

Annex 1 Action Plan Table from AQAP

Measure Number	Measure	EU Category	EU Classification	Lead Authority	Lead officer	AQMA Covered	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
Transport											
1	Establish/Join a Quality Bus Partnership to help upgrade Bus Fleet	Vehicle Fleet Efficiency	Promoting Low Emission Public Transport	TMBC	Bartholomew Wren / Steven Saxbee (TMBC)	Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	KPI measured via the % of buses meeting a set EURO standard.	In areas of high bus usage, such as within the Tonbridge High Street AQMA an NO ₂ in conjunction with other measures a reduction of between 1 – 3µg/m ³ is to be aimed for.		2021 Yearly grants available so try to apply each year for a grant Related to grants if they are awarded	Establish or extend neighbouring QBP(s) to help drive up the quality and emissions performance of the local bus fleet. Engage with KCC public transport and neighbouring authorities. Pursue funding opportunities from DfT, Defra and elsewhere as appropriate. To make sure cleaner buses are used on all routes, especially those operating through AQMAs.
2	Review Taxi/Private Hire Vehicle Policy and license fees, implement a strategy to encourage a switch to low emission vehicles	Vehicle Fleet Efficiency	Fleet Efficiency and Recognition Schemes	TMBC	Katie Shipman / Anthony Garnet (TMBC)	M20, Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	KPI measured via the % of taxis and private hire vehicles meeting a set EURO standard. KPI could also be to have the review completed by a set date.	To be confirmed once full fleet information is available – use of the Emissions Factor Toolkit (EFT) to define NO _x emission reductions for changes within the fleet per annum.		2025 2030	Support the review of taxi licensing policy to include options to reduce the age of vehicles in use, and to complete a review of licensing fees to work towards increasing the uptake of ULEVs. All vehicles to be petrol hybrid Euro 5 or petrol and diesel euro 6 by 2025. By 2030 all vehicles to be zero or ultra low emissions such as electric or liquid petroleum gas
3	Explore opportunities to reduce emissions from local delivery HGV's/LGV's possibly through the formations of a Freight Quality Partnership	Freight and Delivery Management	Freight Partnerships for Town Centre Deliveries	TMBC	Steven Saxbee / Jeremy Whittaker (TMBC)	M20, Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	KPI measured via the % vehicles meeting a set EURO standard, and/or by the % of business participation in recognition schemes.	To be confirmed once fleet information is available – use of the EFT to define NO _x emission reductions for changes within a fleet.		2021 2021	Opportunities for sustainable urban freight deliveries at existing locations and for new developments, can also help promote recognition schemes such as ECO Stars. Through Kent Invicta Chamber of Commerce etc and on media / website If Locase is extended past march 2020 then businesses can get grant from KCC up to 40% of costs towards low carbon and greener fuels projects (max £20,000) Advertise this on media / website

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4	Develop and implement a borough-wide school transport scheme	Promoting Travel Alternatives	School Travel Plans	KCC	Relevant KCC officer/team to lead, Contact at TMBC to be Tamsin Ritchie	Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	KPIs may include the following: % reduction of children travelling to school in cars % of children cycling or walking to school. Number of schools implementing individual school travel plans.	Measure has the potential to have a medium to high impact upon short term NO ₂ concentrations close to schools depending on the uptake of the schemes across the borough. On a borough wide scale a lesser impact upon on concentrations would be realised.		2022	Walking buses, action to focus on school run drop offs, feasibility of school start time variations.
										2020	Work closely with KCC in developing these travel plans and feasibility studies.
										2020	Bike Smart (Tonbridge) Tonbridge schools (secondary)
										2020	Anti-idling outside school gates. Signs Banners etc
										2021	Walk to school needs to start organising in Jan for sept role out.
Yearly	Bike to school. Bike Week? dates?										
5	Create Anti-idling zone at Tonbridge taxi rank Develop and enforce a borough wide anti-idling campaign	Traffic Management	Anti-Idling Enforcement	TMBC to lead but working closely with KCC Highways team where they have input	At TMBC, Katie Shipman / Anthony Garnet (Tonbridge taxi rank) Steven Saxbee (borough wide)	Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	KPI measured via an annual review of the number of fixed penalty fines and number of complaints received. After an initial year of results the % change in penalty fines and complaints can be quantified.	Measure is more an awareness raising tool, however it is also a useful measure to prevent vehicles idling and causing congestion in specific locations, which is a significant cause of emissions.		2021	Borough-wide anti idling enforcement at taxi ranks, bus stops, and outside schools etc.
										2020	Social Media posts to encourage behavioural change. School case study to be chosen
6	Pilot a Car Club within the Council for individuals use in local communities	Promoting Travel Alternatives	Workplace Travel Planning	TMBC	Steven Saxbee / Jeremy Whittaker (TMBC)	Wateringbury, Aylesford, Larkfield	The introduction of pool cars can result in a reduction of approximately 20% in business mileage. KPI relating to usage at the Council can be measurements of reduction in annual mileage undertaken per team.	NO _x emission reduction achieved by the Council will be able to be calculated annually.		2020	Tunbridge Wells Borough Council operate a successful car club, to be contacted for information.
										2022	Car club campaigns, possibility to include advertising and sponsorship opportunities.
										2022	Contact Liberty at Kings Hill for setting up round the estate
										2020	Also advertise Kent Journey share (when covid restrictions lift)
7	Continue to explore traffic improvement options at Wateringbury crossroads, emphasis on looking at capacity and flow	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	KCC	Tim Middleton at KCC (with possible assistance from TMBC Technical Services)	Wateringbury	KPI to be formulated once option has been developed, to be based around vehicle turning counts and/or queuing statistics.	An improvement to the Wateringbury crossroads would aim to reduce NO ₂ concentrations by between 1 – 5µg/m ³ .		2024	Following the completion of a feasibility study a preferred option will be taken forward within Wateringbury.
8	Encourage companies to allow home working at least one day a week	Other	Via the internet and other mechanisms	TMBC	Jeremy Whittaker / Steven Saxbee (TMBC)	M20, Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	Yearly surveys to companies for numbers of staff and number of days a week staff work at home	Small impact upon NO ₂ concentrations from measure individually, estimated to be less than 5µg/m ³ . Based on small uptake		To start in 2020 and be ongoing	To promote on website multimedia and targeted adds campaigns to local office based companies using momentum from for home working from Covid restrictions

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Planning and Infrastructure											
9	Explore the process for possible standardising Section 106 agreement funding from development for AQ improvements	Policy Guidance and Development Control	Other Policy	TMBC	Steven Saxbee / Emma Keefe (TMBC)	Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	KPI may be the total number of Section 106 agreements secure in terms of AQ funding per annum, or the total amount of funding secured per annum.	N/A		ongoing	Standardising the process for securing S106 agreements for AQ to be linked with planning department to ensure harmonious implementation. Conditions to be more specific in planning decisions regarding green energy, low emission vehicle and EV parking (policy compliant).
10	Installation of electric charging points within Council car parks throughout the borough	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	TMBC to lead with input from KCC	Andrew Young (TMBC)	M20, Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	KPI should include the number of EV charging points installed within the borough from a baseline year, and the number and % increase per annum.	Small impact upon NO ₂ concentrations from measure individually, estimated to be less than 1µg/m ³ based upon a low to medium uptake.		2025 or sooner	Council car parks, TMBC funded with possible assistance from KCC OLEV could provide funding
11	Installation of green walls and increased vegetation across the borough	Other	Other	TMBC	Tamsin Ritchie /Steven Saxbee (TMBC)	Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	The number of green walls / vegetation installed within the borough per annum.	N/A		2021 2021 2024 2021	Investigate areas like Wateringbury where results are close to hourly mean or increasing vegetation can made a difference Look into if grant funding is available To be installed as a physical barrier to increase distances between the road and pedestrians. See if can be done through planning applications
Public Information, Strategies and Policy Guidance											
12	Raise public awareness through the launch of a Travel Choices Campaign	Promoting Travel Alternatives	Intensive active travel campaign & infrastructure	TMBC to lead with assistance from KCC (see comments)	Tamsin Ritchie / Steven Saxbee (TMBC)	M20, Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	Usage statistics for public transport across the borough per annum.	Small impact upon NO ₂ concentrations from measure individually, estimated to be less than 1µg/m ³ .		2021 2021	Possibility of partnership with 'Step Ahead of the Rest' KCC Active travel programme. Social Media advertising. Community projects
13	Prepare a new Local Cycling and Walking Infrastructure plan (LCWIP)	Promoting Low Emission Transport	Promotion of cycling	TMBC working closely with KCC	Bartholomew Wren (TMBC)	Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	2021	Identify infrastructure improvements to support existing and new communities to walk and cycle more frequently, through the provision of a more joined up route network. Work with partners including KCC Highways and Public Rights of Way.		2021	Identify if there any specific routes that can be improved upon or require the introduction of new routes.

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13b	Delivery of identified cycling and walking schemes	Promoting Low Emission Transport	Promotion of cycling	KCC	Relevant KCC officer/team	M20, Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	KPIs to include: Usage of rental schemes. Numbers of cycle to work schemes Implementation of new routes per annum. Obtain figures from use of new cycle hub and Tonbridge station	Small impact upon NO ₂ concentrations from measure individually, estimated to be less than 1µg/m ³ based upon a low to medium uptake.		2021-2030 ongoing ongoing	Following the completion of the LCWIP, the identified cycling and walking routes will be improved / new routes are to be introduced. In addition cycle to work schemes are to be encouraged and supported through local campaigns, events and planning negotiations. Active travel to be promoted in partnership with KCC – Kent Connected. Tie in with 11. Bike Smart Tonbridge. Bike Smart Malling (Wrotham School). Tie in with 11
14	Education and encouragement in terms of air quality across the borough: public workshops, leaflet campaigns, advertising, approaching schools, businesses, community centres	Public Information	Via leaflets and other mechanisms	TMBC	Tamsin Ritchie (TMBC)	M20, Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	Usage statistics for public transport and zero emission transport options (walking and cycling) across the borough per annum. Most of the individual parts to this measure can be developed immediately, again it may be beneficial to have a KPI relating to implementation time.	Small impact upon NO ₂ concentrations from measure individually, estimated to be less than 1µg/m ³ .		2020 2021 Asses if needs to be repeated over 5 years 2021 2021	Available AQ information, current issues, what the council is doing paired with what the public can do as a bottom up approach. Provision of workshops, physical and digital leaflets, drop in sessions, dedicated phone-line etc. Social media visibility is a key element with potential to link to other KES/ELES communications. Community Champions / case studies
15	Implement an improved public transport information platform	Public Information	Via the internet and other mechanisms	KCC		M20, Tonbridge, Wateringbury, Aylesford, Larkfield, Borough Green	Usage statistics for public transport across the borough per annum.	Small impact upon NO ₂ concentrations from measure individually, estimated to be less than 1µg/m ³ .		2021 2021 2021	To include links to Kent connected pt and options to download it on website. To include the provision of high quality accessible information on sustainable travel, also the promotion of public transport use to incentivise usage. All available information to be linked to 'smarter cities' initiative.

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