

Appendix 1

Annual 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. 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



Source: 'Onion diagram' based on internal Centre for Sustainability model and amended for this report.

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	Meetings focussed on decarbonising CDC buildings and other internal projects. Currently the focus is on promoting the sustainability of events.			
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

	Actions	Target start date unless stated otherwise	Services involved in delivery	Named officer
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 from the 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 report is due January 2023.			
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.			
3.6 On-going	Training for council decision-makers	Initiated March 2021 then ongoing.	ESU	Andrea Smith, Carbon Reduction Project Manager
A: Direct Control	Following a seminar with a Committee on Climate Change consultant, discussion groups and production of a guide on incorporating climate change into decision-making, adding training to the member induction pack is under investigation.			
3.7 On-going	Keep funding document up to date.	Ongoing	ESU	Andrea Smith, Carbon Reduction Project Manager
A: Direct Control	Ongoing			
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,

	Actions	Target start date unless stated otherwise	Services involved in delivery	Named officer
				Corporate Services
B: Procurement	This is being done but will continue to be challenging due the technical knowledge needed to give the right advice on subjects as diverse as the recycled plastic content of wheelie bins and graffiti remover. Procurement has been linked to the projects identified in service plan reviews and therefore ESU can support service areas undertaking procurement where necessary. However, templates for reports continue to be amended and definitions on specifications in the contract procedure rules have been amended to include environmental factors. This updating work will be maintained going forward.			
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 stated otherwise	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

	Actions	Target start date unless otherwise stated	Services involved in delivery	Named officer
E: Partnerships	<p>The existing groups engaged with are indicated in bold in the text below. A renewable energy working group was established by CDC and is covered under Action 14.1.</p> <p>Chichester Vision has undertaken a review of its action plan in light of new circumstances such as the impact of Covid. Partners have met to consider the revised delivery action plan, and this has included consideration of projects which will directly or indirectly assist with carbon reductions and sustainability. The review of the action plan has been progressed by the Divisional Manager for Place. One project in the original Vision was to pedestrianise West Street adjacent to the cathedral, opening up the space for market stalls and events. This project is progressing, and a feasibility study is currently underway to consider issues and options for the area.</p> <p>A plan has produced by Selsey Town Council to revitalise the park on Hillfield Rd. The aim is to make it an interactive space in which children and adults can learn about the natural environment.</p> <p>The Manhood Peninsula Partnership Officer (MPPO) has been working with Selsey Town Council to progress wayfinding in the town. The intention is to create a seal wayfinding figure that follows a design similar to the seals created for the Seals around Selsey project. The seals lead the viewer on foot between the High Street and East Beach Green and link to the Destination Selsey website via QR codes. The project has been approved by CDC and is being progressed.</p> <p>Local food production is being supported by MPPO through working in partnership (the CHASM project) to investigate whether declining crab and lobster catches in the Selsey fishery area are related to increased sediment volumes and pollution. 55 representatives from 36 organisations took part in the first CHASM event held in June 2022 at Selsey. Work is now underway to produce a bid to the National Environment Research Council (NERC) in Jan 2023 for a project defined by work undertaken during the past 2 years.</p> <p>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.</p> <p>Petworth Vision has benefitted from Vision funding from CDC for community IT training, which may assist with reducing the need to travel to Chichester. The training is for residents of Petworth and the surrounding areas and includes online banking and shopping, using</p>			

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	<p>Zoom and Skype, and IT security. Training sessions have now expanded into a wide range of groups and clubs.</p> <p>Midhurst Vision: Potential project ideas are now developed into a draft masterplan, working with the key stakeholders to ensure coordination with other proposed works. Engagement with the wider public has been undertaken and a number of projects which will improve the public realm and access around the town are under consideration. This includes additional planting and better use of road spaces and projects to encourage alternative forms of transport. 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.</p>			
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	<p>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.</p> <p>The following approaches have been used:</p> <ul style="list-style-type: none"> • Social media posts and videos created by the comms team • A range of posters with hard copies available on request • Media releases • Inclusion in initiatives magazine and other council communications • Screen displays for staff and visitors to East Pallant House • Outdoor advertising at Avenue de Chartres car park • Internal and stakeholder communications • Email newsletters <p>Chichester Contract Services and the Communications team also produced social media messages for Food Waste Action Week in March.</p> <p>The Communications team has produced a video, involving staff from across the council, to highlight the huge amount and breadth of work that is being done to help reduce greenhouse gas emissions within the work of the council and across the district. This has been publicised on social media, will feature on the webpage, and the</p>			

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	<p>narrative has also been used as a feature in the winter 2022 issue of initiatives magazine.</p> <p>The council has launched a new cost of living campaign called Supporting You, which covers a range of different areas. As part of this, there are key messages around: accessing help with energy bills; reducing energy consumption; saving water; reducing food waste; and improving the energy efficiency of homes and buildings. The campaign has already had a significant impact and an eight page pull out with advice and help appeared in the Observer series in December 2022.</p>			
5.3 On-going	Let's Talk Panel	2021	Communications, ESU	Sarah Parker, Communications Manager, and Andrea Smith, Carbon Reduction Project Manager.
F: Engaging with others	<p>We have over 800 people signed up to our Let's Talk Panel. Each member is made aware of every consultation that the council runs and is encouraged to take part. We are currently carrying out an exercise that is looking to target groups that may be underrepresented. This includes working with the University of Chichester to encourage more involvement of young people. The Students' Union is currently actively involved in this. The panel is widely promoted across all the council's communication channels and at events.</p> <p>Let's Talk Panel members were invited to participate in the survey described in section 5.4 on the next public information event.</p>			
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 Project Manager.
F: Engaging with others	<p>In autumn 2020, CDC held a major consultation exercise on its draft Climate Emergency Action Plan. The council continues to use its communication channels to invite further feedback on the plan as it develops. A feedback route on the CDC climate change web page was considered, but it was felt that specific surveys, promoted through the council's communications channels, would provide a</p>			

	Actions	Target start date unless otherwise stated	Services involved in delivery	Named officer
	<p>better engagement opportunity for stakeholders and offer more focused and effective feedback. This will add to the dialogue that already takes place between the council and members of the public on climate change activities through the council's social media channels.</p> <p>Specific activities include the council inviting people in the district to take part in a survey on the next climate change related public event it was going to organise. The survey was carried out in September 2022 and was widely publicised to local media, members, parish councils, the University of Chichester and Chichester College, as well as to members of the public through a wide variety of social media methods. The answers from the 143 people who replied are being used by ESU to plan its next event.</p> <p>WSCC has launched its online engagement platform Environment & Climate Change Your Voice West Sussex which CDC uses. This includes online discussion forums, an ideas bank and also a map of community climate action across West Sussex that members of the public can add to.</p>			
5.5 On-going	Formalise the holding of twice-yearly public meetings which are already held on an ad-hoc basis	2021	ESU	Andrea Smith, Carbon Reduction Project Manager.
F: Engaging with others	<p>An online public meeting was held in February 2022. To try to widen public engagement with the Climate Emergency Action Plan, ESU officers joined the monthly environmental awareness stall staffed by volunteers at the Chichester farmers' market on September 16, 2022, to talk to people about the plan and about the grant opportunities for energy efficiency and renewable energy in the home.</p> <p>Council officers also took part in Great Big Green Week events organised by Transition Chichester in partnership with the New Park Centre, Chichester, including a stall at the Saturday eco-fair.</p>			
5.6 On-going	Climate film made by young people	Start August 2022	Communities	Jo Losack, Youth Engagement Officer

	Actions	Target start date unless otherwise stated	Services involved in delivery	Named officer
F: Engaging with others	The Youth Engagement Officer is working with a school and a professional film company to deliver this project which would develop students understanding of climate change and what can be done to mitigate it. The output will be screened at a Chichester cinema. The project is in full swing and filming has begun.			
5.7 Not initiated/ completed on time or not expected to be	Public meetings on sustainability issues	Ongoing	ESU	Tom Day, Environmental Strategy Manager
F: Engaging with others	The intention was to hold a 2 nd public meeting on a sustainability issue following on from the success of the home retrofit event in November 2021. Unfortunately, this has been delayed due to recruitment difficulties. However, a successful recruitment to ESU has now taken place and this event is one of the first activities planned.			
5.8 Completed	Council's grant program to incorporate climate change considerations into bid assessment process.	Completed	Communities, ESU	James Brigden, Community Engagement Manager
E: Partnerships				

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				

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
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 Sara Osman, Specialist Environment Officer
E: Partnerships				
	<p>Graylingwell was a zero-carbon development with an agreement which, at the end of the development, if zero carbon was not achieved, the developer has to provide money for carbon offsetting fund. A further tripartite agreement agreed this fund will be passed to CDC for low carbon projects within the Chichester District. Developer Vistry and Homes England have agreed to commission the Buildings Hub to independently verify the carbon to be offset from the Graylingwell development. The schedule of payment and timescales can then be incorporated into the draft legal agreement. As much as this project is within the council's control, officers continue to progress this work through regular meetings with the stakeholders, the next meeting being scheduled for 10 January 2023.</p>			
6.4 Not initiated/ completed on time or not expected to be	Report on feasibility of establishing on-going District-wide fund.	Complete by October 2021	ESU to lead. Planning Policy.	Tom Day Environmental Strategy Manager; Andrea Smith, Carbon Reduction Project Manager
A: Direct Control	<p>There are currently opportunities to apply for external funding. Funding has not been a significant limiting factor in the past two years with successful applications made to several Government schemes and therefore this action has not been a priority. However, this prioritisation will be kept under review and brought forward if/when current funding sources are not available.</p>			

CDC operations, buildings and land

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
7.1 On-going	Investigate setting up Power Purchase Agreements (PPA) directly with renewable electricity and bio-methane generators.	Start and finish 2023	ESU, Legal, Financial Services.	Andrea Smith Carbon Reduction Project Manager
B: Procurement	CDC has been offered a PPA in 2024. The Senior Leadership Team has approved investigation of this new form of energy procurement for CDC. This is underway with the solar farm developer, our current procurement framework LASER, CDC legal and procurement teams.			
7.2 Completed	Commission a review of CDC operational buildings for options for carbon savings.	Completed	ESU, Growth, Facilities, Culture, Place, Chichester Contract Services	Andrea Smith, Carbon Reduction Project Manager
A: Direct Control	A consultant conducted feasibility studies at East Pallant House, Bourne and Grange leisure centres, the Novium museum, Westhampnett depot and selected CDC car parks. The reports have been used to inform decisions.			
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	A staff Green Travel Plan has been developed and internal approval to fund some components has been secured. Two new electric car charging points have been installed at East Pallant House and two electric vehicles for staff to use for business are in place along with two ebikes for work related journeys.			
7.4 On-going	Factor GHG emissions into the evaluation of the options for the Council's ongoing office requirements and	Scope to be finalised in Spring 2022 and options appraisal	Business Support, ESU.	Joe Mildred, Divisional Manager Business Support

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	the future use of East Pallant House.	to follow with final recommendations to be made in early 2023.		
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.			
7.5 Completed	Plant 400 trees (whips) across a variety of CDC's parks and green spaces using funds from Trees Outside Woodlands Project, where appropriate.	2021-2025	Chichester Contract Services, ESU.	Ian Baker, Green Spaces Lead
E: Partnerships	Using funds from the Trees Outside Woodlands project, during the 2021/22 planting season 80 trees were planted on CDC owned land in Summersdale, in addition 394 trees were planted on CDC-owned land on East Broyle Green. See Action 13.1 for information on the Trees Outside Woodlands project. Further funding for 300 trees was awarded to CDC by Podback, following the implementation of a coffee pod collection service within CDC. These trees have been planted on CDC owned green space by Summersdale Copse. The target of 400 trees has been reached and exceeded. More trees continue to be plant more, so this figure will increase considerably.			
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 12 months.	Chichester Contract Services (CCS)	Kevin Carter, Divisional Manager, CCS
A: Direct control	This is a trial of electric vehicles. If successful, further electric vehicles could be procured. As the fleet becomes electrified, infrastructure costs will increase to support the increased electrical charging requirements. A phased approach to increasing this infrastructure is being developed.			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
7.7 Completed	Diesel vehicle chassis replaced by other diesel vehicles with improved fuel efficiency.	Delivered in August 2022.	Chichester Contract Services (CCS)	Kevin Carter, Divisional Manager, CCS
A: Direct control	Diesel vehicle chassis that have been replaced by other diesel vehicles have improved fuel efficiency, leading to an estimated 2-3% saving across nine vehicle replacements.			
7.8	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% with consequent reduction in greenhouse gas emissions.			
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	This project has overrun primarily due to delays in the supply of equipment, but the project is nearing completion. It should reduce GHG emissions from the centre by almost a quarter.			
7.10 On-going	Trial of an electric van – complete – exploring options to purchase two more	31st March 2023	Parking Services	Tania Murphy, Divisional Manager, Place
A: Direct control	The Parking Services team purchased two electric vehicles in 2019 as part of a trial to determine whether they met the needs of the service. This trial has proven successful and work is currently underway to progress purchasing an additional two electric vans to replace the petrol vans. The purchase of these vehicles will mean that the team is fully electric in its fleet.			
7.11 Completed	Online parking services	Completed	Parking services	Tania Murphy, Divisional Manager, Place
A: Direct control	The Parking Services team has also continued to move services online and to ensure that the online services are as easy as possible to access, which has helped with the reduction of the number of journeys into the main office. The success of this has been recognised nationally with Chichester District Council having won the award for 'Best Online			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	Services' through the Parking Services Annual Reports Awards process managed by PATROL (Parking and Traffic Regulation Outside London).			
7.12 On-going	Review of recycling in key premises	Underway	Facilities	Tony Holdway, Facilities Manager
A: Direct control	All paper and card recycling bins have been replaced and appropriate signage installed. What constitutes confidential waste has been made clear and a company is being considered to deal with this. The company is Chichester based which should reduce travel emissions. Other recycling is being considered, including coffee pod recycling. CDC continues to work within the recycling capabilities of the region. Once completed for EPH, improved recycling will be investigated for other offices and sites.			
7.13 Completed	Freeland Close development	Completed		Cally Antill, West Sussex County Adaptations Manager/Project Co-ordinator
A: Direct control	Freeland Close short-stay accommodation for residents facing homelessness fully opened in March 2022. The building has PV panels, two electric vehicle charge points, water use reduction measures and bird and bat boxes.			
7.14 On-going	St James's redevelopment	January 2023	Estates	Alan Gregory, Project Manager
A: Direct Control	The redevelopment of St James industrial estate is underway and the new site has been designed to have reduced carbon emissions through the materials used and installation of PV and EV charge points.			
7.15	Southern Gateway Regeneration	To be decided.	Estates, Planning Policy, Development Management and Legal	Victoria McKay, Divisional Manager, Property & Growth
F: Partner-ships	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	Refurbishment, improvements and amendments to operations of public conveniences. The five sites as part of the first phase of works have been identified and a quantity surveyor has been appointed to work with CDC to deliver the programme of refurbishment. The project will enable consideration of elements to improve energy efficiency where possible.			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
7.17 On-going	Bracklesham Bay public conveniences and café options	31 March 2023	Estates, Place	Victoria McKay, Divisional Manager, Property & Growth; Tania Murphy, Divisional Manager Place
B: Procurement	Options for the improvement and enhancement of the café and public conveniences building are currently under consideration.			

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.	To be set.	ESU, Place, Growth, Communities	Sara Osman, Specialist Environmental Officer
F:	See action 5.1.			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
Engaging with others	<p>The council has created two new roles. A Growth & Sustainability Officer role has been created within Economic Development through to March 2024 to support the targets within the agreed corporate plan and to provide support to small and medium-sized enterprises to operate and grow their business in ways which are more sustainable and to reduce their overall carbon footprint. A second post of Specialist Environment Officer has been created within the Environmental Strategy Unit. This permanent post will have a complementary focus of supporting individuals and non-for-profit organisations within the district to reduce their greenhouse gas emissions.</p> <p>Furthermore, CDC is working with other West Sussex local authorities to help small- and medium-sized enterprises prepare for the low carbon economy. Funded through the West Sussex Economic Recovery Fund 2021-2024, this is being co-ordinated by the WSCC. WSCC engaged a videographer and creative coordinator to produce informative and inspirational videos on climate resiliency for businesses. They have reviewed businesses in the county known to be taking action on their greenhouse gas emissions and selected one case study business per local authority area, covering a range of sectors.</p> <p>The series of videos highlighting businesses in West Sussex who have taken steps towards net zero has now been produced known as "Low Carbon Business Case Studies". A link is on our website Business advice & support: Chichester District Council under Green Business Support and the videos are also regularly promoted on the council's social media channels.</p>			

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	Liz Reed, Housing Standards Manager; Cally Antill, County Adaptations Manager/Project Co-ordinator, Sara Osman, Specialist Environmental Officer
E: Partnerships	Set out below is an update on the number of homes being improved through assistance schemes made available through the district council.			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	<p>Local Authority ECO3 Flex. Between September 2021 and June 2022: No. of homes retrofitted: 20 Work carried out: 15 cavity wall insulations, 12 loft insulations, 5 heating measures. Estimated tCO2 saved: 8 (loft and cavity wall insulation only)</p> <p>Green Homes Grant Local Authority Delivery (LAD) Phases 1a and 1b. Schemes now closed.</p> <p>No. of homes retrofitted: 75 Work carried out: 56 had PV panels, 16 park homes had external wall insulation (some also had underfloor insulation), three had an Air Source Heat Pump (all were previously on electric room heaters/storage heaters). Total spend £612,600.</p> <p>Green Homes Grant LAD Phase 2 - Completed Westward House (short stay housing scheme) – 41 flats have had work done to their heating systems and kitchen and bathroom lights to improve their Energy Performance Certificate ratings and energy efficiency, reducing their greenhouse gas emissions and the energy usage for residents.</p> <p>Green Homes Grant LAD Phase 3 Between April 2022 when the scheme opened and 3 January 2023: No. of applications: 81 Properties partially completed or completed: 4 Funding spent to date: £26,133</p> <p>Home Upgrade Grant 1 (HUG1) Between April 2022 when the scheme opened and 3 January 2023: No. of applications: 43 Properties partially completed: 1 Funding spent to date: £1,165</p> <p>Citizens Advice offers a one-stop shop service for district residents seeking one-to-one help on energy (bills, grants, behaviour change to reduce consumption).</p>			
9.2 Completed	Minimum Energy Efficiency Standards for Private Rented	30 September 2022	Housing Standards	Liz Reed, Housing Standards Manager

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	Properties project			
F: Engaging, Informing and Communicatin g	461 properties were identified as Energy Performance Certificate (EPC) F & G rated at the start of the project in September 2021. Through the work of the project team which has included data cleansing of the EPC register, working with landlords to support them with property improvements, and advising landlords to apply for property exemptions if improvements are not practically possible, 37 properties remain non-compliant at the end of October 2022. For the remaining properties, officers are actively working with landlords to support them with making improvements and signposting them to grant funding opportunities. Any landlords not engaging will be dealt with more formally through service of a compliance notice. Failure to comply with a notice will result in a financial penalty.			
9.3 On-going	Solar Together	Ongoing	ESU	Tom Day, Environmental Strategy Manager; Andrea Smith, Carbon Reduction Project Manager
E: Partnerships	<p>iChoosr runs this PV 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 buying a PV installation and then this package of potential business is auctioned with the lowest priced installer being awarded the contract. Installers have to meet certain quality criteria to bid.</p> <p>Phase 1 (2020) ran during the Covid restrictions. During the protracted installation period, costs of equipment rose, leading to the contractor EEC Solar refusing to do the remaining 211 installations as contracted, including 39 within the Chichester district. The decision of the partnership of local authorities was to offer these residents the option to transfer to an alternative supplier HomeSmart Energy. Of the 211, 106 took that option; the rest asked for their deposits back or had not responded and were being contacted again by iChoosr. Of the 106 that transferred to HomeSmart Energy, 19 were from Chichester district. As at December 2022, of these 19, 16 properties have been surveyed with eight of these having had their installations completed and a further four had the work booked.</p> <p>Phase 2 (2021) is proceeding well. Fourteen local authorities in East and West Sussex participated with 1,649 residents signing up for the scheme. The numbers participating in each local authority area vary widely. As at December 2022, Chichester district had a median number of initial sign ups (178), but a high drop-out rate of 44</p>			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	<p>cancellations. Installation has been completed for 118, with 12 bookings made, four in the pipeline, and two awaiting a customer response.</p> <p>Because of the issue with EEC Solar, participation by the Sussex partnership in a further round of Solar Together has been paused while contractual amendments are negotiated. iChoosr responded with a proposal in November 2022 and this was being assessed by WSCC legal services.</p>			

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 2024	Planning Policy, ESU	Tony Whitty, Divisional Manager, Planning Policy Tom Day, Environmental Strategy Manager
C: Place Shaping	Work is progressing to move the plan to Regulation 19 consultation at the start of 2023. The Local Plan Review incorporates a number of policy requirements to ensure that, upon adoption of the plan, new development will be designed to use less energy, source a greater proportion of energy needs from renewable sources, and require less potable water. The viability of the policy demands is being tested, to ensure that development can bear the cost of the draft policy requirements.			
10.2 On-going	Tangmere Strategic	31 March 2023	Planning	Planning Policy

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
	Development Location (TSDL)			
C: Place Shaping	<p>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.</p> <p>No challenges were received to the Compulsory Purchase Order (CPO) decision and the CPO has since been confirmed. Work is continuing to progress the process to acquire the remaining land within the TSDL. 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.</p> <p>More recently, a very minor technical amendment to the scheme has been submitted by the applicant and this has just been advertised and is currently being considered by the council. This does not change the agreed scheme in any way at all, but it does bring a very small area of (what had previously been thought to be public highway) land into the application site, so as to ensure that the main access into the site can be fully provided. It is proposed that any matters (if there are any) which arise from this minor change, will be considered early in 2023.</p>			

Waste and recycling

	Actions	Target dates	Services responsible for delivery	Officer responsible for delivery
11.1 Input required from others	Following the passing of the Environment Act 2021 we were waiting on the release of new regulations (expected 2022), to develop delivery plans to implement the	Planning to commence mid 2022 (on the assumption the Environment Act related secondary legislation is passed early	Chichester Contract Services	Kevin Carter, Divisional Manager, Chichester Contract Services

	Actions	Target dates	Services responsible for delivery	Officer responsible for delivery
	changes in domestic resource collection including food waste.	2022). Finish April 2023.		
A: Direct Control	<p>The Environment Bill was enacted in November 2021. This gives the required powers to the Government to implement different aspects of the bill. Although the Government published the new environmental targets in December 2022, the details of what and how these will be achieved has not been issued. Secondary legislation and approved guidance is due to be released early 2023. In 2021 the Government issued a wide sweeping consultation in support of the new Environment Act that would potentially lead to far reaching changes in how waste is collected and disposed of as well as how these changes would be financed.</p> <p>This consultation comprised 3 parts:</p> <ul style="list-style-type: none"> • Extended Producer Responsibility (EPR) - how the Government intends to tax the producers of packaging to help pay for its collection and disposal • Deposit Return Scheme (DRS) - how the Government intends to encourage the public to recycle more • Consistency of Collections – What the Government will mandate has to be collected by local authorities and by when <p>The Government published its response to EPR and has advised that it will publish responses to its consultations on consistency in household and business recycling in England and the deposit return scheme (DRS) “in due course”. – NB:-The funding from EPR is supposed to help pay for some of the additional collection costs in ‘consistent collections’ so the 3 key strategic themes and their respective responses cannot be seen or treated in isolation and an extensive review across all three will be required when all are published.</p> <p>The industry does however seem confident that mandatory domestic food collection will be required moving forward. Clearly the target to have this in place by 2023 is now not possible so the likely date will be at the earliest 2024 /25 The likelihood is that the municipal waste recycling target will be increased to 65% but this will include the domestic food that will be captured and recycled. A separate target for Dry Mixed Recycling has not been included to date.</p> <p>The waste industry is still waiting for the response to the industry wide consultation conducted at the beginning of 2021 and it is not now expected until early 2023.</p>			

	Actions	Target dates	Services responsible for delivery	Officer responsible for delivery
	The council has resolved that planning work can commence for implementation of domestic kerbside food waste collections and that up to £22,500 can be released from reserves to support this. A report was to be taken to Overview and Scrutiny Committee in January.			
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.	Start date March 2022. Finish June 2022.	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 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.			
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.			
11.4 Completed	Hot bins pilot	Completed	Chichester Contract Services	Kevin Carter, Divisional Manager, Chichester Contract Services
D: Showcasing	CDC has run a pilot of "hot bins" that accelerate the composting of garden and food waste. The pilot was deemed successful by the residents who took part. The next steps are currently being considered by the Strategic Waste Officers Group for West Sussex. Work has not progressed due to other priorities.			

	Actions	Target dates	Services responsible for delivery	Officer responsible for delivery
11.5 Completed	Showcasing recycling	October 2022	CCS, Leisure, Events, ESU	Andrea Smith, Carbon Reduction Project Manager
F: Partnerships	Nellie the fish, the sculpture used to collect plastic bottles and owned by Final Straw Foundation, was sited at Chichester Cathedral Green in October 2022.			

Transport

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
12.1	Promote reduced carbon travel through provision of information on options and funding opportunities to partners.	To be set	Environmental Protection	Andrea Smith, Carbon Reduction Project Manager
F: Engaging with others	Related to actions 5.1 and 8.1.			
12.2 Completed	Develop new taxi licensing policy.	To go to General Licensing Committee in February 2021.	Licensing, Environmental Protection	David Knowles-Ley, Licensing Manager
A: Direct Control	This action has been completed.			
12.3 Completed	Approval of CDC's Local Cycling and Walking Infrastructure Plan (LCWIP).	2021	Environmental Protection	Simon Ballard, Environmental Protection Manager
A: Direct Control	Approved by the Council in May 2021			
12.4	Delivery of schemes in CDC's LCWIP.	To be set.	Environmental Protection, WSCC	Simon Ballard, Environmental Protection Manager
F: Partnerships	WSCC has prioritised for delivery all the schemes contained in all of the LCWIP documents across West Sussex. Three of the			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	<p>schemes (Route K, B and E) in the Chichester City LCWIP scored as high priority for delivery.</p> <p>Route K (Westgate, Chichester): This is in the first tranche of three schemes across West Sussex for delivery. WSCC has let a contract for a feasibility study for this route.</p> <p>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 who are keen to see improvements to non-car mode links between the University Campus and Chichester.</p> <p>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.</p> <p>As at 12 December 2022 WSCC intend a public engagement exercise on LCWIP Route K in the Spring of 2023.</p>			
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	EP officers continue to work with WSCC towards delivery of LCWIP schemes (see 12.4 above). Officers are discussing how to advance the Oaklands Park aspects 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	Officers in the Estates and Car Parks teams selected council land-holdings suitable to be offered to the WSCC/Connected Kerb Concession Contract. Cabinet resolved to join the WSCC Concession Contract and the provider, Connected Kerb, is now			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	considering the council assets surrendered to the contract and completing its consultation on Traffic Regulation Orders for the implementation of ten on-street EV charge point locations (the numbers of charge points to be installed in these locations is subject to confirmation at the time of writing).			
12.7 Completed	Review of Off-Street Parking Strategy for Chichester District	31 March 2023	Place	Tania Murphy, Divisional Manager, Place
A: Direct Control	A review of the Off-Street Parking Strategy for Chichester District has been undertaken and a revised draft strategy and action plan was considered by the Parking Forum in October. Cabinet received a report in December 2022.			
12.8 On-going	Review and enhancement of Bosham car park	31 March 2023	Place	Tania Murphy, Divisional Manager, Place
A: Direct Control	Options for Bosham car park are being considered during 2022-23, 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. The results are in the process of being reviewed.			
12.9 On-going	Northgate car park improvements	31 March 2023	Place	Tania Murphy, Divisional Manager, Place
A: Direct Control	Options for Northgate car park will be 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 and brief has been finalised ready to be considered by potential consultants.			
12.10 On-going	Review of off-street parking charges for 2023 to 2024	31 March 2023	Place	Tania Murphy, Divisional Manager, Place
A: Direct Control	Parking Charges for 2023-24 were considered during the autumn. 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.			

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 Treasury funded Trees Outside Woodlands project, carbon offset funding, Woodland Trust and other charity funding and net biodiversity gain or other national funding streams. Dependent on announcements on national policy and funding schemes.	September 2023 (project completion)	ESU, Development Management	Sophie Hamnett, Tree Project Officer
E: Partnerships	<p>As part of the HM Treasury funded Trees Outside Woodlands project, coordinated by Defra, CDC is taking part in five tree planting pilots.</p> <p>During the 2021/2022 planting season 8,020 trees were distributed to successful applicants as part of the CDC free tree scheme, 1,476 trees across three mini urban forests were planted and 2,406 trees were planted through eight grants for community orchards, agroforestry projects and tree planting in the farmed landscape. In addition to accessing trees directly through CDC, advice is given on how to access and apply for free and subsidised trees through external funding sources.</p> <p>For the current planting season (November 2022 – March 2023), the council is offering subsidised trees, and further grants for tree planting on farms and for orchard and agroforestry projects. Applications for these trees are now open and ongoing until the total budget has allocated. To date 5,060 trees have been allocated through the subsidised tree scheme and seven grants for planting projects have been approved</p> <p>New project proposals under the Community Tree Nursery (CTN) pilot have been approved for the Witterings and Selsey. Through this pilot we are funding the extension of an existing CTN in West Wittering, and part funding a new CTN in Selsey.</p>			
13.2 On-going	Joint scheme of nutrient input mitigation to be agreed with	End of 2021 (initiation date)	ESU, Planning Policy,	Tom Day Environmental Strategy Manager, Tony

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	Partnership for South Hampshire and Natural England.		Development Management	Whitty Divisional Manager, Planning Policy
E: Partnerships	Work has started. A project officer has been appointed through the Partnership for South Hampshire (including funding from CDC). A site search has been done and potential sites identified for further work on suitability and funding. An initial site at East Dean has been secured for current applications. However further sites will soon be required for future applications. Revised guidance and a revised calculator have been issued nationally by Natural England in March 2022 and training for members and officers has taken place. A recent ministerial announcement has been made that Natural England will now take a lead role in managing and monitoring a system of nutrient credits, and work is now underway on this project.			
13.3 Complete	Secure funding for the Strategic Wildlife Corridors Project through the Community Infrastructure Levy (CIL).	March 2021 (completion date)	ESU	Tom Day Environmental Strategy Manager
E: Partnerships	£575,000 in CIL funding was secured for the Strategic Wildlife Corridors (SWC) Project which launched in April 2021. Therefore, this action is complete. Progress of the project will be reported under action 13.4 below. Network Rail SWC's biodiversity enhancements cost to date is £385,000, with a further committed cost of spend for 2022/23 year at £75,000k and estimated costs for a 'wildlife tower' and 'dormouse bridge' at £385,000. The biodiversity enhancements are across the entire seven proposed SWCs.			
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	Sarah Hughes and Mark McManus Wildlife Corridor Project Officer (job-share)
E: Partnerships	The public launch was delayed until a decision on the final number and boundaries of the corridors for the submission of the Local Plan Review has been agreed. Key contacts with landowners have been established and the enhancement plan includes 58 sites across 7			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	<p>corridors. The enhancement plan for Network Rail land and its funding was agreed by Network Rail on 21 Jan 2022, and work is underway on delivering enhancements across the National Rail landholding.</p> <p>Work relevant to the different SWCs:</p> <p>SWC All – People’s Trust for Endangered Species Dormouse training for volunteers (x 7)</p> <p>SWC 2 – Guided Walk</p> <p>SWC All - Vincent Pro Bat Boxes x 12</p> <p>SWC All – Barn Owl Boxes x 2</p> <p>SWC All – Echo Touch Bat Detectors x 7</p> <p>SWC All - Dormouse surveys & training sessions</p> <p>SWC All - Attended Eco Green Fair / The Great Big Green Week</p> <p>SWC All – Project Officer Training – 1st Aid & Safeguarding Level 2</p> <p>SWC All - Bat Training – Echo Touch Bat Detector x 30 volunteers</p> <p>SWC 5 – Working Party - habitat improvement at Fishbourne</p> <p>SWC 6 – Working Party – habitat improvement at Westhampnett</p>			
13.5 On-going	Harbour Summit Project	31 March 2023	ESU	Tom Day, Environmental Coordinator
E: Partnerships	<p>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). The partnership has agreed membership, terms of reference and a vision. Resourcing to date has been provided through Southern Water. The Natural Capital report has been completed. A central information and mapping website has been produced and work is underway on a compilation of all legal and regulatory requirements pertaining to the harbours. However, the partnership has not agreed a draft action plan and another summit meeting of Leaders is scheduled for February 2023.</p>			

Renewable energy generation

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
14.1 Input required from others	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	<p>Working group is paused due to lack of grid capacity for more large-scale renewable generation. However, support work continues through the Growth and Sustainability Officer in</p>			

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
	<p>Economic Development who supports small- and medium-sized enterprises to operate and grow their business in ways which are more sustainable and to reduce their overall carbon footprint. A Specialist Environment Officer in ESU will work on engaging with not-for-profit organisations (and individuals) to reduce their greenhouse gas emissions.</p> <p>Increased grid capacity is dependent on the Distribution Network Operator and is steered through primary legislation.</p>			