parties through tree planting or other measures.</li> </ul>	2020 and ongoing
		Investigate the requirement for new developments to provide tree canopy cover (and associated guidance) within the next update of the Local Plan.	2023/24 onwards <sup>5</sup>
	Increase the area of soft landscape valuable to wildlife across the Borough	Identify areas of disused land which can be utilised for greening projects and implement projects where appropriate (viable and deliverable).	2020 and ongoing
		Encourage developers to increase soft landscape area as part of their proposals through provision of planning guidance or advice. Consider the introduction of an urban greening factor and biodiversity net-gain metric to facilitate monitoring it.	2021/22
		Investigate the potential to install green roofs / walls on council assets and implement projects where appropriate (viable and deliverable).	2021/22 <sup>1</sup>
	Increase the amount of native species that attract pollinators	Plant pollinator friendly species in areas managed by the Council e.g. by managing a series of verges as 'late-cut' verges allowing the flowers to set seed before being cut or introducing pollinator-friendly seed mixes in areas of grassland around new developments.	2020 and ongoing
		Encourage developers to incorporate native/pollinator-friendly species through provision of planning guidance and advice and consider new local plan policy to formalise requirements	2021/22
		Organise annual contest for best wildlife garden of the Borough or local community challenge	2022/23
		Provide a guide to residents to plant species to attract pollinators and landscape their front and back gardens.	2022/23
			Encourage residents to put up bug hotels, bird feeders and water fountains to attract wildlife (with measures to discourage rodents where needed)

Sustainable drainage systems	Mimic the natural water cycle to reduce surface water run off	Collaborate with Surrey County Council as part of their 'Surrey Local Flood Risk Management Strategy - Objective Action Plan, February 2017' to increase the uptake of SuDS on infrastructure projects.	2020 and ongoing
		Minimise hard impermeable surfaces, alternatively install or retrofit permeable surfaces across the Council's owned assets as part of planned renewal and upgrades e.g. the use of permeable paving at Council owned and run car parks.	2020 and ongoing <sup>1</sup>
		Install or retrofit soft SuDS as part of planned renewal and upgrades across the Council's owned assets e.g. bioretention area, swales etc...	2020 and ongoing <sup>1</sup>
		Request through planning advice and guidance that newly created hard surfaces (e.g. pavement, internal roads, carpark etc...) are permeable.	2021/22
		Update planning requirements via planning advice or guidance to set requirements around achieving greenfield run off rates and ensuring that surface water run-off is managed close to its source following the drainage hierarchy.	2021/22
		Explore partnership with SES water to support residents to soft landscape their front gardens.	2023/24
Environmental impact and pollution prevention	Limit negative impacts to the wider environment i.e. air, water, ground, habitat loss	Continue to minimise the use of glyphosate by: <ul style="list-style-type: none"> <li>• Employing the use of hand removal in public spaces such as playgrounds, schools and town centres</li> <li>• Investigating the use of hot foam or steam as alternatives</li> <li>• Liaising with other authorities who have already implemented measures to go glyphosate free</li> </ul>	2020 and ongoing
		Work alongside SCC to investigate the suitability of implementing measures to limit unnecessary acceleration and deceleration and reduce engine idling.	2020 and ongoing
		Use alternative to peat based composts	2022/23

#### 4. Effective Implementation

Priority	Objective	Action	Timeframe
Communications	Provide informative accessible material for staff, residents and businesses on how to reduce energy and increase renewable energy at the Borough level and explain what the Council is doing itself.	Develop a campaign around our sustainability plan to inform and encourage behaviour change in staff, residents, businesses and partners. A number of key messages and calls to action will be created	2020/21
		Set up on the Council's webpage a dedicated sustainability section which will provide tangible solutions to enable residents and businesses to reduce their environmental impacts.	2020/21
		Use of case studies to demonstrate how local businesses and communities have improved their sustainability credentials (e.g. EV charging, installation of PV panels)	2020/21
Partnership working	Work with partner agencies to identify shared objectives and opportunities for cooperation.	Communication and coordination with other public sector agencies, and relevant private and/or voluntary/community sector elements to address joint environmental sustainability objectives.	2020 and ongoing

Planning	Update planning documents and planning application submission documents requirements to drive the low carbon agenda	Produce planning statements, guidance or SPD encouraging low carbon development, including giving consideration of: <ul style="list-style-type: none"> <li>• Opportunities for carbon and energy performance to go beyond Building Regulations to meet the government target of zero emissions by 2050.</li> <li>• Encouraging a minimum percentage of renewable energy on-site (Merton Rule)</li> <li>• Options for off-site renewable energy solutions as a route to achieving zero carbon where on-site generation is not feasible</li> <li>• Encourage the use of embodied carbon analysis as a decision-making tool to mitigate design and construction solutions.</li> <li>• Consideration of monitoring and reporting energy performance of new developments for first years of operation</li> <li>• Sustainable transport initiatives such as electric vehicle charging; incorporation of sustainable transport routes and travel plan requirements</li> </ul>	2021/22
		Introduce templates to standardise the information received in relation to energy and sustainability for use by planning applicants. Update planning validation checklist requiring the submission of these completed template documents as part of the planning application process.	2021/22
		Provide more in depth training to planning staff to interpret and review planning application energy and sustainability statements to better identify where improvements can be made.	2021/22
		Explore possibility of establishing a carbon off-set fund via the planning process to collect payments where developments are not meeting the Council policies for energy to meet any carbon shortfall from the development over the lifetime of the building.	2023/24 onwards <sup>5</sup>
Procurement	Ensure sustainability is taken into consideration as part of the procurement process	Prepare sustainability opportunities section to be incorporated into specifications that are then incorporated into tender documentations.	2020/21
		Devise sustainable procurement tools to assess tenders. This will include sustainability questionnaires as part of the PQQ and ITT and the use of a balanced scorecard.	2020/21
Resources	Ensure effective implementation and reporting of Council progress against specified targets and KPI's	Appoint a dedicated staff member/resource to implement the actions identified and monitor and record the progress on a quarterly basis	2020/21
		Keep track of cost/benefit of actions to ensure the most adequate opportunities are pursued in line with technological changes.	2020 and ongoing

**Notes:**

1. The Council's scheduled facilities renewal/upgrade programme has been impacted by Covid. Identified actions will be incorporated as this programme is reinstated. Note also that work is currently underway to determine how Council facilities can be made Covid-safe, which may impact on proposals.
2. Note that work is currently underway to determine how Council facilities can be made Covid-safe, which may impact on proposals.
3. Note that actions in relation to public transport will be subject to current and future Government guidance on the safe use of public transport.

4. That is, Minimising material consumption; Incorporating low carbon materials; Using materials with low(er) wastage rate; Selecting materials that are easier to install (i.e. generate less energy during the construction phase); Selecting materials that are more durable (i.e. requires less maintenance/replacement); Selecting products/construction methods that reduce end-of-life emissions.
5. Timeframe for Local Plan review remains to be determined.
6. Industrial symbiosis being an association between two or more industrial companies in which the wastes or by-products of one become the raw materials for another.
7. Timeframe for subsequent rounds of Surrey County Council's Local Waste Plan review remains to be determined.