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Contact: Andrea Carr
Committee Services
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21 May 2020

Dear Councillor

Your attendance is requested at a remote meeting of the **PLACE-MAKING AND INNOVATION EXECUTIVE ADVISORY BOARD** to be held on **MONDAY 1 JUNE 2020 at 7:00 pm**. The meeting can be accessed remotely via Microsoft Teams in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE EXECUTIVE ADVISORY BOARD

Chairman: Councillor Angela Gunning
Vice-Chairman: Councillor Gordon Jackson

Councillor Jon Askew
Councillor Christopher Barrass
Councillor Ruth Brothwell
Councillor Graham Eyre
Councillor Diana Jones

Councillor Steven Lee
Councillor Masuk Miah
Councillor Maddy Redpath
Councillor Will Salmon
Councillor Patrick Sheard

Authorised Substitute Members:

Councillor Paul Abbey
Councillor David Bilbé
Councillor Richard Billington
Councillor Chris Blow
Councillor Dennis Booth
Councillor Colin Cross
Councillor Andrew Gomm
Councillor Angela Goodwin
Councillor Gillian Harwood
Councillor Liz Hogger
Councillor Tom Hunt
Councillor Nigel Manning
Councillor Ann McShee

Councillor Bob McShee
Councillor Marsha Moseley
Councillor Ramsey Nagaty
Councillor Susan Parker
Councillor George Potter
Councillor Jo Randall
Councillor Tony Rooth
Councillor Pauline Searle
Councillor Paul Spooner
Councillor James Walsh
Councillor Fiona White
Councillor Catherine Young

QUORUM: 4



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THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

Three fundamental themes and nine strategic priorities that support our vision:

- | | |
|---------------------|--|
| Place-making | Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes |
| | Making travel in Guildford and across the borough easier |
| | Regenerating and improving Guildford town centre and other urban areas |
| Community | Supporting older, more vulnerable and less advantaged people in our community |
| | Protecting our environment |
| | Enhancing sporting, cultural, community, and recreational facilities |
| Innovation | Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need |
| | Creating smart places infrastructure across Guildford |
| | Using innovation, technology and new ways of working to improve value for money and efficiency in Council services |

Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

The information contained in the items on this agenda has been allowed into the public arena in a spirit of openness and transparency to gain broad input at an early stage. Some of the ideas and proposals placed before this Executive Advisory Board (EAB) may be at the very earliest stage of consideration by the democratic decision-making processes of the Council and should not be considered, or commented on, as if they already represent either Council policy or its firm intentions on the issue under discussion.

The EABs do not have any substantive decision-making powers and, as the name suggests, their purpose is to advise the Executive. The subject matter of the items on this agenda, therefore, is for discussion only at this stage and any recommendations are subject to further consideration or approval by the Executive, and are not necessarily in final form.

AGENDA

ITEM NO.

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any Disclosable Pecuniary Interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

3 MINUTES (Pages 5 - 12)

To confirm the minutes of the Executive Advisory Board (EAB) meeting held on 17 February 2020.

4 DRAFT CLIMATE CHANGE, SUSTAINABLE DESIGN, CONSTRUCTION AND ENERGY SUPPLEMENTARY PLANNING DOCUMENT (SPD) (Pages 13 - 60)

5 PLASTICS FREE GUILDFORD (Pages 61 - 94)

6 EXECUTIVE FORWARD PLAN (Pages 95 - 128)

7 EAB WORK PROGRAMME (Pages 129 - 132)

To consider and approve the EAB's work programme with reference to the Executive Forward Plan.

8 EAB MEETINGS START TIME

To consider whether remote meetings of the EAB held during the Coronavirus lockdown should commence at an earlier time e.g. 6:00 pm.

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PLACE MAKING AND INNOVATION EXECUTIVE ADVISORY BOARD

17 February 2020

- * Councillor Angela Gunning (Chairman)
- * Councillor Gordon Jackson (Vice-Chairman)

- | | |
|----------------------------------|-----------------------------|
| * Councillor Jon Askew | * Councillor Diana Jones |
| * Councillor Christopher Barrass | * Councillor Masuk Miah |
| * Councillor Ruth Brothwell | * Councillor Maddy Redpath |
| Councillor Graham Eyre | Councillor Will Salmon |
| * Councillor Liz Hogger | * Councillor Patrick Sheard |

* Present

PMI25 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillor Will Salmon. Councillor Gillian Harwood was present as a substitute for Councillor Will Salmon.

PMI26 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

Councillor Gordon Jackson declared a non-pecuniary interest in agenda item numbers 4 and 5 as the Chairman of the Surrey Hills Trust Fund.

PMI27 MINUTES

The minutes of the meeting of the Board held on 21 October 2019 were confirmed as a correct record, and signed by the Chairman. The minutes included requested changes to the minutes of the previous Board meeting, held on 23 September 2019, which were also signed.

PMI28 REGULATION 18 CONSULTATION ON LOCAL PLAN: DEVELOPMENT MANAGEMENT POLICIES

The Planning Policy Manager introduced a report regarding the Regulation 18 consultation in respect of the Local Plan: Development Management Policies and gave an explanatory supporting presentation.

The report explained that the Development Management Policies (known as the draft Local Plan) formed the second part of Borough's Local Plan. Once adopted the draft Local Plan would, together with the recently adopted Local Plan: Strategy and Sites document (LPSS), fully supersede the existing Local Plan 2003 to form part of the Council's Development Plan. The draft Local Plan provided the more detailed policies to be used by Development Management in the determination of planning applications and supplemented the small number of development management policies included in the LPSS where these were necessary in implementing the strategic policies, for example in relation to the Green Belt, employment and retail.

The structure of the draft Local Plan was consistent with that of the LPSS. The chapters therefore consisted of: Housing, Protecting, Economy, Design, and Infrastructure and Delivery. A list of all the proposed policies and a brief summary as to their aims and how they sought to achieve those aims were contained in Appendix 1.

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The Regulation 18 consultation included both issues and options and proceeded to suggest a preferred option for each policy. This approach was designed to generate meaningful comments and concerns that would enable the Council to move directly to a Regulation 19 proposed submission document. This in turn would increase the possibility of being able to progress the plan to Examination stage without the need for main modifications and a further round of consultation. The consultation period would run for seven weeks from 20 April until 8 June 2020.

At its meeting on 24 March 2020, the Executive would also consider this matter, taking into consideration any comments from this Board before being asked to recommend to Full Council on 7 April 2020 that the draft Local Plan, incorporating any recommended changes, be approved for Regulation 18 public consultation for a seven-week period beginning on 20 April 2020. The Executive would also be asked to resolve that the Director of Strategic Services be authorised, in consultation with the relevant Lead Councillor, to make such minor alterations to improve the clarity of the document.

The reasons for recommendations were to encourage the Council to enable the draft Local Plan to be published for public consultation and to allow officers to undertake public consultation.

Undertaking a public consultation in respect of the draft Local Plan was a statutory requirement placed on Local Planning Authorities under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 and would enable the Council to move closer to adopting this second part of the Local Plan.

The presentation covered the hierarchy of policy / guidance, draft Local Plan Development Management Policies, stages of preparing a local plan, preparing the Borough's draft Local Plan, structure of the draft Local Plan, overall thoughts in respect of the draft Local Plan, next steps and EAB recommendations to the Executive.

The hierarchy of policy / guidance featured the National Planning Policy Framework (NPPF) and National Planning Practice Guidance which fed into the South East Plan Policy NRM6 which related to new residential development close to the Thames Basin Heaths Special Protection Area, and then into the Development Plan which consisted of Local Plan 2003 (extant policies to be replaced by the draft Local Plan), Local Plan: Strategy and Sites 2019, Surrey Minerals and Waste Plans, and adopted and emerging Neighbourhood Plans. Finally, the Development Plan fed into adopted and emerging Supplementary Planning Documents (SPDs).

The presentation described a Local Plan as being a development plan document which formed part of the Development Plan, as creating policy and as guiding planning decisions which must be taken in line with it unless material considerations indicated otherwise. The associated consultation period was a minimum of 6 weeks and a draft Local Plan needed to undergo examination in public by an independent planning inspector appointed by the Secretary of State and be adopted by full Council. From past experience the production of a Local Plan in Guildford was likely to take a minimum of three years.

There were three stages to the preparation a local plan. The first stage consisted of research, early consultation and the preparation of issues, options and preferred options for consultation under Regulation 18 which would take place in April 2020. The second stage considered comments from the issues, options and preferred options and prepared a Proposed Submission Local Plan: Development Management Policies for consultation under Regulation 19. The third and final stage featured consideration of comments from the Proposed Submission Local Plan consultation and preparation of the Submission Local Plan: Development Management Policies for submission with the Regulation 19 representations to

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the Secretary of State for independent examination. Following publication of the Inspector's report, his/her main modifications would be accepted and the Local Plan: Development Management Policies adopted in Autumn 2022.

Preparing the draft Local Plan featured review of the NPPF, the still extant parts of the 2003 Local Plan, the Local Plan: Strategy and Sites and Topic Papers and consultation feedback / engagement with councillors. Internal consultation with Development Management had taken place to identify any gaps. The Planning Policy, Design & Conservation Team, colleagues across the Council, external partners and the cross-party Local Plan Panel had been involved. Future involvement would include the Executive, full Council, residents, developers, statutory consultees etc.

The draft Local Plan was structured into chapters in respect of Housing, Employment, Protecting, Design and Infrastructure, details of which were provided in the presentation.

Overall thoughts were that the draft Local Plan consisted of 38 proposed policies, many of which were subject to a fast changing agenda with ambitious policy requirements that would be challenged and need to be justified with robust evidence. Whole plan viability testing would take place ahead of the Regulation 19 consultation version and careful consideration would be given to the consultation responses received to assess their justification.

The next steps were as follows:

- Full Council approval – 7 April 2020.
- Seven-week Regulation 18 consultation 20 April – 8 June.
- Process and analyse comments received.
- Timetable dependent upon scale and complexity of issues raised that need to be considered.
- Local Plan Policies created.
- Full committee process (to full Council to agree consultation).
- Minimum six-week Regulation 19 consultation.
- Submission to Secretary of State – independent inspector appointed.
- Examination in public (including hearing sessions) and further consultation in respect of the main modifications.
- Inspector's final report published and full Council adoption.

The following points and comments arose from related questions and discussion:

- A councillor expressed the view that the wording in the Issues and Preferred Options consultation document attached to the report at Appendix 2 was likely to cause confusion amongst residents and consultees who were keen to see the Green Belt protected and it may attract objections. Further consideration would be given to the engagement strategy to ensure the consultation was accessible.
- The draft Local Plan included necessary policies such as that to protect public houses under threat. Promoting the consultation document in a positive fashion to highlight its strengths such as measures to tackle climate change included in policies was welcomed.
- Policy E10: Rural development (including agricultural diversification) made no reference to climate change leading to an intensification of vineyards, which were also tourist attractions. However, vineyards were considered to be an acceptable agricultural use and did not require any specific permissions. Buildings supporting agricultural use in the Green Belt were generally acceptable.

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- The Government's Future Homes policy was currently subject to consultation. Any changes to the draft Local Plan required as a result of this policy could be accommodated before the Regulation 19 consultation stage.
- It was felt that the definition of high quality design should be expanded and examples given to clarify what was expected. The Board was advised that the relevant SPD would contain photographic material to depict high quality design and the principles of good design, which were contained in Policy D4, would be used and interpreted in the determination of planning applications. The spatial design of larger development sites would be a consideration.
- The relevant SPD addressed sustainability and transport issues with a view to achieving a carbon neutral position in the future.
- Biodiversity was measured through examining and valuing habitats both pre and post development using a DEFRA matrix with the aim of increasing levels by 20% after developments. Habitats included soil and ancient woodland and those for native species were favoured over those for foreign creatures.
- New houses should be constructed to enable future adaptations to secure increased carbon reduction. The Government was proposing that the use of gas in new homes would be banned from 2025.
- Planning policies would have full weight following adoption.
- The scope of the proposed policies and the strength of their links to issues related to climate change, biodiversity and protection were supported.

The Chairman summarised the main views expressed by the Board which were as follows:

- The scope of the proposed policies and the strength of their links to issues related to climate change, biodiversity and protection were strongly supported.
- The Board felt that the document as a whole was not easy for a resident to read and understand and asked that every effort be made to provide explanations in plain English to help residents understand what the document was, how it related to the existing Local Plan and what it sought to achieve.
- The addition of an explanation regarding what the plan could and could not do, especially in relation to climate change, was sought.
- The rural development policy needed a reference to vineyards in the text in terms of the opportunities they created to contribute to the rural economy, including through tourism.
- Examples of high-quality design would greatly improve understanding of the document.

PMI29 DRAFT STRATEGIC DEVELOPMENT FRAMEWORK (SDF) SUPPLEMENTARY PLANNING DOCUMENT (SPD) - BRIEFING NOTE

The Planning Policy Manager introduced a briefing note and presentation in respect of the Strategic Development Framework (SDF) Supplementary Planning Document (SPD) and explained that SPDs were supplementary detail and guidance to adopted Local Plan policy to improve its use by the Council and developers to promote understanding of the planning process. SPDs were a material consideration in the determination of planning applications. The process to produce an SPD was more rapid than that of higher level documents as the related consultation was for a minimum of four weeks only, an independent examination process was unnecessary and adoption was via the Executive with no need for full Council approval.

The presentation, given by a Senior Policy Officer - Planning Policy, outlined the scope, structure and Part 2 design principles of the SDF SPD. The scope was applicable to a number of sites / locations, namely, Weyside Urban Village (former Slyfield Area Regeneration Project), Gosden Hill Farm, former Wisley Airfield, Blackwell Farm, and land to

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the south of Ash and Tongham. The SDF SPD was structured into four Parts. Part 1 set out the policy context and engagement undertaken in its preparation whilst Part 2 described the general design principles applicable to all the five strategic sites. Part 3 detailed site specific guidance on each site / location including an SDF for each site (a high level masterplan which would form the starting point for applications preparing more detailed masterplans) and Part 4 related to matters to be considered at planning application and implementation stage (pre-application, design codes, design review panel, infrastructure delivery etc). The Part 2 design principles were to be considered against other policies and the National Design Guide. Although the principles were not comprehensive, they picked up the considerations most relevant to strategic sites and the creation of new communities including building in sustainability, creating an identity, promoting modal shift, assessing site constraints/opportunities and urban design principles.

Details in respect of each site / location consisted of matters including site boundary, development area, uses, water courses, existing buildings, focal points, on-site primary routes, access to development areas, key off-site routes, primary site access, sustainable movement corridor (SMC), key pedestrian and cycle routes, schools, modal filters for buses, pedestrians and cyclists, and suggested locations for Suitable Alternative Natural Green Space (SANG).

The next steps consisted of a five-week consultation running from 13 January to 24 February 2020, updating and finalising the document for adoption by the Executive as soon as practicable and forming the starting point for applicants developing their masterplans that would accompany outline planning applications.

The Board considered each site / location and the following points and comments were made:

Weyside Urban Village

The Board noted the details of this site where 1,500 high density homes with parking, roof gardens and open space were proposed following the relocation of the sewage works. A spine road would run through the site and the river would be a significant feature.

Gosden Hill Farm

This was a strategic site for mixed use development comprising a total of 1,800 homes with employment and school provision. The SMC would run through the site and the second access from Merrow Lane would enable the opportunity for a section of Merrow Lane to be downgraded to a walking and cycling route. Along the A3 trunk road there would be a green buffer at the north eastern corner, a Park and Ride facility and significant landscaping to offer a green gateway into Guildford.

Councillors expressed the views that traffic management and A3 access improvements were crucial as local roads were thought to be currently at full operating capacity. A detailed transport assessment to ascertain how traffic generated by this development would impact on the road network would accompany the planning application. Councillors expressed the view that an all movements junction of the A3 was required. They were advised that the site allocation policy in the adopted Local Plan: Strategy and Sites allowed for a deliberative process of consideration to be undertaken as part of the development management process of the potential opportunity to provide an all movements junction. A potential all movements junction was found to be unnecessary in previous work. In response to concerns regarding issues relating to access to retail venues, the town centre and railway stations, the Board was advised that the local Park and Ride, SMC and proposed new station offered transport options and the site promoter, in making a planning application, would need to undertake a

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transport assessment and, in so doing, involve Surrey County Council as the Local Highway Authority and Highways England. Further explanation was sought as to how the transport requirements of the Local Plan in relation to this site were derived.

Housing delivery timescales were a concern and it was agreed that related checks would be made with Development Management regarding the introduction of specific development delivery timescales in planning permissions.

Increased noise blight from the A3 was raised as an issue and it was noted that an acoustic survey would be undertaken at the site and that any necessary measures such as landscaping, tree planting and acoustic fencing would be implemented.

Former Wisley Airfield

This site at the former Wisley Airfield was identified by the SDF as a strategic site for mixed use development with a capacity for 2,000 new homes over the plan period.

Although the SDF planned that the development of the site would take the form of a sustainable community, there were concerns that it would lead to car dependency and increased traffic congestion in the area as it lacked close access to a railway station. The SDF was thought to lack information regarding sustainable off-site movement and travel. The proposed new four-form entry secondary school was anticipated to draw traffic into the site. It was felt that the proposed density of 50-60 dwellings per hectare at the centre of the site, which was over the suburban average, would benefit from landscaping, planting and screening to soften the transition from a countryside area to an urban site.

The Board agreed that further explanation of, and strengthening of references to, the off-site cycle network and bus services were necessary.

Blackwell Farm

This strategic site was intended as an urban extension to the west of Guildford on land to the west of Surrey Research Park, Royal Surrey County Hospital and Surrey Sports Park, to the north of the A31 and south of the North Downs railway line. The Local Plan identified the site as a strategic site for mixed-use development, with capacity for a minimum of 1,500 dwellings during the Local Plan period, and a total of 1,800 dwellings overall. The SDF included guidance in relation to planting to soften the impact of this proposed development and measures to address the surface water issue. Public transport links would include the passage of the SMC through the site.

A view was expressed that the SDF needed to be strengthened in terms of achieving sustainable transport, identifying open space requirements, promoting a green environment and securing well designed carbon neutral homes. The SDF could include clarification to show how the development could improve cycle links from the site, including nearby Christmas Pie trail. There was a Local Plan requirement to deliver the SMC. It was noted that the Surrey Research Park was owned by the University and that Gill Avenue was in the ownership of the Royal Surrey County Hospital. It was suggested by councillors that the SMC should include a bus loop to access the proposed new Guildford West (Park Barn) station. Although Network Rail did not routinely promote new stations, the Government had encouraged proposals for new stations through offering funding and Network Rail was aware of the proposal for the Guildford West (Park Barn) station. It was considered important that the required infrastructure was put in place when it was first needed. The SDF could be expanded to include mitigation and design guidance relating to the new access road and any residual harm to the Area of Outstanding Natural Beauty, possibly involving developer contributions.

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The introduction of 20 mile per hour speed limits in the new developments on the strategic sites was suggested. Although the Local Highway Authority had previously had a limited appetite for introducing 20mph speed limits or zones, Planning Policy could be requested to investigate the matter further with respect to this and other strategic sites.

Land to the South of Ash and Tongham

The SDF promoted a continual link between the sites in this area which were separately owned. Surface water attenuation was an issue at these sites and the proposed Ash Road Bridge would feature to the north of the area. Development of a number of sites within the area had been approved, however, the SDF process was informed by parallel workstreams and has had value in terms of refining the Council's position in ongoing negotiations. SANG mitigation for the entire site would be provided on privately owned land with agreements between the developers and SANG owners. SANG land must be maintained in perpetuity and would be transferred to an enduring body such as the Land Trust when mitigation occurred. Figure 53 provided an indication of areas of differing character and included elements of 'radiating landscape structure' centred on Ash Manor. Proposals were expected to demonstrate how they responded to the current site including elements of landscape structure. The illustration of the landscape structure, although indicative in extent, should be considered in the light of planning permissions granted. Further clarity could be provided in this regard.

PMI30 FORWARD PLAN

The Executive Forward Plan was noted.

PMI31 EAB WORK PROGRAMME

The EAB noted upcoming items on its Work Programme.

The meeting finished at 10.20 pm

Signed

Date

Chairman

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Briefing note – Draft Climate Change, Sustainable Design, Construction and Energy Supplementary Planning Document (SPD)

Place-Making and Innovation Executive Advisory Board

1 June 2020

1. Purpose of briefing note

- 1.1 The purpose of this note is to brief the Place-Making and Innovation Executive Advisory Board on the draft Climate Change, Sustainable Design, Construction and Energy Supplementary Planning Document (the 'SPD') and to ask for their comments on the draft document.

2. Background

- 2.1 On 25 April 2019, the Council adopted the Local Plan: strategy and sites (LPSS). The LPSS document is a Development Plan Document (DPD) and as such forms part of the Council's 'development plan' alongside extant (non-superseded) policies from the Local Plan 2003, Surrey Waste and Minerals plans, Policy NRM6 of the South East Plan and any adopted neighbourhood plans. Planning decisions must be taken in line with the development plan unless material considerations indicate otherwise.
- 2.2 Supplementary planning documents (SPDs) should build upon and provide more detailed advice or guidance on policies in an adopted local plan. As they do not form part of the development plan, they cannot introduce new planning policies into the development plan. They are however a material consideration in decision-making. The Council is intending to prepare and adopt a number of SPDs to supplement the adopted LPSS.

3. Scope of the SPD

- 3.1 The SPD provides detailed formal guidance on LPSS Policy D2: Climate Change, Sustainable Design Construction and Energy which sets out sustainability requirements for new development covering:
- efficient use of natural resources and waste reduction,
 - low energy design and construction,
 - a minimum 20 per cent reduction in operational carbon emissions, measured against national maximum standards (building regulations)
 - design for sustainable lifestyles,
 - climate change adaptation, and
 - low and zero carbon energy
- 3.2 It also provides guidance on elements of policies D1: Place shaping and Policy P4: Flooding, Flood Risk and Groundwater Protection Zones where they address 'Building for Life' design guidelines, passive solar design and Sustainable Drainage Systems. Section 2 of the SPD lists the relevant policy that the SPD supplements.
- 3.3 The initial preparation of the SPD was informed by a consultation process with internal Council stakeholders who have a role or specialism relating to climate change and sustainable development, and/or are involved in the delivery of development; director

of strategic services, new build development team, development management team, energy supervisor.

4. Role of the SPD

4.1 The SPD will be a material consideration in determining the planning applications. It will contribute towards achieving the standards for sustainable development set out in the LPSS.

4.2 Its primary aim is to ensure that planning decision makers receive adequate and robust information from applicants for planning permission. This means that decision makers will be able to judge whether LPSS policies have been complied with. It achieves this by setting out:

- a methodology for producing energy statements, including the correct process to calculate carbon emissions reductions when measured against a baseline of Building Regulations minimum standards,
- guidance on the content that must be included in sustainability statements, and
- a questionnaire for non-major developments that, when completed, provides enough information for decision makers to determine whether policy has been met.

4.3 It also provides general guidance on sustainable design and construction in order to guide development to sustainable outcomes.

4.4 The SPD cannot go beyond the role of providing guidance for adopted policy; for example, it cannot improve standards for carbon performance set out in the local plan. It also cannot address any matters that are not considered when planning permission is sought; for example, it cannot address measures that improve the energy efficiency of the existing building stock as these measures generally do not require planning permission (and are not therefore subject to the requirements of adopted policy).

5. Process and next steps

5.1 The draft SPD was recently out for consultation. Consultation was carried out over a 4-week period from 2 March to 30 March 2020.

5.2 All representations that were received as part of the consultation will be considered and necessary amendments will be made to improve the document. The final SPD will then be recommended for adoption by the Council's Executive. This process will be undertaken as quickly as possible to ensure that the document can be used in the decision-taking process as soon as possible.

6. Recommendations or actions required

6.1 EAB are recommended to provide comments to be considered by officers as part of the consultation process.

DRAFT

Climate Change, Sustainable Design,
Construction and Energy
Supplementary Planning Document

March 2020



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Draft

1. Introduction

The purpose of this SPD

- 1.1 The purpose of this Supplementary Planning Document (SPD) is to provide guidance for the planning policies contained in the [Guildford Borough Local Plan: Strategy and Sites 2015-2034](#) (the Local Plan) that deal with climate change and sustainable design, construction and energy. This SPD:
- summarises relevant policy within the Local Plan,
 - sets out the information that should be included within energy statements and sustainability statements (for major developments),
 - provides a questionnaire that non-major developments can use instead of drafting energy and sustainability information,
 - provides guidance on good practice in sustainable design, construction and energy and climate change adaptation, and
 - sets out a methodology for calculating carbon emissions and savings for new buildings.
- 1.2 It is intended principally for applicants for planning permission and their agents, and for planning decision makers. It has been produced to ensure that applicants for planning permission submit adequate information to allow decision makers to assess whether development proposals comply with Local Plan policies.
- 1.3 This SPD is a material consideration in planning decisions and decision makers will use it to help determine planning applications.
- 1.4 This SPD supersedes the Guildford sustainable design and construction SPD 2011

The structure of this SPD

- 1.5 **Section 2** of this SPD sets out the Local Plan policies that are relevant to climate change and sustainable design, construction and energy.
- 1.6 **Section 3** of this SPD summarises the relevant policies requirements and the information that consequently must be submitted with planning applications.
- 1.7 **Section 4** sets out the information that must be included in energy statements and a methodology for calculating carbon emission savings.
- 1.8 **Section 5** sets out the matters that must be addressed by sustainability statements. It includes general guidance on sustainable design and construction and climate change adaptation.
- 1.9 **Section 6** sets out the information that must be submitted by non-major developments (minor and householder applications).
- 1.10 **Appendix 2** contains a questionnaire that can be submitted by non-major development as an alternative to preparing information statements.

2. Relevant Local Plan policies

- 2.1 The Local Plan forms part of the borough's Development Plan alongside:
- the remaining policies of the [Guildford Borough Local Plan 2003](#),
 - policy NRM6 of the South East Plan¹,
 - [Surrey County Council's waste and minerals plans](#), and
 - [neighbourhood plans](#) that have passed referendum.
- 2.2 Planning applications are determined against the policies of the Development Plan and other material considerations.
- 2.3 This SPD provides guidance for three policies in the Local Plan: Strategy and Sites:
- Policy D2: Climate change, sustainable design, construction and energy
 - Policy D1: Place shaping, and
 - Policy P4: Flooding, Flood Risk and Groundwater Protection Zones.

Policy D2: Climate change, sustainable design, construction and energy

- 2.4 Policy D2 sets policy requirements for climate change adaptation and mitigation, and energy and resource efficiency through sustainable design and construction and low and zero carbon energy measures. It also sets out the sustainability principles that must be followed when drafting development proposals. Policy D2 is reproduced below.

Policy D2: Climate change, sustainable design, construction and energy

Sustainable design and construction

- (1) Proposals for zero carbon development are strongly supported. Applications for development, including refurbishment, conversion and extensions to existing buildings should include information setting out how sustainable design and construction practice will be incorporated including (where applicable):
- (a) the efficient use of mineral resources and the incorporation of a proportion of recycled and/or secondary aggregates
 - (b) waste minimisation and reusing material derived from excavation and demolition
 - (c) the use of landform, layout, building orientation, massing and landscaping to reduce energy consumption
 - (d) water efficiency that meets the highest national standard and
 - (e) measures that enable sustainable lifestyles for the occupants of the buildings
- (2) When meeting these requirements, the energy and waste hierarchies should be followed except where it can be demonstrated that greater sustainability can be achieved by utilising measures further down the hierarchy.

¹ See Appendix 2 of the Guildford [Thames Basin Heath Special Protection Area Avoidance Strategy SPD](#)

- (2a) Major development should include a sustainability statement setting out how the matters in this policy have been addressed. Smaller developments should include information proportionate to the size of the development in the planning application.

Climate Change Adaptation

- (3) All developments should be fit for purpose and remain so into the future. Proposals for major development are required to set out in a sustainability statement how they have incorporated adaptations for a changing climate and changing weather patterns in order to avoid increased vulnerability and offer high levels of resilience to the full range of expected impacts.

Climate change mitigation, decentralised, renewable and low carbon energy

- (4) The development of low and zero carbon and decentralised energy, including (C)CHP* distribution networks, is strongly supported and encouraged.
- (5) Where (C)CHP distribution networks already exist, new developments are required to connect to them or be connection-ready unless it can be clearly demonstrated that utilizing a different energy supply would be more sustainable or connection is not feasible.
- (6) Proposals for development within Heat Priority Areas as shown on the Policies Map and all sufficiently large or intensive developments must demonstrate that (C)CHP has been given adequate consideration as the primary source of energy.
- (7) All (C)CHP systems are required to be scaled and operated in order to maximise the potential for carbon reduction.
- (9) New buildings must achieve a reasonable reduction in carbon emissions of at least 20 per cent measured against the relevant Target Emission Rate (TER) set out in the Building Regulations 2010 (as amended) (Part L). This should be achieved through the provision of appropriate renewable and low carbon energy technologies in the locality of the development and improvements to the energy performance of the building. Where it can clearly be shown that this is not possible, offsite offsetting measures in line with the energy hierarchy should be delivered.
- (10) Retail units falling within Use Classes A1, A2, A3 and A4 in Guildford Town Centre are not subject to the carbon reduction requirement at paragraph (9).
- (11) Planning applications must include adequate information to demonstrate and quantify how proposals comply with the energy requirements at paragraphs 5-10 of this policy. For major development, this should take the form of an energy statement.

*(C)CHP refers to both combined cooling heating and power (CCHP) and combined heating and power (CHP).

- 2.5 Zero carbon, for the purposes of the policy and this SPD, means that all regulated emissions are eliminated or offset. Regulated emissions are those emissions from buildings that are regulated under Part L of the Building Regulations (the energy consumed by building services for space heating/cooling and hot-water systems, ventilation and internal lighting). Unregulated emissions are those arising from energy use other than for building services, such as appliances, cooking and IT equipment.
- 2.6 The energy and waste hierarchies (see Figure 1) set out the steps that should be followed to make development more sustainable. The key principle in both hierarchies is that

consumption/demand should first be eliminated wherever possible, then reduced, and finally sustainable sources should be used to meet any remaining need.

The energy hierarchy	The waste hierarchy
<p>Step 1: Eliminate energy need Developments should be designed to eliminate the need for energy through measures including:</p> <ul style="list-style-type: none"> • design of the scheme layout • thermally efficient construction methods and materials • design features that eliminate the need for appliances • making optimal use of passive heating and cooling systems <p>Step 2: Use energy efficiently Developments should incorporate energy efficient systems, equipment and appliances to reduce the remaining energy demand. Energy storage devices may improve efficiency.</p> <p>Step 3: Supply energy from renewable and low carbon sources The remaining energy need should be met from renewable and low carbon sources.</p> <p>Step 4: Offset carbon emissions As a final step, remaining emissions should be offset, for example through off-site measures that reduce carbon emissions or remove carbon from the atmosphere.</p>	<p>Step 1: Eliminate waste Construction practice and design should reduce waste wherever possible through measures including:</p> <ul style="list-style-type: none"> • efficient procurement avoiding over-supply and excessive packaging • eliminating waste at the design stage. <p>Step 2: Reuse waste materials Reuse waste materials, ideally in its current location, avoiding the energy costs associated with transport and recycling.</p> <p>Step 3: Recycle/compost waste materials Recover materials through recycling and substitute for primary materials. Compost organic material to produce rich soils that replace fertilisers, ideally in a closed system to avoid the emissions released by organic material in landfill.</p> <p>Step 4: Recover energy If it cannot be reused or recycled, use waste instead of fossil fuels in energy generation to recover embodied energy.</p> <p>Step 5: Disposal to landfill Usually the last resort. Disposal to landfill wastes materials and embodied energy.</p>

Figure 1: Energy and waste hierarchies

- 2.7 Sufficiently large or intensive developments (referenced in paragraph 6 of policy D2) are defined as any of the following at paragraph 4.5.35 of the Local Plan:
- residential only developments of at least 50 dwellings per hectare and/or at least 300 dwellings,
 - residential only developments of 50 dwellings or more that are located near a significant source of heat, or
 - mixed developments of 50 dwellings or more that include either two or more non-residential uses or a single use that would generate significant amounts of heat or heat demand.
- 2.8 Major development for the purposes of policy D2 is defined at paragraph 4.5.26 of the Local Plan as:
- residential development of 10 dwellings (gross) or more, and
 - non-residential development of 1,000sqm gross new floorspace or more.
- 2.9 In addition to the above, the Council will consider mixed use developments to be major developments where:

- either of the thresholds for major development are met, or
 - where the total amount of residential and commercial development is equivalent to either of the thresholds based on one gross residential unit being equivalent to 100sqm of gross new non-residential floorspace. For example, a development of five gross residential units plus 500sqm of non-residential gross new floorspace, or a development of three gross residential units plus 700sqm of non-residential gross new floorspace, will be considered major developments.
- 2.10 Where this SPD refers to non-major development, it means any development of a smaller scale than major development, including minor and householder development.
- 2.11 Retail units falling within Use Classes A1, A2, A3 and A4 in Guildford town centre are not subject to the minimum 20 per cent carbon reduction requirement applied to new buildings by paragraph 9 of policy D2, but should still seek to be energy efficient and reduce carbon emissions as far as possible in line with the principles set out in Policy D2. As a result, they must still provide an energy statement (major development) or energy information (non-major development) to set out the measures used and the carbon emissions reductions that have been achieved. The town centre boundary is established through Local Plan policy E7 and shown on the Local Plan policies map.
- 2.12 Where Guildford town centre developments are mixed use and include retail units, the non-retail units are subject to the minimum 20 per cent carbon reduction target and must demonstrate that the target has been met within the energy statement or energy information.
- 2.13 The emissions covered by paragraph 9 of policy D2 are regulated emissions (see 2.5).

Policy D1: Place shaping

- 2.14 Policy D1 provides guidance on design. It expects new development to perform positively against Building for Life guidance and requires it to be designed with regard to efficient use of natural resources and the use of passive solar gain. The relevant paragraphs are reproduced below.

Policy D1: Place shaping

- [...]
- (2) All new development is expected to have regard to and perform positively against the recommendations set out in the latest Building for Life guidance and conform to the nationally described space standards as set out by the Ministry of Housing, Communities and Local Government (MHCLG).
- [...]
- (10) All new development will be designed with regard to efficient use of natural resources including passive solar gain to maximise the use of the sun's energy for heating and cooling.
- [...]

Policy P4: Flooding, Flood Risk and Groundwater Protection Zones

- 2.15 Policy P4 provides guidance on flooding and groundwater matters. It requires new developments to incorporate Sustainable Drainage Systems (SuDS) to manage surface water drainage unless it would be inappropriate. The relevant paragraph is reproduced below.

Policy P4: Flooding, Flood Risk and Groundwater Protection Zones

[...]

- (5) All development proposals are required to demonstrate that land drainage will be adequate and that they will not result in an increase in surface water run-off. Proposals should have regard to appropriate mitigation measures identifies in the Guildford Surface Water Management Plan or Ash Surface Water Study. Priority will be given to incorporating SuDS (Sustainable Drainage Systems) to manage surface water drainage, unless it can be demonstrated that they are not appropriate. Where SuDS are provided, arrangement must be put in place for their management and maintenance over their full lifetime.

[...]

Draft

3. Overview of the information required by decision makers

3.1 This section sets out the information that applicants must provide in order for planning decision makers to assess whether the requirements of the planning policies listed in section 2 have been met.

What information is required?

3.2 Policy D2 requires the following documents or information to be submitted to support an application:

(1) Applications for major development must provide:

- a sustainability statement, and
- an energy statement.

(2) Applications for non-major development must include:

- Sustainability information proportionate to the size of the development
- Adequate information to show how the energy and carbon requirements have been met

3.3 The requirements for non-major development set out in (2) above can be satisfied through submission of a completed Climate Change, Energy and Sustainable Development questionnaire – see section 6.

Table 1 Summary of policy requirements and submission documents required

Summary of policy requirement	Submission document
<p>Policies D2 (1) and (3) Applications should include information setting out how sustainable design and construction practice will be incorporated. Major developments should provide a sustainability statement. Non-major development should include information proportionate to the size of the development.</p> <p>Policies D2 (1) Proposals for zero carbon development are strongly supported.</p> <p>Policy D2 (1a) Mineral resources should be used efficiently and incorporate a proportion of recycled and/or secondary aggregates.</p> <p>Policy D2 (1b) Construction and demolition waste should be minimised. Waste should be reused and recycled at source or separated and collected for recycling in line with the waste hierarchy.</p> <p>Policies D2 (1c), D2 (2) and D1 (10) Schemes should be designed to reduce energy use in line with the energy hierarchy, including through landform, layout, orientation, massing and landscaping, with regard to the efficient use of natural resources and to maximise the use of the sun’s energy for heating and cooling.</p> <p>Policy D2 1(d) New developments should meet the highest national standards of water efficiency. Residential developments of one or more gross</p>	<p>All major development: Sustainability statement See section 5</p> <p>All non-major development: Sustainability information proportionate to the size of the development May be satisfied through submission of completed questionnaire See section 6</p>

Summary of policy requirement	Submission document
<p>units should achieve a water efficiency standard of a maximum of 110 litres per occupant per day.</p> <p>Policy D1 (2) New development is expected to perform positively against the recommendations in Building for Life guidance.</p> <p>Policy D2 1(e) Schemes should incorporate measures that enable sustainable lifestyles for building occupants</p> <p>Policy D2 (4) Developments are required to be resilient to a changing climate and changing weather patterns, incorporating adaptations that reduce vulnerability.</p> <p>Policy P4 (5) New developments will prioritise SuDS to manage surface water drainage</p>	
<p>Policy D2 (5-8) Where (C)CHP distribution networks already exist, new developments must connect to them or be connection-ready unless it can be clearly demonstrated that utilizing a different energy supply would be more sustainable or connection is not feasible. Proposals for development within Heat Priority Areas and all sufficiently large or intensive developments must demonstrate that (C)CHP has been given adequate consideration as the primary source of energy. (C)CHP systems must be scaled and operated in order to maximise the potential for carbon reduction.</p> <p>Policy D2 (11) Major development must provide an Energy Statement. Non-major development must include adequate information to demonstrate that energy and carbon requirements have been met.</p> <p>Policy D2 (9-10) New buildings, except retail only developments within Guildford town centre, must achieve a reduction in carbon emissions of at least 20 per cent against the relevant Target Emission Rate set out in the Building Regulations 2010 (as amended) through provision of appropriate renewable and low carbon energy technologies in the locality of the development and improvements to the energy performance of the building.</p>	<p>All major development:</p> <p>Energy statement See section 4</p> <p>All non-major development:</p> <p>Adequate energy information May be satisfied through submission of completed questionnaire See section 6</p>

When should information be submitted?

- 3.4 For **full plans** applications, the information referred to in 3.2 should be provided with the planning application at the point of submission. The process of producing the information should inform emerging proposals and help to steer them towards sustainable outcomes, so it is necessary that the information is produced prior to the planning application.
- 3.5 For **outline planning** applications, the information submitted with the application should cover any matters covered by the outline plan. For example, if an outline plan includes a site layout, it should be accompanied by information setting out how the layout complies with the matters set out in policy and this SPD (e.g. how the layout is designed to reduce energy consumption, adapt to climate change, etc.)
- 3.6 For **reserved matters** planning applications, the information submitted with the application should cover any matters covered by the application. For example, if a reserved matters

application covers details of the construction, it should be accompanied by information showing how the construction will comply with the matters set out in policy and this SPD (e.g. energy and carbon, waste management, water efficiency etc.)

3.7 The local validation list will be updated to reflect these timings in due course. The local validation list can be found here:

- <https://www.guildford.gov.uk/article/22693/Local-Validation-List->

What happens if information is not provided?

3.8 The documents described in paragraph 3.2 and in Table 1 are required in order for decision makers to assess whether the climate change and sustainable development requirements set out in planning policy have been met. If the required information is not provided, it is likely that decision makers will be unable to conclude that the proposal is compliant with planning policy and planning permission will be refused.

Alternative submission documents

3.9 Where accreditation is achieved in any of the following schemes, the energy and sustainability requirements of policy D2 will be deemed to have been met. As a result, sustainability and energy statements (for major developments) and sustainability and energy information (for minor developments) will not be required:

- for mixed or commercial schemes: BREEAM 'Outstanding' or 'Excellent'

3.10 Where the following accreditation is achieved, the energy requirements of policy D2 (paragraphs 5-11 only), but not the other sustainability requirements, will be considered to be met, and further energy information will not be required:

- For any schemes: PassivHaus (any level)

3.11 For the accreditation schemes mentioned above, the Council will need to see information that demonstrates that the accreditation can be achieved on the proposed scheme, and will need to see proof that it has been achieved once the development has been completed.

4. Energy statements

- 4.1 Energy statements must be provided for **major development**. They must demonstrate how reductions in carbon emissions will be achieved and quantify the total reduction. They must also demonstrate that the approach to energy complies with the energy hierarchy, and that any energy measures proposed are appropriate and will be effective. This section sets out the information that needs to be included.
- 4.2 Non-major developments do not need to submit an energy statement but are instead required to submit “adequate information” that shows the energy requirements of policy D2 have been met – see Section 6 for more information.

What do energy statements need to cover?

- 4.3 There is a large amount of detailed guidance covering the preparation of energy statements available; for example, the guidance provided by the Greater London Authority:
<https://www.london.gov.uk/what-we-do/planning/planning-applications-and-decisions/pre-planning-application-meeting-service-0>.
- 4.4 This SPD is not intended to replace other guidance, and anyone preparing an energy statement should follow established best practice. However, it is important that the following information is included in the energy statement in order for decision makers to assess whether proposals are compliant with Local Plan policy.
 1. A non-technical summary
 2. A Combined Cooling Heating and Power (C)CHP appraisal or connection strategy.
 3. An appraisal of energy technologies (if the scheme proposes provision of low or zero carbon energy).
 4. A carbon reduction calculation for each building or type of building supported by modelling outputs.

The Non-technical Summary

- 4.5 A non-technical summary should be included at the front of the energy statement to provide key information for planning decision makers. The summary must include the following information.
 1. A description of the scheme including:
 - the number of each different type of residential unit (i.e. number of flats, number of terraced houses, number of detached houses etc. and number of bedrooms in each unit or type),
 - a summary of the floor area (m²) proposed for each type of non-residential use.
 2. A summary of the (C)CHP appraisal or connection strategy
 3. A summary of the low and zero carbon energy appraisal (if the scheme proposes provision of low or zero carbon energy), and
 4. A table showing the carbon reduction calculation(s) for each building or type of building that follows the methodology set out later in this section (see ‘Carbon emissions

reduction calculation' on page 16) and a statement of which emission factors have been used.

Combined Cooling Heating and Power ((C)CHP) appraisal

- 4.6 The energy statement should include an appraisal of the feasibility of (C)CHP. The content of the appraisal depends on the characteristics of the development and/or where it is located.
- 4.7 Paragraph 5 of policy D2 states that the development of low and zero carbon and decentralised energy, including (C)CHP distribution networks is strongly supported and encouraged. Energy networks that result in the lowest carbon emissions will receive the strongest support.

Developments within the vicinity of existing (C)CHP networks

- 4.8 Policy D2 (6) requires all new developments to connect, or be connection ready, where a (C)CHP distribution network already exists. Other types of low carbon heat network should also be considered.
- 4.9 The energy statement must set out the actions taken in order to investigate whether networks exist within the vicinity of the site. Where Policy D2 refers to (C)CHP distributions networks, it covers a broad range of scales from small scale systems that distribute cooling and/or heating to a number of dwellings or units within one building up to district scale systems that serve entire neighbourhoods (district heating systems). The investigation of opportunities should cover all scales and should not be limited to district heating systems.
- 4.10 Where such networks exist and developments propose to connect to them, this should be stated clearly in the energy statement with details showing how connection will occur.
- 4.11 Where such networks exist, and developments do not propose to connect to them, the energy statement must set out clear reasons as to why the connection is not feasible, or why an alternative source of energy would be more sustainable.
- 4.12 Where a development proposes not to connect to an existing network that is within the vicinity, it must still be connection-ready and the energy statement must set out how this is the case. Developments will be considered to be connection-ready if they use a centralised communal wet heating system and comply with the minimum requirements outlined in the Chartered Institute of Building Services Engineers (CIBSE) Heat Networks Code of Practice, and this should be reflected in the evidence provided in the energy statement.

Developments within heat priority areas and “sufficiently large or intensive developments”

- 4.13 Policy D2 requires developments within heat priority areas (see Appendix 1 for a map of the heat priority areas) and all “sufficiently large or intensive developments” (see paragraph 2.7 for the definition of this term) to give adequate consideration to (C)CHP as the primary source of energy.
- 4.14 Where a development meets either of these criteria, (C)CHP will be considered the most appropriate primary source of energy unless it can clearly be demonstrated otherwise. The energy statement will therefore need to include an appraisal that either sets out that a (C)CHP network will provide the primary source of energy for the development or clear evidence that it is not feasible.

- 4.15 Where (C)CHP distribution is not suitable for the whole of a site, it should be implemented on any part of the site that is suitable, for example on the area with the highest density of buildings, or an area in the vicinity of a source of heat or a baseload of heat demand. The appraisal therefore will need to assess the potential for (C)CHP on different parts of the site if it is not feasible for the whole of the site.

Scale and design

- 4.16 Policy D2 requires (C)CHP systems to be scaled and operated in order to maximise the potential for carbon reduction. In order to meet this requirement, the energy statement should set out how a proposal for a (C)CHP network complies with the Chartered Institute of Building Services Engineers (CIBSE) Heat Networks Code of Practice.
- 4.17 A CHP system only generates carbon and financial savings when it is running so it will be more energy efficient and cost-effective the more it runs. As a result, a new CHP system will likely only be appropriate where there is a high and constant demand for heat. A recommended rule of thumb is at least 4,500 – 5,000 hours per year, depending on the application. The scale of the system should be determined by the heat load and demand profile. If there is a high demand for cooling then CCHP, which also provides cooling, may also be environmentally and economically viable. (C)CHP systems should be designed and operated to be energy efficient, with the selection of optimum operating temperatures and measures to minimise heat losses. The energy statement should set out consideration of these issues in order to demonstrate that the scaling and operation maximises carbon reduction.
- 4.18 In order to facilitate connection from other developments, new systems, including building level systems, should be designed to be able to expand to connect with future systems. The energy statement should set out how this will be facilitated.
- 4.19 New heat networks should be smart, incorporating data collection, monitoring and performance management into the design.

Fuel sources

- 4.20 CHP engines can be powered by a number of fuels. When a CHP engine is powered by natural gas, it is still considered to be a low carbon technology because it operates at very high efficiency resulting in low carbon heat and power. The efficiency is increased if the system also provides cooling (CCHP). National emission factors are likely to be updated in 2020 (see 4.40) and this change will mean that all gas technologies will compare less favourably to grid electricity than at present, and consequently the benefits of gas CHP will reduce. This should be taken into account when selecting a fuel source for the CHP.
- 4.21 Zero carbon fuels (such as biomass and biogas) should be favoured where possible, taking into account potential impacts on air quality. Where gas engines are proposed, the distribution network should be designed to facilitate the replacement of the gas engine with a zero-carbon alternative once the gas engine reaches the end of its life, taking into account emerging technologies like hydrogen CHP.
- 4.22 It can be expensive and difficult to convert high temperature heat networks fuelled by gas boilers or gas (C)CHP to low carbon/renewable sources such as heat pumps and waste heat because heat networks that use these sources typically operate at lower temperatures than those fuelled by gas. Therefore, in order to facilitate a future shift to zero carbon energy, the system should be designed to be able to operate at lower temperatures suitable to very low

carbon heat sources (fifth generation networks run at a temperature close to ambient ground temperature). This should not compromise the ability of the system to run at the optimal temperature for the energy source used at the outset.

- 4.23 Heat networks powered fully or partly by renewable energy sources, such as heat pumps, are strongly supported and all heat networks based on natural gas CHP systems should be supplemented by heat from these sources wherever feasible. Integrating heat pumps into district heating can deliver large CO₂ emissions reductions². Low carbon heat-only networks may be delivered in place of (C)CHP distribution networks where this delivers a greater benefit in terms of carbon emissions.
- 4.24 Proposals for new heat networks should show clearly that the chosen technology, or mix of technologies, will deliver the greatest carbon saving.

Significant sources of heat

- 4.25 The definition of “sufficiently large or intensive developments” includes residential developments of 50 dwellings or more that are either located near a significant source of heat or would include two or more non-residential uses that would generate significant amount of heat or heat demand.
- 4.26 Significant sources of heat refers to buildings and land uses that produce waste heat in a quantity large enough to be captured for use in a heat network. This can include industrial buildings, incinerators and large infrastructure facilities. Some environmental features should also be considered significant sources of heat, such rivers and lakes, the heat from which can be captured using water source heat pumps.

Low and zero carbon energy appraisal

- 4.27 There are a number of low and zero carbon energy technologies available on the market that can supply electricity and/or heat to residential and commercial buildings. These include:
- ground, air and water source heat pumps,
 - solar photovoltaic (electricity),
 - solar thermal (heat),
 - small scale wind turbines,
 - standalone wind turbines,
 - biomass power and heat,
 - small scale hydro power,
 - geothermal energy,
 - micro CHP, and
 - Combined Heat and Power (CHP) systems.
- 4.28 Where the minimum 20 per cent carbon reduction required under Policy D2 (9) is achieved wholly or in part through the provision of low and zero carbon energy, the policy requires the selected technologies to be “appropriate”. Paragraph 4.5.39 of Policy D2 defines “appropriate” technologies as those that would be effective. Therefore, the energy statement should demonstrate that the most effective technology or mix of technologies has been selected, and

² See Heat Pumps in District Heating (DECC, 2016) at <https://www.gov.uk/government/publications/heat-pumps-in-district-heating>

that therefore the predicted energy provision and consequent predicted carbon saving is realistic.

- 4.29 In order to be sure that proposed energy technologies will be effective, decision makers will need to be sure that the building occupants will use them to meet all or most of their energy needs. As a result, technologies that may be used sporadically (including fireplaces and log burners) will not be accepted as low carbon energy technologies for the purposes of policy D2. This is not the case for wood chip or pellet biomass technologies, which are usually primary sources of heat and/or power for the building in which they are installed.
- 4.30 The appraisal should consider all reasonable options for renewable and low carbon energy, assessing the feasibility and benefits of each in turn. Decision makers will need this information in order to confirm that the most effective and appropriate energy technology has been selected. The appraisal should reflect current costs, technology efficiencies and up to date technology specification details and building regulation requirements alongside local factors
- 4.31 The government envisages that heat pumps (alongside heat distribution networks) will be the principal means of producing low carbon heat for buildings once the new “Future Homes” standard is fully implemented³, and expects the supply chain for these technologies to develop rapidly in the next few years. When appraising heat pump technologies, at least two heat sources (from air, water and ground) should be considered and a separate appraisal of each presented.
- 4.32 Heat pumps work best when producing heat at a lower temperature than traditional boilers. As a result, it is essential that buildings that rely on heat pumps are built to high levels of energy efficiency (well insulated and draught-proof) in order for the heating system to be efficient, both in terms of cost and heating the building. They generally perform better with underfloor heating systems, but if radiators are used, they should be larger than with traditional gas-fed or electric systems to increase the area of heat emitting surfaces.
- 4.33 If a number of renewable energy technologies are proposed, it will be important to demonstrate how they will work in tandem and, where applicable, how they will be integrated into a heat network (for heat generating technologies) and, again where applicable, also how they will integrate with a cooling system/strategy.

Carbon emissions reduction calculation

- 4.34 All new buildings, except retail-only developments in Guildford town centre, must achieve a carbon emissions rate that is 20 per cent lower than the relevant maximum emission rate set out in UK Building Regulations 2010. The carbon emission standards in the regulations were improved through an amendment to the 2010 regulations in 2013. Therefore, the baseline for the 20 per cent improvement are the standards in the 2010 regulations as amended in 2013.
- 4.35 This section sets out a methodology that should be followed when calculating carbon savings, and guidance on how to present the results clearly within the energy statement.

³ See the government’s Future Homes consultation at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/852605/Future_Homes_Standard_2019_Consultation.pdf

Building regulations

- 4.36 The national mandatory standards for construction are set out in the building regulations. They cover all aspects of construction and set minimum Target Fabric Energy Efficiency (TFEE) rates as well as overall maximum carbon emissions rates for new buildings, referred to as the Target Emission Rate (TER). The TER differs for different types buildings (e.g. flats, detached dwellings, offices) and is expressed in annual kilograms of carbon dioxide per square metre.
- 4.37 The emission rate of a proposed building is based on its specification and is expressed as:
- Dwelling Emission Rate (DER) for self-contained dwellings and individual flats (excluding common areas). The DER is the annual carbon dioxide emissions of the proposed dwelling expressed in kilograms per square meter.
 - Building Emission Rate (BER) for buildings other than dwellings. The BER is the annual carbon dioxide emissions of the proposed building expressed in kilograms per square metre.
- 4.38 Under the building regulations, the DER or BER for the proposed building must not exceed the TER.
- 4.39 The DER or BER of a proposed building is established through modelling. The approved national calculation methods used in the building control system are the Standard Assessment Procedure (SAP) for dwellings and the Simplified Building Energy Model (SBEM) for commercial buildings. Other models are sometimes used to give more detailed and accurate information. The models make assumptions about the carbon emissions from different energy sources (like grid electricity and gas), referred to as emissions factors.

Emission factors

- 4.40 When undertaking modelling, applicants are strongly encouraged to use the SAP 10 emission factors. After new SAP emission factors are adopted nationally, emissions calculations based on the SAP 2012 emissions factors will not be accepted. The energy statement should state clearly which emission factors have been used. The SAP 10 emission factors are expected to be introduced in 2020 and as a result the current period should be considered as a transition between the two.
- 4.41 The key impact of the introduction of SAP 10 emissions factors will be a dramatic reduction in the carbon rate associated with grid electricity that reflects the continuing decarbonisation of the national grid. The factor is likely to change from 0.519 kg of CO₂ per kWh to 0.136 CO₂ per kWh⁴. As a result, electric technologies, such as heat pumps, will be considered to perform far better on carbon emissions under SAP 10 than under SAP 2012.

Guildford Local Plan carbon standards

- 4.42 Local Plan policy D2 requires new buildings (except retail only developments in Guildford town centre; see 2.11) to achieve a reasonable reduction in regulated carbon emissions (the emissions covered by the Building Control system) that is at least 20 per cent lower than the relevant TER in building regulations. Additionally, the carbon reduction must be achieved in a manner consistent with the energy hierarchy.
- 4.43 Where a type of building is proposed for which there is no TER set out in Building Regulations, the energy statement should instead set out the typical energy usage and carbon

⁴ This is the proposed SAP 10.1 emission factor published alongside the Future Homes consultation in October 2019

emissions rate for these buildings and these should form the baseline for the reduction. The type and level of information necessary will be decided on a case-by-case basis.

- 4.44 For mixed schemes, carbon reduction calculations should be provided separately for the residential and non-residential elements of the development because residential and commercial buildings have different TERs.
- 4.45 While retail only units in the town centre are not subject to the minimum 20 per cent carbon reduction, they are still subject to the energy hierarchy and the overarching requirement to deliver sustainable design and construction practice and therefore must still provide a carbon reduction calculation.
- 4.46 Larger residential schemes often use standard dwelling types across a site. Where this is the case, calculations will be necessary for each type of dwelling but not for every dwelling. However, care must be taken to ensure the data for the dwelling type is genuinely representative and it may be necessary to undertake multiple modelling exercises for the same type where dwellings of the type in different parts of the site would have different energy performance characteristics (e.g. due to different solar receipts).
- 4.47 In smaller residential schemes, each dwelling may be a bespoke design, in which case it is necessary to provide calculations for each dwelling.

Methodology for the carbon reduction calculation

- 4.48 In order to demonstrate that the energy hierarchy has been followed and that, accordingly, reduction in energy demand has been prioritised over the use of low and zero carbon energy, it is necessary to show the carbon reduction achieved through low energy design measures and through the provision of low and zero carbon energy separately.
- 4.49 The steps in the process can be seen in Table 2.

Table 2 Methodology for calculating carbon emissions at each stage of the energy hierarchy

	Stage	Emissions rate (DER or BER)	% Reduction from baseline
Step 1	Baseline: the relevant Part L TER for the proposed scheme	A	-
Step 2	Carbon emissions of the proposed scheme before low and zero carbon energy provision	B	$(A-B)/A*100$
Step 3	Carbon emissions of the proposed scheme after low and zero carbon energy provision	C	$(B-C)/A*100$
Step 4	Total cumulative reductions from baseline	A-C=D	$(A-C)/A*100$

Step 1

- 4.50 The energy statement must first establish the baseline(s) for carbon emissions reductions. The baseline for each building is the TER set out in Part L 2010 (as amended) of the Building Regulations. Building Regulations approved compliance software must be used to produce the TER. For building types that do not have a TER set out in Building Regulations, typical emission rates should be used and the energy statement should set out how the correct rate has been established.

- 4.51 When determining this baseline, it should be assumed that the heating would be provided by gas boilers and that any active cooling would be provided by electrically powered equipment. If a communal heating system is proposed, this should be factored in at Step 1 (the TER should take into account the assumption that energy supply for the building would be provided by communal gas boilers and not individual devices in each dwelling).

Step 2

- 4.52 The DER or BER is first established at Step 2. The carbon emissions reductions at this stage should be energy demand reduction measures only, including low energy design, energy efficient building fabric (passive design measures) and energy efficient building services (active design measures). Energy demand reduction measures should be considered at the outset of design work on the new scheme and follow the energy hierarchy; passive measures should be maximised before moving on to active measures.
- 4.53 Passive design measures include optimising orientation and site layout, natural ventilation and lighting, thermal mass and solar shading (see section 5 for more information on low energy design). Active design measures include high efficiency lighting and efficient mechanical ventilation with heat recovery.
- 4.54 At Step 2, it should be assumed that heating will be provided by gas boilers and that any active cooling will be provided by electrically powered equipment. This is because low and zero carbon energy sources (including CHP/(C)CHP) should not be factored in until Step 3.
- 4.55 The gas boiler performance must be assumed to be equal with Part L notional values for boiler efficiency and controls in order to only show the performance of the energy efficiency measures that will be installed.

Step 3

- 4.56 After the demand for energy has been minimised, all schemes should seek to meet as much residual energy need as possible from low and zero carbon energy systems. The reduction in carbon emissions from these systems is factored in at Step 3.
- 4.57 Where developments propose to connect to existing or planned heat networks, the carbon factor associated with the heat (and power if relevant) supplied by the network should be obtained from the network operator and provided in the energy statement. The assumptions used to derive the carbon factor should be set out, including estimated heat losses. For each heat source the following information should be provided: the proportion of heat provided by the source, the generation plant efficiencies and the type of fuel used. This information is necessary for decision makers to have confidence in the claimed carbon reductions.
- 4.58 Where developments propose low and zero carbon energy technologies other than (C)CHP, they should be selected on the basis of the appraisal detailed at 4.27 onwards.
- 4.59 All energy systems should be designed by a suitably qualified professional. Once a low or zero energy system has been designed, heat or electricity output data will be available. The carbon emission savings from the system can be calculated by multiplying the kWh output by the relevant carbon emission conversion factor for either electricity or delivered gas, whichever the system is replacing. In the case of renewable energy systems that provide heat, the efficiency of the primary (or originally proposed) heating system will also need to be taken into account. For ground source heating and cooling the CO₂ emissions associated with the electricity required to run the pump must also be deducted.

Step 4

4.60 Step 4 presents the total carbon savings from both demand reduction measures and the provision of low and zero carbon energy. This figure should tally with the carbon reductions shown at Steps 2 and 3.

Presenting the results of the carbon reduction calculation

4.61 Planning decision makers must be able to see that the proposed scheme has followed the energy hierarchy and that new buildings will achieve the required minimum 20 per cent reduction in carbon emissions. If this information is not available, the result could be delays to the planning process or refusal either to grant permission or to discharge planning conditions relating to energy and carbon. As a result, it is important that the information is presented clearly and that it reflects the methodology set out in Table 2. Table 3 shows an example of a table that sets out the information clearly.

4.62 All the figures shown in the carbon reduction calculation table must be supported by SAP or SBEM modelling outputs, or outputs from a robust equivalent modelling method such as Dynamic System Modelling (DSM) or Building Regulations United Kingdom Part L (BRUKL). The outputs are necessary to prove that the figures used in the calculation are robust. It is not necessary to include all output sheets, but a summary sheet that shows the TER and the DER or BER must be included as a minimum. SAP and SBEM outputs include a summary sheet that contains this information. The sheets should be attached to the energy statement in an appendix.

4.63 EPC certificates will not be accepted as proof of energy performance as EPCs do not reliably predict energy usage in buildings⁵.

Table 3 Example of table for reporting emissions reductions calculations

Reference	A. TER (kgCO2/m2)	B. DER/BER before low/zero carbon energy (kgCO2/m2)	C. DER/BER after low/zero carbon energy (kgCO2/m2)	D. Total % carbon reduction from TER (kgCO2/m2)
e.g. "Type A" house	22.47	20.19 (-10.15%)	17.56 (-11.7%)	21.85%
e.g. "Type B" house	12.54	10.43 (-16.82%)	9.38 (-8.37%)	25.19%
e.g. Plot 5	18.28	14.35 (-21.5%)	14.35 (-0%)	21.5%
e.g. Unit 3	27.2	22.8 (-16.17%)	20.6 (-8.08%)	24.26%
e.g. Industrial unit 1	32.6	27.43 (-15.86%)	24.89 (-7.79%)	23.65%

4.64 The columns in Table 3 provide the following information:

- The first column provides a reference for the relevant building or building type. Any reference can be used but it is important that it relates back to the planning application.

⁵ Innovate UK (2016) <https://www.gov.uk/government/publications/low-carbon-buildings-best-practices-and-what-to-avoid>

The relevant SAP/SBEM or other modelling outputs that are submitted to prove the figures are correct must be marked with the same reference.

- Column A sets out the TER for the building (Step 1). This must match the TER shown on the relevant modelling output sheet(s).
- Column B sets out the DER or BER for the building before low and zero carbon energy is added into the modelling (Step 2). The DER or BER must match the DER or BER on the relevant modelling output sheet(s). The number in brackets shows the percentage carbon reduction delivered through design and fabric measures based on the calculation shown in Table 2.
- Column C sets out the DER or BER for the building after low and zero carbon energy is added into the modelling (Step 3). The DER or BER must match the DER or BER on the relevant modelling output sheet(s). The number in brackets shows the percentage carbon reduction delivered through the use of low and zero carbon technology based on the calculation shown in Table 2.
- Column D shows the overall reduction in carbon emissions as a result of all measures based on the calculation shown in Table 2 (Step 4). The percentage carbon reduction should match the percentage on the relevant modelling output sheet(s).

- 4.65 It is necessary that the modelling data is able to show the DER or BER both before and after low and zero carbon energy is added into the proposal. If the modelling output does not show both these stages, two separate modelling outputs (one with low and zero carbon energy and one without) must be provided.
- 4.66 The calculation should be supported by a commentary that explains the mix between energy demand reduction measures and renewable and low carbon energy provision. The commentary should demonstrate that the development has been designed in accordance with the energy hierarchy, employing a low energy design and 'fabric first' approach that maximises energy demand reduction before reducing carbon emissions further by supplying energy from renewable and low carbon technologies.
- 4.67 Where it is not apparent from the carbon reduction calculation(s) that energy demand reduction has been prioritised (e.g. because column B of the carbon reduction table does not show the largest part of the reduction), the commentary should explain why this is the case.

Unregulated emissions

- 4.68 Policy D2 part (1)(e) requires schemes to include measures that enable sustainable lifestyles for building occupants, which could include measures that reduce unregulated emissions⁶ e.g. through the provision of energy saving appliances or design measures like drying areas that remove the need for tumble driers. Unregulated emissions must not be factored in to the carbon reduction calculation within the energy statement because the minimum 20 per cent reduction must be met wholly through reductions in regulated emissions. A separate carbon reduction calculation may be included in the sustainability statement to demonstrate compliance with Policy D2 (1e), but this will not count towards the minimum 20 per cent carbon reduction shown in the energy statement.

⁶ Regulated emissions are those that result from building services (e.g. heating, cooling, hot water, pumps, lighting). Unregulated emissions are those from other sources (e.g. appliances, IT equipment, catering facilities).

5. Sustainability statements

- 5.1 Policies D2, P1 and D4 set a number of requirements covering sustainable design and construction matters. This section provides guidance on those matters and sets out the information that **major developments** should submit so that decision makers can assess whether the schemes comply with Local Plan policy. This section does not cover compliance with the carbon emission and low and zero carbon energy requirements of Policy D2 at paragraphs (5) to (11) as these are covered by energy statements - see Section 4.
- 5.2 **Non-major developments** do not need to submit a sustainability statement, but instead must submit sustainability information that is proportionate to the size of the development. This requirement can be met by submitting a completed Climate Change, Energy and Sustainable Development questionnaire (see Appendix 2). The guidance provided in the 'sustainable design and construction guide' later in this section should still guide non-major development proposals and applicants will need to refer to it when completing the questionnaire.

What do sustainability statements need to cover?

- 5.3 It is expected that developers of major developments will have access to either in-house or external expertise in sustainable development. These experts will be able to guide emerging schemes to ensure that they comply with the sustainability requirements of the local plan, and will be able to draft a sustainability statement setting out how compliance has been achieved.
- 5.4 This section sets out guidance on sustainable design and construction and climate change adaptation, but it is not intended to be exhaustive or to replace the large amount of guidance that is available elsewhere. However, the sustainability statement must address the following matters in order to demonstrate that the proposals comply with Local Plan policy:
- 1) Natural resources
 - a. Efficient use of mineral resources and incorporation of a proportion of recycled and/or secondary aggregates.
 - b. Minimisation of waste and reuse of excavation and demolition waste.
 - 2) Sustainable design
 - c. The Council's strong support for zero carbon development.
 - d. Reduction of energy demand in line with the energy hierarchy, including through landform, layout, orientation, massing and landscaping, with regard to the efficient use of natural resources and to maximise the use of the sun's energy for heating and cooling.
 - e. Performing positively against Building for Life guidance.
 - f. Incorporation of measures that enable sustainable lifestyles for building occupants.
 - g. Compliance with the highest national standards of water efficiency, which for residential developments of one or more gross units means achieving a water efficiency standard of a maximum of 110 litres per occupant per day.
 - 3) Climate change adaptation
 - h. Adaptation that provides resilience and reduces vulnerability to a changing climate and changing weather patterns and the full range of expected impacts.
 - i. Prioritisation of SuDS to manage surface water drainage

- 5.5 Information and guidance on these matters are set out in the following 'sustainable design and construction guide'.
- 5.6 This SPD is a material consideration in planning decisions and the guidance in the guide will help decision makers to decide whether schemes comply with the sustainability requirements set out in Local Plan policy.

Sustainable design and construction guide

Introduction

- 5.7 This section highlights the key sustainable design and construction and climate change adaptation principles and design matters that development proposals should take into account, but should not be considered exhaustive. Bodies such as the Building Research Establishment and the UK Green Building Council provide extensive guidance covering a range of matters and issues related to sustainable development.

The energy hierarchy

- 5.8 The energy hierarchy (see Figure 1 on page 6) is a fundamental principle of sustainable development. It shows the sequence of steps that should be taken in order to reduce operational carbon emissions from new developments.
- 5.9 Energy demand should be eliminated in the first instance wherever possible. Where energy demand cannot be eliminated, energy use should be reduced as much as possible through efficiency. After these steps, the remaining energy demand should be met from renewable and low carbon energy sources. This approach is often summarised as “**be lean, be clean, be green**”.
- 5.10 The development industry often uses the phrase “**fabric first**”, meaning that energy demand should be reduced by improving building fabric to reduce the need for heating before low carbon energy heating is considered. Alongside this, schemes should be designed to require less energy for heating and lighting by ensuring that they make best use of the surrounding environment.
- 5.11 Once energy need is reduced as far as possible, and as much of the remaining energy need has been met through low and zero carbon energy, schemes seeking to deliver zero carbon development can offset any remaining carbon emissions through actions that either prevent an equivalent amount of carbon being released or remove an equivalent amount of carbon from the atmosphere. Examples of offsetting include funding projects that promote tree planting to sequester atmospheric carbon, or projects that support renewable energy and energy efficiency in other places.

Zero carbon development

- 5.12 Proposals for zero carbon development are strongly supported under policy D2. Zero carbon, for the purposes of the policy, means that emissions from all *regulated* energy use are eliminated or offset. Regulated energy refers to energy from building systems (e.g. heating, lighting, hot water) as opposed to unregulated emissions that refers to energy from other

sources, like appliances. Fully zero carbon and carbon negative developments, that eliminate emissions from all regulated and unregulated sources, are also strongly supported.

- 5.13 Where schemes have been designed to achieve zero carbon, the information submitted with the application should show the measures employed and the stages at which carbon reductions have been achieved (e.g. demand reduction, low and zero carbon energy and offsetting). This information must be consistent with the submitted energy calculations.

Site layout, landscaping and urban form

- 5.14 To maximise solar receipts and reduce shading, taller buildings in a development should be located to the north of the site. Locating parking and garages to the north of a building will allow solar receipts to be maximised in southerly orientated living spaces. Pitched roofs are a common feature in the local vernacular and care should be taken to ensure that roof heights do not overshadow neighbouring buildings unnecessarily.
- 5.15 The relationship between buildings and open spaces is important to create a quality public realm and a comfortable microclimate for people using outdoor spaces. Placing buildings too close to each other can result in excessive shadowing and little solar gain on external surfaces. Well positioned buildings will create spaces that maximise receipts of natural light and heat.
- 5.16 Some building designs have inherently different energy requirements to others. For example, flats and terraces are generally more energy efficient than detached or semi-detached dwellings because they have fewer external walls relative to living space from which heat can escape.
- 5.17 Well placed deciduous trees can increase the shading and natural cooling of buildings and spaces during the summer months and allow more natural light and heat to be received during the winter months after the leaves have fallen and when demand for heating and lighting is highest. Tree planting can also be used to shelter buildings from the wind and minimise unwanted cooling.
- 5.18 The slope or topography of a site should be considered. Partially or fully building into a slope or setting a building into the ground will enhance thermal buffering.
- 5.19 A compact urban form is generally more energy efficient as there is less opportunity for heat to escape. However, this needs to be balanced with the need to avoid the Urban Heat Island effect (see Climate change adaptation later in this section). A compact form can sometimes lead to deeper floor plans which then can lead to poor natural lighting and ventilation: where this is the case it can be offset by including central atriums or sun pipes.
- 5.20 Planting can be used to create a more favourable microclimate; strategically sited tree belts can provide shelter from prevailing winds and shade in the summer without blocking light in the winter. Use of indigenous plant species are often most valuable to local wildlife and have the further benefit of being able to thrive and sustain the local soil and climate conditions.
- 5.21 The prevailing wind should be a consideration in site design as exposure to cold winds will increase heat loss and energy use. Conversely in the summer, gentle breezes can be used positively within design to enhance natural ventilation improving comfort levels and reducing energy use on mechanical cooling systems. Shelter belts (wind breaks) may be used to protect buildings from excessive winds. Shelter belts should be set out in a convex layout

against the prevailing wind direction, rather than concave, to deflect the wind instead of blocking it. They should be dense enough to reduce wind speeds by allowing some wind to pass through but not block the wind in its entirety as this can result in an airflow accelerating over the top of the trees and descending in a turbulent fashion on the building.

Building design

Flexibility

- 5.22 Buildings should be designed from the outset to be flexible to accommodate changing needs (including family size, home working, old age and disability). This will reduce the need for refurbishment, rebuilding and extensions, and will prolong the life of the building. This is particularly the case where buildings are designed to occupy a specific niche, such as student housing.

Passive solar gain, passive cooling and overheating

- 5.23 Passive solar gain refers to the process whereby a building is heated by the sun, either directly from sunlight passing through a window and heating the inside of the building, or indirectly as sunlight warms the external fabric of the building and the heat travels to the interior. The level of passive solar gain can significantly impact upon the quality of a building, how it is used and the energy needed for it to be inhabited comfortably. Passive solar gain can reduce the need for mechanical heating, which in turn reduces energy use and carbon emissions.
- 5.24 Key factors that influence passive solar gain include the physical characteristics of the site, immediate surroundings, orientation of buildings, external design, internal layout and the construction materials used.
- 5.25 Whilst passive solar gain can reduce carbon emissions, if used incorrectly it can lead to overheating, which in turn can lead to the installation of mechanical cooling (air conditioning) equipment. Mechanical cooling increases energy consumption and requires maintenance, resulting in costs and carbon emissions. Mechanical cooling units also produce heat that requires dissipation. The need for mechanical cooling can be avoided by designing-in passive ventilation and passive cooling measures. Developments should not incorporate mechanical cooling unless passive measures have been fully explored and appraised and proposals that include mechanical cooling should clearly demonstrate that passive measures would not be adequate.
- 5.26 The following list includes some of the key considerations in the design of new schemes.
- Orientation and layout of habitable rooms and window size and orientation should be carefully considered in relation to the path of the sun.
 - Rooms that are most frequently occupied should benefit from a southerly aspect.
 - Rooms that include a concentration of heat generating appliances (e.g. kitchens) or are less frequently occupied (e.g. bathrooms) should be located in the cooler part of the building, generally the northern side.
 - Conservatories and atria can be used to assist natural ventilation in the summer by drawing warm air upward to roof vents, and to collect heat during the spring and autumn.

- Deep projections that overshadow windows should be avoided, particularly on south facing elevations.
- Where there is a chance that overheating can occur (e.g. due to large expanses of glazing on roofs and south facing elevations), design measures such as roof overhangs, brise soleil, external shuttering, photochromatic and thermochromatic glass and a lighter colour palette can help.
- Zonal heating and ventilation systems and controls can be used allowing areas subject to high solar gain to occupy their own temperature control zone. Dynamic controls reduce energy waste.
- Use of materials to build in thermal mass to absorb excess heat during warmer periods and release it slowly during cooler periods (e.g. day/night, summer/winter).
- Buildings should be designed for passive ventilation:
 - cross ventilation with windows located on opposite walls and/or roof mounted turbines or wind cowls that assist with circulation of air by drawing air through windows or top floor openings and
 - passive stack ventilation (PSV) that uses pressure differences to draw in fresh air from outside to replace rising warm air which is released from the top of the building (a heat exchanger can be placed where the air escapes the building to reduce heat loss).

Natural light

- 5.27 Natural lighting reduces the energy used for artificial lighting and creates a healthier internal environment. Issues to consider include how much of the sky is visible through a window (the more, the better), the dimensions of the interior living/working space and distance from the window, and the proportion of glazed surfaces. The depth of the room is an important factor in determining the amount of natural light received. Naturally dark rooms may be lit naturally through measures such as sun tubes which 'pipe' sunlight from sunny areas to internal areas.
- 5.28 Non-residential buildings should be designed to best meet their intended use. Natural light is beneficial to a good working environment, but care is needed to avoid creating spaces with excessive heat gain. This could occur if solar gain is combined with the heat associated with internal lighting, high occupancy and operating equipment such as machinery and computers. A higher proportion of glazing on north facing surfaces can increase natural lighting without significantly increasing solar gain, thereby minimising excessive heat gain.
- 5.29 Glare created by natural or artificial light can be uncomfortable for people both inside or outside a building. This can be minimised if considered early in the design process through building layout (e.g. low eaves height) or building design (e.g. blinds, brise-soleil screening). If considered together with a lighting strategy this can reduce energy consumption.

Water efficiency

- 5.30 Policy D2 requires the highest levels of water efficiency in new development that are achievable, and defines this in the supporting text as the 'optional Building Regulation' for water efficiency in new dwellings, which is 110 litres per day per person, or a tighter standard if one becomes available nationally. If a new, tighter national standard is introduced, this will be adopted automatically by virtue of Policy D2.

- 5.31 The standard only applies to dwellings, but the principle of water efficiency in line with the waste hierarchy applies to all developments. As a result, all developments should seek to reduce demand through efficiency measures, and then meet remaining demand from sustainable sources wherever possible.
- 5.32 For all developments, the submitted information should set out an approach to water management that reduces water usage and waste and prioritises demand reduction measures over supply measures.

Reducing water use

- 5.33 Development, whether new construction or change of use and refurbishment, can save water by including measures such as:
- aerated washbasin/kitchen taps and shower heads,
 - tapered and low capacity baths,
 - sensor and low flush toilets,
 - shower timers, and
 - water efficient white goods and appliances such as washing machines and dishwashers.
- 5.34 Water use during construction can be reduced through measures including:
- closed loop wheel washers,
 - waterless wheel washing using angled steel grids to remove debris,
 - high pressure low volume power hoses,
 - recirculating water where possible,
 - limiting the water used for flushing building services by stopping it as soon as the flush water turns clear, and
 - employing a regime for monitoring water use and water waste.
- 5.35 Choosing the best location for a boiler can reduce water consumption and heat loss. By minimising the length of hot water pipes the volume of water that has to be drawn off each time a tap or shower is used can be reduced. Positioning hot water pipes above pipes carrying cold water will reduce heat transfer. Further heat loss can be reduced by insulating the piping.
- 5.36 For all new dwellings, a completed “water efficiency calculator for new dwellings” worksheet that accords with Part G of the building regulations’ Approved Documents should be appended to the submitted sustainability information. The calculation must demonstrate that the new dwellings will achieve a maximum water usage of 110 litres per person per day.

Rainwater harvesting

- 5.37 Rainwater harvesting is the collection of rainwater directly from a surface it falls on (e.g. a roof). Once collected and stored it can be used for non-potable⁷ purposes such as watering gardens, supplying washing machines and flushing toilets, thereby reducing consumption of potable water. Potable water is produced through a purification process and is pumped over large distances, both of which require energy and result in embodied carbon that is not present in water harvested locally. In a residential development, rainwater can be captured for

⁷ Potable water is water that is of drinking quality

domestic use using water butts connected to a down pipe. Larger systems can use water stored in underground water tanks.

- 5.38 Schemes can be designed to include space for water storage. In residential developments the placement of drainpipes should reflect the location of the water storage.

Greywater re-use

- 5.39 Water that is recycled from bathrooms and kitchens for non-potable uses is known as greywater. Greywater systems must ensure treatment on a regular basis to prevent a build-up of bacteria, and some systems are powered, which entails energy costs. As a result, greywater reuse is less preferable than water use minimisation measures.
- 5.40 Water recycling systems are better suited to new developments rather than retro-fitting in existing buildings because of the excavation required for storage tanks and changes needed to the plumbing system, and they are generally more cost effective for new developments and those of a larger scale.
- 5.41 Recycling systems should be backed up by a mains supply or a sufficiently large reserve storage system to meet higher demands during dry spells. Storage tanks will need an overflow to allow excess water to be released which should be able to flow into a soakaway.

Climate change adaptation

- 5.42 Developments must be fit for purpose and remain so into the future, in line with policy D2(4). They must incorporate adaptations, and be adaptable, for a changing climate and changing weather patterns in order to avoid increased vulnerability and to offer high levels of resilience to the full range of expected climate change impacts including hotter and drier summers, warmer and wetter winters, and an increase in heavy rain, storm events and flooding. Further detail of the expected impacts can be seen in a number of publications from respected sources such as the UK Climate Change Risk Assessment 2017 Evidence Report Summary for England published by the Committee on Climate Change.
- <https://www.theccc.org.uk/tackling-climate-change/preparing-for-climate-change/uk-climate-change-risk-assessment-2017/national-summaries/england/>
- 5.43 The sustainability statement should set out the measures that have been taken and demonstrate that they are appropriate and adequate to meet the challenge of climate change.

Urban heat island

- 5.44 The urban heat island effect refers to the situation where urban areas are substantially warmer than the rural areas surrounding them; up to five degrees warmer in urban areas like Guildford and Ash and Tongham. It occurs due to the shape of the urban environment and the use of hard, impervious and generally dark surfaces that absorb large amounts of solar energy and trap heat. Choice of materials should reflect the need to avoid overheating.
- 5.45 Introducing natural green and blue features can both reduce heat build-up and allow ambient heat to escape, and trees can provide shading that cools surfaces and reduces ambient air temperature through evaporation of water via the leaves. Urban places can be designed to provide areas of coolness through the shading of streets and public spaces.

- 5.46 Urban schemes should demonstrate within their sustainability statement that the urban heat island effect has been addressed and that open spaces and green and blue infrastructure will reduce the effect and provide respite during times of excessive heat.

Hotter, drier summers and heatwaves

- 5.47 Buildings should be designed to maximise the opportunities for natural ventilation, cooling and lighting to avoid the risk of overheating, a risk that is likely to increase over time with the increasing prevalence and severity of heatwaves and a generally warmer climate.
- 5.48 For buildings with high thermal mass, evidence that a provision has been made for night-time venting as a means of cooling during hot weather should be provided. Air conditioning will not be acceptable, including for large commercial developments, unless it can be demonstrated that passive cooling and ventilation would not be adequate.
- 5.49 Proposed building materials should be resilient to climate impacts e.g. glazing systems that minimise heat loss and excessive solar gain.
- 5.50 Water stocks are already under pressure and with the increased prevalence of drought the situation is likely to worsen. Developments that require large amounts of water, like golf courses, should set out in the sustainability statement how they will avoid impacting on public or environmental water stocks e.g. by collecting and storing water from rainfall.

Wetter winters and heavy rainfall events

- 5.51 Winters will become wetter and extreme rainfall events will become more frequent and more severe. As a result, management of surface water will become more important.
- 5.52 New developments typically introduce impermeable surfaces, which increase the speed and amount of surface water run-off. This can exacerbate flooding and, in extreme cases, lead to flash flood events. Conversely, permeable surfaces and features that store water or slow it down can help developments become more resilient to the more severe rainfall events likely to result from climate change. They also allow water to return to the environment to recharge natural stocks, which can help mitigate the impact of drier summers.
- 5.53 Green roofs reduce the peak flow and the total volume discharged from a roof. In addition, green roofs can improve the water quality of the run-off. Traditional roofs should be fitted with guttering and downpipes that are capable of handling heavy rainfall events.
- 5.54 The use of permeable surfaces should be maximised, including, where appropriate, green roofs and walls.
- 5.55 Consideration should be given to the use of materials that prevent the penetration of the building envelope on surfaces likely to be most exposed to driving rain.

Sustainable Drainage Systems (SuDS)

- 5.56 SuDS should be the primary source of surface water management under Policy P4 (5). Where SuDS are not proposed as the primary source of surface water management, a clear reasoning setting out why it would not be appropriate or effective should be provided.
- 5.57 SuDS can offer multiple benefits - they help to manage flood risk and water quality and can provide opportunities for biodiversity as well as amenity value. The design of SuDS should explore fully the potential to deliver these benefits.

- 5.58 More information on SuDS can be obtained from Susdrain. Susdrain is a community that provides a range of resources for those involved in delivering sustainable drainage systems: <https://www.susdrain.org/>
- 5.59 Local guidance is available from the Lead Local Flood Authority, Surrey County Council: <https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/flooding-advice/more-about-flooding/suds-planning-advice>.

Measures that enable sustainable lifestyles for building occupants

- 5.60 There are many measures that can be included in developments that enable the occupants of the resulting buildings (whether employees, residents or others) to live lifestyles that are more sustainable. The following measures should not be considered exhaustive.

Low carbon transport

- 5.61 Provision of electric vehicle (EV) charging points in new developments drives the uptake of EVs, bringing benefits in terms of air quality and (taking into account the decarbonisation of the energy grid) carbon reductions. EVs also provide energy storage that, when used alongside other measures, such as smart meters, can deliver smart energy networks.
- 5.62 Provision of charging points should be considered for any new developments that are likely to result in trips by car, including homes, places of work and retail facilities that provide car parking spaces for customers or staff.
- 5.63 All schemes, whether they provide charging points or not, should be designed so that installation of charging infrastructure is simple, for example, by ensuring that cabling is in place to enable the easy connection of a charging point, or adequate ducting is provided to enable cables to be inserted at a later date without the need for excavation. These measures will ensure that building occupants can install or upgrade charging infrastructure in the future.
- 5.64 There are currently three speeds available for electric vehicle charging – trickle (3kw), fast (7kw) and rapid (40kw+). The capacity of electric vehicle batteries has increased in recent years and continues to do so in order to provide drivers with a greater range. As a result, trickle charge times may exceed 12 hours for a full charge and charging infrastructure that provides speeds lower than 7kw are no longer appropriate.
- 5.65 Surrey County Council's Vehicular and Cycle Parking Guidance (2018) sets out standards for the provision of electric vehicle charging points in new developments.
- 5.66 Cycle parking areas should also be included in new developments. This is especially important where space for storing cycles may otherwise be limited (e.g. flats and shared housing). The Council's Vehicle Parking Standards SPD (2006) contains cycle parking standards and Surrey County Council's Vehicular and Cycle Parking Guidance (2018) provides up-to-date cycle parking standards.
- 5.67 The Guildford Vehicle Parking SPD and Surrey Vehicular and Cycle Parking Guidance document are available at:
<https://www.guildford.gov.uk/article/17696/Vehicle-Parking-Standards-SPD>
https://www.surreycc.gov.uk/data/assets/pdf_file/0005/155660/January-2018-Parking-Guidance-for-Development.pdf

5.68 The Council will address requirements and standards for EV charging points and cycle parking in the forthcoming Local Plan: Development Management, the forthcoming Strategic Development Framework SPD and the forthcoming Parking SPD.

Energy demand reduction

5.69 Where dwellings or commercial units are sold or leased fully fitted/furnished, low energy appliances should be provided in order to reduce the energy used by building occupants. An energy calculation showing the consequent reduction in unregulated carbon emissions should be included to quantify the improvement. However, this should not form part of the carbon reduction calculation included in the energy statement.

5.70 Buildings can be designed to remove the need for appliances. For example, by providing space to dry clothes naturally, the need for a dryer is removed. Adequately sized and well-located windows reduce the need for artificial lighting during the day and daylight systems (e.g. sun pipes, fibre optics) can deliver natural light to areas that are too deep within a building for windows to be effective.

5.71 Self-regulating smart meters and smart controls on heating, lighting and appliances can reduce energy waste. These devices measure, control and optimise the use of energy, delivering benefits including:

- maximising consumption of locally generated energy,
- reduce energy costs by responding to time-of-use tariffs,
- enable and optimise the use of smart energy grids by providing demand response services to grid and network operators, and
- provide useful feedback to the building occupant that helps them to improve efficiency.

Recycling storage

5.72 Internal and external storage areas for recycling purposes should be integrated into a development. For commercial developments, space should be allowed for the collection and storage of bulk material for recycling.

Community food growing

5.73 Community food growing spaces help achieve sustainable development in the following ways:

- locally grown food reduces food miles, lowering embodied carbon and contributing to improved air quality,
- vegetated open spaces reduce the urban heat island effect,
- the permeable surfaces of food growing spaces and the harvesting of rainwater contribute to sustainable drainage, and
- green roofs provide accessible open space in high-density developments.

5.74 The guidance document “Good planning for good food - using planning policy for local and sustainable food” (2011), prepared by Sustain, explores how local authorities and communities can use planning policy and decisions to create more local and sustainable food systems. The report is available at:

https://www.sustainweb.org/publications/good_planning_for_good_food

Resources, materials and waste

5.75 The issues of efficiency in the use of mineral resources, waste minimisation and reuse of materials are closely linked. In construction, the efficient use of resources reduces the amount of leftover materials that are sent for recycling or disposal, and the reuse of waste from construction and demolition both reduces the amount of new materials needed and the amount of waste sent for disposal. New developments should apply the principles of the waste hierarchy (see Figure 1) and seek to eliminate waste as the first step, reuse waste as the second step, send waste materials for recycling/reclamation as a third step and ensure waste is sent for energy recovery or safe disposal as a last resort.

Materials

Aggregates

- 5.76 Policy D2 requires developments to incorporate a proportion of recycled and/or secondary aggregates. Recycled aggregates are created by reprocessing materials that have previously been used in construction, either at the demolition site (thus saving transport costs and emissions) or in an offsite processing plant. Secondary aggregates are usually by-products of other industrial processes that have not previously been used in construction. Secondary aggregates can be further sub-divided into 'manufactured' (e.g. pulverised fuel ash and metallurgical slags) and 'natural', (e.g. china clay stent and slate aggregate) depending on their source. The use of recycled and secondary aggregates reduces the amount of primary aggregates extracted from natural deposits, reduces the amount of industrial and construction waste sent for disposal and can reduce the embodied carbon of concrete slightly⁸.
- 5.77 Concrete and demolition rubble can be crushed, screened and re-used as recycled aggregate in a range of applications from bulk fill to use in new concrete. Mobile plant can be hired to crush material on-site.
- 5.78 Proposals should set out estimates of the amount of aggregate likely to be used, the amount of aggregate waste likely to be generated and the proportion of building materials that will be supplied from (in order of preference):
1. the reuse of demolition waste sourced from the development site,
 2. secondary or recycled aggregates imported into the site, and
 3. primary aggregates imported into the site.
- 5.79 The estimates should be accompanied by a commentary setting out how the scheme has complied with the waste hierarchy by prioritising aggregates sources with the lowest environmental impact in line with the list above.

Other materials

- 5.80 As with aggregates, proposals should include estimates of other types of waste materials that will arise on site and set out how these will be reused on site as a substitute for new materials wherever possible.
- 5.81 When sourcing materials, the following five key principles should be followed:

⁸ Academic research indicates that the embodied carbon of concrete can be reduced through the use of recycled aggregates, but that the reduction is often limited unless the substitute replaces cement (cement production accounts for a significant proportion of the embodied carbon in concrete).

- Environmental Impact - use materials that have low embodied energy and have been manufactured through processes that consume less energy.
- Responsible Sourcing - use materials from sustainably managed sources.
- Re-use of materials - re-use uncontaminated materials from the development site and reclaimed or recycled materials.
- Transport - use local materials to reduce transportation related impacts.
- Purchasing - when considering contractors and suppliers of materials, consider whether the supplier has an environmental policy, a track record in high environmental performance or any environmental accreditation, and whether unused materials and packaging can be returned rather than disposed of.

- 5.82 Embodied energy and embodied carbon are key considerations in sustainable development. Embodied energy is the cumulative energy needed to grow/extract, manufacture and transport materials to a development site and embodied carbon refers to the cumulative carbon emissions produced from that energy. Databases such as the [Green Guide to Specification](#) from the Building Research Establishment and the [Inventory of Carbon and Energy](#) (ICE) from Circular Ecology set out the environmental credentials of various building materials and enable scheme designers to “design out” embodied carbon by choosing materials that are lower in carbon.
- 5.83 Materials from a sustainable, renewable or recycled source can limit the impact of the development on the environment: for example, timber from sustainable forests can be certified by an organisation such as the Forest Stewardship Council (FSC) or the Programme for the Endorsement of Forest Certification (PEFC).
- 5.84 Trees and other plants remove carbon from the atmosphere as they grow, and when plant-derived building materials such as timber and hempcrete are used, the carbon is locked up within the building for an extended period, mitigating climate change. Consideration should be given as to whether sustainably sourced renewable materials can replace other building materials, taking into account the benefits of sequestering carbon within buildings. Recent years have seen growth in the use of mass timber (structural timber) as a replacement for steel and concrete.
- 5.85 Using locally sourced materials will reduce the impact on the environment by lowering the embodied carbon in transport. Materials can also be chosen that use fewer resources or produce less waste when they are manufactured.
- 5.86 Materials that have a long lifespan are of greater environmental benefit. They should be durable, low maintenance and use waterproofing agents that are not harmful to the environment.
- 5.87 Construction materials can reflect, absorb and release heat differently and will influence the energy characteristics of the building. The direct carbon emissions released throughout the life of the building as a result of energy use needs to be considered alongside embodied carbon when choosing the most sustainable materials.
- 5.88 Environmentally sensitive and sustainable materials can also be employed inside a building. Paints and glues can include Volatile Organic Compounds and oils that can be harmful during use or disposal. Water based paint is less environmentally harmful and better for health than oil-based paint.

5.89 Proposals should set out how materials have been chosen and sourced in order to reduce the impact on the environment.

Waste

5.90 Around a third of the UK's waste comes from construction and demolition. A significant proportion of construction waste is packaging that comes with construction materials (wooden pallets, sand bags, plastic sheeting). The waste created during construction and at the end of a building's life can be minimised through good design and site waste management planning.

5.91 Construction waste can be eliminated through measures such as:

- sizing rooms so that they reflect the standard sizes of construction materials, such as sheets of plasterboard and lengths of timber, to avoid off-cuts,
- collecting off cuts (e.g. half bricks) and reusing them on other parts of the site,
- careful handling of materials to avoid damage,
- just-in-time deliveries of materials that help minimise the length of time that materials are vulnerable to damage on the building site
- ordering from suppliers that accept returns of unused materials and packaging, and
- accurate estimates of the required quantities of materials to avoid over-ordering.

5.92 Further information about designing out waste and case studies on reducing construction and demolition waste is available on the Waste and Resource Action Programme (WRAP) website: www.wrap.org.uk. Good practice for waste management is part of the Considerate Constructors Scheme: www.ccscheme.org.uk/.

5.93 The offsite fabrication of building elements (e.g. walls, roofs and rooms) can reduce waste due to the controlled manufacturing process. Most elements of a development can be manufactured offsite at a range of scales; bathrooms, loft conversions and whole buildings are all available as pre-fabricated units. The manufacture and pre-assembly in controlled conditions and improved accuracy of building elements can significantly reduce the time required to construct a development on-site, as well as deliver high levels of energy efficiency for the end user. Developers should consider either using pre-fabricated/modular systems or incorporating elements of pre-fabrication.

5.94 Offsite pre-fabrication of whole buildings is becoming more common and a number of companies have entered the UK market. The products on offer typically have very high energy efficiency standards and some are built to very high standards for quality of internal environment. The Council recognises the benefits of low-waste, high energy efficiency pre-fabrication methods and will take this into account when assessing proposals. Where a significant proportion of a scheme's construction employs offsite prefabrication or modular construction methods, decision makers will be able to conclude that the scheme has reduced construction waste substantially (but not necessarily demolition waste) in line with Local Plan policy.

5.95 When designing schemes and selecting materials, developers should consider designing for deconstruction rather than demolition. Deconstruction is the dismantling of a structure in the reverse order in which it was constructed, which means that the materials that were put on last are removed first. From the outset, new buildings should be designed with the prospect of future deconstruction in order to facilitate the segregation and extraction of materials during redevelopment for reuse or recycling at the end of the building's life.

- 5.96 Where materials are to be reused or recycled these will need to be inspected to ensure they are suitable for the development and do not need any repairs. Reuse can reduce the amount of raw materials used in the construction of a building and help retain the character of an existing building or area (e.g. through the use of reclaimed bricks or roof tiles). This is particularly important when working on a listed building or in a Conservation Area.
- 5.97 Applications should include a waste reduction strategy which sets out:
- how waste will be minimised through design or through construction practice (including offsite/modular construction),
 - how waste materials will be reused, recycled or returned to suppliers in order to avoid disposal,
 - how the development has been designed to facilitate reclamation of materials at deconstruction and
 - how demolition or other reclaimed materials have been incorporated into the new construction.
- 5.98 Schemes with a cost over £500,000 (based on the price agreed in the tender) or schemes that would produce large amounts of waste should consider using a Site Waste Management Plan (SWMP). A SWMP is a live document that is used to monitor waste and to set out a strategy for managing it in the most sustainable way. A SWMP should be drafted at the initial design stage and be reviewed and updated throughout the construction process.
- 5.99 Planning decision makers may require a SWMP through condition where appropriate, including proposals that would generate large amounts of waste.
- 5.100 From 2008 until 2013 SWMPs were compulsory for all projects with a cost over £300,000. Applying inflation to this figure brings it up to around £500,000 in 2020.

Building for life

- 5.101 Building for life sets out design guidance for new housing developments and includes criteria that relate to environmental and social sustainability, as well as promoting design that generally creates good places. The most recent version of the standard is Building for life 12, which sets out 12 questions to assess how well proposals provide attractive, functional and sustainable places. The 12 questions are designed to help structure discussions between local communities, the local planning authority, the developer of a proposed scheme and other stakeholders. Schemes that are considered to have achieved 12 'greens' (12 greens based on a BfL12 assessment endorsed by the local planning authority) will be eligible to be awarded 'Built for Life' status.
- 5.102 The sustainability statement should include a checklist against the questions set out in the latest Building for Life guidance, as required by Policy D1(2). The Council will engage positively with developers to assist them in achieving 'Built for life' status.
- 5.103 Policy D1 expects new development to perform positively against the recommendations in Building for Life guidance. What this means in practice is that each of the recommendations should be met, unless there are genuine reasons for not doing so, which should be explained in the sustainability statement.
- 5.104 The Building for Life guidance can be found here:

<https://www.designcouncil.org.uk/resources/guide/building-life-12-third-edition>

6. Non-major development submission requirements

- 6.1 Under Policy D2, non-major development proposals must include:
- “adequate information” showing how the energy and carbon requirements have been met, and
 - “information proportionate to the size of the development” covering the other sustainability matters.
- 6.2 A Climate Change, Energy and Sustainable Development questionnaire (the questionnaire) can be found at Appendix 2 of this document. Non-major developments can submit a completed questionnaire in order to satisfy the two requirements in 6.1. Major developments must instead submit a full energy statement and full sustainability statement.
- 6.3 Non-major developments may also submit an energy statement and sustainability statement instead of the questionnaire if this is preferred. If this route is taken, applicants must ensure that the submitted information complies with the requirements of Local Plan policy, and that energy information complies with the carbon reduction calculation methodology set out later in this section.
- 6.4 The questionnaire should be reviewed at an early stage in the initial design work as it should inform the scheme as it emerges.
- 6.5 The remainder of this section sets out guidance on how to complete the questionnaire. Additionally, there are signposts throughout the questionnaire back to the sections of this SPD that provide relevant guidance on sustainability matters.

Questionnaire Part 1: Sustainable design and construction

- 6.6 Part 1 of the questionnaire deals with sustainable design and construction matters and asks a series of questions that link to specific provisions in Local Plan policy. The matters it covers are:
- minerals and waste,
 - low energy site and building design,
 - water efficiency,
 - measures that enable sustainable lifestyles, and
 - climate change adaptation.
- 6.7 There is a large amount of guidance covering sustainable design and construction available nationally and some guidance on the key points is provided in the sustainable design and construction guide in section 5 of this SPD.

Self-build and custom-build homes

- 6.8 Self-build and custom-build homes are types of housing (defined nationally) for people who want to play a role in developing their own homes, either by directly organising the design and construction (self-build) or by hiring a specialist to deliver the home (custom-build). Both types of housing are exempt from the Community Infrastructure Levy.

- 6.9 In order to qualify as self-build or custom-build, the owner of the home must have primary input into its final design and layout, which means that the end user of the home is able to balance the benefits of building an energy efficient and climate adapted home against the long-term costs that result from energy bills and adaptative retrofitting.
- 6.10 Self and custom housebuilders are encouraged to exceed the minimum requirements of Policy D2: Climate change, sustainable design, construction and energy and achieve very high levels of sustainability. Small projects such as custom and self-build are likely to be suitable for offsite and modular construction methods (they do not benefit from the traditional build economies of scale that volume housebuilders enjoy), which can offer a range of benefits (see 5.93 and 5.94).
- 6.11 Many modular and pre-fabrication systems use timber in place of other materials and in doing so sequester carbon that is removed from the air during the growth of the trees from which the timber is sourced.

Questionnaire Part 2a: Energy

- 6.12 Part 2a of the questionnaire deals with low and zero carbon energy provision. It covers Combined (Cooling) Heating and Power ((C)CHP) and other low and zero carbon energy technologies.

(C)CHP

- 6.13 When completing question 7, (C)CHP should be taken to cover a broad range of scales from small scale systems that distribute cooling and/or heating to a number of dwellings or units within one building up to district scale systems that serve entire neighbourhoods (district heating systems). In order to answer the questions, applicants will need to have undertaken investigation work to establish whether such systems exist in the vicinity of the proposed development that takes into account this broad definition.

Low and zero carbon energy technologies

- 6.14 Question 8 asks for details of any proposed low and zero carbon energy technologies. There are a number of low and zero carbon energy technologies available on the market that can supply electricity and/or heat to residential and commercial buildings. These include:
- solar photovoltaic (electricity),
 - solar thermal (heat),
 - ground, air and water source heat pumps,
 - small scale wind turbines,
 - standalone wind turbines,
 - biomass power and heat,
 - small scale hydro power,
 - geothermal energy,
 - micro CHP, and
 - Combined Heat and Power (CHP) systems.
- 6.15 In order to be sure that proposed energy technologies will be effective, decision makers will need to be sure that the building occupants will use them to meet a significant portion of their energy needs. As a result, technologies such as log burners, which may be used sporadically,

will not be accepted as low carbon energy technologies. This is not the case for wood chip or pellet biomass boilers, which are usually primary or secondary sources of heat for the building in which they are installed.

Questionnaire Part 2b: Carbon reduction calculation

6.16 Part 2b of the questionnaire applies to schemes that involve the construction of any new buildings. In order to answer the question correctly, applicants must provide a calculation showing an improvement of at least 20 per cent against the relevant national carbon emission standard for the building(s). A methodology for this calculation is set out below and a suggested table for presenting the results is included in the questionnaire.

Building regulations and emission rates

- 6.17 The national mandatory standards for construction are set out in the Building Regulations 2010 (as amended). They cover all aspects of construction and set minimum Target Fabric Energy Efficiency (TFEE) rates as well as overall maximum carbon emissions rates for new buildings, referred to as the Target Emission Rate (TER). The TER differs for different types buildings (e.g. flats, detached dwellings, offices) and is expressed in annual kilograms of carbon dioxide per square metre.
- 6.18 The emission rate of a proposed building is based on its specification and is expressed as:
- Dwelling Emission Rate (DER) for self-contained dwellings and individual flats (excluding common areas). This is the annual carbon dioxide emissions of the proposed dwelling expressed in kilograms per square meter.
 - Building Emission Rate (BER) for buildings other than dwellings. This is the annual CO₂ emissions of the proposed building expressed in kilograms per square metre.
- 6.19 Under the building regulations, the DER or BER for the proposed building must not exceed the TER.
- 6.20 The DER or BER of a proposed building is established through modelling. The approved national calculation methods used in the building control system are the Standard Assessment Procedure (SAP) for dwellings and the Simplified Building Energy Model (SBEM) for commercial buildings. Other models are sometimes used to give more detailed and accurate information. The models make assumptions about the carbon emissions from different energy sources (like electricity and gas), referred to as emissions factors.

Local plan carbon emission standard

- 6.21 Policy D2 requires new developments to be designed so that carbon emissions are minimised in line with the energy hierarchy (see Figure 1: Energy and waste hierarchies). It also stipulates that new buildings (except retail only developments in Guildford town centre) must achieve an emission rate that is at least 20 per cent lower than the relevant TER in building regulations.
- 6.22 In order to demonstrate compliance with the energy hierarchy, the questionnaire includes questions that deal with low energy design and other energy measures. In order to demonstrate compliance with the minimum 20 per cent carbon reduction, it includes a carbon

reduction calculation template that quantifies the carbon reduction achieved by new buildings. Guidance on completing the template is set out later in this section.

Retail units in Guildford town centre

- 6.23 Retail only developments falling within Use Classes A1, A2, A3 and A4 in Guildford town centre are not subject to the minimum 20 per cent carbon reduction requirement applied to new buildings, but under the general principles set out in Policy D2 must still seek to be energy efficient and reduce carbon emissions as far as possible in line with the energy hierarchy. As a result, they must still provide a carbon reduction calculation.
- 6.24 Where Guildford town centre developments are mixed use and include retail units, the non-retail units are subject to the minimum 20 per cent carbon reduction target and must demonstrate that the target has been met through the carbon reduction calculation.

Developments that do not include new buildings

- 6.25 Developments that do not include construction of new buildings, but are subject to a modelling assessment (e.g. SAP or SBEM) as part of the building control process, should submit a carbon reduction calculation in order to show that energy efficiency and carbon emissions have been addressed in line with policy D2. However, they do not need to demonstrate a minimum 20 per cent carbon reduction.
- 6.26 Developments that are not subject to modelling assessment as part of the building control process do not need to complete the calculation.

Residential extensions

- 6.27 Residential extensions generally do not require modelling assessments as part of the building control process so do not need to complete the carbon reduction calculation.

Carbon reduction calculation

- 6.28 In order to grant permission for developments that include new buildings, decision makers will need clear evidence of the carbon emission rate that will be achieved by the new buildings. The questionnaire includes a carbon reduction calculation table that, when completed, will set out the required information clearly for decision makers.
- 6.29 The table in the questionnaire can be completed, or the table can be reproduced separately and appended to the questionnaire.

The carbon reduction calculation table

Column 1

- 6.30 Column 1 should contain a reference for each building (e.g. 'plot 1', the building name etc.).
- 6.31 In order to demonstrate that the TER and DER or BER figures in the table are robust, it is necessary to attach modelling output sheets (e.g. SAP or SBEM worksheets) that prove the figures. It is not necessary to attach all modelling output sheets, but as a minimum the summary page showing the TER, DER or BER, and percentage carbon reduction for each building is necessary. Each sheet should be marked with the relevant reference from Column A so it is clear to which building each sheet corresponds.

Column 2

- 6.32 Column 2 must set out the TER for the relevant building. This must match the TER on the relevant modelling output sheet.

Column 3

- 6.33 Column 3 must set out the DER (for dwellings) or BER (for non-residential buildings), depending on the building type. This must match the DER or BER on the relevant modelling output sheet.

Column 4

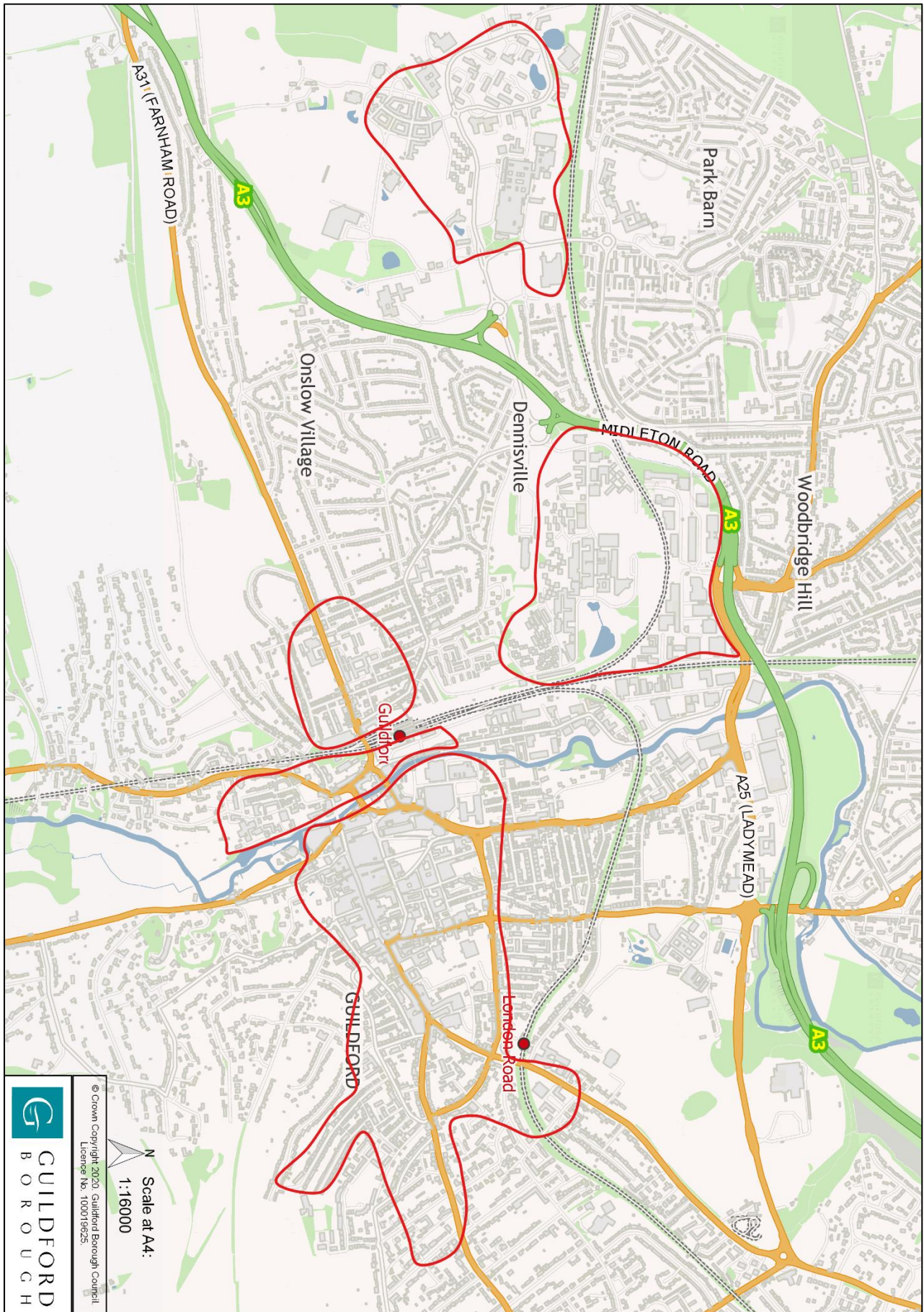
- 6.34 Column 4 must set out the percentage carbon reduction between TER and DER or BER. This must match the carbon reduction on the relevant modelling output sheet, and should also be correct based on the following calculation:

$$(DER \text{ or } BER - TER) / TER \times 100$$

- 6.35 Energy Performance Certificates (EPC) certificates will not be acceptable as proof of energy or carbon performance. This is because EPCs do not reliably predict energy usage in buildings⁹.

⁹ Innovate UK (2016) <https://www.gov.uk/government/publications/low-carbon-buildings-best-practices-and-what-to-avoid>

Map of Heat Priority Areas



Climate Change, Energy and Sustainable Development Questionnaire

When should this questionnaire be used?

This questionnaire is for minor developments (developments from one to nine residential units and one to 1000 square meters of non-residential floor space) and householder developments.

Developments of a scale above these thresholds (major developments) should not use the questionnaire, but should instead submit a Sustainability Statement and an Energy Statement. See policy 'D2: Climate change, sustainable design construction and energy' (policy D2) and the 'Climate Change, Sustainable Design, Construction and Energy SPD' for more information.

What is the purpose of this questionnaire?

Policy D2 requires non-major developments to submit "adequate information" about how the development complies with the energy requirements of policy D2 and "information proportionate to the size of the development" regarding other matters of sustainability. These requirements for information will be deemed to have been met if a correctly completed questionnaire is submitted.

The questions in the questionnaire are based on requirements set out in Local Plan policies and you should refer to these to make full use of the questionnaire. The Climate Change, Sustainable Design, Construction and Energy SPD sets out guidance on the matters covered within the questionnaire.

The questionnaire is not an exhaustive list of sustainability matters and additions to the list are welcome.

The questionnaire is intended to guide development towards sustainable outcomes, from the site layout through to detailed design proposals, the construction process and finally the operation of the completed building. As a result, it is important that the questionnaire is first considered at the outset of planning and at the earliest stage of design. It should be updated as plans evolve.

If planning permission is granted, a condition will be applied requiring work to be carried out in accordance with the information provided in the questionnaire. It is important that the questionnaire is completed in good faith and any works identified within it are deliverable.

Other notes

If extra space is needed, attach additional pages to the questionnaire as necessary or paste the questions into a new document. The questionnaire has been designed to be easily cut and pasted into a new document.

Applicant's name:	
Agent's name:	
Site Address:	
Application reference (if known):	
Description of proposal: (e.g. total and types of units/floorspace)	
Questionnaire prepared by: (name and qualification/job title)	
Signature of above:	
Energy information prepared by: (name and qualification/job title):	
Signature of above:	

Part 1: Sustainable design, construction and climate change adaptation

1. Efficient use of minerals, use of secondary aggregates, waste minimisation and reuse of material from excavation and demolition (Policy D2 1a &1b). See 'Resources, materials and waste' in the sustainable design and construction guide in section 5 of the SPD.

1.a Will the use of primary minerals be minimised through e.g. the use of renewable materials, recycled and secondary aggregates, and other recycled and reused materials? Please provide details.

1.b. Will demolition/excavation material from the proposed works be reused on site? Please provide details of where material will be derived and where they will be used.

1.c. Will unused mineral waste be diverted from landfill for reuse or recycling? Please provide details.

1.d. Will non-mineral construction waste (e.g. packaging, timber, plastics) be minimised? Please provide details.

1.e. Will locally sourced materials be used? Please provide details.

1.f. Will materials be sustainably sourced (e.g. FSC certified timber)? Please provide details.

2. Low energy design: landform, layout, building orientation, massing and landscaping (Policy D2 1c and 2). See 'Site layout, landscaping and urban form' and 'Building design' in the sustainable design and construction guide in section 5 of the SPD.

2a. Will operational energy demand be minimised through low energy design and the use of energy efficient fabric? Please provide details. This information should match the energy data provided in parts 2a and 2b of this questionnaire.

2b. Has the layout of the site, landscaping and orientation of buildings taken account of solar receipts and other environmental factors to reduce the need for mechanical heating and artificial lighting in the development? Please provide details.

2c. Will the internal layout of buildings make best use of solar gain and natural light? Please provide details.

2d. Will passive cooling/ventilation measures be incorporated into the scheme? Please provide details.

2d. Will the scheme include mechanical cooling (air conditioning)? If so, explain why passive measures would not be adequate.

3. Water efficiency (Policy D2 1d). See 'Water efficiency' in the sustainable design and construction guide in section 5 of the SPD.

3a. If the scheme includes new dwellings, will these be designed to the national optional building regulation standard of 110 litres per person per day? Append the relevant Water Efficiency Calculation (s) (Part G) to this document.

3b. For all developments, will water efficiency measures (including grey water reuse) be incorporated into the scheme to reduce the demand for water? Please provide details.

3c. For all developments, will water harvesting measures be incorporated into the scheme? Please provide details.

4. Measures that enable sustainable lifestyles for building occupants (Policy D2 1e). See 'Measures that enable sustainable lifestyles for building occupants' in the sustainable design and construction guide in section 5 of the SPD.

4a. Will measures that enable sustainable lifestyles for building occupants be incorporated into the scheme? Please provide details.

5. Climate change adaptation (Policy D2 4 and P4). See 'Climate change adaptation' in the sustainable design and construction guide in section 5 of the SPD.

5a. Will the scheme be adapted the full expected range of climate impacts including: hotter/drier summers, warmer/wetter winters, more frequent and severe heatwaves and overheating, and more frequent and severe heavy rainfall events and flooding? Please provide details.

5b. Will soft landscaping and permeable surfaces be used in preference to hard surfacing? Please provide details.

5c. Will surface water be managed by Sustainable Urban Drainage Systems (SUDS)? Please provide details.

6. Any further information

6a. Please provide information about any other sustainable design, construction and climate change measures that will be incorporated into the scheme.

Part 2a: Energy

7. Combined (Cooling) Heating and Power ((C)CHP) networks (Policy D2 6, 7 and 8).

7a. Will the development fall within the vicinity of a (C)CHP distribution network (of any scale from single building to district heat)? If so, list the identified networks.

7b. If the development will fall within the vicinity of a (C)CHP distribution network, will the proposed development connect to it or be connection-ready? If not, please set out a clear justification.

7c. Is the development within a Heat Priority Area? If so, is a (C)CHP or heat distribution network proposed as the primary source of energy for the development? If not, please set out a clear justification.

7d. If a new (C)CHP or heat distribution network is proposed, is it designed in accordance with the CIBSE Heat Networks Code of Practice? If not, please provide a clear justification.

8. Low and zero carbon energy

8a. If the scheme includes the provision of low and zero carbon technologies, provide details of the proposed energy systems here including: type of technology, location of installation and predicted energy yield.

9. New buildings: Carbon reduction calculation

9a. Will the proposed scheme deliver any new buildings (net or gross)?

9b. If the answer to 9a is yes, please complete the following carbon reduction calculation template in part 2b.

Part 2b: Carbon reduction calculation

For guidance on how to complete this table, see section 'Questionnaire Part 2b: Carbon reduction calculation' in section 6 of the SPD. Add more rows as appropriate.

1. Reference	2. Target Emission Rate (TER)	3. Dwelling Emission Rate (DER) or Building Emission Rate (BER)	4. % carbon reduction from TER
e.g. Plot 1	e.g. 17.2	e.g. 13.4	e.g. 22.09%

Place-making and Innovation Executive Advisory Board Report

Ward(s) affected: N/A

Report of Director of Strategic Services

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Date: 1 June 2020

Plastics Free Guildford

Executive Summary

On 23 July 2019, the Council adopted a motion recognising the damage plastics can cause to the environment and committed the Council to working with our local communities to reduce the impact we have through the use of non-recyclable, single-use plastics so far as it is reasonable to do so. The Council asked that the Place-Making and Innovation Executive Advisory Board (EAB) make recommendations, as appropriate, to the Executive on how to achieve each of the seven commitments set out in the motion.

The purpose of this report is for the EAB to consider the actions taken to date to reduce the use of non-recyclable Single Use Plastic (SUP) and recommend a way forward to undertake further work towards achieving a Plastic Free Guildford and, in doing so, help to deliver the Council's Corporate Plan Priority to protect our environment.

A number of actions have already taken place, which are listed at paragraph 3.8.

There are a number of differing approaches adopted by Councils to commit to reducing plastics. All twelve Surrey local authorities formed a SUP Task Group, including officers from Guildford, and developed a strategy and five-year action plan of good practice activities for each authority to use and adapt to help meet their own goals and targets to reduce SUPs.

For the EAB to present robust and reliable recommendations to the Executive on the further actions this Council can take to achieve its seven commitments, officers recommend using the Surrey action plan as a framework to formulate a new Guildford SUP Action Plan. The benefit of this approach is that it embraces good practice activities that all twelve Surrey authorities have agreed to work towards collaboratively and independently.

Recommendation to the Executive Advisory Board

That the EAB considers the actions taken so far by the Council to address the July 2019 commitments to reduce the impact that the use of non-recyclable, single-use plastics have on

the environment and to recommend the formulation of a new Guildford SUP Action Plan for the Executive to approve.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 For the EAB to consider the actions taken to date to reduce the use of non-recyclable Single Use Plastic¹ (SUP) and recommend a way forward for the Council to undertake further work towards a Plastic Free Guildford and in doing so, help to deliver the Council's Corporate Plan Priority to protect our environment.

2. Strategic Priorities

- 2.1 Eliminating avoidable SUP will help reduce the ever-increasing volume being discarded as a waste product and the impact this has on the wider environment.
- 2.2 Working towards a Plastics Free Guildford will help deliver our Council's fundamental theme to support the community and protect our environment. By making improvements to reduce the amount of SUP used at our sites, influencing others to do the same, including suppliers, contractors, businesses and residents, we can reduce the volume of SUP waste discarded into the environment.

3. Background

- 3.1 At its meeting of 23 July 2019, the Council resolved:

That it recognises the damage plastics can cause to the environment and commits to work with our local communities to reduce the impact we have through our use of non-recyclable, single-use plastics so far as it is reasonable to do so.

This Council also agreed with the general principles of the national 'Plastic Free Communities' scheme and committed to supporting, promoting and encouraging plastic free initiatives and events within the borough.

By continuing to play our part in delivering the Surrey Environment Partnership's SUP Strategy (2018) and 5-year action plan, we also committed to:

- a) Avoiding the use of single-use plastics ourselves where there are suitable alternatives
- b) Encouraging local businesses to do the same
- c) Engaging with and supporting the Plastic Free Guildford campaign

¹ SUP can be summarised as disposable plastics comprising in the main, packaging that is only used once before being thrown away. It also includes those more familiar items such as bottles, straws, containers, cups, cutlery and grocery bags.

- d) Working with our suppliers to discourage the use of avoidable single-use plastics
- e) Supporting our communities in their efforts to reduce the use of single-use plastics
- f) Supporting the national water refill campaign which promotes the provision of facilities to enable people to refill reusable drinking water bottles
- g) Working with our partners to investigate how we can provide effective and sustainable incentives for the return of single-use plastics for recycling.

The Council asked that the Place-Making and Innovation EAB make recommendations, as appropriate, to the Executive on how to achieve each of the seven points (a) to (g) above, following detailed discussion.

- 3.2 This report provides an update on actions taken to date and proposes a way forward on how to take further actions to achieve the seven commitments.

National context

- 3.3 At national level, the Government published a 25-Year Environment Plan in January 2018, which included a target of “achieving zero avoidable plastic waste by the end of 2042”. Also, DEFRA’s Waste and Resources Strategy 2018/19 set out a number of reforms for the Government to achieve a greener future, including one to remove SUP from the Government estate by 2020.
- 3.4 In line with national policy, many local authorities view reducing SUP as a priority for their own area. Working collaboratively, the twelve authorities in Surrey decided to act together as partners to formulate a strategy at regional level to raise awareness across the county whilst acting locally.

SUPs Strategy for Surrey

- 3.5 A SUP Task Group with representatives from the twelve authorities, including Guildford, with support from the Surrey Environment Partnership (SEP, formerly Surrey Waste Partnership), established a common vision of “supporting Surrey to become a SUP free county”. The Group developed a strategy and five-year action plan of good practice activities for each authority to use and adapt to help meet their own goals and targets. The SUPs Strategy for Surrey is provided at **Appendix 1**.
- 3.6 Four themes emerged from the Strategy, each of which contains a number of objectives, suggested actions and target dates for completion. The themes are:
- 1) Getting our house in order
 - 2) Working with Suppliers and Contractors
 - 3) Raising awareness across Surrey
 - 4) Supporting Surrey to take action

Our commitments so far

- 3.7 Council officers have continued to participate in the delivery of SEP's SUPs Strategy for Surrey, attending regular SUP Task Group meetings at which officers hear about the progress other councils are making and feedback on actions taken.
- 3.8 Officers have also addressed a number of the Council's seven commitments (a) to (g) listed at paragraph 3.1:
- a) Avoiding the use of single-use plastics ourselves where there are suitable alternatives:
 - Stopped supplying plastic straws in Millmead restaurant
 - Stopped using SUP cups for meeting room refreshments; if plastic cups are used these are formed from recyclable plastic
 - Changed to purchasing cleaning liquid products at Millmead in large containers and decanting to smaller ones for the cleaning staff to use
 - Changed to purchasing lower plastic content sacks used at Depot and Stoke Park Nursery
 - b) Encouraging local businesses to do the same:
 - Engaged with businesses locally advising them on better options to avoid SUPs including alternatives to plastic cups, for example educating on compostable ones being worse rather than a better option
 - d) Working with our suppliers to discourage the use of avoidable single-use plastics:
 - Council's Millmead restaurant caterer changed all takeaway packaging to be recyclable materials only
 - e) Supporting our communities in their efforts to reduce the use of single-use plastics
 - With Experience Guildford, undertook a litter picking exercise to pick up plastic around the town centre
 - Undertaken schools and community engagement work providing recycling talks to all c.900 school children that go to Junior Citizens on reducing waste and recycling and school assemblies on the same
 - Similarly, community group engagement on the same subjects at WI meetings, scout groups, community interest groups and provided articles to community newsletters when requested
 - f) Supporting the national water refill campaign which promotes the provision of facilities to enable people to refill reusable drinking water bottles
 - Committed funds jointly with SEP to install a water bottle refilling station on Ward Street in Guildford town centre, which commits 13 pence every

- time it is used to help fund further environmental projects as part of a Refill App network
- Stopped supplying water refilling stations with SUP cups to encourage staff to use their own glass or cup to refill when needed
- g) Working with our partners to investigate how we can provide effective and sustainable incentives for the return of single-use plastics for recycling.
- Supported staff to recycle more by providing recycling bins in prominent locations including office areas, kitchenettes and Millmead restaurant

Next steps

- 3.9 Within Surrey there has been a mixed approach by authorities to dealing with SUPs. Some have produced their own SUP policy; others have endorsed the SUPs Strategy for Surrey and produced their own pledges and/or action plans and others have provided public information or guidance on their websites. Examples of these are provided at **Appendix 2**.
- 3.10 At Guildford, we stated our pledge of where we want to be, that is, to achieve seven commitments, (a) to (g). Whilst officers have acted on most of these with quick win or straightforward actions, other commitments have presented limitations in terms of how effective officers can be in their implementation.
- 3.11 For example, our commitment to encourage local businesses to avoid the use of SUPs where there are suitable alternatives, engaging with and supporting the Plastic Free Guildford campaign, and supporting our communities in their efforts to reduce the use of single-use plastics all present challenges for the Council to fully embrace these commitments. Each requires a dedicated resource both in terms of staffing and time to set these up and running. However, there are opportunities that can involve less resource intensive activities such as informative publicity or guidance notes as some other authorities have done, or providing financial support in the form of grant, subject to approval.
- 3.12 As there are currently no government guidelines, indicators or metrics determining what reduction of plastic waste is expected from local government, there is a benefit to our Council using the Surrey SUP Action Plan to provide a framework of good practice activities, which all twelve authorities have already agreed to work towards collaboratively and independently.
- 3.13 To formulate a plan of action for the Executive to consider, officers propose that future direction takes the form of a **new Guildford SUP Action Plan** based on the one set out in the SUPs Strategy for Surrey (referred to in paragraph 3.5).
- 3.14 This will allow the EAB to advise the Executive using an action plan formulated on best guidance based on officers' collective understanding of the impact of SUP waste on the environment and what actions local authorities can take both locally and collaboratively to make a difference.

Example activities for Guildford SUP Action Plan

3.15 We can use the Surrey SUP Action Plan four themes outlined in paragraph 3.6 to plan a way forward, and officers across the Council are already exploring ways to achieve some of the objectives listed under these themes, for example:

- Theme 1 Getting our house in order; we can add to what has already been achieved including, for example, working towards zero unsustainable plastics in the Millmead restaurant; we can look at how SUPs are managed at other Council sites, not just Millmead, and undertake a plastic waste audit. We can also examine the possibility to centralise contracts for supplies, such as stationery to reduce waste plastic products.
- Theme 2 Working with Suppliers and Contractors and actions around procurement and contracts for suppliers to reduce and work towards zero avoidable SUP use; we have changes to the Procurement Procedure Rules due in September 2020 that will provide an opportunity to add requirements to our procurement policy and formalise SUP requirements for tenderers and the tender process.
- We are looking to introduce and extend clauses in contracts with suppliers, contractors and leases that include requirements to be met on climate change objectives, and we can explore whether to centralise contracts to improve control on use of recyclable or reusable plastics.
- Theme 3 Raise Awareness across Surrey; guides Surrey local authorities on good practice, achievable actions. These can be used to formulate a plan for communicating the Guildford message across the Borough and help address the Council's commitment to local businesses and communities in so far as is reasonable.
- With the SEP, we jointly deliver communication campaigns where we focus on plastics reduction and recycling. These already have a far reach as it is an all-county campaign advertising on bus stops, radio, tv, bus backs, display boards and so on, and we could look to see if we can use this to further our campaign.
- Theme 4 Supporting Surrey to Take Action; Surrey County Council as Waste Disposal Authority now own the disposal contracts for the recycling. We could investigate further whether they can include in their procurement process, the requirement to accept the full range of plastics for all councils, like ours. Other councils have in the past focused more on cost which meant a more limited range of plastics is accepted and not recycled well enough to be used efficiently again.

3.16 Coordinating all the different strands of activities in the form of a new Guildford SUP Action Plan is achievable with the help of a small number of officers from teams across the Council. Officers propose this should be coordinated by the Climate Change Officer.

4. Consultations

- 4.1 Lead Councillor for Environment and Sustainability has been consulted and agrees with the recommendations of this report. The Chair for this EAB, Councillor Gunning, and Cllr Potter have also been consulted.

5. Key Risks

- 5.1 The opportunity exists to springboard off the work already undertaken by the SUP partners and twelve Surrey authorities and use their generic action plan to guide a new Guildford SUP Action Plan.
- 5.2 There is a risk that the Council could overcommit resources to achieve the commitments set out in July 2019. Through careful consideration of what measures and actions are reasonable and most effective for the Council to take recognising officer commitments and resources, a team of relevant officers will be best placed to manage this risk.

6. Financial Implications

- 6.1 No immediate financial implications whilst we agree an action plan. A budget was approved in February as part of the 2020/21 budget cycle. Once an action plan is in place, the budgets will be allocated accordingly.

7. Legal Implications

- 7.1 Currently there is no legislation to review how waste is measured or for using weight data as a basis from making policy . However, officers are aware that this could potentially be introduced in future legislation and may require us to develop new indicators and metrics to better measure waste, including plastics.
- 7.2 The Legal team is examining the possibility to introduce clauses to legal agreements and contracts on addressing climate change including any legal precedents, best practice and examples from other authorities. Otherwise no other legal implications apply.
- 7.3 The Procurement Team will be considering changes to requirements for tenderers and tender procedures and will reflect on what Council Procurement Procedure Rules could be apply.

8. Human Resource Implications

- 8.1 Officers with responsibility to produce a new Guildford SUP Action Plan and take forward the actions required to meet our stated commitments, will be resourced from existing teams. These officers will be responsible for ensuring proposed actions are realistic and do not result in overcommitting time and resource where there could be a consequential impact on services.

- 8.2 The Asset Management team has authority to recruit a Climate Change Officer who will assist in the planning and running of this work stream.

9. Equality and Diversity Implications

- 9.1 This duty has been considered in the context of this report and it has been concluded that there are no equality and diversity implications arising directly from this report.

10. Climate Change/Sustainability Implications

- 10.1 This Council declared a climate emergency and passed a motion confirming its commitment to reducing SUPs on 23 July 2019, recognising the damage plastics can cause to the environment and thereby committing to reduce the impact of the use of single-use plastics so far as it is reasonable to do. The recommendations of this report contribute to the reduction of risk arising from SUPs discarded into the wider environment which pose a threat to the ecosystem as they degrade into smaller particles. The recommended actions will help towards tackling the problem across the borough and county.

11. Summary of Options

- 11.1 There are a number of differing approaches adopted by Councils to commit to reducing plastics. For the EAB to be able to present robust and reliable recommendations to the Executive on how to achieve each of its seven commitments, officers recommend the Council use the Surrey SUP Action Plan to formulate and develop its own, relevant key actions for our Council in the form of a new Guildford SUP Action Plan.
- 11.2 Committing to extensive actions that are beyond the limits of what our resources will allow, is a risk and expectations of what can reasonably be provided must be considered for all actions committed to in a Guildford SUP Action Plan.

12. Conclusion

- 12.1 Addressing the Council's pledge towards a Plastic Free Guildford last July required this EAB to make recommendations, as appropriate, to the Executive on how to achieve each of the seven commitments set out by the Council, following detailed discussion.
- 12.2 Council officers have already undertaken improvements and actions. However, there is more that can be done, and this report suggests a way forward to formulate a new SUP action plan for Guildford. Using the guidance gained as a member of the Surrey SUP Task Group will enable officers to formulate a plan that is relevant, robust and achievable.
- 12.3 A Guildford SUP Action Plan will also enable this EAB to make structured and planned recommendations to the Executive on how to further achieve the seven commitments.

12.4 Officers propose this EAB recognises the work that has already taken place and endorses the recommendation to produce a Guildford SUP Action Plan. Once drafted, the Action Plan will be referred back to the EAB for consideration and submission to the Executive for formal approval.

13. Background Papers

13.1 None

14. Appendices

Appendix 1 – A Single-use Plastics Strategy for Surrey
 Appendix 2 – Examples of Council Approaches to Plastics

Please ensure the following service areas have signed off your report. Please complete this box and do not delete.

Service	Sign off date
<i>Finance / S.151 Officer</i>	<i>17/04/2020</i>
<i>Legal / Governance</i>	<i>28/04/2020</i>
<i>HR</i>	<i>23/04/2020</i>
<i>Equalities</i>	<i>23/04/2020</i>
<i>Lead Councillor</i>	<i>28/04/2020</i>
<i>CMT</i>	<i>21/04/2020</i>
<i>Committee Services</i>	<i>28/04/2020</i>

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A Single-use Plastics Strategy for Surrey

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Version Control			
Version	Owner	Issue date	Key changes
V1	Gulcin Polat	Jan 2019	-

Foreword

The UK Government published its [25-Year Environment Plan](#) in January 2018, which includes a target of “achieving zero **avoidable plastic** waste by the end of 2042”. DEFRA’s new waste and resources strategy 2018/9 also sets out a number of plastic waste reduction reforms to help the Government achieve its ambitious plans for a greener future. These include proposals for further financial incentives to change consumer habits and greater responsibilities for retailers and manufacturers, such as handling the cost of treatment or disposal of their products at the end of their lifecycle and eco-friendly product design.

All of Surrey’s 12 local authorities* understand the urgent need to tackle avoidable plastic waste and are dedicated to being part of the solution. This strategy outlines our commitment to working towards eliminating avoidable single-use plastics (SUP) in the county. It reflects our overarching ambition for Surrey residents to “*live in clean, safe and green communities, where people and organisations embrace their environmental responsibilities*” which is captured in [our shared Community Vision For Surrey In 2030](#).

To achieve this a SUP Task Group, with representatives from all 12 local authorities, came together with the support of the Surrey Environment Partnership (SEP), previously known as the Surrey Waste Partnership. Together we established a common vision of “supporting Surrey to become a SUP free county” and agreed joint policy objectives in October 2018. Subsequently we developed this strategy, which provides roadmaps to meet the objectives and an action plan with good practice activities enabling each authority to customise its approach.

This strategy will be governed by SEP, which includes representatives from all 12 of Surrey’s local authorities. SEP aims to manage Surrey's waste (including SUP) in the most efficient, effective, economical and sustainable manner.

Taking this collaborative approach means we will have a greater impact on SUP reduction and as one of the first county partnerships to tackle the issue we hope to set a leading example for other local authorities.

Thanks to the drive and commitment of all involved, including council Members, Leaders and Officers we have created a far reaching agreement. Our strategy is a true partnership product, but we recognise we need to widen our reach to have the greatest impact.

The next step for us is working closely with our communities, businesses, schools, hospitals and beyond in order to implement our SUP objectives so as to enable Surrey residents, businesses and visitors to enjoy the long-term benefits these positive actions will bring.

Cllr Mike Goodman

Cllr Beryl Hunwicks

*Elmbridge Borough Council, Epsom & Ewell Borough Council, Guildford Borough Council, Mole Valley District Council, Reigate & Banstead Borough Council, Runnymede Borough Council, Spelthorne Borough Council, Surrey County Council, Surrey Heath Borough Council, Tandridge District Council, Waverley Borough Council, and Woking Borough Council

1. Introduction

During 2018 concern around the impact of SUP and plastic as a material in the wider environment has grown, in particular in the UK after the release of the [BBC's Blue Planet documentary series](#).

Although the benefits of plastic are undeniable, the global ability to cope with plastic waste is already overwhelmed. The programme revealed that only 9% of the nine billion tonnes of plastic the world has ever produced has been recycled. Therefore, unless action is taken to reduce the consumption of SUP and our addiction to its convenience, it will inevitably turn to a crisis.

SUP, often referred to as disposable plastics, are commonly used for packaging and are intended to be used only once before they are thrown away. They include, among other items, food packaging, bottles, straws, containers, cups, cutlery and grocery bags. SUP are also often described as being “avoidable” when a reusable or recyclable alternative could have been used instead.

In line with national policy, reducing SUP has become a priority for many local authorities across the UK and elsewhere. The target of “removing SUP from government estate by 2020” highlighted in DEFRA’s new Waste And Resources Strategy requires all local authorities to take action immediately in order to meet the given 2020 target.

Within Surrey, the 12 authorities have already brought their resources together to embrace a united approach to this matter. This is a significant opportunity for authorities to make a bigger impact and reduce the use of SUP through their roles as an employer, a service provider and as an advocate across the county. Therefore, each authority is committed to focus on what matters most in order to lead the change within their local area as well as tackling the problem collectively, consistently and comprehensively across the county.

This strategy is formed under four key themes:

Theme	Explanation
1. Getting our house in order 2. Working with our suppliers and contractors	These themes focus on each council’s internal practices to control the use of SUP across their own estates and operations in line with the Government’s target of removing SUP from its estates by 2020. Each authority will take responsibility for implementing action plan activities and report back progress to SEP.
3. Raising awareness across Surrey 4. Supporting Surrey to take action	These themes are about extending our efforts across Surrey more widely. We want to influence and encourage our residents, visitors and employers to refuse SUP and consistently act responsibly “to prevent waste from occurring in the first place, and manage it better when it does”, which is one of DEFRA’s highlighted strategic principles. These activities will be managed by a lead officer from the SEP Task Group in order to establish a consistent approach to any infrastructure requirements.

This strategy is long-term. The Five Year Action Plan (Appendix 1) provides a comprehensive list of necessary activities and good practice ideas around these themes to ensure a consistent approach.

Each authority will be responsible for delivering it reflecting their own local priorities and constraints. General progress, according to deadlines, will be reported on a quarterly basis.

1.1 The Challenges of SUP

Plastic is undoubtedly one of the most useful inventions in recent history and has allowed us to increase our quality of life. However, the current volume of plastic waste means it has also now become a pressing environmental challenge.

Its low cost has encouraged the development of many SUP items:

- SUP are found in many products: medical supplies that cannot be reused for safety and hygiene reasons, cigarette filters containing plastic among other materials, chewing gums, disposable nappies, food packaging, vehicle tyres, balloons, cups, straws and many more.
- The types of polymers used to produce some items are currently hard to recycle so they often end up in residual waste. The numbers of SUP items are high; the UK Government estimates that every year 4.7 billion plastic straws, 316 million plastic stirrers and 1.8 billion plastic-stemmed cotton buds end up in landfill.
- Items used 'on-the-go' are the most often littered, creating an environmental pollutant and removing the possibility of managing their end of life effectively.
- When SUP items are not adequately captured and managed at their end of life, they represent a real threat to our ecosystems by degrading into tiny particles. Known as micro-plastics, they can contaminate the food chain at its base by being ingested by plankton.

There is a move in the industry, including potentially in future legislation, to review how waste is measured, shifting the focus away from weight- and towards impact-based measurement. DEFRA's new Waste And Resource Strategy outlines that using weight data as the basis for making policy, setting targets and monitoring progress can be misleading. Plastic in particular is an issue because it is lightweight but has a large environmental impact.

Therefore, the Government will develop new indicators and metrics to help better measure waste, which may lead to even more emphasis on the reduction of plastic waste in the future. At Surrey's 12 councils, this confirms the need to focus on SUP, when taken in the context of our ongoing accountabilities to improve services for all waste streams.

1.2 Legislation around SUP

Increasingly, legislation in the UK, in Europe and internationally is being redefined to regulate the demand of SUP and its collection and processing in order to minimise environmental impact.

United Kingdom	The Government has committed to eliminate all avoidable plastic waste by 2042 in its 25 Year Environment Plan. It builds on the success of the 5p charge on carrier bags introduced in 2015, which led to 9 billion fewer bags used per year in the UK. It includes: <ul style="list-style-type: none">- A ban on the sale of products containing microbeads, which came into effect in June 2018.
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- A ban on plastic stirrers, straws and cotton buds, which is currently being worked on to divert these items from ending up in landfills or waterways and seas.

Nonetheless, this is a very limited range of items when compared to the significant quantity of SUP items (plastic or composites of materials including plastics) that are used each day in the UK. DEFRA's new Waste And Resources Strategy (published in December 2018) details further actions and commitments for the coming years, such as:

- Invoking the polluter pays principle and Extended Producer Responsibility (EPR) for packaging, ensuring that producers pay the full costs of disposal for packaging they place on the market.
- Stimulating demand for recycled plastic by introducing a tax on plastic packaging with less than 30% recycled plastic.
- Setting minimum requirements through eco-design to encourage resource-efficient product design.
- Incentivising consumers to purchase sustainably, for example by consulting on extending and increasing the carrier bag charge.
- Providing consumers with better information on the sustainability of their purchases through better product labelling.
- Continuing the ban on the most problematic SUP products (where there is a clear case for it and alternatives exist) in a systematic approach.
- Addressing barriers to reuse, repair and remanufacture.
- Introducing a deposit return scheme (DRS) for single-use drinks containers, subject to consultation.
- Developing measures to reduce the environmental impacts of disposable cups.
- Producing consumer guidance for the recycling, resale, reuse and disposal of consumer internet-connected devices.
- Leading by example by procuring more sustainably and requiring all government bodies to remove consumer SUP products from government estate by 2020.

The Government's new planned actions are ambitious and will potentially result in drastic changes to the way waste management is currently handled by local authorities. The polluter pays principle in particular is expected to take financial burden away from taxpayers, which could benefit local authorities significantly. Surrey's 12 local authorities will respond to the Government's consultation to support this reform.

Finally, although not directly related to SUP, Her Majesty's Treasury will be consulting on its plans to require a minimum of 30% recycled content in plastic products. It is envisaged that this will increase demand for certain plastic products and polymers in recycling market.

<p>European Union</p>	<p>As part of the Circular Economy Package adopted in early 2018, the European Commission is working on a directive to influence the demand, usage and disposal of the top 10 most commonly littered SUP items found in seas. Notably, this includes:</p> <ul style="list-style-type: none"> - Market restriction measures on cotton bud sticks, cutlery and plates, stirrers and straws as well as balloon sticks. - Banning measures on ‘very lightweight’ plastic bags, products made of oxo-degradable plastics and fast food containers made of expanded polystyrene. - Manufacturing requirements ensuring that plastic bottle manufacturers meet a 35% recycled content target by 2025, with restrictions on the sale of non-recycled content bottles into Europe. - Collection targets to be met by Member States to ensure that 90% of plastic bottles are collected and recycled by 2025. - Additionally, EPR is expected to be a key mechanism that will significantly affect how the waste and resources industry collects and processes these materials. Such systems are already in place in the UK for a number of items, such as cars, electronic waste, batteries and packaging items. <p>The above is expected to be integrated into UK law after withdrawal from the EU in 2019.</p>
<p>Scotland</p>	<p>Scotland announced in January that it will match the EU in banning SUP by 2030, committing to making all plastic packaging recyclable or reusable.</p> <p>Scotland has funded an initiative, known as Action On Plastic Zero Waste Towns, with £500,000 to help communities reduce use of SUP. This is to help introduce water refill stations, replace takeaway containers with reusable ones and ensure that unavoidable SUP items are made from the same polymer to make recycling them easier.</p>
<p>Wales</p>	<p>The Welsh Government has two initiatives that are designed to help drive the country to become zero waste. Plastic waste is mentioned in both the Towards Zero Waste and Waste Prevention Programme documents but they are not specific to SUP, instead focusing on mixed recycling.</p>
<p>China’s Operation National Sword</p>	<p>China’s ban on contaminated loads of plastic coming from abroad has shrunk the reprocessing market significantly and caused the cost of plastic recycling to rise for councils.</p> <p>This issue is expected to continue as more countries follow China’s example and emerging markets for plastics abroad become less reliable and safe. In Surrey, a small percentage of the plastic collected by some Boroughs is sent to non-EU facilities, but we also work with plastic reprocessors in the UK to make sure plastic waste is given a new life more locally.</p>

Other English county councils	<p>Plastic recycling is not uniform across England, as it is limited by the types of polymers local recycling facilities can process. The often-confusing message of what plastics can and can't be recycled must then be communicated effectively to residents, who must then put it into practice by putting the right plastics in the correct bins.</p> <p>The most widely recycled polymers taken by kerbside collections in the UK are PET (eg soft drinks bottles), HDPE (eg milk bottles) and PP (eg food tubs, trays, pots), with some councils offering additional services. Household Waste Recycling Centres (HWRCs) will normally accept a broader range of materials. For instance, few councils offer polystyrene recycling on kerbside collections, but polystyrene can be recycled at some HWRCs.</p> <p>In Surrey, not all district and borough councils accept the same types and formats of SUP.</p>
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1.3 The New Plastic Economy and the UK Plastic Pact

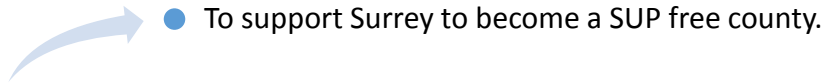
The Ellen MacArthur Foundation launched a global-scale action plan on plastic items as part of its New Plastic Economy initiative. It binds signatory members to take important steps towards addressing plastic waste by 2025. The four working areas are:

- Eliminate unnecessary and problematic SUP packaging through redesign and innovation,
- Ensure all plastic packaging is reusable, recyclable, or compostable,
- Increase the reuse, collection, and recycling of plastic packaging,
- Increase recycled content in plastic packaging.

In the UK, the WRAP ([Waste and Resources Action Programme](#)) UK Plastics Pact addresses the same four themes and was signed by 42 businesses that are estimated to be responsible for 80% of the plastic sold as packaging in the UK. It gathers a number of retailers and members of the hospitality sector who contribute to SUP waste and encourages them to take steps to increase the recyclability of their packaging or reduce plastics overall. Many of these companies operate in Surrey and/or place SUP in the county through their business activities.

2. Surrey Vision and Strategic Delivery Planning

2.1 Joint Vision

- 
- To support Surrey to become a SUP free county.

Surrey County Council is responsible for waste disposal while Surrey’s 11 district and borough councils are responsible for waste collection in the county. Together the 12 councils want to influence the behaviour of their communities and employees to help them reduce SUP usage and reduce the volume of plastic waste produced.

This strategy marks Surrey’s 12 local authorities’ shared vision of "supporting Surrey to become a SUP free county".

2.2 SUP Joint Policy

Joint policy objectives were agreed in principal by SEP in October 2018. The SUP Task Group has worked to develop this strategy from these objectives and expand them, as below. The Five Year Action Plan includes the necessary activities required to meet the objectives as well as a range of good practice activities (appendix 1).

The table below illustrates how the objectives are linked to the strategy themes. The delivery of the strategy themes will be reliant upon successful meeting objectives, with this strategy establishing what Surrey’s 12 councils must do to achieve this.

Theme	Joint Policy Objective (agreed in October 2018)
1. Getting our house in order	-End the sale and provision of SUP products in order to phase out their use across our own estates and operations (where there is a clear case for it and alternatives exist).
2. Working with our suppliers and contractors	-Ensure that our procurement policy and procedures require all of our suppliers to reduce and work towards zero avoidable SUP use (when applicable) in their service provision including at any events that take place. -Support greater awareness and action from our suppliers and contractors in finding sustainable SUP replacements wherever appropriate and encourage higher recycling rates across our estates.
3. Raising awareness across Surrey	-Share best practice, raise awareness and support our staff, Members, partners, communities, schools, businesses, hospitals and beyond towards making their own locations avoidable plastic-free zones.
4. Supporting Surrey to take action	-With the support of our partner authorities, innovate and encourage people in Surrey to reduce their SUP use, with a particular focus on busy public locations, and other areas where local authorities have control or influence.

2.3 Aims and Objectives

2.3.1 Getting our house in order

Objective 1: End the sale and provision of SUP products in order to phase out their use across our own estates and operations (where alternatives exist).

What we are already doing

We carried out SUP waste audits at three of our office sites: Spelthorne Borough Council in Staines-upon-Thames and Waverley Borough Council in Godalming and Surrey County Council in Kingston-upon-Thames.

This gave us a detailed picture of the SUP found at these premises and highlighted problem areas in an office environment. For instance, drinks bottles, food packaging, milk bottles, cleaning supplies, plastic bags, yogurt pots, cling film, drinks cups and stationery were the most common forms of SUP waste at these premises. We have grouped these items with some others in terms of how easy they are to eliminate (easy, moderate, hard) so that we can tackle them in priority order starting with easy items.

This categorisation was based on whether or not there were environmentally and financially efficient solutions currently available for alternative products and with this in mind we determined the timescales for each category.

EASY	MODERATE	HARD
drink bottles, drink cups, food takeaway boxes, cutlery, grocery bags, straws, stirrers, sauce sachets and tea bags with plastic wrappers.	hot drinks cups and lids, coffee capsules and stationery.	bin bags, food wrappers, yogurt pots, composite food packaging (eg chocolate boxes, biscuit trays, crisp bags, soup containers), milk bottles, cleaning supplies (eg washing-up fluid, other cleaning fluids and wet wipes), food packaging film and protective packaging for fragile items.

We have made considerable progress on the first stage of work to eliminate SUPs listed under the easy category. The large majority of the 12 councils have stopped providing plastic cups for water fountains and introduced a range of reusable or compostable products to replace non-recyclable single-use catering items. However, due to differing priorities, this exercise has not yet been completed by everyone although we are working towards achieving this objective by December 2019.

The latest round of measures includes the provision of reusable bottles, instead of daily bottled water, to Surrey's 600 firefighters. This saves approximately 29,515 plastic bottle per year.

A lead officer within our SUP Task Group will assess whether proposed replacements have a lower environmental impact. They will also research emerging industry trends and share findings and general good practice.

What we want to do next and why

We want to end the sale and provision of SUP products across our estates and operations completely unless there is a justifiable reason for not being able to do so. We have started with easy and moderate items, however, we also need to focus on phasing out the provision of hard SUP items in line with the timeframe outlined within the Five Year Action Plan (Appendix 1).

We recognise that eliminating some of the hard SUP items (eg crisp packets, yogurt pots, sweet wrappers, washing-up fluid containers etc.) will be difficult without limiting choice because there are currently no alternative packaging options available. The Government's recently proposed reforms should play a key role in incentivising manufacturers to redesign their product packaging to address this and we will use our voice and influence wherever we can to support this.

According to our recent SUP waste audit results, the highest percentage of our SUP waste was actually externally sourced, where our staff purchased or obtained items while off site. These were then subsequently brought into the office and disposed of. This highlights the importance of raising awareness and staff engagement. To achieve this we plan to introduce various pledge initiatives, for example asking staff to refuse to purchase some SUP.

Mode of priority action

- End domestic sale and provision of SUP items.
- Raise staff awareness.

2.3.2 Working with our suppliers and contractors

Objective 2: Ensure that our procurement policy and procedures require all of our suppliers to reduce and work towards zero avoidable SUP use (whenever applicable) in their service provision including at any events that take place.

Objective 3: Support greater awareness and action from our suppliers and contractors in finding sustainable SUP replacements wherever appropriate and encourage higher recycling rates across our estates.

What we are already doing

Working towards zero internally sourced SUP is an important milestone in achieving our long-term objective of becoming a SUP-free county. A key way of doing this is to introduce procurement policies that limit the purchase of SUP.

An approach piloted by Surrey County Council involves adding an Environmental Standards section to the Supplier Code of Conduct Procurement Policy with a specific reference to SUP reduction for new suppliers and contractors. The Social Value Procurement Charter has also been revised and now includes a financial proxy for the reduction in SUP which could have an influence over the outcome of the award of contract following a tender process.

What we want to do next and why

We want to work with the Surrey Procurement Group, which is a collective, Surrey-wide procurement partnership, to roll out further the implementation of the SUP reduction criteria. The first step identified is that each authority needs to formally approve this strategy document and publish it on its own website in order to support and act as a driver for any variations to each authority's procurement policy. Once this is accomplished by each authority, the joint SUP objectives also need to be brought into other key organisational policies and plans to ensure broader buy-in for successful implementation.

This approach is in line with the Government's proposed measures in trying to achieve SUP elimination at procurement stage. As explained in the new Waste And Resources Strategy, the Government wants to enable sustainability to be considered and balanced against cost at the heart of procurement policy across the public sector.

The Government also announced its intention to extend the requirements of the 2012 Social Value Act to ensure that all major procurement explicitly evaluates social value where appropriate, rather than just consider it. Other proposed measures require all government departments to report on the social value impact of major new procurements and train relevant staff in how to take into account social value and procure from social enterprises, which we hope are enabled quickly.

We also want to support greater awareness and action in finding sustainable replacements for SUP items wherever appropriate and encourage higher recycling rates across our estates and at licensed events.

Although the primary objective of SUP policy is to reduce the amount of plastic waste generated in the first place, on occasions where this is not possible (eg where SUP is purchased outside and brought into our buildings) we want to increase recycling of SUP and any replacement products. Therefore, another area of focus will be on increasing recycling of SUP when it cannot be avoided. See appendix 1 for a range of actions proposed to achieve this goal.

Mode of priority action

- Embed our SUP objectives within our procurement policies.
- Make recycling easy.

2.3.3 Raising awareness across Surrey

Objective 4: Share best practice, raise awareness and support our staff, members, partners, communities, schools, businesses, hospitals and beyond towards making their own locations avoidable plastic-free zones.

What we are already doing

We know that communication is vital to influencing and changing the habits and behaviour of people living and working in the county. We are working with other organisations and are compiling a list of local and national plastic-free initiatives and organisations to share learnings on SUP reduction practices.

We are also involving schools and are working with education teams to ensure this strategy is part of the 2019 Surrey Conference for Schools agenda. A number of awareness-raising activities have been

rolled out to Surrey schools within the last six months, including speakers at school assemblies and poster campaigns.

We support the Eco-Schools programme and are encouraging Surrey schools to participate. This international awards programme guides schools on their sustainable journey, providing a framework to help embed sustainable principles into the heart of school life. We are working towards increased emphasis on SUP reduction within this programme. We are also promoting the Wastebuster online schools programme, which includes activities and competitions to promote the reduction of SUP, to primary schools.

We have established links with Surrey Chamber of Commerce and Surrey CC & Buckinghamshire CC Trading Standards in order to engage with local businesses and share best practice more effectively in the near future.

What we want to do next and why

We want to improve communication with residents and local businesses, increasing awareness and encouraging positive behaviour change to reduce the use of SUP and implement better recycling practices.

Depending on funding and resource available, a countywide communications campaign may take place or the partnership may work to ensure that each authority's local campaigns and communications are accurate and consistent.

Each authority will also continue to use their existing communications channels to emphasise the importance of protecting our urban environments, rural environments and waterways in Surrey and to support and promote plastic-free initiatives, awareness-raising campaigns and actions for reducing plastic waste at a wider level.

Finally, we want to explore how Surrey schools, businesses, hospitals and communities can be supported effectively to become SUP-free. We also want to support communities and litter-pick initiatives to ensure our parks, riversides and open spaces are free from plastic litter.

Mode of priority action

- Explore options to successfully communicate about the harm caused by SUP usage and to encourage consumer behaviour change by linking to awareness events and information.
- Find effective ways of supporting Surrey schools, businesses, hospitals and communities to become SUP-free and help them make improvements in line with the Government's targets.

2.3.4 Support Surrey to take action

Objective 5: With the support of our partner authorities, innovate and encourage people in Surrey to reduce their SUP use, with a particular focus on busy public locations, and other areas where local authorities have control or influence.

What we are already doing

We are taking steps to give Surrey a voice in all national debates on SUP currently taking place at national and international level. We are participating in DEFRA's consultation on Single Use Carrier Bags: Extending And Increasing The Charge and we are lobbying the Government for implementation of "EPR for Packaging" reform as quickly as possible.

What we want to do next and why

We want to work with partners in joint ventures and innovative projects for reducing SUP waste, for example water fountains and refill schemes and DRS's.

Where we can we want to use government legislation and initiatives that regulate the supply, collection and treatment of SUP. For example, the Government published plans for several reforms within its new Waste And Resource Strategy to tackle avoidable plastic waste, including the polluter pays principle; taxation on plastic packaging with less than 30% recycled plastic; better product labelling; extending product lifetimes through warranties and disclosure and improving product design.

To help with Surrey's 12 local authorities' efforts, we will continually review the Government's progress in launching these reforms. We will follow up any legislative adjustments and support their application through Surrey County Council's Trading Standards teams.

Mode of priority action

- Launch local refill schemes (covering all Surrey districts and boroughs), developing refill stations across Surrey and involving businesses in the national [Refill campaign](#). Evaluate the costs and practicalities of putting water stations in public areas and speak to water supply companies to see if they can provide support.
- Encourage and support the roll-out of DRS's across Surrey and seek government incentives or initiatives to help authorities develop them.
- Map links to local businesses to identify external sources of SUP and encourage them (in particular high-street retailers) to reduce SUP use across Surrey.

3. Next steps

3.1 Summary of Five Year Action Plan

The Five Year Action Plan (Appendix 1) includes activities to help Surrey's 12 local authorities work towards the objectives of this strategy.

Authorities have been at differing stages of progress up to this point due to varying priorities and resourcing issues, so it is recognised that the implementation of all actions within the plan may not be feasible for all. To address this issue we have identified 'nice-to-have' activities, which have been classified as "good practice" with timeframes left open within the plan.

Although we encourage all authorities to implement these good practices activities as much as they practicably can, we recommend that all authorities initially focus on activities classified as "monitor and control", "operational effectiveness", and "engagement". However, this will be down to each organisation to assess and take as many actions as they practically can in order to meet the defined priority areas.

The action plan also specifies how long activities are expected to take, grouping them into short (one year), medium (three years) or long term (five years). Despite our full commitment, we will be reliant on future developments in the industry to achieve some of our long term actions to meet national requirements.

3.2 Reporting and Review

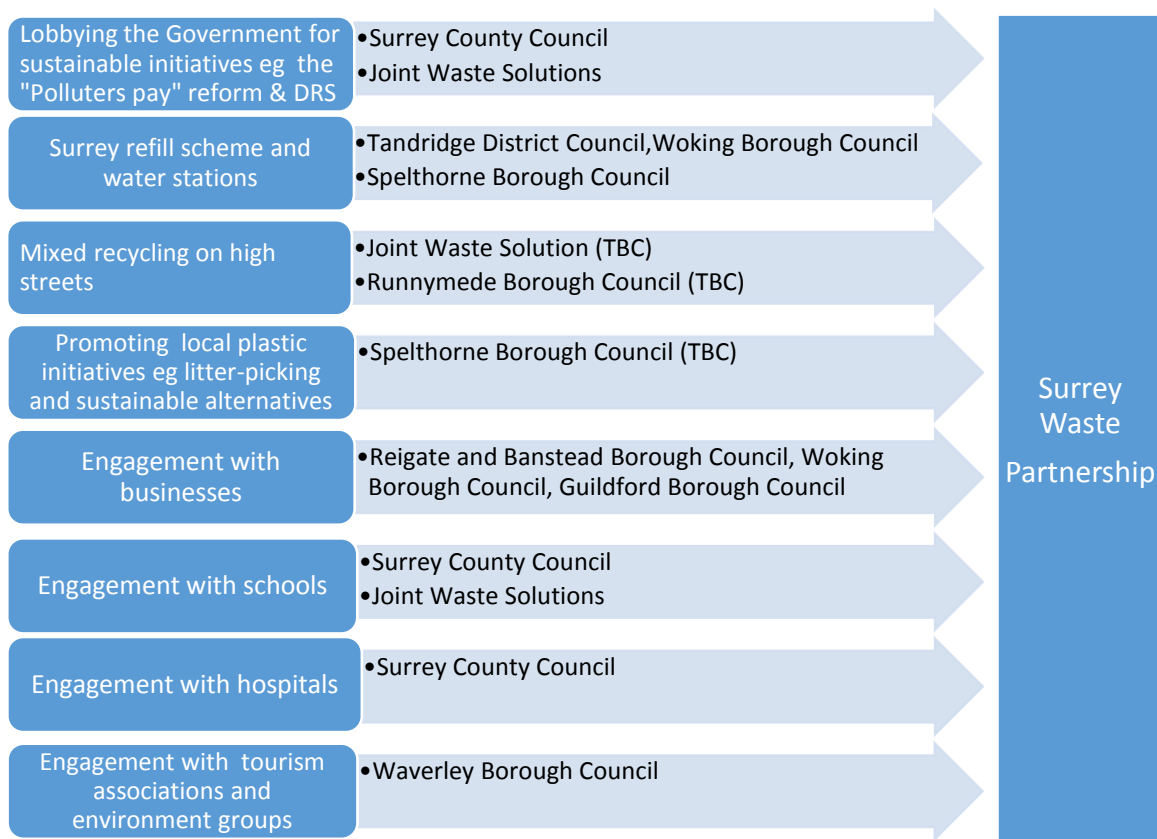
SEP (and the Joint Committee that is due to replace it) will seek to pool resources and identify funding to ensure the successful delivery of this strategy. It will also support and guide the SUP Task Group throughout the timeframe of this strategy. The group will discuss any key issues or decision-making requirements with Senior Officers initially, refining and improving the action plan before reporting progress to Members on a quarterly basis.

The SUP Task Group will meet every 8 to 10 weeks to review progress to date within each authority and will set up a knowledge sharing platform.

While each authority is accountable for implementing theme 1 and 2 actions within their own organisations, joint work will also be needed to deliver countywide objectives relating to strategy themes 3 and 4.

A nominated lead will set up a sub-working group for delivery of joint work-streams. The operation of the groups will be determined by the nominated lead and the selected group members moving forward and they will feed back their progress to the SUP Task Group’s quarterly meetings. If the lead for the sub-group identifies that further involvement from each authority is required, such as inclusion of relevant officers who are responsible for any particular area of work, this will be organised and accommodated by each SUP Task Group officer on behalf of their local authority.

Demonstration of SUP Task Group work-streams and the sub-group councils



Appendix I – SUP Five Years Action Plan

Theme 1: Getting our house in order						
Objective 1: End the sale and provision of SUP products in order to phase out the use of SUP across our estates and operations wherever possible.						
Output	Action	Classification	Lead	Target Date		
1.1 Group SUP items into level of difficulty to eliminate e.g. easy, moderate, hard.	1.1	EASY- plastic drink bottles, plastic drink cups, plastic food takeaway boxes, plastic cutlery, plastic grocery bags, straws, stirrers, sauce sachets and tea bags with plastic wrappers.	Measure and Control	All	Dec-19	Agenda item number: 5 Appendix 1
	1.2	MODERATE- hot drink cups and lids, coffee capsules and stationery.	Measure and Control	All	Dec-19	
	1.3	HARD- bin bags, food wrappers, yogurt pots, milk bottles, composite food packaging (e.g: chocolate boxes, biscuit trays, crisp bags, soup containers), cleaning supplies (e.g: washing-up fluid, other cleaning fluids and wet wipes), food packaging film, protective packaging for fragile items etc.	Measure and Control	All	Dec-23	
Theme 2: Working with Suppliers and Contractors						
Objective 2: Ensure that our procurement policy and procedures require all of our suppliers to reduce and work towards zero avoidable SUP use (wherever possible) in their service provision including at any events that are run.						
2.1 Revise existing procurement policy and procedures.	2.1	Publish the SUP Strategy for Surrey at internal and external websites (at 12 councils) - this is to support and act as a driver for any variations to each authority's procurement policy (as well as general awareness raising).	Measure and Control, Restrict access	All	Apr-19	
	2.2	Work collaboratively with Surrey Procurement Group to implement procurement policy updates (eg: a SUP reduction criteria) in a timely manner.	Measure and Control, Restrict access	All	Apr-19	
	2.3	Procurement of only recyclable or reusable containers for catering facilities if applicable.	Measure and Control, Restrict access	All	Dec-19	
	2.4	Procurement of cleaning materials to include only recyclable or reusable containers	Measure and Control, Restrict access	All	Dec-23	
2.2 Ensure where contractually possible that no SUP cups, bottles, straws, plates, cutlery etc.	2.5	To eliminate the use of SUP at internal events we run.	Measure and Control	All	Dec-19	
	2.6	To eliminate the use of SUP at external events we run.	Measure and Control	All	Dec-21	

are used by contractors at events we run.		<i>To encourage those external organisers (who apply for licensing for public events) to use alternatives materials to replace SUP items such as paper cups, plates and trays etc.</i>	<i>Good Practice</i>		<i>NOC (No overall control)</i>
Objective 3: Support greater awareness and action in finding sustainable SUP replacements wherever appropriate and encourage higher recycling rates across our estates.					
3.1 Promote the use of eco-friendly and fit-for-purpose alternatives.	3.1	Set up a knowledge Hub group to share good practice between SEP Task Group representatives.	Operational effectiveness	Duncan Laidlaw, Runnymede BC & Helen Trew, Joint Waste Solutions	June-19
	3.2	When a SUP item cannot be eliminated or replaced by a reusable option, thoroughly assess any proposed alternatives to ensure that they have a lower environmental impact.	Operational effectiveness	All & Duncan Laidlaw, Runnymede BC	Dec-19 Ongoing
		<i>Keep up with emerging trends and new alternatives as they become available.</i>	<i>Operational effectiveness</i>	<i>All & Duncan Laidlaw, Runnymede BC</i>	<i>GP (Good Practice)-ongoing</i>
		<i>Replace SUP items with reusable items in order to avoid any type of single-use waste at the first instance.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
3.2 Embed our SUP objectives into other key organisational policies and plans.	3.3	Integrate the SUP strategy along with the already existing broader Joint Municipal Waste Management Strategy for operational effectiveness and to avoid crossovers, i.e. similar to Leicester and London approaches.	Operational effectiveness, Measure & Control	All	Apr-19 Ongoing
		Speak to directors, CEX where possible and encourage them to include SUP objectives in business plans, corporate strategies etc	Engagement initiative	All	<i>GP</i>
3.3 Improve knowledge of recycling facilities, where they are provided in-house, across our own estate and enable our employees to recycle better.	3.4	Look at best practice guidance on the WRAP Recycle Now website, and use this as a template for offices.	Facilities	All	Dec-19
	3.5	Ensure water dispensers are sufficiently available and in good working order.	Facilities	All	Dec-19 Ongoing
	3.6	Application of standardised labelling for each waste stream, and corresponding bins across all sites.	Facilities, Operational Effectiveness	All	Dec-19
	3.7	Reduce number of internal bins (where applicable) and assess saving in employee/cleaner time emptying bins.	Facilities, Operational Effectiveness	All	Dec-19

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3.8	Place internally standardised bin containers in central areas (where applicable).	Facilities, Operational Effectiveness	All	Dec-19
3.9	Vote for or pledge initiatives to control and minimise externally sourced items.	Engagement initiative	All	Dec-19 Ongoing
3.10	Assess your largest SUP contributors by volume to identify key target for change.	Operational Effectiveness, Good Practice	All	Dec-19
3.11	Format specific initiatives: stationary - offer recycled and/or recyclable options on site, offer a stationary recycling bin	Good Practice, Operational Effectiveness	All	Dec-19
3.12	Input of standardised colour coded bins for each waste stream and for every waste consolidation zone.	Facilities, Operational Effectiveness	All	Dec-21
3.13	Increase ratio of recycling volume to general waste volume (where applicable).	Facilities, Operational Effectiveness	All	Dec-21 Ongoing
	<i>Selection of a 'Green Champion' within each department and/or office area, who helps monitor the usage of the waste areas on a regular basis.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
	<i>Keep staff informed of best practice and waste performance & initiatives through regular updates by using internal communication channels such as intranet, newsletters, notice board etc.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
	<i>Monthly "focus themes" to maintain engagement on recycling.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
	<i>Consider incentives and targets available to employees for example employee idea box (with rewards)</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
	<i>Plastic only visual collection every 3 months to see how much SUP is produced by staff.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
	<i>Format specific initiatives: plastic bags- offer bag supply near exits.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
	<i>Format specific initiatives: plastic cups- ask employees to use their own mugs to receive a "discount"</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
	<i>Format specific initiatives: promote healthy eating with packed lunch brought from home, or set up a working group to improve lunch facilities offered so more will choose to use cafeteria</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
	<i>Record waste weights supplied by waste service company and monitor to reduce and control cost.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>

		<i>Control materials on site by offering onsite options, for example tea and coffee instead of externally sourced disposable cups. Compare value of saving of provision of coffee and tea facilities with increase in cost of waste volume of non-recyclable material.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
		<i>Format specific initiatives: drinks cups - remove plastic cups & consider offering cup recycling service for compostable products.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
		<i>Open an "Ideas Lab" initiative to encourage external submission of ideas and create a dialogue on waste management and SUP reduction.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
		<i>Ongoing training support and communication for cleaning teams regarding recycling.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
		<i>Work with all waste authorities and actors in Surrey to collectively purchase solutions for hard to recycle materials.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
		<i>Organise waste awareness days provide guidance and education for staff that encourages good recycling practices.</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
3.4 Make it easy for people to use our recycling facilities across Surrey's busy public locations, for example consistently providing joint bins (general waste & recycling).	3.14	Make it easy for people to use our recycling facilities across Surrey's busy public locations, for example consistently providing joint bins (general waste & recycling).	County-wide infrastructure requirement, Engagement Initiative, Public Education	Joint Waste Solutions	Dec-23
Theme 3: Raise Awareness across Surrey					
Objective 4: Share best practice, raise awareness, and support our own staff, partner authorities, communities, schools, businesses and beyond towards making their own buildings SUP free zones.					
4.1 Raise staff awareness and encourage positive behaviour change to reduce the use of SUP.	4.1	Regularly share best practice guidance with your staff for cascading the SUP message.	Engagement initiative (employee focussed)	All	Dec-19 Ongoing
	4.2	Regularly create accessible online content (i.e. blog-style) for wide ranging readership on the topic of SUP.	Engagement initiative	All	Dec-19 Ongoing
		<i>Look into potential sponsorship for reusable items for staff and promote these (eg reusable bottles for water and cups for hot drinks).</i>	<i>Good Practice</i>	<i>All</i>	<i>GP</i>
4.2 Communicate the importance of protecting our urban environments,	4.3	Look out for local SUP initiatives to support and get involved in, and promote via communication channels.	Engagement initiative	All	Dec-19 Ongoing

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rural environments and waterways in Surrey through various channels including our social media, and support and promote plastic free initiatives, awareness raising campaigns and actions for reducing plastic waste at a wider level.					
4.3 Support our schools, hospitals, businesses, communities and beyond in their efforts to become SUP free by sharing and demonstrating our best practice.	4.4	SCHOOLS- Work with the SCC team that encourages schools to participate in Eco Schools Awards, to see how SUP can be included in the programme.	Engagement initiative	Edward Cowley, Safer Travel Officer, Surrey County Council	Dec-21
	4.5	SCHOOLS- SEP to continue to promote the Wastebuster online schools programme to primary schools, including activities and competitions to promote the reduction of SUP.	Engagement initiative	Helen Trew, Waste Programme Manager, Joint Waste Solutions	Dec-21 Ongoing
	4.6	BUSINESSES (High street retailers in particular) - Each authority to map out links to local businesses (eg LEPS) and engage with them to encourage SUP reduction	Engagement initiative, Monitor & Control	Frank Etheridge, Head of Service. Recycling & Cleansing, Reigate & Banstead BC Liz Mockeridge, Waste Policy and Development Manager Guildford BC	Dec-19 Ongoing
	4.7	HOSPITALS- reach out to Surrey hospitals and share good practice ideas to support them in their journey.	Engagement initiative	Verity Dinnage, Waste & Recycling Officer, Waverley BC; Surrey County Council	Dec-19 Ongoing
	4.8	Work closely with ENVIRONMENTAL GROUPS to ensure their support for our SUP policy implementation.	Engagement initiative	Tessa Crowder, Waste & Recycling Officer/ Carolyn Jarvis-Grogan, Interim Env Services Project Team Leader, Waverley BC	Dec-19 Ongoing

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	4.9	RESIDENTS- Agreement & implementation of joint communications in order to raise public awareness about the harm caused by SUP use & encourage consumer behaviour change.	Engagement initiative	Pat Hindley, Resident Communication Manager, SCC & Paul Barnett, Assistant Communications Manager Surrey Environment Partnership	Dec-21
	4.10	VISITORS- Liaise with locally based tourism associations to seek support for this initiative	Engagement initiative	Waverley Borough Council	Dec-21 Ongoing
Theme 4: Support Surrey to take action					
Objective 5: With the support of our partner authorities, innovate and encourage people in Surrey to reduce their SUP use, with a particular focus on busy public locations, and other areas where local authorities have control or influence.					
5.1 Work with partners in joint ventures and innovative projects for reducing single-use plastic waste e.g: water fountains Refill Scheme. Page 91	5.1	Launch local Refill schemes and develop water refill stations across Surrey and involve businesses in this.	Infrastructure requirement for desired change	Claire Cooney, Tandridge District Council	Dec-21
	5.2	Continue to look into costs and practicalities of putting water stations in public areas and liaise with water supply companies whether any support can be given. Joint procurement options to be explored.	Infrastructure requirement for desired change	Mark Rachwal, Sustainability Officer & Damiete Oramabo, Waste and Recycling Officer, Spelthorne Borough Council	Dec-19
	5.3	Encourage and support effective roll out of Deposit Return Schemes across Surrey.	Infrastructure requirement for desired change	Joint Waste Solutions - TBC	Dec-23
	5.4	Adopt goals set out in the UK Plastics Pact and promote to businesses in Surrey	Engagement initiative, Monitor & Control	All	Dec-21
	5.5	Consider to commission SUP art work for high-streets to catch public attention.	Engagement initiative	Pat Hindley, Resident Communication Manager, SCC & Paul Barnett, Assistant Communications Manager	Dec-21

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				Surrey Environment Partnership	
	5.6	Explore ways to support local businesses wherever we can on SUP reduction and encourage switch to widely recycled or lower environmental impact alternatives where SUPs are unavoidable (i.e. use of widely recycled polymers over polystyrene).	Engagement initiative, Monitor & Control	Frank Etheridge, Head of Service. Recycling & Cleansing, Reigate & Banstead BC Liz Mockeridge, Waste Policy and Development Manager Guildford BC	Dec-21
		<i>Help retailers and fast-moving consumer goods (FMCG) companies wherever we can to support their goals towards reducing SUP</i>	<i>Good Practice</i>		Dec-21
5.2 Use government legislation/initiatives that regulates/encourages against the use of single-use plastics to support our efforts where we can.	5.7	Lobbying government for incentivised schemes e.g: offering tax rebates for sustainable alternatives.	Engagement initiative, Monitor & Control	Joint Waste Solutions, Surrey County Council	Dec-19 Ongoing
	5.8	Support government initiatives to ensure broad buy-in from manufacturers to reduce SUP waste arising from their products/services.	Engagement initiative, Monitor & Control	Joint Waste Solutions, Surrey County Council	Dec-23
5.3 Support communities and litter-pick initiatives to ensure our parks, riversides and open spaces are free from plastic litter.	5.9	Promote own local litter pick events	Engagement initiative	All & Duncan Laidlaw, Runnymede Borough Council	Dec-19 Ongoing
	5.10	Signpost people to the organisers of big litter pick events (such as Keep Britain Tidy) where they can find local litter picks.	Engagement initiative	All & Duncan Laidlaw, Spelthorne Borough Council TBC	Dec-19 Ongoing

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APPENDIX 2: Examples of Council Approaches to Plastics

Surrey authorities

Elmbridge Borough Council	Adopted an Elmbridge SUP Action Plan 2019/20 with explicit targets; in July 2019, hosted a SUPs Town Centre Forum which saw a good attendance and included examples that help to reduce and even eliminate plastic.
Epsom and Ewell Borough Council	Endorsed the SUPs Strategy for Surrey in March 2019 and approved their Council's 'SUPs Policy – Our 5 Pledges'.
Mole Valley District Council	Council website refers to the SUPs Strategy for Surrey and that its objective ties in with the Council Strategy for 2019-2024's environment priority to encourage and support residents and businesses to reduce the amount of waste that is produced.
Reigate and Banstead Borough Council	In October 2018, their Executive pledged to do all it can to eliminate its use of SUP from its buildings, facilities and services and instead use reusable, compostable or recyclable materials. They would look to develop a rating system that highlights local businesses and organisations that are doing the most to reduce their plastic consumption and increase their recycling rates.
Spelthorne Borough Council	In June 2019, Cabinet adopted the Spelthorne Borough Council SUPs Policy and Five-Year Action Plan, and the associated SUPs Strategy for Surrey
Surrey County Council	Cabinet approved a Council SUP policy in October 2018 for reducing and working towards zero SUP across their full estate
Surrey Heath Borough Council	In March 2019 Executive has resolved to endorse the strategic objectives for tackling the use of SUP in Surrey and formalised its commitment to reducing SUP
Waverley Borough Council	Council website lists ideas to reduce the use of SUP and invites public to "Share your ideas #PlasticFreeWaverley"
Woking Borough Council	In July 2019, the Council adopted a Woking Borough Council SUP policy as commitment to reducing its use of avoidable SUP

Outside Surrey

Fareham Borough Council	In September 2018, their Executive approved the Council's SUP Policy 'the Push' and Communications Plan to promote the policy
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THE FORWARD PLAN

(INCORPORATING NOTICE OF KEY DECISIONS TO BE TAKEN BY THE EXECUTIVE AND NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE)

Schedule 1 to this document sets out details of the various decisions that the [Executive](#) and full [Council](#) are likely to take over the next twelve months in so far as they are known at the time of publication. Except in rare circumstances where confidential or exempt information is likely to be disclosed, all decisions taken by the Executive and full Council are taken in public, and all reports and supporting documents in respect of those decisions are made available on our website.

Members of the public are welcome to attend and, in most cases, participate in all of our meetings and should seek confirmation as to the timing of any proposed decision referred to in the Forward Plan from the Committee Services team by telephone on 01483 444102, or email committeeservices@guildford.gov.uk prior to attending any particular meeting (see note below for special arrangements for remote meetings during the Coronavirus crisis).

Details of the membership of the Executive and the respective areas of responsibility of the Leader of the Council and the lead councillors are set out in Schedule 2 to this document.

Key decisions

As required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, this document also contains information about known key decisions to be taken during this period.

A key decision is defined in the Council's Constitution as an executive decision which is likely to result in expenditure or savings of at least £200,000 or which is likely to have a significant impact on two or more wards within the Borough.

A key decision is indicated in Schedule 1 by an asterisk in the first column of each table of proposed decisions to be taken by the Executive.

In order to comply with the publicity requirements of Regulation 9 of the 2012 Regulations referred to above, we will publish this document at least 28 clear days before each meeting of the Executive by making it available for inspection by the public on our website: <http://www.guildford.gov.uk/ForwardPlan>

Availability of reports and other documents

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document to be submitted to a decision-maker for consideration in relation to a matter in respect of which a decision is to be made will normally be available for inspection on our website five clear working days before the meeting, or the date on which the proposed decision is to be taken.

Other documents relevant to a matter in respect of which a decision is to be made may be submitted to the Executive, or to an individual decision maker, before the meeting or date on which the decision is to be taken, and copies of these will also be available online.

Taking decisions in private

Where, in relation to any matter to be discussed by the Executive, the public may be excluded from the meeting due to the likely disclosure of confidential or exempt information, the documents referred to above may not contain any such confidential or exempt information.

In order to comply with the requirements of Regulation 5 of the 2012 Regulations referred to above, Schedule 1 to this document will indicate where it is intended to deal with any matter in private due to the likely disclosure of confidential or exempt information. Where applicable, a statement of reasons for holding that part of the meeting in private together with an invitation to the public to submit written representations about why the meeting should be open to the public when the matter is dealt with will be set out on the relevant page of Schedule 1.

James Whiteman Managing Director

Guildford Borough Council Millmead House
Millmead Guildford
GU2 4BB

Dated: 28 April 2020

Special Arrangements to be put in place during Coronavirus crisis

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 [“the Regulations”] allow local authorities to hold meetings remotely, including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming.

The Regulations further modify existing legislative provisions to remove the requirement for local authorities to hold annual meetings, and to enable requirements for public and press access to local authority meetings and associated documents to be complied with through remote means and website access.

The Regulations apply to meetings of the Council, the Executive, Guildford Joint Committee, and all committees or sub-committees of these bodies, including Executive Advisory Boards.

SCHEDULE 1

COUNCIL 5 May 2020

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Local Plan:- Development- Management Policies	To approve the Development- Management Policies for Regulation- 48	No	Report to Council (05/05/2020) Incorporating- comments- from Place- Making and Innovation- EAB (17/02/2020) And Leader of the Council (24/03/2020)	Stuart Harrison- 01483 444512 john.armstrong@guildford.gov.uk
Designation of Monitoring Officer	To agree arrangements for the designation of the Council's Monitoring Officer following Robert Parkin's departure.	No	Report to Council (05/05/2020) Incorporating- comments/ recommendation s from Employment Committee (06/03/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

Non-attendance at meetings: waiver of six-month Councillor-attendance rule	To waive the requirements of Section 85(1) of the Local Government Act 1972 by granting special dispensation to all councillors for any non-attendance at meetings for such a period as may be necessary due to the coronavirus outbreak.	No	Report to Council (05/05/2020)	James Dearling 01483 444141 James.dearling@guildford.gov.uk
Coronavirus Crisis	To approve a supplementary revenue estimate	No	Report to Council (05/05/2020) Incorporating recommendations from Executive (21/04/2020)	Claire Morris 01483 444827 Claire.morris@guildford.gov.uk

COUNCIL 19 May 2020 (Selection Council Meeting)

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Appointment to committees 2020-21	To agree the numerical allocation of seats to political groups on committees and to agree the membership and (where appropriate) substitute membership of those committees, including the election of committee chairmen and vice-chairmen.	No	Report to Council (13/05/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 26 May 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Surrey Leaders' Group	To consider and approve nominations to the Surrey Leaders' Group for appointments of district council representatives on outside bodies.	No	Report to Executive (26/05/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
	Procurement Strategy	To adopt the procurement strategy	No	Report to Executive (26/05/2020)	Faye Gould 01483 444120 faye.gould@guildford.gov.uk
* Page 100	Parking Study	To consider a parking study.	No	Report to Executive (26/05/2020)	Chris Wheeler 01483 445030 Chris.wheeler@guildford.gov.uk

Agenda item number: 6

EXECUTIVE: 23 June 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Capital and Investment Outturn Report 2019-20	(1) To note the Capital and Investment Outturn Report for 2019-20. (2) To approve the actual prudential indicators for 2019-20.	No	Report to Executive (23/06/2020) and Council (28/07/2020)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
* Page 101	Revenue Outturn Report 2019-20	(1) To note the final position on the General Fund and the Collection Fund revenue accounts for the 2019-20 financial year. (2) To determine how any available balances are to be used.	No	Report to Executive (23/06/2020)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
*	Housing Revenue Account: draft final Accounts 2019-20	To consider the draft accounts for 2019-20 and agree any transfers to earmarked reserves before the statutory Statement of Accounts is signed by the Chief Financial Officer.	No	Report to Executive (23/06/2020)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Annual Governance Statement 2019-20	To adopt the Council's Annual Governance Statement for 2019-20	No	Report to Executive (23/06/2020) And Incorporating comments/recomm endations of Corporate Governance and Standards Committee (18/06/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

Agenda item number: 6

EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE 21 July 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Sutherland Memorial Park	To renew the lease to Guildford City Youth Project	No	Executive Shareholder and Trustee Committee (23/06/2020)	Simon Goldsworthy 01483 444593 simon.goldsworthy@guildford.gov.uk

EXECUTIVE: 21 July 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Crematorium Project	To approve the supplementary capital estimates	No	Report to Executive (21/07/2020) and Council (28/07/2020)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
* Page 104	Climate Emergency Response: Actions for achieving Net Zero Carbon across Council Operations	Approval of high level Action Plan for working towards net-zero carbon within the Council's operations.	No	Report to Executive (21/07/2020)	Alex Swainson 01483 444509 alex.swainson@guildford.gov.uk

Agenda item number: 6

COUNCIL: 28 July 2020

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Citizen's Assembly on The Climate Crisis	To debate petition.	No	Report to Council (28/07/2020) And Executive (25/08/2020)	John Armstrong 01483 444102 John.armstrong@guildford.gov.uk
Review of Overview and Scrutiny Annual Report	To note the annual report on overview and scrutiny function, including review of "call-in" and "urgency" provisions and future work programme.	No	Report to Council (28/07/2020) Incorporating comments/recommendations of Overview and Scrutiny Committee (7/07/2020)	James Dearling 01483 444141 james.dearling@guildford.gov.uk
Capital and Investment Outturn Report 2019-20	(1) To note the Capital and Investment Outturn Report 2019-20 (2) To approve the actual prudential indicators reported for 2019-20	No	Report to Council (28/07/2020) Incorporating comments/recommendations of Corporate Governance and Standards Committee (18/06/2020) and Executive (23/06/2020)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Crematorium Project	To approve supplementary capital estimates.	No	Report to Council (28/07/2020) Incorporating comments/recom mendations of Executive (21/07/2020)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Reviews of various corporate governance related matters	<p>To consider proposals from the task group in respect of reviews of various corporate governance related matters including:</p> <ul style="list-style-type: none"> (a) The Councillors' Code of Conduct (and policy on acceptance/registration of gifts and hospitality) (b) Compliance with the 15 best practice recommendations contained in the report of the CSPL, Local Government Ethical Standards (c) Guidance on social media use by Councillors (d) Internal communications 	No	<p>Report to Council (28/07/2020) Incorporating comments/recommendations of Corporate Governance and Standards Committee (18/06/2020)</p>	<p>Robert Parkin 01483 444135 robert.parkin@guildford.gov.uk</p> <p>John Armstrong 01483 444102 john.armstrong@guildford.gov.uk</p>
Review of Executive Advisory Boards	<p>To review the effectiveness of the operation of Executive Advisory Boards in the light of a strengthened Forward Plan process and better work programming.</p>	No	<p>Report to Council (28/07/2020) Incorporating comments/recommendations of Place-Making EAB (06/07/2020) and Community EAB (09/07/2020)</p>	<p>John Armstrong 01483 444102 john.armstrong@guildford.gov.uk</p>

EXECUTIVE: 25 August 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Citizen's Assembly on the Climate Crisis	Subject to debate at full Council on 28 July 2020, to consider any recommendation arising from the full Council debate as to how the Council should respond formally to the petition.	No	Report to Executive (25/08/2020) Incorporating recommendations from Council (28/07/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 22 September 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 108	Timetable of Council and Committee Meetings 2021- 22	To consider and adopt the timetable of Council and Committee meetings for the 2021-22 municipal year.	No	Report to Executive (22/09/2020) and Council (6/10/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Page 108	Policy on Debt Recovery	To develop a policy on how the Council manages debt recovery	No	Report to Executive (22/09/2020) Incorporating comments/ recommendations of Community EAB (09/07/2020)	Siobhan Rumble 01483 444296 siobhan.rumble@guildford.gov.uk Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk Maureen Wilson 01483 444837 maureen.wilson@guildford.gov.uk

Agenda item number: 6

*	Strategic Development Framework SPD	To adopt the Strategic Development Framework SPD	No	Report to Executive (22/09/2020)	Simon Lee 01483 444670 simon.lee@guildford.gov.uk
*	Climate Change, Sustainable Design, Construction and Energy SPD	To adopt the Climate Change, Sustainable Design, Construction and Energy SPD	No	Report to Executive (22/09/2020)	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk

COUNCIL: 6 October 2020

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Timetable of Council and Committee Meetings 2021-22	To consider and adopt the timetable of Council and Committee meetings for the 2021-22 municipal year.	No	Report to Council (6/10/2020) Incorporating comments/recommendations of Executive (22/09/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Lovelace Neighbourhood Plan	To adopt the Lovelace Neighbourhood Plan	No	Report to Council (6/10/2020)	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
Review of corporate governance matters	To consider proposal from the task group in respect of reviews of various corporate governance matters including: (a) The Councillors' Code of Conduct (and policy on acceptance/registration of gifts and hospitality) (b) Compliance with the 15 best practice recommendations contained in the report of the CSPL, Local Government Ethical Standards (c) Guidance on social media use by Councillors (d) Internal communications	No	Report to Council (06/10/2020) Incorporating comments/recommendations of Corporate Governance and Standards Committee (30/07/2020) and (24/09/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk and Robert Parkin 01483 444135 robert.parkin@guildford.gov.uk

Agenda item number: 6

EXECUTIVE: 27 October 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Annual Audit Letter 2019-20	To approve the Annual Audit Letter for 2019-20.	No	Report to Executive (27/10/2020) Incorporating comments/recommen- dations from Corporate Governance and Standards Committee (24/09/2020)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk

EXECUTIVE: 24 November 2020

Agenda item number: 6

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 112	Selection of the Mayor and The Deputy Mayor 2021-22	To submit nominations for the selection of the Mayor and The Deputy Mayor 2021-22 to Council for consideration.	No	Report to Executive (24/11/2020) and Council (08/12/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Page 112	Summary of transactions at less than best consideration.	Reporting on all less than best consideration transactions entered into annually.	No	Report to Executive (24/11/2020)	Mark Appleton 01483 444364 mark.appleton@guildford.gov.uk
*	Future Operating Models for frontline services	To approve Future Operating Models for frontline services.	No	Report to Executive (24/11/2020) Incorporating comments/recommendations of Place Making EAB (6/07/2020)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk

	Councillor Working Groups	To review the current councilor working groups, and to determine whether they should continue in their present format, and if so to confirm the political composition of	No	Report to Executive (24/11/2020) Incorporating comments/recommendations of Community EAB (15/10/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
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COUNCIL: 8 December 2020

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Selection of the Mayor and The Deputy Mayor 2021-22	To submit nominations for the selection of the Mayor and The Deputy Mayor 2021-22 to Council for consideration.	No	Report to Council (8/12/2020) Incorporating comments/recommendations of the Executive (24/11/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Review of corporate governance matters	To consider proposal from the task group in respect of reviews of various corporate governance matters including: (a) The Councillors' Code of Conduct (and policy on acceptance/registration of gifts and hospitality) (b) Compliance with the 15 best practice recommendations contained in the report of the CSPL, Local Government Ethical Standards (c) Guidance on social media use by Councillors (d) Internal communications	No	Report to Council (08/12/2020) Incorporating comments/recommendations of Corporate Governance and Standards Committee (19/11/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk and Robert Parkin 01483 444135 robert.parkin@guildford.gov.uk

EXECUTIVE: 5 January 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Pitch Strategy	To adopt a Pitch Strategy	No	Report to Executive (5/01/2021) Incorporating comments/ recommendations of Community EAB (04/07/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk

EXECUTIVE: 26 January 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 116	Capital and Investment Strategy (2021-22 to 2045- 25)	To comment on various recommendations to the Executive and Council	No	Report to Executive (26/01/2021) Incorporating comments/recomm endations of the Corporate Governance and Standards Committee (14/01/2021) Council (10/02/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

Agenda item number: 6

COUNCIL: 10 February 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Capital and Investment Strategy (2021-22 to 2045-25)	To comment on various recommendations to the Executive and Council	No	Report to Council (10/02/2021) Incorporating comments/recommendations of the Corporate Governance and Standards Committee (14/01/2021) and Executive (26/01/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

EXECUTIVE: 23 March 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Regeneration of Guildford town centre	To consider an aspirational council document to guide development in the town centre	No	Report to Executive (23/03/2021) Incorporating comments/ recommendations of Place-Making and Innovation EAB (12/10/2020)	Tracey Coleman 01483 444827 tracey.coleman@guildford.gov.uk

Agenda item number: 6

UNSCHEDULED ITEMS – EXECUTIVE/COUNCIL

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
u	The Housing Allocation Scheme	Executive to agree and updated Scheme for allocating housing	No	Executive and EABs	Siobhan Kennedy 01483 444247 Siobhan.kennedy@guildford.gov.uk
*u	New Housing Strategy (including the Homelessness Prevention and Rough Sleeping Strategies) 2020-2025	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping	No	Executive and EABs	Siobhan Kennedy 01483 444247 Siobhan.kennedy@guildford.gov.uk
u	Tenancy Strategy	To set out the terms and conditions of tenancies to be offered by all registered providers within Guildford	No	Executive and EABs	Siobhan Rumble 01483 444296 Siobhan.rumble@guildford.gov.uk
*u	Bedford Wharf Plaza Landscaping Scheme	To approve the landscaping scheme following public consultation	No	Executive and Place-Making EAB	Dermot Whelan 07800 540145 dermot.whelan@guildford.gov.uk
u	Pest Control Services	To consider proposal to introduce charging for pest control treatments (rats and mice)	No	Executive and Community EAB	Justine Fuller 01483 444370 Justine.fuller@guildford.gov.uk

u	Charging for Regulatory Services	To consider proposal to charge for pre-application advice	No	Executive	Justine Fuller 01483 444370 Justine.fuller@guildford.gov.uk
*u	Property Investment Strategy	To approve a new property investment strategy which will provide a robust and viable framework for the organization and retention of commercial properties located within the borough.	No	Executive	Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk
u	Transfer from provisional to approved capital programme for the surfacing of Burchatts Farm Barn car park	To agree the transfer from provisional to approved capital programme for the surfacing of Burchatts Farm Barn car park.	*Yes Appendix 3	Executive	Sally Astles 01483 444728 sally.astles@guildford.gov.uk
u	Bike Share Scheme	To approve approach and programme for the procurement and commissioning of a town-wide bike share scheme.	No	Executive	Donald Yell 01483 444659 donald.yell@guildford.gov.uk
*u	Transfer of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council – Awaiting report schedule	No	Executive	Fiona Williams 01483 444999 fiona.williams@guildford.gov.uk
u	Puttenham Neighbourhood Plan	To adopt the Puttenham Neighbourhood Plan. Report estimated 2021.	No	Council	Dan Nunn 01483 444671 daniel.nunn@guildford.gov.uk
u	Send Neighbourhood Plan	To adopt the Send Neighbourhood Plan. Report estimated early 2021.	No	Council	Gavin Stonham 01483 444464

Agenda item number: 6

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	Surrey Waste Partnership – Inter Authority Agreement	To confirm the formation of a Joint Committee to replace the Surrey Waste Partnership, to seek sign up to a relevant IAA and to agree what decisions around waste and what services we want delivered via a joint approach. Report estimated late 2020	No	Executive	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
*u	Resurfacing of Westfield and Moorfield Roads	To agree the budget to be transferred from the provisional to the approved budget. Currently waiting for the completion of phase 1, following which a review will be made relating to programme for phase 2.	No	Executive	Michael Lee-Dickson 01483 445123 michael.lee-dickson@guildford.gov.uk
*u	Parks Strategy	To adopt a Parks Strategy Report estimated late 2020 / early 2021	No	Report to Executive Incorporating comments/ recommendations of Community EAB (5/09/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
*u	Industrial Estates	To consider strategies for the future development of individual industrial estates	No	Report to Executive	Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk
*u	Future Residential Housing developments (HRA)	To consider proposals on a site by site basis	No	Report to Executive	Peter O'Connell 01483 444800 peter.oconnell@guildford.gov.uk
*u	Bridges – Inspection and Remedial Work	(1) To approve appointment of consultants to: (a) carry out inspections (b) cost immediate and long-term works (c) advise on future inspection frequency	No	Report to Executive	Tim Pilsbury 01483 444521 tim.pilsbury@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
		(2) To approve works that arise from inspections (3) Move money from provisional to approved capital programme			
* u	Regeneration of Guildford town centre	To consider whether to progress to a town centre DPD SCHEDULED FOR 23/03/21 -REMOVE	No	Report to Executive Incorporating comments/ recommendations of Place-Making and Innovation EAB	Tracey Coleman 01483 444827 tracey.coleman@guildford.gov.uk
* u	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule	No	Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
* u	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Report to Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
* u	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD	No	Report to Executive	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
* u	Green Belt SPD	To adopt the Green Belt SPD	No	Report to Executive	Laura Howard 01483 444626 laura.howard@guildford.gov.uk

* u	Review of Refuse and Recycling Service	<ul style="list-style-type: none"> • To report back on Phase 2 of the review • To agree future waste collection methodology <p>Report estimated late 2020</p>	No	Report to Executive incorporating comments/recommendations from Community EAB	<p>Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk</p>
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Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer	Agenda item number: 6
u	Review of Councillor/Officer Protocol	To consider the recommendations of the Task Group established by the Corporate Governance and Standards Committee Task group meetings in progress	No	Report to Council Incorporating comments/ recommendations of Corporate Governance and Standards Committee	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk	

UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Traveller sites	(1) Identification of transit sites (2) Future management of existing traveller sites	No	Report to Guildford Joint Committee	Peter O'Connell 01483 444800 peter.oconnell@guildford.gov.uk
Community Infrastructure Delivery	(1) To agree a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list (2) To discuss and propose strategies for securing additional funding necessary for that delivery	No	Report to Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk

SCHEDULE 2

MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

AREAS OF RESPONSIBILITY FOR THE LEADER OF THE COUNCIL & LEAD COUNCILLORS GUILDFORD BOROUGH COUNCIL

Councillor	Areas of Responsibility
<p>Leader of the Council and Lead Councillor for Housing and Development Control</p> <p>Councillor Caroline Reeves 31 Artillery Road Guildford Surrey GU1 4NW (Friary and St. Nicolas Ward)</p>	<p>Housing and development control: all aspects of our council and private housing services including advice and support, and homeless.</p>
<p>Deputy Leader of the Council and Lead Councillor for Service Delivery</p> <p>Councillor Joss Bigmore c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB (Christchurch Ward)</p>	<p>Service Delivery: Customer service, execution of corporate plan, governance.</p>
<p>Lead Councillor for Resources</p> <p>Councillor Tim Anderson c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB (Clandon & Horsley Ward)</p>	<p>Resources: Finance and Asset Management.</p>
<p>Lead Councillor for Climate Change</p> <p>Councillor Jan Harwood c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB (Merrow Ward)</p>	<p>Climate Change: Climate Change and planning policy.</p>

<p>Lead Councillor for Community</p> <p>Councillor Julia McShane</p> <p>75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX</p> <p>(Westborough Ward)</p>	<p>Community: social enterprise, safeguarding, environmental health, emergency planning.</p>
<p>Lead Councillor for Economy</p> <p>Councillor John Redpath</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Holy Trinity Ward)</p>	<p>Economy: business development & economic support (also working with James Steel on tourism).</p>
<p>Lead Councillor for Regeneration</p> <p>Councillor John Rigg</p> <p>C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Holy Trinity Ward)</p>	<p>Regeneration: major projects.</p>
<p>Lead Councillor for Environment</p> <p>Councillor James Steel</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Westborough Ward)</p>	<p>Environment: licensing, waste and recycling, street cleaning, allotments, parks and countryside (also working with John Redpath on tourism).</p>

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EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Corporate Plan and Forward Plan items are intended to give the EABs an early opportunity to consider major policies or projects.

PLACE-MAKING AND INNOVATION EXECUTIVE ADVISORY BOARD

6 JULY 2020					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Governance Review - Executive Advisory Boards	To review the effectiveness of the operation of EABs in the light of a strengthened Forward Plan process and better work programming.	No	Cllr Joss Bigmore	John Armstrong, Democratic Services and Elections Manager	2020
7 SEPTEMBER 2020					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Climate Change and Innovation Board Update	To receive an update in respect of the progress achieved to date by the Board.	Yes	Cllr Jan Harwood	Head of Asset Management (Climate Change Lead)	
12 OCTOBER 2020					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Regeneration of Guildford town centre	To consider the Implementation of the vision of the Town Centre Regeneration Strategy.	Yes	Cllr John Rigg	Tracey Coleman, Strategic Services Director	
Future Operating Models for Frontline Services	To contribute to the development of future operating models for frontline services.	No	Cllr Joss Bigmore	Chris Wheeler, Waste, Parking and Fleet Services Manager	
15 FEBRUARY 2021					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

12 APRIL 2021					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion

UNSCHEDULED ITEMS

Place Making and Innovation EAB

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Implications for Guildford of the 'Surrey Infrastructure Study'	The Surrey Infrastructure Study will be reviewed in the near future and to input into this at that stage.	Yes	Cllr Jan Harwood	Tracey Coleman, Strategic Services Director	
Supplementary Planning Documents (SPDs) <i>(These SPDs are all works in progress and dates will be provided when known.)</i>	To consider the Planning Contributions, Green & Blue Infrastructure, Greenbelt and Parking SPDs developed to support the Local Plan.	No	Cllr Jan Harwood	Stuart Harrison, Policy Lead – Planning Policy	
Off-Street Parking Business Plan <i>(Awaiting progress update from report author.)</i>	To consider the Off-Street Parking Business Plan and proposed street parking tariffs.	Yes	Cllr James Steel	Chris Wheeler, Waste, Parking and Fleet Services Manager	
Creation of Guildford Energy Company	To consider creating a Guildford energy company.	No	Cllr Jan Harwood	Head of Asset Management (Climate Change Lead)	

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Bedford Wharf Plaza Landscaping Scheme <i>(Pending review after Coronavirus lockdown is lifted.)</i>	To consider the landscaping scheme (which has been subsumed into the Walnut Bridge scheme) following public consultation.	Yes	Cllr John Rigg	Dermot Whelan Project Manager	
Industrial Estates <i>(Work specification to be prepared)</i>	To consider strategies for the future development of individual industrial estates.	Yes	Cllr Tim Anderson	Melissa Bromham Investment Property Manager	

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