### Appendix 1

### Six-Monthly Progress Report on Chichester District Council’s Climate Emergency Detailed Action Plan

**Introduction**

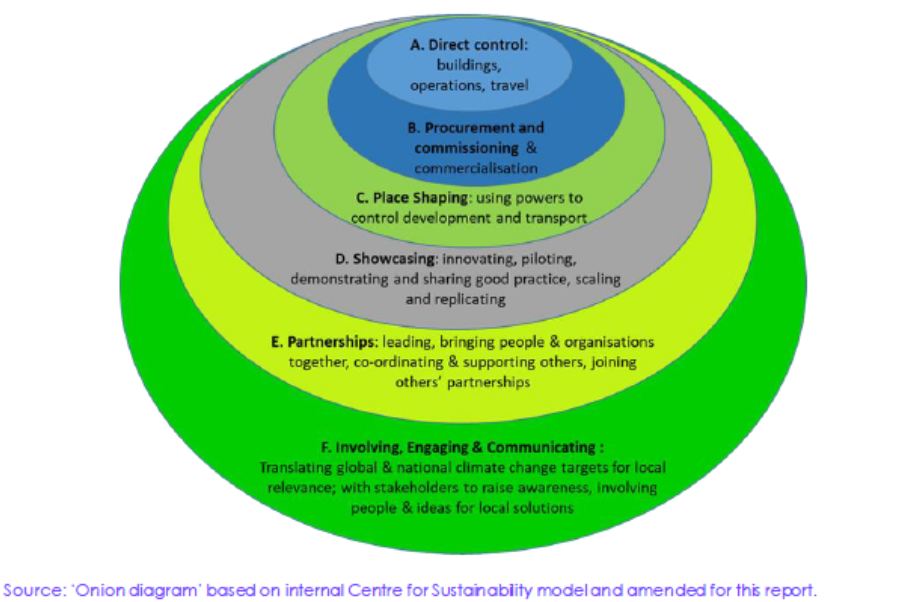
Colour coding is used to show if projects are underway (green), may not be initiated/completed on time (amber), or have not been initiated/completed on time or are not expected to be (red). No colour has been assigned if the project start date has not yet been reached and the project has not begun. “Dark purple with white writing” indicates a project is completed. Light purple indicates that the Council has completed its part and is waiting on others to complete work. Blue indicates an action that has been closed as we are unable to complete it. If greenhouse gas mitigation actions have taken place in addition to those originally in the plan, they are listed in the appropriate section.

Below the colour coding for progress on projects, letters have been assigned to indicate the degree of influence that the council has over the action, with the letter A indicating direct control and the letter F indicating the least level of control where the council can influence emission reductions only through raising awareness and involving local people and organisations in seeking solutions. This is summarised in Table 1. This is based on Figure 1, which has been taken from a report entitled “Local Authorities and the Sixth Carbon Budget” published by the Climate Change Committee, the Government’s advisers on meeting the UK’s carbon budgets.

**Table 1: Council’s degree of influence over actions - categories**

|  |  |
| --- | --- |
| **Category** | **Description** |
| A: Direct control | Buildings, operations, travel |
| B: Procurement | Procurement, commissioning, commercialisation |
| C: Place-shaping | Using powers to control development and transport |
| D: Showcasing | Innovating, piloting, showcasing best practice, scaling and replicating. |
| E: Partnerships | Leading, bringing people and organisations together, coordinating and supporting others, joining others’ partnerships. |
| F: Involving, Engaging and Communicating | Translating global and national targets on climate change for local relevance, engaging with stakeholders to raise awareness, involving people in ideas for local solutions. |

**Figure 1: How local authorities control and influence emissions**



## Table 2: Progress on actions in action plan

## CDC processes

|  | **Actions** | **Target start date unless stated otherwise** | **Services involved in delivery** | **Named officer** |
| --- | --- | --- | --- | --- |
| 3.2  On-going | Climate Emergency Officer Group established | First quarter 2021 | Senior Leadership Team, other services. | Alison Stevens, Divisional Manager Environmental and Health Protection |
| A: Direct Control | The working group has split into two: one for sustainable events guidance and one to look at buildings and vehicles.  The Sustainable Events Guidance working group: the Event Industry Forum has recently published a new chapter of the Purple Guide on Environmental Sustainability for events. This is being reviewed by relevant officers for suitability for referencing in the Council’s guidance.  The buildings and vehicles working group has met in February and May this year. The issues discussed are covered under other headings in this report. | | | |
| 3.3  On-going | A half-yearly progress report to Environment Panel. | On-going. | Environmental Strategy Unit (ESU) to co-ordinate reporting by CDC teams. | Tom Day, Environmental Strategy Manager |
| A: Direct Control | The frequency of progress reports has been reduced to half-yearly due to a reduction in the frequency of the Environment Panel meetings. | | | |
| 3.4  On-going | An annual report to full Council. | First report fromthe date of the adoption of the detailed action plan. | ESU to co-ordinate reporting by CDC teams. | Tom Day, Environmental Strategy Manager |
| A: Direct Control | Next annual report is due January 2025. | | | |
| 3.5  On-going | Review of statutory and non-statutory plans and policies together with recommendations for changes, to be reported back to Environment Panel and Cabinet. | Review will be a rolling programme, schedule determined by individual policy review dates. | All services | Andrea Smith, Carbon Reduction Project Manager, to assist services. |
| A: Direct Control | Ongoing. Service plans are reviewed annually to ensure opportunities for greenhouse gas mitigation are identified and actioned. No new issues were identified. | | | |
| 3.6  On-going | Training for council decision-makers | Initiated March 2021 then ongoing. | ESU | James Brigden, Specialist Environment Officer |
| A: Direct Control | Carbon Literacy training has been delivered to 86% of managers and team leaders. Following the course, we had 28 people commit to carbon reduction pledges to allow for accreditation and 21 of the pledges have been accepted by the Carbon Literacy Project. Work is still underway to ensure we achieve a higher conversion rate. Evaluation shows that following the training managers had a better understanding of climate change and the impact the council can make. They also had clearer ideas of practical examples needed to tackle climate change.  The training has led to greater communication within the organisation and outside of work. About a quarter completed both the pre- and post-training surveys. Of these, 100% of managers/team leaders said they talked about climate change more often to friends & family, 93% talked more often about climate change to colleagues at work and 87% talked more often to people they delivered work to.  CDC now has a licence to deliver Climate Literacy training for both our staff and communities. | | | |
| 3.7  On-going | Keep funding document up to date. | Ongoing | ESU | Andrea Smith, Carbon Reduction Project Manager |
| A: Direct Control | Ongoing. This document summarises all known funding sources available to CDC and organisations and individuals in the district. | | | |
| 3.8  On-going | Ensure integration of environmental criteria into procurement practices. | Ongoing as goods and services are procured. | Legal, ESU | Nicholas Bennett, Divisional Manager, Corporate Services |
| B: Procurement | New regulations which are understood to include specific reference to assessment of climate impactive factors in selecting tenderers are expected to be published in November. Some work with the Hampshire County Council strategic procurement team is already planned in anticipation of that to include carbon reduction and other environmental impacting areas. | | | |
| 3.9  On-going | Develop the process for estimating more of CDC’s scope 3 greenhouse gas emissions, including considering possible routes for collecting Scope 3 data from CDC tenants. | Start 2022 and then ongoing. | ESU working with Growth and Culture teams in relation to data from CDC tenants. | Andrea Smith, Carbon Reduction Project Manager. |
| E: Partnerships | Following inclusion of some Scope 3 sources in the council’s target, the emissions sources included in the target have been stabilised to enable year-on-year comparisons to be reported consistently. | | | |

## Area-wide processes

|  | **Actions** | | **Target start date unless otherwise stated** | **Services involved in delivery** | **Named officer** |
| --- | --- | --- | --- | --- | --- |
| 5.1  On-going | Existing working groups identified, or new groups established to implement projects to reduce greenhouse gas emissions in the District. | | Process initiated by first quarter 2021 | Place | Tania Murphy, Divisional Manager, Place |
| E: Partnerships | The existing groups engaged with are indicated in bold in the text below.  **Chichester Vision Delivery Steering Group** meet on a quarterly basis to consider the action plan and progress on projects. Projects are included which will directly or indirectly assist with carbon reductions and sustainability. One project in the original Vision was to pedestrianise West Street adjacent to the cathedral, opening up the space for market stalls and events. A project to enhance and improve the public realm in the city is currently underway.  Selsey Town Council has completed a project to revitalise the park on Hillfield Rd. The aim was to make it an interactive space in which children and adults can learn about the natural environment.  The work of the Manhood Peninsula Partnership Officer progresses to support a number of projects in the Manhood area which assist with reducing the carbon footprint. (The CHASM project investigates declining crab and lobster catches in the Selsey fishery area).  **East Wittering & Bracklesham Parish** **Council** carried out public consultation on village centre improvements and landscaping. Landscaping could include scope for additional trees. Other suggestions include reducing traffic flow, including town centre traffic.  **Petworth Vision** has benefitted from Vision funding from CDC for community IT training, which can assist with reducing the need to travel. The training was for residents of Petworth and the surrounding areas and includes online banking and shopping, using Zoom and Skype, and IT security.  **Midhurst Vision:** Project ideas have been developed into a masterplan, working with the key stakeholders to ensure coordination with other proposed works. Following engagement with the wider public, a number of projects which will improve the public realm and access around the town are being progressed. This includes additional planting and better use of road spaces and projects to encourage alternative forms of transport. The first project has been completed in Midhurst to create a green walkway through to the town, with enhanced planting.  CDC has provided a grant to South Downs National Park Authority, which links to the Midhurst Vision Project, to improve walking and cycling facilities in the town centre. This relates to the declaration of the Air Quality Management Area at Rumbold’s Hill but should also assist in mitigating carbon dioxide emissions.  **UK Shared Prosperity Fund and Rural England Prosperity Fund**  During 2022, the council applied for a portion of the Government's UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) to spend on a variety of projects across the district. The council's application was approved by the Government's Department for Levelling Up, Housing and Communities and the council was allocated £1 million for UKSPF and £700,000 for REPF.  The purpose of the UKSPF is to help encourage economic growth and improve the quality of life for people across the district. The REPF is intended to support projects which assist businesses and community infrastructure to address particular challenges faced by rural areas.  The funding schemes encourage applications which embrace or introduce initiatives to reduce carbon emissions and increase active travel. Projects which have been approved include solar panels, heat pumps and planting schemes. Of the 23 grant funded projects for 2023-2024, six were directly related to reductions in carbon emissions. Of the 65 grant funded projects for 2024-2025, 20 are directly related to reductions in carbon emissions. A further two direct delivery projects are currently underway which work towards the reduction of carbon emissions.  Through the management of the UKSPF / REPF, we have assisted with the introduction of DocuSign to CDC for contracts. This has resulted in reductions in paper and postage as all the grant funding agreements (65) are now electronic. Given that this service area was the first for the council to introduce this (as a ‘test’), it is hoped that this can continue in future years for the council across all service areas. | | | | |
| 5.2  On-going | Produce details of a costed campaign on key environmental issues, potentially in partnership with WSCC. | | 2021 | Communications, ESU, Wellbeing. | Sarah Parker, Communications Manager |
| E. Partnerships and F: Engaging with others | CDC works with other West Sussex local authorities to promote behavioural change in the following areas: water saving, walking and cycling, energy efficiency & renewable energy, supporting the local economy, biodiversity, food using a wide variety of approaches.  Recent work has focussed on the consultation on the next Climate Emergency Plan which opens in July. This consultation will serve the dual purpose of encouraging the public to participate in the consultation survey and also raising awareness of the actions that reduce carbon emissions. | | | | |
| 5.3  On-going | Let’s Talk Panel | | 2021 | Communications, ESU | Sarah Parker, Communications Manager, and Andrea Smith, Carbon Reduction Projects Manager |
| F: Engaging with others | CDC has over 800 people signed up to its Let’s Talk Panel. Each member is made aware of every consultation that the council undertakes. A new consultation platform will be used for the first time in the forthcoming Climate Emergency Action Plan consultation. Its enhanced features include the incorporation of videos to explain proposals. | | | | |
| 5.4  On-going | Use existing communication channels to invite further feedback on the climate emergency plan. | | 2021 | Communications, ESU | Sarah Parker, Communications Manager, and Andrea Smith, Carbon Reduction Projects Manager |
| F: Engaging with others | The Environmental Strategy Unit has used Council contacts at the University of Chichester and Chichester College to find ways to encourage greater participation of students in the forthcoming consultation on the next Climate Emergency Action Plan. | | | | |
| 5.5  On-going | Formalise the holding of twice-yearly public meetings to report on progress on the climate emergency action plan. | | 2021 | ESU | Andrea Smith, Carbon Reduction Project Manager and James Brigden, Specialist Environment Officer |
| F: Engaging with others | Further meetings are on hold as a programme of consultation is being prepared on a new action plan to follow this one which ends in 2025. | | | | |
| 5.7  Ongoing | Public meetings on sustainability issues | | Ongoing | ESU | James Brigden, Specialist Environment Officer |
| F: Engaging with others | No public meetings are planned as the climate change team is engaged in planning a programme of events as part of the public consultation on the next version of the Climate Emergency Action Plan. These events will take place from July 1-September 30, 2024. | | | | |
| 5.9 Ongoing | We will develop higher sustainability criteria in awarding council grants. | | Ongoing | Communities, ESU | Dave Hyland, Community Engagement Manager |
| D:  Showcasing | From 2022, Grant applicants to Council’s programme have been asked to demonstrate how their proposal has been designed to minimise its climate impact. Bids are then assessed on this and other criteria. This provides an opportunity to both scrutinise and influence projects being developed in the District. In 2023/24, 35 bids were considered of which 33 were funded in full or in part. Total funding allocated: £173,000. | | | | |
| 5.10  Ongoing | “Ideas into Action” projects | Start March 2023 | | Communities | Jo Losack, Youth Engagement Officer |
| F: Engaging with others | The Youth Engagement Officer works with local schools to deliver this programme, which encourages groups of students (typically Key Stage 2) to form parties in a mock election. From 2023/2024, participating schools have been encouraged to develop environmental proposals. Most recently a programme at Kingsham Primary School has passed the election stage, and all three participating groups have come together as a “Green Gang” to implement the winning idea – improved habitats for hedgehogs.  Continuance of the programme in this form is one of the options in the planned public consultation on the next Climate Emergency Action Plan in 2024. | | | | |

## Funding

|  | **Actions** | **Target start date unless otherwise stated** | **Services involved in delivery** | **Officer responsible for delivery** |
| --- | --- | --- | --- | --- |
| 6.1  Input required from others | Low Carbon Chichester Fund legal agreement signed, and funds transferred. | June 2021 | ESU to lead. Legal to support. | Tom Day Environmental Strategy Manager |
| E: Partnerships |
| 6.2  Input required from others | LCCF funding criteria agreed. | 2021 | ESU, Communications to support. | Tom Day Environmental Strategy Manager |
| E: Partnerships |
| 6.3  Input required from others | Manage process of disbursement of funds. | Start 2021 and the ongoing. | ESU | Tom Day, Environmental Strategy Manager and James Brigden, Specialist Environment Officer |
| E: Partnerships |
|  | Graylingwell was a zero-carbon development with an agreement which, at the end of the development, if zero carbon was not achieved, requires the developer to provide money for a carbon offsetting fund. A further tripartite agreement is proposed to enable this fund to be passed to CDC for low carbon projects within the Chichester District. The developer Vistry and Homes England have commissioned the Buildings Hub to independently verify the carbon to be offset from the Graylingwell development that has been completed to date. This work has been delayed from 2021. The work has now been completed by the Buildings Hub, but the funds have not yet been transferred to Homes England. The timescales therefore remain outside our control, However work has now restarted on the legal agreement ahead of taking this to cabinet for agreement in Autumn 2024. Once funds are transferred from Vistry to Homes England, then they can be transferred onto CDC. The Environment Panel (with additional representatives from Homes England and Vistry) will then become the governance body for the funds, determining priorities and recommending funding decisions to Cabinet. | | | |

## CDC operations, buildings and land

|  | **Actions** | | **Target dates** | | **Services involved in delivery** | | | | **Officer responsible for delivery** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7.3  On-going | Collate existing initiatives that incentivise low-carbon work travel by CDC staff into a Green Travel Plan and identify gaps. | | Start in early 2021. Planned outcomes agreed by summer 2021, followed by implementation. | | Business Support, Environmental Protection | | | | Joe Mildred, Divisional Manager Business Support | |
| A: Direct Control | The two electric pool cars based at East Pallant House for council staff to use for work journeys have been made available for members of the public to use outside of council hours through the Co-wheels car club. Several members of staff have committed to targets of greener travel including greater use of the EV pool cars on completion of their Carbon Literacy training course. The Council has just agreed to extend the EV pool cars contract for an additional 2 years up until October 2026. | | | | | | | | | |
| 7.4  On-going | Factor GHG emissions into the evaluation of the options for the Council’s ongoing office requirements and the future use of East Pallant House. | | Recommendation on way forward by end of 2024 | | Business Support, ESU. | | | | Joe Mildred, Divisional Manager Business Support | |
| A: Direct Control | The options appraisal will consider the future office requirements and whether to remain or relocate from East Pallant House, If the preferred option is to remain in at least part of East Pallant House, then significant work will need to be undertaken to improve the energy efficiency of the building. This will form an integral consideration within the forthcoming options appraisal. | | | | | | | | | |
| 7.6  On-going | Two diesel refuse vehicles to be replaced with electric vehicles. | | Dates of arrival are January & March 2023. Duration of trial period is 24 months. | | Chichester Contract Services (CCS) | | | | Kevin Carter, Divisional Manager, CCS | |
| A: Direct control | Both vehicles are now in service as a trial. If successful, further electric refuse vehicles could be procured. As the fleet becomes electrified, infrastructure costs will increase to support the increased electrical charging requirements as the current installed capacity at the CCS depot has now been reached. A phased approach to increasing this infrastructure is being developed. Any further update will be reported verbally at the meeting. | | | | | | | | | |
| 7.8 May not be initiated/  completed on time. | Optimisation of domestic waste collection routes to reduce mileage | | April 2023-March 2025 | | CCS | | | | Kevin Carter, Divisional Manager, CCS. | |
| A: Direct control | Aim to reduce mileage by 5% against a calendar baseline with consequent reduction in greenhouse gas emissions. It should be noted that as new homes are built more mileage will be required to provide a collection service. Any further update will be reported verbally at the meeting. | | | | | | | | | |
| 7.9  Not initiated/  completed on time or not expected to be | A project to reduce carbon emissions from Westgate Leisure Centre. | | Completion and handover in December 2022. | | Leisure Services,  ESU, Legal and Procurement | | | | Sarah Peyman, Divisional Manager, Leisure and Cultural Services | |
| A: Direct control | A few small items of work remain to be completed. A key task is the relocation of a temperature sensor that controls the input of heat from the Combined Heat and Power plant and gas boilers into the pool. | | | | | | | | | |
| 7.10  On-going | Trial of an electric van – complete – exploring options to purchase two more | | 30th September 2023 | | Parking Services | | | | Tania Murphy, Divisional Manager, Place | |
| A: Direct control | Following a successful trial of an electric van, the purchase of two electric vans to replace two petrol vans has been undertaken and consideration is now underway to purchase further electric vehicles, which would mean the Parking Services team is fully electric in its fleet. | | | | | | | | | |
| 7.15 | Southern Gateway Regeneration | | To be decided. | | Estates, Planning Policy, Development Management and Legal | | | | Victoria McKay, Divisional Manager, Property & Growth | |
| F:  Partnerships | Implementation of Southern Gateway Regeneration Plan will have a positive environmental impact because construction will seek to attain the best achievable rating using the BREEAM assessment (Building Research Establishment Environmental Assessment Method) once practical and financial considerations have been taken into account. | | | | | | | | | |
| 7.16  On-going | Public Conveniences Action Plan | | 31 March 2023 | | Place | | | | Tania Murphy, Divisional Manager, Place | |
| A: Direct Control | Works have started on two of the four sites that are being refurbished (Priory Park and Bosham), with East Beach and Market Road to follow, and the demolition of Tower Street to take place in September followed by redevelopment of new WCs (subject to planning process).  PV panels are being installed at Bosham, East Beach, and Market Road. | | | | | | | | | |
| 7.17  On-going | Bracklesham Bay public conveniences and café options | | 31 August 2023 | | Estates, Place | | | | Victoria McKay, Divisional Manager, Property & Growth; Tania Murphy, Divisional Manager Place | |
| B: Procure-ment | Options for the improvement and enhancement of the café and public conveniences building are currently under consideration. | | | | | | | | | |
| 7.18 May not be initiated/  completed on time | Street lighting | | 31 March 2024 | | Place | | | Tania Murphy, Divisional Manager Place | | |
| Procurement | There are 246 lights in place across the car parks and on-street which CDC has responsibility for. The plan is to replace the light head with an LED light rather than replacing the whole streetlight where possible and appropriate. Procurement project has completed. Contract is in the process of being awarded. This will result in replacement of the existing old and less energy efficient lighting with 112 LED units, covering six car parks and one on-street (owned by CDC) location. | | | | | | | | | |
| 7.19 On-going | Novium museum LED lights | | Application outcome before 2024 | Leisure and Cultural Services | | | | Sarah Peyman, Divisional Manager, Leisure and Cultural Services | | |
| Direct control | Museum manager has successfully applied for a Going Green grant to increase the number of lights switched to LED. This has already occurred in some parts of the building and this £4,000 award will extend the roll out of LEDs. | | | | | | | | | |
| 7.20 Ongoing | East Pallant House lighting | | Before end 2024 | | Facilities | | Tony Holdway, Facilities Manager | | | |
| Direct control | A project is underway to complete the replacement of non-LED lighting in East Pallant House with LED lighting. Most lighting has been upgraded to LED. About 200 lights will be replaced by LEDs in phase one of the project with the lighting in two open-plan offices being replaced in phase two. | | | | | | | | | |
| 7.21 Completed | Solar powered lighting | | Completed | | Place | | Tania Murphy, Divisional Manager Place | | | |
| Direct control | Solar lighting has been introduced as a trial to some of the locations in Northgate car park over the tariff boards to provide further light to the tariff boards and machines. | | | | | | | | | |
| 7.22 Ongoing | Energy contracts | August 2024 | | | | Property & Growth, ESU | | | | Victoria McKay, Divisional Manager, Property & Growth, Andrea Smith, Carbon Reduction Projects Manager |
| Direct control | Officers to assess the options to procure energy in a way that is likely to lead to greenhouse gas emission reductions from CDC’s energy use. | | | | | | | | | |

## Economy and jobs

|  | **Actions** | **Target dates** | **Services involved in delivery** | **Officer responsible for delivery** |
| --- | --- | --- | --- | --- |
| 8.1  On-going | Working through existing partnerships (e.g., Manhood Peninsula Partnership, Chichester BID/Vision) and with existing engagement routes (e.g., eBiz newsletter) to provide local organisations (businesses, educational institutions, etc.) with information to support them in transitioning to a low-carbon local economy. Through CDC’s Choose Work programme, we will assist residents in finding employment that supports the low-carbon economy. | On-going, | ESU, Place, Growth, Communities | James Brigden, Environmental Officer,  Derek Irvine, Growth and Sustainability Officer, David Hyland, Community Engagement Manager, and officers in other service areas. |
| A: Direct Control | In 2023/2024, Choose Work supported 105 new clients. Of those, 45% secured paid work or work placements in the District. Opportunities to link job seekers with vacancies in their immediate local area are being explored. | | | |
| F:  Engaging with others | The Growth & Sustainability Officer has:   * Engaged with a broad range of businesses across the district promoting sustainability support and funding opportunities from various third parties e.g. Clean Growth UK, Brighton Energy Partnership and the universities in the region.   As a result of information and guidance, a wide range of businesses across our district have now installed renewable energy using local installers, which further benefits the local economy. This investment has made a positive contribution to reducing their carbon footprint and energy bills. WaterScan in Chichester and Selsea Fish and Lobster in Selsey are just two of the companies who have benefitted from solar driven energy systems.   * Promoted the county-wide “Let’s Go Net Zero” Programme for businesses across our district and had encouraging response and take up at two Let’s Go Net Zero events hosted by businesses based in our district. Events held at Woodfire Camping in Graffham and Tinwood Estate Vineyard at Halnaker received positive feedback from a wide range of businesses who attended. Participants benefitted from hearing first-hand how local businesses were taking practical steps to reduce their carbon footprint and adapt their working practices. * Hosted a sustainability in business event at Chichester Enterprise Centre on Terminus Road. The event was well attended with 27 attendees participating in the discussions and picking up tips on becoming more sustainable from our expert speakers.      * Supported a further 25 local businesses to secure funding from the second round of UK Shared Prosperity Fund and Rural England Prosperity Fund. Once again a key element of all funding requests was ensuring that the impact on the environment and sustainability was addressed for all projects. (See Action 5.1) * A further sustainability themed event took place on 24 January 2024. Entitled the Sustainable Growth Summit, the event focus was on the food and drink makers, hospitality and tourism sectors and also the supply chains into these major areas of the local economy. The event was well attended and attracted 78 attendees from 55 businesses. The summit was delivered in partnership with SDNP and The Great Sussex Way. Feedback received has been very positive with attendees commenting on the relevance of the speakers and opportunity to engage with other businesses. * We have launched ‘Sussex Six’ in Chichester District to promote local food & drink and reinforce local supply chains. This will include a dedicated Chichester directory for local food & drink businesses.   This new campaign encourages local shops, pubs, restaurants and cafés to stock more locally sourced produce and to shout about it. The campaign is also about enabling local producers to develop their skills in selling to local businesses.  Local food & drink producers, food retailers, restaurants, pubs or cafés which sell and serve local produce can get listed now by visiting  https://sussexfoodanddrink.org/  There will be a Chichester tab as part of this project.   * A second new initiative is the **Sustainability Bootcamp.**   Support will be provided through award-winning sustainability management and reporting platform ‘FuturePlus’ to help businesses in the district future-proof their positive impact, integrate sustainable practices into their operations, communicate their goals, and report on their progress.  By participating in the programme, business will have access to the tools, knowledge and expertise to help them develop meaningful plans to adapt and respond to the impacts of climate change, as well as developing a greater awareness and understanding of the UN Sustainable Development goals and offering practical support towards achieving industry recognised sustainability standards.  The Bootcamp has been designed to appeal to a broad range of Small- and Medium-sized Enterprises (SMEs) across all sectors. It is ideally suited to businesses that have the ambition to make a positive contribution to climate change and run/grow their businesses sustainably. The Bootcamp will be a valuable investment in a business’s future.  SMEs in the district can submit an expression of interest to join this programme through which we expect to support 50 businesses through the rest of this year.   * Later this year, we will be launching a grant programme to support businesses to undertake projects to reduce their climate impact. | | | |
|  |  | | | |

## Homes

|  | **Actions** | **Target dates** | **Services involved in delivery** | **Officer responsible for delivery** |
| --- | --- | --- | --- | --- |
| 9.1  On-going | Secure funding for home energy efficiency and renewable energy measures | Ongoing while funding is available | Housing Standards, ESU | James Brigden, Specialist Environmental Officer, Housing Standards Manager |
| E:  Partnerships | **9.1a: Government funded grants and schemes:**  The following paragraphs provide an update on the grant schemes promoted and their uptake.  **Sustainable Warmth**  CDC is a member of the Warmer Homes consortium - a partnership of 22 councils that delivers Sustainable Warmth energy improvement funding across the South-East.  The Home Upgrade Grant (HUG) is for low-income households where the property does not use gas as the main heating source. HUG2 funding commenced in September 2023 and a new eligibility criterion was introduced to include all properties in areas that fall within bands 1-3 of the Index of Multiple Deprivation (IMD) irrespective of household income. There are three areas in our district that fit this criterion, all within Chichester City. A mailout to eligible houses was sent in September 2023 and supported by a marketing campaign in conjunction with the Council’s communications team.  **Home Upgrade Grant (HUG) HUG2**   |  |  | | --- | --- | | **HUG 2** | **FINAL FIGURES** | | Applications received | 125 | | Properties completed | 18 | | Measures completed | 27 | | Measure type:  Solar PV  Air source heat pump  High retention storage heaters  Loft insulation | 12  10  3  2 | | Funding spent | £273,964 |   **Local Authority Energy Company Obligation (ECO) scheme:**  The Energy Company Obligation (ECO) scheme is a legal obligation on energy suppliers to deliver energy efficiency and heating measures to reduce home heating costs for low-income, fuel poor and vulnerable people, and incorporates the replacement of broken heating systems, the upgrade of inefficient systems and the installation of insulation. There have been several rounds of ECO.   |  |  |  | | --- | --- | --- | | **ECO (all)** | **To May 2024** | **Increase since June 2023** | | Households receiving ECO | 3,111 | 5 | | Measures installed | 3,669 | 46 |   The Great British Insulation Scheme (GBIS) is also funded through energy suppliers. All households in council tax bands (A-D in England) are eligible for insulation through this scheme. The Citizens Advice Energy Service is the first point of contact for enquiries about ECO4 and GBIS.  **Boiler Upgrade Scheme:**  The Boiler Upgrade Scheme (BUS) provides upfront capital grants to support the installation of heat pumps and biomass boilers in homes and non-domestic buildings. There have been 143 BUS grants awarded in Chichester District between May 2022 and March 2024 (the latest number available).  **9.1b: CDC supported projects:**  The following paragraphs outline direct support offered by the council:  **Energy Advice Service:**  Arun and Chichester Citizens Advice’s energy advice service provides a one-stop shop for energy advice for county residents seeking one-to-one help on energy (bills, grants, behaviour change to reduce consumption) and signposts eligible residents to grant support. | | | |
| 9.3  On-going | Solar Together | Ongoing | ESU | Tom Day, Environmental Strategy Manager; Andrea Smith, Carbon Reduction Project Manager |
| E:  Partnerships | iChoosr runs this PV and battery installation scheme, which district and borough councils in West Sussex have participated in as a consortium led by West Sussex County Council. iChoosr and the councils promote the scheme. Residents register their interest in installations and then this package of potential business is auctioned with the lowest priced installer being awarded the contract. Installers must meet quality criteria to bid.  The contract between iChoosr and WSCC expires in August 2024 and WSCC are going back out to market to procure a new contract. A report will be taken to June Environment Panel and July Cabinet to request authority to enter into a new multi authority Memorandum of Understanding that will allow WSCC to undertake this procurement and will then underpin the partnership of authorities that will promote the successor scheme.  Solar Together has completed three rounds of installations in 2020, 2021 and 2023. The final figures for 2023 are shown below. In addition to those figures, 11 EV charge-points were installed and three Small- to Medium-Sized Enterprises had PV panels and a battery installed – all under the scheme,   |  |  |  |  | | --- | --- | --- | --- | | **Solar Together** | **2020** | **2021** | **2023**  **(final figures)** | | No. Registrations | 665 | 719 | 904 | | Accepted and paid | n/a | n/a | 157 | | Total measures installed | 54 | 128 | 150 | | Solar PV | 46 | 121 | 67 | | Battery storage | 8 | 7 | 83 | |  |  |  |  | | | | |
| 9.4  On-going | Housing Decarbonisation | Ongoing | ESU | James Brigden, Specialist Environmental Officer |
| E:  Partnerships | In early 2023 this Council led on the formation of the West Sussex Decarbonisation Group. This group is made up of all seven district and borough councils and WSCC and has a variety of officers from housing and climate change teams. In April 2024, this group submitted an unsuccessful application for the Local Authority Retrofit Accelerator (LARA) pilot, a project being led by the MCS Foundation to support councils with the development of a retrofit strategy. | | | |

## Development and planning

|  | **Actions** | **Target date** | **Services involved in delivery** | **Officer responsible for delivery** |
| --- | --- | --- | --- | --- |
| 10.1  On-going | Require new development to achieve high levels of energy efficiency and minimise greenhouse gas emissions through policies within the Local Plan Review. (Subject to the outcomes of the Future Homes Standard consultation and implementation of any changes to the Building Regulations). | Adoption anticipated 2025 | Planning Policy, ESU | Tony Whitty, Divisional Manager, Planning Policy Tom Day, Environmental Strategy Manager |
| C:  Place Shaping | The Local Plan 2021-2039 has been submitted to government for examination. The introduction of the Future Buildings standard nationally means that the plan no longer specifies localised carbon reduction or renewable energy standards. Policy P1 requires a sustainability statement detailing how the development will reduce embodied carbon, incorporate measures to adapt to climate change and to reduce impacts from transport. | | | |
| 10.2  On-going | Tangmere Strategic Development Location (TSDL) | 31 March 2023 | Planning | Planning Policy |
| C:  Place Shaping | To further the Corporate Plan objectives to ensure the right mix of homes are built for all sectors of our society to the highest achievable environmental standards, support opportunities for business growth, regeneration and quality employment and reduce the impact of climate change and promote biodiversity through new development.  No challenges were received to the first Compulsory Purchase Order (CPO1) decision and the CPO has since been confirmed. A second CPO was the subject of a recent public inquiry, and has also now been confirmed, which will enable all the required land to be acquired. Alongside this, the council has resolved to grant outline planning permission for 1,300 new homes, subject to the completion of a related Section 106 Agreement that will help deliver important infrastructure. The approved scheme includes an agreed housing mix (including the more recent First Homes requirements) and opportunities for business development and includes measures designed to deliver a high quality and sustainable development that should be fully fit for the future.  The planning application is subject to a Planning Committee resolution to grant planning permission, and work is continuing to complete the S106 planning obligation. It is anticipated that the decision will be issued later this year following the required transfer of land and the completion of the S106 agreement. | | | |

## Waste and recycling

|  | **Actions** | **Target dates** | **Services responsible for delivery** | **Officer responsible for delivery** |
| --- | --- | --- | --- | --- |
| 11.1  On-going | Following the Environment Act 2021, develop delivery plans to implement the changes in domestic resource collection including food waste. | Initial Government indication is timescale for implementation now expected to be March 2026 for domestic food waste. This has to be confirmed by Cabinet/Council. | Chichester Contract Services | Kevin Carter, Divisional Manager, Chichester Contract Services |
| A: Direct Control | We are currently assessing options for food waste collections which may well increase our carbon footprint. Any further update will be reported verbally at the meeting. | | | |
| 11.2  Input required from others | In conjunction with WSCC to investigate opportunities for diverting food waste to anaerobic digestion and develop implementation plan options. | WSCC has completed the planning to modify MBT plant to accept county wide food waste collections. Waiting further guidance from Government. | Chichester Contract Services, West Sussex County Council | Kevin Carter, Divisional Manager, Chichester Contract Services |
| F: Partnerships | WSCC has now agreed the scheme that will be adopted by the Mechanical Biological Treatment (MBT) plant to treat the significant increase in domestic food waste that will be delivered to it. The timing of starting work on this at the facility is dependent on when each of the district and borough councils start to collect food waste. Any further update will be reported verbally at the meeting. | | | |
| 11.3  On-going | Pilot kerbside collection of textiles, small electrical items and coffee pods | A trial commenced in 2021, which has subsequently been modified to improve the collection process. | Chichester Contract Services | Kevin Carter, Divisional Manager, Chichester Contract Services |
| D:  Showcasing | A revised collection methodology was proposed to provide a more cost-effective service as well as to improve the collection rate and weight. Early indications are that this revised methodology is proving successful with now over 2 million coffee pods collected. The pilot is coming to an end early 2024 and options to continue etc will be presented via Environment Panel / Cabinet as required. Any further update will be reported verbally at the meeting. | | | |

## Transport

|  | **Actions** | **Target dates** | **Services involved in delivery** | **Officer responsible for delivery** |
| --- | --- | --- | --- | --- |
| 12.1 Ongoing | Promote reduced carbon travel through provision of information on options and funding opportunities to partners. | Ongoing | Environmental Protection with assistance from Economic Development and Environmental Health | Andrea Smith, Carbon Reduction Project Manager |
| F: Engaging with others | Information on sustainable travel options is being circulated via the council’s eBiz and Food Bites newsletters to businesses. | | | |
| 12.4 | Delivery of schemes in CDC’s Local Cycling & Walking Infrastructure Plan (LCWIP). | To be set. | Environmental Protection, WSCC | Simon Ballard, Environmental Protection Manager |
| F: Partnerships | WSCC has prioritised for delivery all the schemes contained in the LCWIP documents across West Sussex. Three of the schemes (Route K, B and E) in the Chichester City LCWIP scored as high priority for delivery.  Route K (Westgate, Chichester): This is in the first tranche of three schemes across West Sussex for delivery. WSCC ran two stakeholder briefing sessions and a full public engagement and consultation for LCWIP Route K in 2023. On 5 September 2023 Cabinet resolved to support Option 2 and Option A of the consultation designs. WSCC has published the report of analysis of the consultation responses which indicates majority support for the scheme. WSCC is in receipt of £200,000 of Community Infrastructure Levy monies for the redesign of the scheme later this financial year. At present the redesign is likely to be for part of the scheme with a further public consultation to follow. Approximate delivery timeline from WSCC for part of the scheme: 2029.  Route B (Broadway, College Lane and Oaklands Park, Chichester). This scheme is in WSCC’s second tranche of schemes for delivery. This work will follow the implementation of the Route K scheme. Officers have met with Chichester University which is keen to see improvements to non-car mode links between the University Campus and Chichester. A feasibility study for part of this Route (the section through Oaklands Park) is included as a potential future project in the Climate Emergency Action Plan consultation.  Route E (North Mundham to Chichester via Quarry Lane): This route is in the priority level following Route B however it poses some significant challenges for alterations to on-street parking and as such will be subject to review later to establish the route’s viability for delivery.  WSCC continues its work towards the delivery of Chemroute. At the present time the exact way forward is not defined, nevertheless meetings with Active Travel England, National Highways, Sustrans and this Council indicate broad support for the scheme. A redesign for part or all of the route is intended in the coming period followed by a public consultation. | | | |
| 12.5  On-going | Contribute to WSCC’s target of increasing the length of the cycle network by 15% a year compared to a 5km base (across the county). | Start Spring 2022. | Environmental Protection (EP), WSCC | Simon Ballard, Environmental Protection Manager, WSCC |
| F: Partnerships | See 12.4 above.  Environmental Protection officers continue to work with WSCC towards delivery of LCWIP schemes. Officers are discussing how to advance the Oaklands Park element of Route B from the Chichester City LCWIP which was included in the council’s Levelling Up Fund bid. | | | |
| 12.6  On-going | Enable the continued expansion of the electric vehicle (EV) charging networks, based on the demand metrics from the recent installations and developments in the EV market. | Ongoing | Environmental Protection | Simon Ballard, Environmental Protection Manager |
| E: Partnerships | We are continuing to work with WSCC and Connected Kerb to explore the introduction of EV chargers in council car parks.  Alongside this, CK and WSCC are working on the delivery of on-street locations across the district and a number of these have been introduced. | | | |
| 12.8  On-going | Review and enhancement of Bosham car park | 31 March 2025 | Place | Tania Murphy, Divisional Manager, Place |
| A: Direct Control | Options for Bosham car park are being considered during 2024-2025, with potential enhancements to include improved and enhanced planting and landscaping, along with a revised layout. Topographical survey for the car park has been undertaken and results received. | | | |
| 12.9  On-going | Northgate car park improvements | 31 March 2025 | Place | Tania Murphy, Divisional Manager, Place |
| A: Direct Control | Options for Northgate car park are being considered, to include a walkway and cyclepath linking the city centre and Chichester Festival Theatre, along with enhanced and improved planting, landscaping and lighting. These measures will assist with modal shift. Topographical survey undertaken. Options for design have been produced and are in the process of being reviewed. | | | |
| 12.10  Completed | Review of off-street parking charges for 2024 to 2025 | 31 March 2024 | Place | Tania Murphy, Divisional Manager, Place |
| A: Direct Control | Amendments to parking charges in council-owned car parks were made on 1st April. These amendments included increases in charges, along with the introduction of evening charges for city car parks, Parking charges set at the correct level can assist with reducing vehicles idling and can encourage modal shift and choice of use of car parks. A review of parking charges to come into effect from 1 April 2025 is currently underway. | | | |

## Nature-based solutions

|  | **Actions** | **Target dates** | **Services involved in delivery** | **Officer responsible for delivery** |
| --- | --- | --- | --- | --- |
| 13.1  On-going | Increased tree planting on non-CDC land through HM Government funded Trees Outside Woodlands project. Dependent on announcements on national policy and funding schemes. | September 2023 (initial project completion). Further funding has been awarded to March 2025 | ESU, Development Management | Michael Pierce, Tree Project Officer (maternity cover for Sophie Hamnett) |
| E: Partnerships | Phase 2 of the TOWs project was confirmed in 2023 and will run until March 2025. CDC is taking part in three tree-planting pilots: Targeted Tree Planting, Urban Tree Establishment and Trees on Farms. During the 2023/24 financial year CDC commissioned The Orchard Project to conduct research into what factors contribute to a successful community orchard, focusing on aftercare models. The research has been concluded and the final report compiled and submitted to the project steering group. The Selsey Community Tree Nursery was further supported, during the 2023/24 financial year, with a small capital item grant to assist with developing their efficiency and output. Overviews of the achievements for each planting pilot for the 2023/24 financial year are given below:   * Targeted Tree Planting pilot: A total of 9,210 trees were planted through this pilot, including 8,920 trees planted in hedgerows totalling approximately 1.8km of new hedgerow. Also included is 107 In-hedge trees and/or Avenue trees which will be established as new maiden trees. Finally, a large silvopastoral orchard of 183 Cider Apple trees was also planted through this pilot. * Urban Tree Planting pilot: A total of 1,374 trees were planted through this pilot at four sites and in three different models. Two Miyawaki Hedgerow trials were planted, totalling 476 trees, one on private land and another at Brewery Field for Chichester City Council. A further 2 full Miyawaki Mini-forests, totalling 898 trees, were planted on parish council land in Hambrook and CDC land at Chichester College. The mini-forest at Chichester College is already generating a lot of public interest. * Trees on Farms pilot: A total of 14,777 trees were planted through this pilot, across nine sites. Six different intervention types were planted including numerous hedgerows (totalling about 2.7km).   In total, 25,361 trees were planted across all projects and pilots in the 2023/24 financial year. These trees, along with those planted during phase 1 of the TOWs programme will continue to be monitored throughout the 2024/25 financial year.  In October 2023, CDC's bid to the Coronation Living Heritage Fund was successful and CDC received £12,216.00 in November 2023 to establish and/or expand community orchards across the district. The funding must be utilised by the end of March 2025. To-date, a total of 38 fruit trees have been planted at three new community orchards established by residents associations or parish councils in Chichester, Easebourne and Bracklesham. | | | |
| 13.2  On-going | Joint scheme of nutrient input mitigation to be agreed with Partnership for South Hampshire and Natural England. | End of 2021 (initiation date) | ESU, Planning Policy, Development Management | Tom Day Environmental Strategy Manager, Tony Whitty Divisional Manager, Planning Policy |
| E: Partnerships | An initial site at East Dean has been secured for current applications. However further sites will soon be required for future applications, another site in Chilgrove is expected to sign a s106 with the SDNPA shortly. A bid to the Local Nutrient Mitigation Fund has been submitted on our behalf by PfSH in order to support delivery of the submitted Local Plan 2021-2039. This includes a proposal for funding towards a Chichester Harbour specific mitigation site. Several development sites have secured their own mitigation sites privately. | | | |
| 13.4  On-going | Implement a series of habitat improvement projects within the Strategic Wildlife Corridors, including tree and woodland planting where appropriate. Ditch and watercourse enhancements etc. | October 2022 – March 2026. | ESU | Mark McManus Wildlife Corridor Project Officer |
| E: Partnerships | Strategic Wildlife Corridor (SWC) 2:  Good working relationships created with Friends of The Hambrook (FROTH) volunteer group. Led four volunteer working party sessions to complete coir rolls/aquatic plants installation into remaining residential properties to provide increased aquatic plant diversity and water vole habitat.  Led two volunteer sessions on bird identification/potential habitat enhancements around the Hambrook SWC.  Working with community resident group at Patricia Way, Nutbourne to provide native mixed hedgerow and suitable native trees.  SWC 3:  Led two volunteer working party sessions to install 42 dormouse boxes at Maybush Reserve, Chidham and on an adjoining private property together, together with the planting of 15 native tree species within an existing orchard to replace apple trees reaching end of life. Ongoing communication with volunteer group and landowner who look after this reserve.  SWC 4:  Led five volunteer working party sessions to plant native hedgerow and create deadhedging at Old Bridge Meadow, Bosham. Also twelve bird nestboxes and two batboxes have been installed for species that use this habitat. Bosham stream clearance work with volunteers has also been carried out to improve flow and existing aquatic vegetation diversity, Strong ongoing communication links created with volunteer group at this site, including guided walks and baseline surveys to assist with ongoing community habitat management.  SWC 5:  Led three volunteer working parties Oldwick Farm, Lavant to plant more mixed native hedgerow in various fields on this farm creating connectivity corridors between two parcels of ancient woodland. The officer has also provided protection fencing from deer in exposed areas to allow the hedgerows to mature. Good working relationship created with the farmer and looking to provide Barn Owl boxes and a dewpond as part of future enhancements.  Five volunteer working party sessions have taken place at Brandy Hole Copse to clear invasive non-native trees and assist volunteer group with baseline surveys and bird identification.  SWC 6:  Led two volunteer work party sessions at Rolls Royce Motor Cars to provide habitat enhancements.  SWC 7:  Grant agreement in place for creation of a large new pond for construction in 2024.  Additional activities:  Tool storage shed installed locally at Bishop’s Palace Garden and good working relationship created with volunteer group and gardening team there. | | | |
| 13.5  On-going | Harbour Summit Project | 31 March 2023 | ESU | Tom Day, Environmental Strategy Manager |
| E: Partnerships | The aim of this project is Chichester and Langstone Harbours Special Protection Area (SPA) and Pagham Harbour SPA to be in favourable condition (nitrogen mitigation, restore/reverse current losses and degradation, compensatory/supporting habitats). A Project Development Manager has been appointed. The new strategy has been prepared and consulted on and CDC has formally responded. The final strategy together with an initial action pan is expected to be presented to partners for adoption and endorsement over summer 2024. | | | |

## Renewable energy generation

|  | **Actions** | **Target date** | **Services involved in delivery** | **Officer responsible for delivery** |
| --- | --- | --- | --- | --- |
| 14.1  Completed | Set up a working group of organisations that want to progress larger scale renewable energy generation projects. | See working groups section (Action 5.1) | ESU | Andrea Smith, Carbon Reduction Project Manager |
| E: Partnerships | Working group was paused due to lack of grid capacity for more large-scale renewable generation in the district. Upgrades are being carried out on the electrical network that serves the district. In the interim, officers have engaged more closely with energy network providers who are putting considerable effort into understanding the evolution of energy needs nationwide. This engagement has led to the inclusion of a proposal in the forthcoming consultation on the next Climate Emergency Action Plan for development of a Local Area Energy Plan. This proposal could inform the development of larger scale renewable energy generation projects and therefore it is proposed that this working group is discontinued pending the outcome of the consultation process and the latest situation in a rapidly developing area of work. | | | |