

## PROGRESS TO SUSTAINABILITY ACTION PLAN

## Appendix 1

### SUSTAINABLE COUNCIL

Subject	Actions	Lead Organisation/ Responsibility	Outcomes	Progress
<b>Electricity</b>	To review and renew the Council's LASER contract by September 2020.	<b>MSDC</b> Corporate Estates and Facilities	Efficient and affordable and where possible renewable energy procurement of utilities	Update meetings have taken place with Laser and will continue before contract is due for renewal in 2020. Options Appraisal to be carried out in October 2019 with the possible inclusion of water supplies.
	Develop Energy Management Policy by September 2018	<b>MSDC</b> Sustainability Officer/Corporate Estates and Facilities	To enable a practical and planned response to corporate energy issues by	A coordinated strategic energy management approach is being progressed through the corporate Energy Group and includes a working draft Energy Policy.
	Upgrade lighting to LED and other low-energy types as part of ongoing planned replacement programme including the use of sensors and timer controls	<b>MSDC</b> Corporate Estates & Facilities	Reduce the use of light by 3% per annum	LED Lighting upgrades continue as part of planned improvement works. Specific opportunities for light sensors in kitchens and other appropriate areas are being explored.
	Audit and eliminate as far as possible secondary electrical appliances by December 2018	<b>MSDC</b> Facilities Manager/Sustainability Officer group	Replacement of unsafe and inefficient appliances	Regular inspections of secondary appliances are carried out by the Facilities Manager and appliances that do not pass the PAT tests are recycled.

	Leisure Centres – Further LED upgrades and energy efficiency improvements by April 2019	<b>Places for People Leisure/ MSDC Leisure Partnership Officer</b>	Reduce utility costs and improve energy efficiency	The sports halls at the Triangle, Dolphin and Kings Centre Leisure Centres have had LED upgrades installed. The Dolphin Leisure Centre has had some LED lighting installed in the Car Park. LED upgrades installed in swimming pool areas at Triangle and Dolphin leisure centres. LED floodlight upgrades being explored in tennis court area at Triangle Leisure Centre
<b>Space and Water Heating Improvements</b>	Survey and Install energy-efficient boilers and heating controls as part of planned Oaklands Modernisation Project by April 2020	<b>MSDC Corporate Estates &amp; Facilities</b>	Overall- reduce use of heating by 3% per annum.	Consultant engaged to survey heating options including boiler and controls. Report to follow in due course.
	Investigate the feasibility of installing insulation at Oaklands by April 2020	<b>MSDC Corporate Estates &amp; Facilities</b>	Contribution to reduction of heating by 3% per annum	Options to engage thermographic imaging consultants in order to undertake a study of the building fabric at Oaklands and assess the potential for insulation are being considered.
	Maintain Automatic Meter Readers and online energy management system as part of effective energy monitoring and targeting by April 2018.	<b>MSDC Sustainability Officer/ Corporate Estates &amp; Facilities</b>	Effective monitoring of energy use and identifying areas where efficiency savings can be made	Technical issues with the replacement of automatic meter readers and structural changes at Stark who supply them resulted in gas meter readers being non-functioning for 3 months. Issues were resolved but meant a loss of some energy data for 2017/18 which impacted on the calculation of baseline metric data.

	Carry out a cost/benefit evaluation for installing a Building Management System at Oaklands by April 2020.	<b>MSDC</b> Corporate Estates & Facilities	Contribution to reduction of heating and electricity by 3% per annum	Proposals to be determined.
	Housekeeping – Implement and complete 'Energy Walk Round' surveys of Oaklands by July 2018	<b>MSDC</b> Sustainability Officer/ Corporate Estates & Facilities	Contribution to reduction of heating and electricity by 3% per annum	Monthly 'energy walk rounds' are carried out by Facilities Team staff to identify and raise potential energy issues. Includes checking that heating controls are set correctly, office furniture is not unnecessarily blocking radiators etc.
<b>Water Efficiency Improvements</b>	Investigate installation of water-efficient urinals, toilets and taps as part of planned replacements.	<b>MSDC</b> Corporate Estates & Facilities	Reduce cost and use of water supplies	Water efficiency improvements to be considered as part of ongoing replacement programme
	Carry out water audits at all main sites by July 2019	<b>MSDC</b> Sustainability Officer/ Corporate Estates & Facilities	Reduce cost and use of water supplies	Water audits are being discussed as part of new water contract options with Laser and others
	Ensure corporate risk and business continuity planning take account of drought scenarios by April 2018	<b>MSDC</b> Emergency Planning and Outdoor Services Manager	Contingency plans in place for drought	Existing contingency plans will be revisited following outcome of a officer workshop in summer 2019 focussing on UK Climate Projections and considerations for Council activities.
	Respond to Water Deregulation Regulations by July 2019	<b>MSDC</b> Sustainability Officer/ <b>MSDC</b> Corporate Estates & Facilities	Ensure best-value procurement	Discussion ongoing with several water companies and the Laser buying consortium in order to determine most cost effective and sustainable approach. Options paper expected late summer 2019.
	Participation in South Downs National Park Water Efficiency Planning Forum by April 2018	<b>South Downs National Park/MSDC</b> Sustainability Officer	Ensure preparedness for resilience to water	Participated in regular meetings and workshops with the Greater Brighton Water Plan Group that

			stress	reports to the Greater Brighton Infrastructure Board. Options being suggested include the creation of a 'Resilience Officer' post for the region. Specific aims include; a home visiting service covering energy, water and flooding, the provision of real-time water consumption and the potential for community bonds in local water infrastructure projects.
<b>Monitor Greenhouse Gas Emissions</b>	Propose a corporate greenhouse gas emissions (GHG) reduction target by April 2018. To include emissions from fleet vehicles and corporate utilities	<b>MSDC</b> Sustainability Officer	Benchmark and aim to reduce Annual GHG emissions by 3% per annum	Unable to benchmark emissions for 2017/18 due to technical issues with AMRs between October 2017 and December 2018. Benchmark taken to be March 2018 – February 2019.
<b>Corporate waste and recycling promotion</b>	Improve information and tips about office recycling best utilise facilities for recycling paper, cardboard, tetrapaks, plastic bottles and containers, cans, glass and aluminium foil.	<b>MSDC</b> Divisional Leader – Commercial Contracts & Services	Improved recycling from Council offices.	Improved signage for recycling as well as the addition of specific recycling bins for drinks cups in the Committee Room and East Wing Meeting Rooms. Promotion on the intranet and online staff magazine. Held some staff engagement events with WSCC Waste Prevention Team. Recently begun a trial with Terracycle collecting 'difficult to recycle' materials including crisp packets, biscuit wrappers and pens. If successful other waste streams may be provided and some public drop-off provision provided.

<b>Reduce Use of Plastic</b>	Promote the corporate reduction of single-use plastics by 2019 through the reduction of plastic cups and stirrers etc. Survey corporate plastic use and produce reduction plan by May 2018	<b>MSDC</b> Sustainability Officer	Efficient use of resources and reduction in waste stream	Corporate single-use plastic has been surveyed and a plan to reduce usage produced. Action in addition to Terracycle and cup recycling bins include; replacement of plastic stirrers with wood, reduction in the number of cups ordered and replacement with paper one. Water bottles and bamboo cup will be offered to staff at reduced costs alongside messages to bring own cups and bottles to meeting. Signed up to the Refill Campaign which encourages customers to refill water bottles at designated 'Refill Drinking Points'. Over 50 cafes and pubs have now signed up to the scheme and a further push will begin in Spring 2019
	Investigate the potential for water fountains at strategic locations in Mid Sussex by March 2019	<b>MSDC</b> Sustainability Officer	Efficient use of resources and reduction in waste stream	Due to the success and low cost nature of Refill this has been postponed and will be reassessed in summer 2019.
<b>Review Sustainable Procurement.</b>	Ensure sustainability is addressed as part of new procurement guidelines being developed by July 2018.	<b>MSDC</b> Sustainability Officer/Head of Digital and Customer Service	Consideration of greenhouse gas emissions, use of plastic, packaging	Discussion is taking place in Sustainability Officer Group meetings and assessment of priority sustainable procurement issues is being formulated. This includes single-use plastics (under the Plastic Reduction proposals and paper use.

<b>Contracts</b>	Scope existing contracts and consider appropriate sustainability indicators and impact of Social Value Act for future contracts by March 2019	<b>MSDC</b> Joint Procurement Adviser/Sustainability Officer	Economic, environmental and social factors are given due consideration.	Initial discussion on potential for incorporating Social Value Act into contracts has taken place. Scoping of existing contracts and potential for sustainability indicators work to be carried out Autumn 2019
<b>Control of Substances Hazardous to Health</b>	Undertake annual assessment of COSHH Register to replace harmful materials where possible.	<b>MSDC</b> Health and Safety Officer	Less use of environmentally harmful products.	To be carried out in conjunction with Contracts scoping.
<b>Cycling</b>	Promotion of staff cycle scheme by April 2018.	<b>MSDC</b> HR /Sustainability Officer	Less car travel and healthier lifestyles	New cycling scheme has been successfully promoted to staff in 'windows' 3 times a year alongside Easit cycling-related offers. Ceiling of scheme raised to £1500 per bike. Scheme is promoted alongside Staff Electric Bike Share and annual Sustainable Travel Day.
<b>Encourage Reduction in Need to Travel and Use of Sustainable Transport</b>	Progress provision of secure, onsite cycle storage facilities by May 2019	<b>MSDC</b> Sustainability Officer/Corporate Estates & Facilities	Less car travel and healthier lifestyles	3 Lockable 'Cyclepods' have been installed. 2 are regularly used by staff and 1 is used for the Staff Electric Bike Share.
	Easit - Corporate membership travel scheme with discounted train fares and other staff offers. Monitor effectiveness of Easit by September 2018.	<b>Easit/MSDC</b> Sustainability Officer	Less car travel, healthier lifestyles and cheaper train travel.	38 staff members are signed up to the discounted rail card scheme available through Easit. Other initiatives offered included various money-off offers at Halfords and others. Membership offer to be reviewed annually.
	Sustainable Travel Days - Promote Sustainability travel options including Easit and cycling by April 2018.	<b>MSDC</b> Sustainability Officer	Less car travel and healthier lifestyles	Travel Day held in April 2018 promoted cycle scheme, electric bike try-outs, electric vehicles and bike checks. The next travel day

				is scheduled for April 2019.
	Carry out staff travel survey by May 2018 to support development of sustainable travel initiatives.	<b>MSDC</b> Sustainability Officer	Less car travel and healthier lifestyles	Travel survey had a 46% response rate and highlighted areas relating to travel modes, distance, potential transport options and knowledge of existing sustainable transport schemes.
<b>Ensure Climate Adaptation is Factored into all Service Plans</b>	In 2009 an adaptation questionnaire was completed by all BULS. Update questionnaire by November 2018.	<b>MSDC</b> Sustainability Officer	Increased resilience to climate change impacts	A revised Adaptation questionnaire will be sent prior to a Climate Projections workshop tentatively scheduled for Summer 2019
<b>Flood Risk</b>	Review the condition of drainage assets in context of Local Flood Risk Management Strategy by April 2019	<b>MSDC</b> Team Leader & Drainage Engineer	Prevent flood risk as far as possible	Drainage condition survey has been carried out on all drainage assets. Currently looking at 'packaging' up works and prioritising works according to safety, current condition and costs of improvements.
<b>Consider the Climate Change Impacts in Business continuity</b>	Risk assessment to be undertaken during the annual review of the Council's Emergency and Business Continuity Plans and Severe Weather Plan by April 2019	<b>MSDC</b> Emergency Planning and Outdoor Services Manager	Increased resilience to climate change	Brexit planning has delayed the review. A workshop is planned for Summer 2019 to discuss the latest UK Climate Projections and what impacts these will have on business continuity and Emergency and Severe Weather Plans.
<b>Work through the Officer Sustainability Group to progress sustainability projects and</b>	Progress Group projects as follows: Sustainable procurement Sustainable Garden Project Contributing to Energy Working Group Information about office recycling. Support for sustainable travel day.	<b>MSDC</b> Sustainability Officer	Promoting good sustainability practice across the Council	Sustainability Officer Group meets quarterly and is chaired by Head of Digital Services. Sustainability issues affecting staff are raised and projects suggested. Most Business Units are represented. Group members

<b>issues arising</b>				support activities on corporate energy, transport, waste and recycling as well as promoting and championing specific sustainability projects within their own business units.
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## SUSTAINABLE ENVIRONMENT

Subject	Actions	Responsibility	Outcomes	Progress
<b>Conserve and Enhance Local Landscapes and Biodiversity</b>				
<b>Green Spaces</b>	Maintain Green flag Award for Beech Hurst and gain Green Flag awards for St John's Park by Jan 2018, Burgess Hill by March 2019 and a site in, East Grinstead by March 2020.	<b>MSDC DL – Commercial Services</b>	Enhanced management and maintenance of key parks and open spaces.	Green flag awards have been achieved for St Johns Park and Beech Hurst in 2018/19. In addition an application has been made in partnership with East Grinstead Town Council for East Court and Ashplats Woods for consideration in the 2019 judging round.
	Continue to deliver the SANG and SAMM Strategies for the Ashdown Forest SPA as mitigation for new residential development within the zone of influence.	<b>MSDC DL – Planning Policy</b>	Ensuring Ashdown is protected from the effects of potential increased recreational disturbance.	Delivery continuing.
	Improvements and upgrades to footpaths through Bedelands Nature Reserve by June 2018	<b>MSDC BUL - Corporate Estates and Facilities</b>	Better access to green and open spaces	Work is now complete.
	Plans for Wildflower areas within West Common Open Space Lindfield by 2019. Beech Hurst Gardens by 2020. Haywards Heath Recreation Grounds around Cricket Pitch by 2020	<b>MSDC DL – Commercial Services</b>	Encourage biodiversity and reduce use of pesticides	Options to be explored in due course. A wildflower meadow is planted in Beech Hurst.
<b>Orchards</b>	Establish an orchard in Beech Hurst Gardens by April 2019	<b>MSDC DL – Commercial Services</b>	Encourage biodiversity	A community garden project has been created in conjunction with a Parkinson's group. Options to

				establish an orchard to be considered in due course.
<b>Parks</b>	Adopt Parks & Open Space Strategy by April 2019	<b>MSDC</b> Community Leisure Officer	Progresses the social value of accessible outdoor facilities and supports the ongoing provision of high quality and diverse natural environments	A draft report is expected by Mid May with a report going to Community, Customer Services and Service Delivery in July 2019
	Trial 'on-the-go' recycling facilities in a number of parks by April 2019	<b>MSDC</b> DL – Commercial Services	Reduction in waste from park waste bins, increase in recycling and improvement of the public realm	Further consideration of options needed before a trial of the recycling facilities can be recommended.
<b>Community Buildings</b>	Community Assets Strategy - Coordinate a structured approach to the sustainable development of community buildings by April 2019	<b>MSDC</b> Community Leisure Officer	That community buildings are more energy efficient and incorporate sustainable design	Rebadged as the Community Buildings Strategy and report is due to Community, Customer Services and Service Delivery Strategy in July 2019. Sustainability issues addressed include design, flexibility of use and potential for electric vehicle charging points.
<b>Sustainability in Planning Policy</b>				
<b>District Plan - Policies</b>	Adopt and implement planning policies which secures sustainable development.	<b>MSDC</b> DL – Planning and Economy	District Plan policies adopted and sustainability principles built into new housing and	District Plan adopted March 2018. All planning applications for new residential/commercial building should comply with these policies in addition to requirements set out in National Planning Policy and

			infrastructure development.	Building Regulations.  In accordance with Policy DP9: Northern Arc Strategic Allocation the Council has approved a Masterplan and IDP for the Northern Arc development which sets out a number of development principles which will be adhered to in order to secure the development of new sustainable neighbourhoods. This includes the provision of walkable neighbourhood centres and strategic pedestrian and cycle links. The outline planning application for the Northern Arc has been submitted.
<b>District plan – Sustainable Transport</b>	Adopt and implement Planning Policy which will increase the use of alternative means of transport, e.g. for walking, cycling and public transport; and ensure that development does not cause a severe cumulative impact in terms of road safety and increased traffic congestion. Where relevant and necessary the Council will secure financial contributions through S106 in order to implement and deliver sustainable transport improvements.	<b>MSDC DL – Planning Policy and Economy</b>	District Plan policies adopted and sustainability principle built into new housing and infrastructure development.	District Plan adopted March 2018.  Policy DP7: Principles for Strategic Development at Burgess Hill includes the need to improve public transport, walking and cycling infrastructure at Burgess Hill. The Council has been successful in securing LGF and other funding to deliver over £20 million worth of sustainable infrastructure improvements. The first £10.9 million of which is to be delivered by March 2021.
<b>District Plan – Cycling</b>	Adopt and implement Planning Policy which ensures Rights of way, Sustrans national cycle routes and	<b>West Sussex County Council/MSDC DL – Planning Policy and</b>	District Plan policies adopted and sustainability	District Plan adopted March 2018.  Local Growth Funding has been

	recreational routes will be protected and supporting additional routes between settlements. Access to the countryside will be encouraged by multi-functional use e.g. for walkers, cyclists and horse riders.	Economy	principle built into new housing and infrastructure development.	secured for a range of sustainable transport project under the Place and Connectivity Programme in Burgess Hill including links with routes in Haywards Heath and Hassocks. Routes across the District have been identified through the Infrastructure Delivery Plan and through the West Sussex Walking and Cycling Strategy Group. Other routes will be identified through Local Cycling and Walking Infrastructure Plans with in partnership with other stakeholders
<b>District plan – Air Quality</b>	Adopt and implement Planning Policy which will only allow development if it does not cause unacceptable levels of air pollution and is consistent with Air Quality Management Plans.	<b>MSDC DL– Planning Policy and Economy</b>	District Plan policies adopted and sustainability principle built into new housing and infrastructure development.	All residential and commercial development must show that there is no significant impact on the Ashdown Forest in terms of nitrogen deposition (predominantly due to vehicles). District Plan strategy is now in place (adopted March 2018), future development proposals will be tested for their impact on the Ashdown Forest and the Stonepound Crossroads AQMA during the forthcoming Site Allocations plan background work.
<b>District Plan – Biodiversity</b>	Adopt and implement Planning Policy which will ensure that development protects and enhances biodiversity. This includes creation and maintenance of easily accessible green infrastructure, green corridors and spaces around/within towns and	<b>MSDC DL – Planning Policy and Economy</b>	District Plan policies adopted and sustainability principle built into new housing and infrastructure development.	District Plan adopted March 2018. Planning applications will be assessed against the biodiversity policy to ensure biodiversity is protected and enhanced. Opportunities for inclusion of green infrastructure/corridors/open

	villages.			spaces will be investigated for sites proposed for allocation in the forthcoming Site Allocations plan.
<b>District Plan – Sustainable Design</b>	Adopt a Sustainable Design and Construction Policy which sets out measures which development proposals must incorporate in order to minimise energy use, use renewable sources of energy, minimise waste, maximise recycling and limit water use.	<b>MSDC</b> DL – Planning Policy and Economy	District Plan policies adopted and sustainability principle built into new housing and infrastructure development.	District Plan adopted March 2018. All planning applications for new residential/commercial building should comply with this policy. In particular, the water use element of the policy is more stringent than Building Regulations, meaning applications for residential use will need to demonstrate higher levels of water efficiency than required by Building Regulations.
<b>Reduce Transport Impacts and Promote Sustainable Travel Alternatives</b>				
<b>Electric Vehicles</b>	Initiate a West Sussex Electric Vehicle Partnership by April 2018	<b>West Sussex County Council/MSDC</b> Sustainability Officer	Ensure actions are joined up across the County and joint funding bids are highlighted	A West Sussex EV Partnership has met several times and shared information. A joint working approach has been pursued by Horsham DC and Crawley BC. Regular contact with other local authorities as well as the Office for Low Emissions Vehicles, the Energy Savings Trust and EV Installers has ensured that we are up-to-date with developments in a fast moving sector.
	Develop a Mid Sussex Electric Vehicle Strategy by May 2018	<b>MSDC</b> Sustainability Officer	Ensure a coordinated and strategic approach	An EV Project Group has been formed with the involvement of Sustainability, Parking Services, Digital Services, Air Quality, Planning and Economic Regeneration. The group has met frequently to steer and progress

				work leading to the roll out of new EV charging points, the use of work place charging points, opportunities for business , air quality and planning-related issues.
	Explore the potential for other charging points in public car parks. Install new electric vehicle charging points at key community locations, to expand and improve our sustainable transport network in the District by April 2019.	<b>MSDC</b> BUL - Community Services, Policy and Performance	Increased number of charging points across the District and improved local air quality.	Feasibility has been carried out on a number of sites across the District and will be considered in the context of potential funding available and sites identified through the Places and Connectivity funding for Burgess Hill. A survey to residents elicited 190 responses and identified the lack of public charging points and high cost of electric vehicles as being discouraging factors in the purchase of electric vehicles.
<b>Cycling</b>	Explore the feasibility of new cycle routes and infrastructure across the District by October 2018	<b>West Sussex County Council/ MSDC</b> Sustainability Officer	Safer use of cycle paths and less use of cars in the District	Sustrans feasibility has been carried out on East-West routes in Hassocks. Identification of routes in addition to those being explored through the Place and Connectivity Programme will be identified through further feasibility funded by Business Rates funding and tested through the Cycle Route Selection tool used in Local Cycling and Walking Infrastructure Plans.
	Progress and deliver a Burgess Hill to Haywards Heath Cycle Route by June 2021	<b>West Sussex County Council/MSDC</b> Sustainability Officer	Less use of cars in the District and increased physical activity levels	Feasibility has been carried out on potential route options to the east and the west of the railway line. Further detailed feasibility is focusing on routes to the west of

				the railway line and linking to the Northern Arc development. Local Growth Funding has been secured for delivery of a route.
<b>Air Quality</b>				
<b>Monitoring and Improving Air Quality</b>	On-going air quality monitoring and annual publication of Status Report in consideration of potential air quality management areas	<b>MSDC BUL - Environmental Health &amp; Building Control</b>	Compliance with air quality standards monitored across the District.	The Annual Air Quality Status Report 2018 has been completed and was sent to Scrutiny for Community Housing and Planning on November 21 <sup>st</sup> 2018.
	Implement Air Quality Action Plan for Stonepound Crossroads by April 2019	<b>MSDC BUL– Environmental Health &amp; Building Control</b>	Reduced nitrogen dioxide levels to below the 40ug/m <sup>3</sup> limit.	The Air Quality Action Plan for Stonepound Crossroads was updated in December 2018 as a result of discussion tabled at the November 2018 meeting of the Air Quality Steering Group. Most recent data indicate nitrogen dioxide levels to be 38.5ug/m <sup>3</sup>
<b>Water Efficiency</b>				
<b>Rainwater Garden Demonstrator</b>	Rainwater Garden Project being initiated in St Johns Park by March 2020	<b>MSDC Flood and Drainage Surveyor</b>	Reducing local flooding and maximizing water reuse	Project to be initiated.

## SUSTAINABLE COMMUNITIES

Subject and current activity	Actions	Responsibility	Outcomes	Progress
<b>Waste Minimization and Recycling- working with West Sussex Waste Partnership to Joint Waste Strategy Targets of increasing recycling to 50% and reducing residual waste by 40kg per household by 2020.</b>				
<b>Promotion of waste reduction and improved recycling</b>	Ongoing campaign to improve the quality and quantity of recycling collected, with a specific focus on communal bins.	<b>MSDCDL</b> Commercial Services	Increased % of household waste sent for reuse, recycling and composting Reduced amount of waste per household sent to landfill sites.	General waste minimisation and recycling messages promoted through events, social and printed media in partnership with the WSCC Waste Prevention Team. Communal bins with the highest contamination rates have targeted. This was found to be in Multi-Occupational Properties. Approximately 50 blocks of flats have been supplied with special lockable recycling bins and teams have visited residents to provide information and tips on what materials to recycle in them.
<b>Green Waste collection</b>	Increase the number of subscribers to the green waste service to 20,000 by March 2019.	<b>MSDC</b> DL - Commercial Services	Increased composting rate.	The Green Waste collection continues successful rollout with 18,900 subscriptions as of February 2019.
<b>British Heart Foundation pilot project</b>	Undertake pilot with BHF for kerbside collection of textiles and small electrical items to 20,000 properties Nov 2017 – June 2018. Evaluate pilot and consider wider	<b>MSDC</b> DL - Commercial Services	Increased % of household waste sent for reuse, recycling and composting	46 tonnes of clothing collected in the pilot. A full report summarising the results of the pilot and setting out proposals to deliver a business case for a

	rollout- July 2018		Reduced amount of waste per household sent to landfill sites.	district-wider delivery service was considered by Scrutiny Committee for Customer Services and Service Delivery on 23 <sup>rd</sup> January 2019. Business case will be taken back to Scrutiny for further consideration in June 2019.
<b>Food waste</b>	Work in partnership with WSCC to assess the financial and environmental benefits of kerbside food waste collections and- if a business case can be made- consider a local trial	<b>MSDC DL - Commercial Services</b>	Contribution to target to work towards reducing zero food waste entering landfill by 2030	Consideration of food waste collection as part of efforts to reduce residual waste figures in joint working with the West Sussex Waste Partnership
<b>Sustainable Business</b>				
<b>Sustainability in Business</b>	Consider project at Burgess Hill Business Parks promoting good sustainable transport practice as part of the Stone Pound Air Quality Action Plan by June 2020	<b>MSDC Sustainability Officer</b>	Improve air quality in Stonepound	To be progressed through 2019/20
<b>Energy Efficiency Grants for SMEs</b>	Council supported bid to the European Regional Development Fund to deliver energy efficiency grants of up to £5000 for SME and will promote to 100 businesses by April 2019.	<b>Sustainable Business Partnership/ MSDC Sustainability Officer</b>	Help businesses to reduce their running costs	Utilise grants available through the Sussex Sustainable Business Partnership has been promoted to Mid Sussex businesses and organisations through the Green Growth Platform. A Business Breakfast event promoting the grants was delivered to 35 attendees in April 2018.
<b>Sustainable Transport</b>	Raise awareness of sustainable transport opportunities for local businesses hosting an event with the	<b>Sustainable Business Partnership/ MSDC</b>	Reduce congestion, costs and local air quality issues.	To be progressed through 2019/20

	Sustainable Business Partnership by September 2020	Sustainability Officer		
<b>Community Engagement</b>				
<b>Raise Community Awareness of Sustainability</b>	Support community sustainability and energy groups such as Hassocks Keymer Ditchling Transition, RePower Balcombe, Bolney Go Green and other formal and informal groups.	<b>MSDC</b> Sustainability Officer	Engagement and support on joint sustainability initiatives.	Regular ongoing contact with community sustainability groups and advice on community energy potential. Provided talks and information on plastic pollution, electric vehicles and energy efficiency support.
<b>Raise Awareness of Cycling</b>	Hold two Mid Sussex Cycling Group meetings a year	<b>MSDC</b> Sustainability Officer	Coordination and engagement on local cycling initiatives	The Mid Sussex Cycle Forum (MSCF) has been formed with a mission to bring together people with an interest in cycling and fosters partnerships between local community and relevant organisations. There is good representation from across the District and Business Rates funding has been secured to support Forum activities and relevant projects. The MSCF Chair represents the Forum at the West Sussex Cycle Forum.
<b>Promote Energy Efficiency and Affordable Warmth</b>				
<b>Heat for Health Network</b>	Support the formation of a Heat for Health Network that promotes affordable warmth initiatives through partnership initiatives primarily with the Health Sector. Provides single point of	<b>MSDC</b> Sustainability Officer/Wellbeing Manager	Reduced numbers of households in Fuel Poverty in the District	The Local Energy Advice Partnership (LEAP) has launched in partnership with AgilityECO, Worthing and Adur Council, Crawley BC and

	contact (Wellbeing number), information, training by April 2018 and annual energy roadshow.			Horsham DC to provide a free Home Energy Visitor service, draughtproofing, energy switching, financial advice and energy efficiency improvements to residents facing affordable warmth issues. Referrals from Mid Sussex are good in comparison to the other authorities with 40 home energy visits being completed from November 2018 to date. Winter Warmth bags and advice have been circulated and offered to Food Banks in East Grinstead, Burgess Hill and Haywards Heath to support people facing emergency heating issues.
<b>Energy Efficiency Support</b>	Supporting 'Your Energy Sussex' initiatives including the <b>Sussex Tariff</b> and other energy efficiency initiatives for domestic properties by April 2018	<b>Your Energy Sussex/ MSDC</b> Sustainability Officer	Ensure residents are receiving the best advice on energy switching	MSDC sits on the steering group for the Your Energy Sussex Tariff. There are 234 Mid Sussex residents on supply currently out of 1500 supplies across West Sussex, East Sussex and Brighton & Hove. Home Energy Conservation Report to Government which captures all domestic energy efficiency activity is due May 31 <sup>st</sup> 2019.
<b>Fuel Poverty Operational Group</b>	Partner on joint funding opportunities with West Sussex Local authorities including the Warm Homes Bid by September 2018. Quarterly meetings	<b>Arun District Council/ MSDC</b> Sustainability Officer	Increase in resources to address affordable warmth issues in the	The West Sussex Affordable Warmth Partnership which continues to develop partnerships with public health

	with partners and West Sussex Fuel Poverty Coordinator.		District.	representatives and others. Work is progressing on a 'Warmer Sussex' bid with organisations including other local authorities and BEIS to develop a local supplier network and offer whole house retrofit solutions.
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## Appendix 2 – Sustainability Strategy Action Plan Metrics

### Sustainable Council

Key Performance Indicator	Baseline	Progress	Target	Measurement
Water consumption in Council buildings (Baseline January 2018 – 2019)	28,054	6 Monthly figure TBC August 2019	Reduce by 3% per annum	Metered bills
Energy consumption (electricity and gas) in Council buildings*(Baseline March 2018 – 2019)	1,158712 kWh	6 Monthly figure TBC August 2019	Reduce by 3% per annum	Stark Online Energy Portal
% of energy used in Council buildings from renewable sources*(Baseline March 2018 – 2019)	25,752.3kWh	Annual Figure TBC March 2020	5% by 2023	Stark Online Energy Portal
Greenhouse gas emissions from Council buildings (Baseline March 2018 – 2019)	507248 Kg	6 Monthly Figure TBC August 2019	Reduce by 3% per annum	Stark Online Energy Portal meter
% of Council employees using sustainable transport** options to get to work at least once a week (Annual Survey April 2018)	Baseline to be 46% of staff responded to survey. 16.9% of staff travelled by foot, train or bicycle. established April 2018 through survey	Annual Figure TBC March 2020	15% by 2023	Annual staff survey

\* “Council buildings” include: Oaklands campus, pavilions, Public toilets, Bridge Road Depot, Car parks

\*\* Includes walking, train, bicycle, Electric / Hybrid vehicle

### Sustainable Environment

Key Performance Indicator	Baseline	Progress	Target	Measurement
Number of Green Flag awards for Council parks	1	2	3	Green spaces data
% of community buildings incorporating energy or water efficiency measures	Baseline TBC April 2019	TBC	80% by April 2023	Energy survey
Number of MDSC owned electric vehicle charging points in the District	6 chargepoints	6	21 charge points (11 sites) by April 2020 (20 fast and 1	Sustainability service data

	(3 sites)		Rapid)	
Nitrogen Dioxide levels at Stonepound Crossroads, Hassocks	43 ug/m3	38.5 ug/m3	Reduce to below 40ug/m3 limit	Air Quality Data

## Sustainable Communities

Key Performance Indicator	Baseline	Progress (2018/19)	Target	Measurement
% of household waste sent for re-use, recycling and composting (West Sussex Joint Waste Target)	40.24%	43.10% (year end to date)	50% by 2020	Waste & Recycling Data
Amount of residual waste per household which is disposed of in landfill sites	438.74kg	421.75.g (projected figure to year end)	Reduce by 40kg per household by 2020	Waste & Recycling Data
Number of Subscribers to the green waste service	17,637	19,011	Increase to 20,000 by 2019	Waste & Recycling Data
% of households in Mid Sussex with an EPC that are F& G rated	59%	TBC May 2019 when new data is available	Reduce by 10% by 2023	HECA Data
Number of people who have switched to a cheaper energy provider	0	234 (January 2019)	200 by April 2020	Heat for Health Events, Big Energy Saving Network, Sussex Tariff Data