

DRAFT HORSHAM DISTRICT COUNCIL CARBON REDUCTION ACTION PLAN (April 2022 – March 2025)

The Council has committed to become carbon neutral for its direct emissions by 2030 and for its indirect emissions by 2050. The latter recognises that reducing these emissions is more complex and is not within the direct control of the Council. The target date in this case reflects the national target for reaching net zero. The baseline used for this is the carbon emissions data from 2019/20 which was 8,885 tCO₂e. The current action plan builds on and progresses the work in the 2020 – 2022 action plan.

Behaviour change/embed carbon reduction				
Action	Timescale	Project lead	Potential cost (£k)	Potential carbon saving (tCO₂e) per annum
Hold climate change training for Members	Year one	Helen Peacock	£5k	Enabling
Hold Carbon Literacy training for staff	Year two	Helen Peacock	£5k	Enabling
Use case studies from the Council's decarbonisation programme to provide information and demonstrate good practice to staff & Members (& externally)	Every year	Sarah Hogben	Staff time	Enabling
Build on the communications channels that have already been established e.g. the Intranet, regular blogs, and newsletters	Every year	Sarah Hogben	Staff time	Included in the above
Investigate and implement a methodology for assessing the carbon impacts of projects, to form part of the project approval process	Year two	Dominic Bradley	Staff time	Limit increase in emissions
Produce an annual report which collates and analyses changes to the Council's carbon emissions	Every year	Helen Peacock	Staff time	Monitoring

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Transport				
Action	Timescale	Project lead	Potential cost (£k)	Potential carbon saving (tCO2e) per annum
Electrify a minimum of 5 vehicles as part of the vehicle replacement programme	Year one	Mark Neal	£300k (over the cost of petrol/diesel)	90t
Electrify a minimum of 4 vehicles as part of the replacement programme	Year 2&3	Mark Neal	Included in the above figure	6t
Electric vehicle charge points Identify the type required in each location to support the initial phase of electrifying the fleet (for 9 vehicles) & install the charge points	Year one	Helen Peacock	£100k	Contributes to the above two actions
Ongoing replacement vehicle programme to consider electric vehicle options	Year 2 & 3	Mark Neal	Staff time	N/A
Carry out an annual review to identify vehicles that are not required for operational purposes	Each year	Mark Neal	Staff time	16 (from year 1; four vehicles already identified))
Refuse vehicles Research options for zero/low carbon vehicles to prepare for the replacement of the existing vehicles	Over 3 years	Mark Neal	Staff time	Enabling action
Food waste vehicles - Consider options for low/ultra-low carbon food waste vehicles - Purchase food waste vehicles	Year one Year two	Mark Neal	TBC	Limit increase in emissions
Indirect emissions				
Business mileage/green community Analyse business mileage and staff questionnaire & identify options for potential additional incentives to encourage green commuting and business travel by more sustainable forms of transport	Year one	Sebastian Stevens	Staff time & cost of incentives	Emissions halved during pandemic and hybrid working; this action is to embed behaviour change

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Property				
Action	Timescale	Project lead	Potential cost (£k)	Potential carbon saving (tCO2e) per annum
Investigate opportunities for energy diversification across the Council estate	Year one	Brain Elliott	Consultant (TBC)	Enabling action
Investigate opportunities to integrate water efficiency measures into the retrofit programme	Year one	Brian Elliott	Consultant (TBC)	Enabling action
Direct emissions				
Operational leisure/community/countryside buildings Retrofit a minimum of one building per annum (based on the previous audits)				
- Park Barn; new windows & determine appropriate renewable/low carbon heating technology	Year one	Elizabeth Williams	£55k* (year one)	Minimum of 60t after three years but will depend on technology used
- Chessworth Studio; roof insulation & LED lighting. Determine appropriate renewable/low carbon heating technology	Year 2 & 3			
- Warnham Nature Reserve; roof insulation & LED lighting. Determine appropriate renewable/low carbon heating technology	Year 2 & 3			
- Determine future use of buildings alongside carbon reduction measures; Southwater Visitor Centre & Chessworth Farm depot	Year 2 & 3			
The Capitol				
- Implement a lighting replacement programme	Year one	Elizabeth Williams	£205k £747k (grant & energy savings not included)	40t per annum 70t per annum
- Install decarbonisation and energy efficiency measures	Year 2 & 3			
Blocks of Flats				
- agree a decarbonisation and energy efficiency programme based on the outcome of the audits	Year one	Thomas Crosdil	TBC	Maximum of 40t at end of year 2 (depending on number of blocks retrofitted)
- start implementing the programme	Year 2&3			
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Implement an external replacement lighting programme				
- rural car parks; Mill Lane in Storrington, Newmans Gardens in Steyning	Year 1	Elizabeth Williams	£30k (year one)	Maximum 60t at end of year 3
- Horsham Park	Year 1			
- Other rural car parks (TBD)	Year 2 & 3			

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Analyse the carbon data from operational assets to identify further carbon saving opportunities	Year one	Thomas Crosdil	Staff time	Enabling action
Indirect emissions				
<p>Houses</p> <ul style="list-style-type: none"> - Hold workshop to determine approach & purchase property for decanting residents - Retrofit three properties - Retrofit six properties 	<p>Year one</p> <p>Year one Year 2 &3</p>	Thomas Crosdil	£150k (per annum)	Maximum 24t end of year 3 (depends on technology used)
<p>Leisure Centres</p> <p>Continue discussions with the contractor on energy saving & decarbonisation measures prior to a new contract in 2027</p>	Over 3 years	Elizabeth Williams	Staff time	Enabling action
<p>Leased buildings</p> <p>Undertake a retrofit programme based on lease renewals and prioritising those with poor Energy Performance Certificates. Initial properties identified: -</p> <ul style="list-style-type: none"> - Energy review of Blatchford Industrial Estate; with works to some units - The Granary; replacement windows & determine renewable/low energy heating - Park House, 109 New Street, 102a Blackbridge Lane, 7 West Street, 54/56 High Street, Billingshurst, Arun House 	<p>Year one</p> <p>Year one</p> <p>Over 3 years</p>	Brian Elliott	<p>£10k (energy review)</p> <p>Part of £55k* (works to The Granary)</p>	Maximum 265t at end of year 3 (unlikely all of these properties will be retrofitted within the plan period)
Carry out a review of leased buildings in community use to determine future needs and uses	Over 3 years	Brian Elliott	Staff time	Enabling action

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Procurement				
Action	Timescale	Project lead	Potential cost (£k)	Potential carbon saving (tCO2e) per annum
Carry out a spend analysis to identify suppliers with the largest carbon footprints	Year one	Becca Williams	Staff time	Enabling action
Work with suppliers with the largest carbon footprint to obtain their carbon baseline data, capture their carbon reduction actions and changes in carbon emissions	Year two	Becca Williams	Staff time	Contribute to 4,200 target
Work with partners to produce a pro-forma to capture more accurate carbon data from suppliers	Year three	Becca Williams	Staff time	Enabling action
Parks and Countryside/Carbon Insetting				
Action	Timescale	Project lead	Potential cost (£k)	Potential carbon saving (tCO2e) per annum
Finalise the tree management strategy	Year one	Pete Crawford	Staff time	Insetting may need to deliver approx. 400t reduction for direct emissions and 4,000t for indirect emissions
Identify opportunities for nature based carbon sequestration on Council land	Year two	Pete Crawford	£5k	
Develop an offsetting strategy including mapping carbon offsetting opportunities across the District	Year one	Helen Peacock	£30k	
Develop and implement a methodology for carbon offsetting/insetting	Year two	Helen Peacock	£5k	