

Appendix A – Environment and Climate Change Taskforce Implementation – Action Plan

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| Key |
| Colour Coding: |
| Internal / Process focused |
| External / Service focused |
| Community or External Engagement / Communications focus |

| Theme/Workstream | Strategic Action | Planned tasks | Progress |
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| Housing | 1. Use planning policy to ensure higher performance in new build. | <p>1. Liaise with planning policy to improve and strengthen environmental requirements/ considerations within the WS Local Plan and Strategic Plan.</p> <p>2. Identify properties that fail Minimum Energy Efficiency Standards (MEES).</p> <p>3. Identify and promote available assistance.</p> <p>4. Ensure that Environment and Energy Team are involved in the formulation of new Local Planning Policies in respect of climate change and environment issues.</p> <p>5. Develop a technical paper to support our response to a climate emergency through new and existing</p> | <p>ONGOING: Gathering evidence base. Seeking to tie in with wider-Suffolk approach. Consultation planned for January 2022</p> <p>ONGOING: 300 properties in WS identified as F / G or worse. Now focusing on 100 properties owned by single landlord. An improvement programme agreed with the landlord, with the review in May. This project is expected to finish by the end of 2021.</p> <p>ONGOING: Green Homes Fund bid via Suffolk Partnership - successfully obtained significant funding (£3.5m) across Suffolk. Now finding how much to be allocated to WS. Flagship to update their properties - heating and insulation.</p> <p>ONGOING: Meetings scheduled on an ongoing basis with officers working on other key projects, such as the Local Plan, to ensure the environmental aspects are known.</p> <p>ONGOING: The Environmental and Energy team have undertaken scoping work and noted that a number of new developments review their approach to energy and</p> |

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| | | development. 6. Propose a review of the current validation process to ensure there is clarity on what is required and that this supports achieving our existing aims. 7. Review options for solar panelling (more environmentally friendly) on listed buildings | emissions savings with an increased level of savings proposed and more onsite renewables. ONGOING: Review of validation list is underway and due to be completed in 2021. ONGOING: Officers undertaking horizon scan for best practice examples (both private development and local authority examples) |
| | 2. Scope the development and respond to opportunities for energy efficiency programmes for home- owners in WS to improve their homes with energy efficient measures. | 1. Review West Suffolk Council's Housing Assistance Policy. 2. Undertake review of development and opportunities of energy efficiency programmes for home- owners, developers, and others. 3. Develop support and guidance for owners of listed properties seeking to improve their energy performance. | COMPLETE: Reviewed financial capital programme and made the decision to revise/restrict policy to emergency housing concerns - rather than expand to efficiency performance. DELAYED: Task under review to consider financial viability and impact on 2030 targets. What about the LAD schemes? ONGOING: The council is reviewing better best practice on listed homes/solar panels and working with partners across Suffolk to understand resource requirements. |
| | 3. Explore working with partners to improve energy efficient of homes. | 1. Explore the potential with Barley Homes Board for higher energy efficient spec for their builds. 2. Work with partners to explore means to improve energy efficient of homes. | ONGOING: Initial discussions underway. We are searching for an agreed standard adopted by the council SCOPING: Currently scoping task, but conversations with Flagship Homes have taken place. |
| | 4. Develop Greener Homes Forum to encourage greener developments | 1. Work with Greener Homes Forum to encourage developers to build more energy efficient homes 2. Develop engagement process with existing Developers Forum | ON HOLD: This is under review as a more efficient alternative may be possible. An Initial Suffolk wide conversation has been had to explore a wider workshop ONGOING: The EMG is currently considering the relevant of a Greener Homes Forum and instead scoping the potential to further develop the Developers Forum. |
| Renewables | 1. Install renewable energy systems when replacing/maintaining | 1. Carry out a regular review of the council's property portfolio to assess the opportunities for renewables. | ONGOING: WSC has been awarded £1.3m for energy efficiency improvements, including renewable heating in council buildings from the Public Sector Decarbonisation |

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| | West Suffolk Council assets. | | Fund. In addition, the Environment and Energy team have advised on the energy considerations of the Mildenhall Hub, with 160 kWp solar PV, GSHP to heat the swimming pool, and combined heat and power to provide electricity to the site. The battery energy storage system due for commissioning in July 2021. |
| | 2. Promote domestic renewable energy technologies, initially focusing on solar PV and Air Source Heat Pumps. | <p>1. Continue to offer the successful bulk buying 'Suffolk Solar Together' initiative and explore a similar bulk buy initiative for domestic air source heat pumps.</p> <p>2. Explore the opportunity to work with EDF to trial their hybrid air source heat pump scheme in West Suffolk.</p> <p>3. Investigate opportunity to roll out EDF hybrid air source heat pump scheme for residents in West Suffolk.</p> | <p>ONGOING: There will be another Suffolk Solar Together promotion launching in the summer of 2021. Installations of domestic solar PV systems are currently underway across Suffolk in the third year of 'Suffolk solar together'. Plans to open the process again in Autumn 2021</p> <p>COMPLETE: There have been 10 resident signups to the EDF heat pump offer. The scheme is closed to new applications.</p> <p>COMPLETE: Environmental health team have hosted live presentations with Q&As covering domestic heat pumps & funding support for residents in Gazeley, Moulton & Ixworth. The scheme is closed to new applications.</p> |
| | 3. Investigate opportunities to build and own another solar farm. | <p>1. Continue to invest in our 'Solar for Business' scheme.</p> <p>2. Explore the potential for another solar farm by assessing the legal, commercial and technical viability of opportunities.</p> | <p>ONGOING: Environmental and Energy team have continued to install solar PV systems on local business premises, including Precision Marketing and Claas. 337KW of new solar PV has been installed at 11 sites since April 2020</p> <p>ONGOING: Feasibility study commissioned for a site in the district. Several sites have been investigated to consider whether grid connection costs have been a barrier to progress any of the sites.</p> |
| Travel & Transport | 1. Continued professional development of driving staff. | <p>1. Consider using a driving efficiency metric within drivers PDRs to encourage more fuel efficient and safe driving.</p> <p>2. Professional development through training given to driving staff to aid in understanding the outcomes of differing driver behaviours on emissions and encourage positive change.</p> | <p>ONGOING: Currently working out an efficiency metric for different vehicle types – some challenges due to limitations of monitoring system.</p> <p>ONGOING: This was made more complicated due to COVID-19 restrictions. However, the CPC Courses are booked in with the provider for the Autumn 2021 – behind schedule as 2020 course was missed due to Covid.</p> |

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| <p>2. Develop Transport partnerships</p> | <p>1. Work with Suffolk County Council to ensure West Suffolk benefits from the Cycling and Walking Fund.</p> <p>2. Work with partners to develop an EV charging Point strategy and roll out plan.</p> <p>3. Support Suffolk-wide air quality monitoring pilot with a view to finding opportunities to improve air quality in hotspot areas and gain greater insight into particulate pollution.</p> | <p>ONGOING: An updated Cycling and Walking Investment Strategy was launched in the summer of 2020, with the aim of doubling participation by 2025. Stage 1 submissions have been defined by Suffolk County Council's policy development panel and conversations are ongoing.</p> <p>COMPLETE: Met with partners across Suffolk and Norfolk. With the county level strategy is planned to focus on rapid charging infrastructure, a one page summary was shared with partners in Feb 2021. We have now installed 46 EV chargers across 15 locations, with more in installation/planning stage.</p> <p>ONGOING: Communication with SCC and University of Suffolk (UoS) is ongoing and new opportunities being discussed. Numerous technologies have been suggested by UoS and are being explored.</p> |
| <p>3. Continue to work with partners and community groups to improve air quality.</p> | <p>1. Increase impetus on measures to tackle vehicle idling in sensitive locations.</p> <p>2. Work with partners to promote improvement of air quality by sharing information and positive work practices.</p> <p>3. Develop partnerships with community groups to improve air quality</p> <p>4. Continue to support residents of West Suffolk to identify and develop community projects aimed at informing and promoting ways to improve air quality throughout the district.</p> | <p>DELAYED: Now that COVID-19 restrictions have been lifted, the Environmental Health team will be working with schools to deliver educational sessions with local schools.</p> <p>ONGOING: Suffolk officers meet twice per year to share updates and best practice including highways & county council public health officers.</p> <p>DELAYED: Following the relaxation of COVID-19 restrictions, the Environmental Health team are working with the BSE QA group to discuss next steps.</p> <p>ONGOING: Several projects have been identified and offered support - the council have promoted the Plug in Suffolk grant scheme, which supports community groups to install EV chargers- eg Ixworth village hall & the Quiet lanes project. Worked with Churchgate residents association, who launched a campaign in time for clean air day on 17 June 2021.</p> |
| <p>4. Fleet Management to ensure that council invests in appropriate ULEV.</p> | <p>1. Review of alternative fuel vehicles as part of vehicle procurement process.</p> | <p>ONGOING: Alternative fuels have been investigated. Relevant officers are putting proposal together on switching to Hydrotreated Vegetable Oil (HVO). Renault Zoe EV was given to supervisors to try out in first instance for a demo.</p> |

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| | | <p>2. For all who request new fleet vehicles, review their needs and consider ULEV alternatives. Starting with civil parking enforcement vans.</p> <p>3. Engage with Energy Saving Trust fleet review service.</p> <p>4. Continue trials of alternative technologies for commercial vehicles. i.e. Road Sweepers.</p> <p>5. When replacing the existing fleet of waste collection vehicles, consider the purchase of at least one electric vehicle.</p> <p>6. Develop new Pool Car service</p> | <p>ONGOING: Seven vehicles purchased or on order, including one Toyota Yaris 1.5 Hybrid. Officers now looking to include electric vans by the end of 2021-22 for supervisors when vehicles are up for replacement.</p> <p>ONGOING: EST have used staff mileage information for their report, which is still pending. The council will use the annual Env statement for reviewing fleet fuel use.</p> <p>ONGOING: Demonstration of Renault ZOE at the end of June 2021. Staff with vehicles up for renewal will be used to test the alternative vehicles.</p> <p>ONGOING: Currently considering HVO vehicles, but will continued to review new technologies coming on to the market, including electric RCVs.</p> <p>ONGOING: Pool Car use is minimal due to COVID-19. Officers looking into introducing Electric Vehicles into the fleet. Now in final stages of Olding road wayleave agreement. However, date still pending for commencing groundwork on new EV chargers.</p> |
| <p>Council Consumption and Accreditation</p> | <p>1. Review and update organisation's environmental management systems.</p> | <p>1. Review and update environment management systems</p> <p>2. Work with all building users to reduce paper consumption by 5 per cent.</p> <p>3. Work with HR (and possibly SCC) to update the WSH green travel plan.</p> <p>4. Introduce a suitable water consumption metric to compare building performance. Develop into league table.</p> | <p>ONGOING: The Environment and Energy Team are reviewing. A request to audit to investigate how we produce and review the information has been made.</p> <p>DELAYED: COVID-19 restrictions made this task difficult to undertake. While paper consumption has decreased due to home working arrangements, we are now reviewing whether this trend will continue now that COVID-19 restrictions are lifted.</p> <p>ONGOING: Scoping work and initial conversations with HR have been undertaken.</p> <p>ONGOING: Agreed to use the new property database from 2021. Currently scoping which sites have AMRs on their water meter.</p> |

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| | <p>5. Ensure that Cafe West is disposing of waste in most sustainable way.</p> <p>6. Create an environmental tally that keeps track of number of trees planted, number of zero emissions miles travelled, etc.</p> | <p>ON HOLD: Trialled food waste collection but would be a cost involved. Officers are set to follow up with VERSE concerning an action plan.</p> <p>ONGOING: The tally has been scoped for use. It is intended for it to be added to by other teams and be a simple way of keeping track of communicable metrics for twitter etc.</p> |
| <p>2. Reduce energy consumption from all sites.</p> | <p>1. Set out a prioritised list of energy efficiency projects for all key sites, with projects implemented based upon available budget, return and site constraints.</p> <p>2. Implement a 5% reduction in building energy consumption across the council's portfolio.</p> <p>3. Ensure that correct summer settings are in place ready for summer season 2020/21.</p> <p>4. Update property database with building floor areas and develop benchmark and a metric (kWh/m2 or kWh/pp) to assess building energy use.</p> | <p>ONGOING: Under development, initial phase of works will focus upon delivering the Public Sector Decarbonisation Scheme Project. Project includes work to improve efficiency, replace gas with air source heat pumps (ASHP), install further Solar PV and install a new Battery Energy Storage System (BESS). Budget allocation of £1.845m to meet new standards for EPC rating for public buildings.</p> <p>DELAYED: COVID-19 restrictions have impeded work. However, officers will meet with building managers to work out a plan for identifying energy efficiency opportunities.</p> <p>COMPLETE: Buildings are making use of natural ventilation where possible.</p> <p>ONGOING: Officers ensuring that an asset management approach, using per person/staffing numbers per building, is fed into the new property database.</p> |
| <p>3. Learning from COVID - Encourage all council teams to consider and review their ways of working</p> | <p>1. Communications to encourage staff to embed carbon emission lowering approaches etc.</p> <p>2. Promote the environmental benefits and help to enable flexible working (working from home using Skype for Business; Microsoft teams) amongst employees.</p> | <p>DELAYED: Task intended for after COVID-19 restrictions permanently lifted. Now considering how to action.</p> <p>ONGOING: Working with IT, officers have shared learning from Baily and French workshops on flexible working and what needs to be done to maintain this moving forward.</p> |

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| | <p>3. Offer training on environment and climate change to staff – “ways of working”.</p> <p>4. Seek to increase office recycling provision supported with clear signage/ comms</p> <p>5. Council offices to use recycled or sustainably sourced paper – “ways of working”.</p> | <p>ONGOING: Quoted cost received for possible training programme considered too high. As such, officers have been developing fact sheets to be shared on the intranet.</p> <p>DELAYED: Review underway now that COVID-19 restrictions lifted.</p> <p>COMPLETE: Now have recycled paper at print stations.</p> |
| <p>4. Encourage all employees to understand their own eco footprint.</p> | <p>1. Using a variety of methods (internal comms, training etc.) encourage employees to understand eco footprint</p> <p>2. Organise another office waste audit and raise staff awareness within selected office.</p> <p>3. Create a mechanism for staff to share environmental pledges with communications team.</p> | <p>ONGOING: Footprinting tool to be shared on the intranet by end of 2021.</p> <p>DELAYED: Now that COVID-19 restrictions are lifted, officers undertaking review.</p> <p>ONGOING: EMG members have developed a project proposal, designed to utilise new interns to carry out scoping exercise to understand the emissions and environmental impact of each team in the council. From here, can isolate examples of best practice found within the council and distil in a guidance document. Can then develop pledges.</p> |
| <p>5. Consider developing a more localised procurement approach to improve the local economy and lower carbon emissions associated with the council’s own supply lines.</p> | <p>1. Explore options around localised procurement options</p> <p>2. Produce a toolkit to help contract managers and bidders understand environmental requirements of the procurement policy within tenders.</p> <p>3. New Procurement Policy that encourages localised and green procurement.</p> | <p>COMPLETE: In post-Brexit scenario, we can now reserve contracts (for below threshold) for local suppliers or by target group (SMEs/ VCSEs etc). This has been communicated to staff to be aware for future contracts.</p> <p>ONGOING: Rather than duplicating our efforts, we will adopt the toolkit produced by the LGA, expected by end 2021.</p> <p>ONGOING: The council is working to finalise a new Procurement Policy for West Suffolk. Inputs has been received from the EMG and incorporated.</p> |

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| <p>Waste and Recycling</p> | <p>1. Reduce public waste and improve recycling output</p> | <p>1. Reduce the amount of waste that is created by public and businesses, such as food waste, through awareness raising campaigns across Suffolk.</p> <p>2. Work to increase recycling through the use of blue bin and recycling sites in order to maximise the use of the current recycling systems in Suffolk.</p> <p>3. Increase the quality of waste collected for recycling in response to commodity market requirements.</p> <p>4. Continue to promote anti- litter initiatives.</p> <p>5. Influence and respond to the future government Recycling and Waste Strategy for England, to be implemented from 2023 onwards.</p> | <p>ONGOING: Research undertaken with Norfolk and Suffolk Residents to understand behaviour linked to food waste. Showed that food waste is reducing as more people are spending time at home, are using shopping lists and are eating their leftovers. A new employee engagement activity designed to allow remote workers to work together to understand food waste behaviours is in development.</p> <p>ONGOING: SWP campaign to increase recycling and reduce contamination. Sites suitable for glass recycling are being scoped.</p> <p>ONGOING: Crews are engaged with reducing contamination collected. A new report has been created to help target specific households who are repeatedly contaminating their bins.</p> <p>ONGOING: Supporting nearly 1000 residents signed up as volunteer litter pickers. Previous litter campaign being used as national best practice example for current funding opportunity. Application for further external funding from "Binrastructure" grant underway.</p> <p>ONGOING: Consultations are now open, and officers are working with a wide range of partners to try and understand what the impacts to local authorities will be.</p> |
| <p>Biodiversity and Environment</p> | <p>1. Through the local plan process address the challenge of protecting and enhancing biodiversity while providing growth.</p> | <p>1. Develop the skills in the Planning team in respect of natural capital, ecosystem services and in particular Green Infrastructure (GI) and Biodiversity Net Gain (BNG).</p> <p>2. Review resources necessary to monitor adherence with planning policy and permissions to ensure agreed biodiversity and landscape improvements are implemented.</p> <p>3. Investigate and develop a new local plan tree policy and work with</p> | <p>ONGOING: National guidance is expected to be released in the summer 2021. However, West Suffolk officers are requested to attend training events in the East of England.</p> <p>ONGOING: One FTE is in place and resource concerns have been identified. A business case has been prepared and Place Services are supporting the DM function providing advice to planning applications on a part time temporary basis. This temporary solution will be reviewed before the end of 2021.</p> <p>ONGOING: 'Tree Policy' will be delivered as part of the West Suffolk Local Plan. The (draft) policy is likely to be</p> |

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| | <p>partners and developers to encourage sustainable tree retention and increase canopy cover.</p> <p>4. Look for outside opportunities for grant funding or other support.</p> <p>5. Adhere to and progress the actions set out in West Suffolk's Tree strategy.</p> <p>6. Work with partners to develop a West Suffolk Wide Green Infrastructure Strategy (GIS).</p> | <p>included in the next iteration of the Local Plan which will be consulted on in January 2022</p> <p>ONGOING: Active member of the Brecks HLF (MEANING) - lots of their voluntary activity has been postponed due to COVID-19. However, West Stow will see benefit from funding with the reintroduction of traditional management practices within the park area.</p> <p>ONGOING: The council is keeping a record of the number of trees that are planted per year, which can be used for annual reporting. This also captures trees that are going in on larger projects, such as the Mildenhall hub, as well as the usual team activity.</p> <p>ONGOING: To identify and quantify green spaces within WS, the council has set out tender for a supplier. Consultants now appointed.</p> |
| <p>2. Developing Parks and Green Spaces</p> | <p>1. Identify improvements on previous Green Flag (GF) scores.</p> <p>2. Encourage responsible use of natural environment in parks and open spaces.</p> <p>3. Review the maintenance regimes of grass areas owned by the council to increase biodiversity.</p> <p>4. For those sites not subject to Green Flag scrutiny, progress the recommendations made in the Suffolk Wildlife Trust (SWT) phase one habit</p> | <p>ONGOING: Currently updating the GF management plans for submission in 2021. Improving the plans to include more detail on key criterion (1, Environmental management; 2, Biodiversity; 3, Landscape; 4, Heritage). We now have six green flag sites in the District – More than any other district in the county.</p> <p>ONGOING: The council is creating information brochures for key parks and have done so for Brandon, Abbey Gardens and West Stow. As of March 2021, the brochure for Nowton Park was completed, with plans for a further brochure for East Town Park. 1500 trees planted across the area.</p> <p>ONGOING: First phase of this work is to capture all of these grass areas on the GIS system and writing up cyclical regimes. Now looking to implement the new regimes.</p> <p>ONGOING: Progressing improvements at Ram Meadow working with the River Lark Catchment Partnership and Bury Watermeadows Group. Working with Suffolk Biodiversity Information Service (SBIS) to collect and review data on valuable habitat environments. Working</p> |

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| | <p>surveys for the public open spaces surveyed in 2018.</p> <p>5. Review the machinery used on grounds and green spaces maintenance (replace the petrol/diesel machines with electric).</p> | <p>with Breckland Flora Group to encourage Field Wormwood on Brandon Industrial Estate & Mildenhall College Heath Road sites. In addition, members of the Parks and Leisure team have assisted officers working on the Mildenhall Hub site through selecting soft landscape plants, including 110 trees.</p> <p>ONGOING: On 11 Jan 2021, the council took receipt of four new pieces of horticultural equipment at the Abbey gardens. The new electrical items replace former fossil fuel driven machines. The new kit are:</p> <ul style="list-style-type: none"> • A lawn mower • Hedge trimmer • Leaf blower • Strimmer/brush cutter |
| <p>3. Improving Wetlands</p> | <p>1. Map all the existing rivers, ponds, lakes and SUD's in the district which are in West Suffolk's ownership or that we have riparian responsibilities for</p> | <p>ONGOING: Working in partnership with Dedham Vale AONB and other groups, the council is investigating methods to limit invasive species along the Stour Brook and improving the drainage channels in Ram Meadow.</p> |
| <p>4. Reducing the environmental impact of events</p> | <p>1. Review current conditions of hire to tighten up on issues such as:</p> <ul style="list-style-type: none"> • Not permitting single use plastics, unless required for H&S reasons; • Waste material is minimised; • Recycling and compose bins to be used; • Food choices promote sustainability <p>2. Investigate setting up a West Suffolk SMART map app or making use of the smart mapping technology on the existing What's on West Suffolk Website.</p> | <p>ONGOING: Inserted some provisions in the documentation for hiring spaces to encourage hirers to be more sustainable and this will be reviewed as an ongoing action.</p> <p>NOT STARTED: Work is expected to begin later in 2021</p> |

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| <p>5. Continue to work with our Facilities Maintenance provider VERSE to ensure that in Cafes and Kiosks: Single use plastics is minimalised and where possible not used at all; That they will provide tap water free on request and advertise this service; Products are locally sourced where possible and food choices promote sustainability</p> | <p>1. West Stow visitor Centre - Engage with Verse operating the café and to introduce waste management actions with staff.</p> <p>2. Replicate West Stow visitor Centre waste management actions at other sites.</p> | <p>DELAYED: Both tasks delayed due to COVID-19. Officers now reviewing actions.</p> |
| <p>6. Actively seek to reduce the use of Glyphosate and remain vigilant to alternative methods of controlling unwanted vegetation, with the longer term of doing away with its usage altogether.</p> | <p>1. Reduce peat use to zero</p> <p>2. Stop the use of Glyphosate when an alternative solution has been identified.</p> | <p>COMPLPLETE: Following trialling of peat free alternatives among suppliers the council area is now peat free.</p> <p>ONGOING: Use is minimal in first instance. The council has reached out to other LA's that have undertaken extensive trials to eliminate Glyphosate and is facilitating shared learning among this new network. Undertaking a trial demonstration of electric use in Summer 2021.</p> |
| <p>7. Promote greener ways of travel to parks & recreation sites and where they exist providing details nearest bus drop off and collection points.</p> | <p>1. Increase provision of cycle racks and charging points at parks.</p> | <p>ONGOING: Most sites already have bike racks. This is being incorporated into a review of sites for EV chargers.</p> |
| <p>8. Awareness raising campaigns</p> | <p>1. Provide a range of public events and awareness campaigns at Parks, with a Ranger presence, to promote green initiatives and to provide advice to residents on how to protect and enhance habitats within their neighbourhoods.</p> | <p>DELAYED: Delayed due to COVID-19. Now considering how to action these events.</p> |
| <p>9. Engage with partners to deploy green improvement schemes</p> | <p>1. Utilise, and where necessary support partners to engage in green improvements schemes e.g. Park Friends of groups, and other voluntary organisations.</p> | <p>DELAYED: Delayed due to COVID-19. Officers engaging with partners to scope opportunities and support needed.</p> |

