

Climate Change Action Plan – 2020/21
YEAR ONE PROGRESS UPDATE

THEME	TARGET	PROGRESS
<p>Policy and Engagement</p> <p>Recognise climate change as a corporate commitment for the Council</p>	<p>Ensure climate change is recognised as a priority within the Corporate Strategy 2020 – 2023</p> <p>Ensure climate change issues and biodiversity goals are considered in decision making, by including climate change impacts within all reports to Council Members.</p>	<p>Complete: Climate Change Strategy and year 1 action plan adopted by Members in 2020. Climate Change is a priority within the Corporate Strategy and the Corporate Plan Year 1 Addendum.</p> <p>Complete: Climate change and biodiversity are included as “Policy Considerations” on all report templates for Council Advisory Boards and Committees.</p>
<p>Work with partners to address climate change issues, lower carbon and adapt to the effects of climate change</p>	<p>Sign up to and adopt the principles of the Kent Environment Strategy, Kent and Medway Energy and Low Emissions Strategy and the Climate Change Adaptation and Implementation Plan. Ensure representation and input into key partnership working groups in Kent.</p>	<p>Complete: The Kent Energy and Low Emissions Strategy (ELES) was endorsed by TMBC in December 2020. The Council has taken part in the consultation regarding the draft ELES Implementation Plan. Officers regularly attend the Kent Climate Change Network meetings along with the annual Kent Environment Conference.</p>

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<p>Policy and Engagement</p> <p>Evidence, prioritise and agree measures to be taken to lower carbon emissions at the Council. In line with GHG Protocol guidance, this will determine which entities and operations will be in scope and secondly determine which emissions sources will be in scope</p>	<p>Appoint consultants to scope out existing carbon footprint and prioritise programme of activity to reduce carbon emissions from TMBC estate and operations. Approve future targets.</p>	<p>Complete: Laser Energy consultants were appointed early in 2020. The scoping exercise is complete, and the carbon footprint baseline work was reported to Street Scene and Environment Services Advisory Board (SSEAB) in February 2021. Targets and options to be reported to SSEAB June 2021.</p>
<p>Sustainable Development</p>	<p>Through the grant of planning permission, the Council will seek to deliver sustainable development outcomes in line with the adopted development plan and future amendments to this.</p>	<p>In Progress: The Core Strategy and Managing Development and the Environment DPD remain part of the development plan for the borough, alongside the NPPF. These policy documents are used to guide development management decisions.</p>
<p>Transport</p> <p>Work with partners to support the delivery of active and sustainable transport infrastructure improvements and initiatives, to encourage the take up of these modes for everyday journeys and support active lifestyles.</p>	<p>Through the grant of planning permission, seek to prioritise active and sustainable travel outcomes within all new developments, and where appropriate to secure s106 contributions towards off-site improvements.</p>	<p>In Progress: The Council supports the prioritisation of active and sustainable travel outcomes on and off-site where these can be achieved. This is evidenced in many of the applications granted this year including Aylesford Newsprint which includes new cycle and other public rights of way improvements</p>

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<p>Transport</p> <p>Review and implement the TMBC corporate staff travel plan and work with KCC through their STAR programme to support the wider take up of work place travel planning, and active travel promotion.</p>	<p>Working in partnership with KCC through the West Kent Infrastructure and Transport Sub Group as well as through the Council's Joint Transportation Board, to secure funding for and promote the implementation of active and sustainable transport infrastructure improvements.</p> <p>Using Department for Transport's Emergency Active Travel Fund, work with KCC to introduce a town-wide 20mph zone in Tonbridge.</p> <p>Strengthen the corporate staff travel plan, including cycle to work scheme and other sustainable travel initiatives.</p>	<p>In Progress: The council is in the process of refreshing its infrastructure delivery plan, this is used to inform the West Kent Priorities for Economic Growth as well as the Kent Growth and Infrastructure Framework, ensuring that the Council's priorities for investment are promoted as and when funding becomes available.</p> <p>In Progress: This was implemented in September 2020 and was accompanied by a public consultation on the scheme which was proactively promoted online and locally. The project remains under review by KCC with survey and monitoring work ongoing during 2021. It is anticipated that project outcomes will be reported to the council's Joint Transportation Board later in 2021</p> <p>Postponed: Due to the pandemic most staff have worked from home since March 2020. Work is now underway to assess future working arrangements on a permanent basis. This will dramatically reduce the need for staff to travel to the office to work.</p>

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<p>Transport</p>	<p>Host an active travel road show(s) in the borough, to be delivered by Active Mob (KCC funded), and to encourage business engagement.</p> <p>Bring forward a proposal to work in partnership with KCC and other stakeholders on the preparation of a draft walking and cycling strategy for the borough, to replace the outgoing strategy.</p>	<p>Postponed: It was hoped that an active travel road show could have been hosted alongside the launch of the Tonbridge 20mph scheme and station cycle hub. Due to lockdown, tiered restrictions, and social distancing it was not possible to hold any physical event(s). Future opportunities to reschedule this are not currently known.</p> <p>In Progress: This work is progressing, and it is expected that an update will be considered by the Planning and Transportation Advisory Board in June before member engagement and public consultation on a draft strategy is undertaken.</p>
<p>Improve the environmental standards of licensed taxis operating in the borough.</p>	<p>Undertake consultation with taxi stakeholders regarding a phased vehicle replacement schedule, to meet higher Euro emission standards, working towards vehicles becoming Zero emission capable (ZEC) or Ultra Low Emission (ULEV) over the next 10 years.</p>	<p>Postponed: Due to the impact of the pandemic on the taxi industry, the decision was taken to defer this work. This will now be carried forward and a report will be published Autumn 2021.</p>
<p>ULEV</p> <p>Provide electric charging points across the borough.</p>	<p>Research cost and practicalities of introducing electric vehicle charging points at Council owned public car parks and the Council Offices. Publish findings.</p>	<p>Complete: Proposals reported to May 2021 meeting of CHAB to provide electric vehicle charging in several car parks across the Borough. This will be progressed through two phases of work. Phase 1 - will consider a smaller number of sites with delivery</p>

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<p>ULEV</p>	<p>Working in partnership with Tonbridge and Malling Leisure Trust, research cost and practicalities of introducing electric vehicle charging points at Leisure sites. Publish findings.</p> <p>Undertake a vehicle replacement schedule (transitioning to ULEV) for all parking vehicles, in line with capital renewals programme and expected lifespan.</p>	<p>direct by the Council. Phase 2 is a County wide procurement exercise being facilitated by KCC and in partnership with other Boroughs and Districts in Kent. With the ambition to deliver a cohesive network of chargers.</p> <p>Postponed: Due to the Covid pandemic, focus with the Trust has been on the reestablishment of basic facility provision in accordance with government guidance.</p> <p>Complete: Capital funding has been identified for the purchase of a ULEV for use by Officers undertaking specific duties. A replacement schedule has been produced for vehicles used by the Parking Team.</p>
<p>Air Quality</p> <p>Review Air Quality and put measures in place to reduce emissions.</p>	<p>In partnership with KCC, prepare and launch a public awareness and travel choices campaign.</p> <p>Consider installation of green walls/increased vegetation. Publish findings.</p>	<p>Postponed – Due to the Covid pandemic and the ongoing impact on public transport this work has been postponed.</p> <p>Postponed – This action, which forms part of our draft Air Quality Action Plan has been postponed until the draft AQAP is finalised and adopted.</p>

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<p>Air Quality</p>	<p>In partnership with KCC and linking to the “Smart Cities” agenda, improve public transport information availability by developing App based systems to deliver high quality accessible information.</p> <p>Develop a borough wide Anti Idling Campaign, to eliminate emissions from idling engines.</p>	<p>Postponed: with IT resources focused on home working support, it has not been possible to progress this action</p> <p>In Progress: Anti idling signs have been put up at the Taxi rank/ train station area in Tonbridge, which had been highlighted as a problem area. Focus on schools across the borough has been postponed due to Covid/school closures and increased difficulties for schools in managing covid secure measures at drop off/pick up times.</p>
<p>Habitats and Biodiversity</p> <p>Strengthen local protection and enhance protection of species, habitats and ecosystems</p>	<p>Working with relevant partners, produce, adopt and publish a Tree Charter for the Borough.</p> <p>Create a larger wildflower meadow at Leybourne Lakes Country Park</p> <p>Install a new sewage disposal plant at Haysden Country Park to reduce amount and frequency of waste being taken offsite.</p>	<p>In Progress: The Draft Tree Charter will be completed following consideration of emerging Government policy (Government launch of the “England Tree Action Plan” May 2021).</p> <p>Complete: Project complete and saw the creation of 1.7 acres of new meadow at the site.</p> <p>Complete: The scheme was completed in 2020 and with a dramatically reduced frequency of waste removals has met the project targets. The new unit can also be increased in treatment capacity to accommodate the busier summer if required.</p>

<p>Housing and Energy Conservation</p>	<p>Support our residents by signposting to information on energy efficiency measures and funding schemes so they can make informed decisions. In addition we will seek to assist 10 eligible low income vulnerable to cold households to access affordable warmth in the home through the Council's housing assistance, where other forms of funding are not available or top up funding may be required.</p> <p>The council purchased four houses in March 2020 and intends to convert them to provide 12 individual units. A feasibility assessment for energy efficiency measures will be included in the project, to explore options such as low carbon heating systems, PV panels and other renewable measures.</p> <p>Proactively target 75 private rented properties to undertake HHSRS assessment to identify significant hazards including excess cold. As part of this work we will offer energy efficiency advice to landlords and identify properties with a Category 1 Excess Cold hazard present and where necessary the appropriate</p>	<p>Complete: 10 households have received Warm Homes Assistance between January 2020 and December 2020</p> <p>Complete: The feasibility assessment for energy efficiency measures of newly purchased temporary accommodation has been undertaken by Greater South East Energy Hub. This will inform the renovation works planned to take place in 2021/22.</p> <p>In Progress: The Council has targeted 220 private rented properties which appear to be in breach of Minimum Energy Efficiency Standard regulations and offered advice to landlords. 47 properties have been improved and a further 35 are working towards compliance of a minimum EPC rating of band E. COVID 19 has impacted on our ability to undertake</p>
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<p>Housing and Energy Conservation</p>	<p>enforcement action will be taken or the landlord may be eligible for housing assistance to improve the energy efficiency and help reduce carbon emissions.</p> <p>Assist with removing barriers for private sector households by working with Kent County Council to target promotion of 'Solar Together' a collective solar group purchasing scheme with the aim of achieving 60-80 accepted Solar Together recommendations by the end of the year. The Council will monitor the response to determine future promotion of this initiative.</p> <p>Look at the feasibility of setting a minimum energy efficiency standard EPC rating as a licence condition for mandatory licensable Houses in Multiple Occupation (HMOs) and include in the Council adopted guidance on minimum amenity standards for all HMOs, where an Energy Performance Certificate is required.</p>	<p>proactive property inspections for most of the year. We are aiming to complete this target in 2021/22.</p> <p>Complete: TMBC has participated in the Solar Together collective solar group purchasing scheme and 97 households accepted the schemes proposed offer. PV panel installations are taking place across Kent region and will continue until July 2021.</p> <p>Postponed: This target has been carried forward to Year 2 to give greater time to consider what the minimum standard might be and the impact of implementing this.</p>
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<p>Waste Minimisation and Recycling</p> <p>Encourage more people to reduce their waste and make it easier for residents to recycle.</p>	<p>Increase our recycling rate from 43% to 50%</p> <p>Develop a robust communication plan in partnership with KRP and TMBC media team to further improve resident communications in relation to waste minimisation and recycling.</p>	<p>Complete: Unaudited data for the first nine months of 2020/21 indicates a recycling rate of 53% for that period.</p> <p>Complete: During 2020/21, a campaign programme was developed & delivered in partnership with KCC and all Kent district councils through the Kent Resource Partnership's Residents Communication Group. The campaign subjects were:</p> <ul style="list-style-type: none"> • Love Food Hate Waste – out of date food • Where does Kent's recycling & refuse go? • Pledge2Recycle - plastics recycling (three campaigns) • National Recycle Week • How to safely dispose of batteries, needles and electrical equipment • Christmas & New Year - waste minimisation & recycling • Reduce & Reuse – waste minimisation • There were also some further seasonal campaigns including safe disposal of BBQs over the summer; pumpkin use & disposal at Halloween; and safe disposal of fireworks <p>A further campaign programme has been developed and approved for 2021/22</p>
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<p>Community and Business Engagement</p> <p>Raise awareness of climate change, providing regular updates and information.</p> <p>Support local businesses and encourage sustainable growth in the economy.</p>	<p>Create and maintain a designated climate change web page on the TMBC website.</p> <p>Promote and increase uptake of the Council grant scheme to improve local centres and parades. Publicise grants via business newsletters, social media and promotion to ensure that grants (of up to £3,500) are used to deliver energy efficiency measures.</p> <p>Promote and increase uptake of the LOCASE grant scheme to tackle and adapt to climate change. Publicise grants via business newsletters, social media and promotion.</p>	<p>In progress: The new website due to launch in June 2021 will provide greater visibility of TMBC environmental and climate change initiatives. There will be prominent links from the main home page and dedicated areas within the site for promotion of our strategy, action plan and related topics. The site's new layout will also allow updates about climate change policies to be given greater prominence via a live news feed on the homepage.</p> <p>Complete: The Council has pledged £84,846.90 towards 31 projects undertaken as part of the scheme, which included improvements to energy efficiency measures.</p> <p>Complete: New LOCASE grant scheme has recently launched and has been promoted through the business e-newsletter. More promotion and referrals will be undertaken as the Economic Regeneration Team gradually moves back to core business following Covid-19 related work.</p>

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<p>Community and Business Engagement</p>	<p>Promote climate change messaging to local businesses using social media and by publishing a monthly business bulletin to support the climate change agenda.</p> <p>Review Economic Regeneration Strategy to include measures that encourage sustainable economic development and green growth.</p>	<p>Complete: Over the past year, there has been several updates on local climate change developments in the business bulletin newsletter which is circulated to over 700 local businesses and organisations. These newsletters run in parallel to social media updates to provide a wide circulation.</p> <p>Complete: Sustainable economic growth is a key strand of the Economic Recovery Strategy and forms part of the vision for the borough. The Council continues to support green growth through developments in the Borough - most notably, the Advanced Technology Horticultural Zone at NIAB EMR, which will lead to further R&D and the relocation of other green business to the site.</p>

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<p>Community and Business Engagement</p>	<p>Working with the Media and Communications Team, develop a communications strategy to raise awareness of domestic housing energy efficiency and renewable energy schemes available.</p> <p>Encourage schools, businesses and churches to appoint Environmental Champions, to increase the visibility of the environmental agenda and share ideas and progress against climate change.</p>	<p>Complete: To support the private rented sector Minimum Energy Efficiency Standard (MEEs) pilot project, a communication plan was developed with the Media and Communications team to raise landlord and tenant awareness of MEEs involving a digital marketing campaign undertaken during March 2021. To launch the Climate Change Strategy the Media and Communications team promoted various initiatives on social media in September 2020, including the Solar Together renewable energy scheme.</p> <p>In progress: A new Climate Change Forum has been established with representation from Councils, businesses, faith, environmental, education and the voluntary sector. The Climate Change Forum will provide an opportunity to share ideas and initiatives. Work with schools has been postponed due to the pandemic.</p>
<p>TMBC ESTATE</p> <p>Reduce the environmental impact of the Council's activities, increasing the sustainability of all our operations.</p>	<p>Change energy supplier to ensure that energy provided to the Council is supplied by renewable sources.</p>	<p>Complete: From 1st April 2021, energy supplier Renewable Energy Guarantees Origin (REGO) backed tariff to Council offices, meaning electricity is sourced from renewable sources.</p>

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<p>TMBC ESTATE</p> <p>Progress the digitisation of services and reduce the amount of paper both internally and being sent out to clients.</p>	<p>Evaluate the viability of installing renewable energy systems at Larkfield Leisure Centre, publish findings.</p> <p>Research cost and practicalities of replacing Council owned pay and display machines to be solar powered. Publish findings.</p> <p>Amend Council Procurement Policy to include a requirement that any equipment replacements are more energy efficient with higher environmental standards.</p> <p>Undertake an assessment of business mileage for all staff and develop a policy to support tele-conferencing and skype meetings to reduce business travel.</p> <p>Amend the Homeworking Policy to encourage greater take up of homeworking/flexible working where possible, to reduce home to work travel.</p>	<p>In progress: Potential scheme to install renewable energy technology on the sports hall roof at Larkfield Leisure Centre has been added as a List C capital scheme, which will be evaluated in the 2021/22 financial year.</p> <p>Complete: Solar powered machines installed in high profile sites on-street.</p> <p>In progress: A review is being undertaken of the Council's Contract Procedure Rules and accompanying policies and guides, which will include promotion of 'green' technologies and practices.</p> <p>Complete: An assessment of business mileage for 2019/20 has been undertaken by Laser. All staff have undertaken virtual meetings via Microsoft Teams for the last year.</p> <p>Complete: Work is underway to assess future working arrangements on a permanent basis, which will include greater take up of homeworking/agile working and virtual meetings, to enable a reduction in home to work travel. The Management Team has set out a 'Transitional working arrangements policy' and a trial period of 6-12 month on a voluntary basis.</p>

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TMBC ESTATE	<p>Introduce 'Always on VPN' remote working solution to enable staff to work more flexibly.</p> <p>Introduction of mobile working to improve efficiency and reduce repeat visits along with printing and mailing paper works to clients (Public Health, Housing, Electoral services)</p> <p>Consolidation of devices and swapping desktop machines to more energy efficient laptops.</p> <p>Migration of our Disaster Recovery services to a cloud-based platform</p>	<p>Complete: All laptops issued to staff and Members have been enabled with 'Global Protect' 'Always on VPN' (remote working solution) since March 2020.</p> <p>In progress: The project was delayed due to the pandemic lockdowns as infield work were restricted. However, the Enterprise Mobile Working platform has been implemented and currently undergoing pilot tests with the Food safety team. Subject to completion of the workflow automations to reduce/eliminate paperwork and UAT approval.</p> <p>In progress: 202 desktop PCs replaced with docking stations, approximately 25 PCs outstanding due to lockdown.</p> <p>In progress: TMBC's Data Centre is in the process of being migrated to the Microsoft Azure cloud-based platform this includes our Disaster Recovery services. The landing zone has been configured and services are being prepared to be migrated. This will remove the need for an on-premises data centre for these systems and dramatically reduce the IT infrastructure as most of the workloads will be cloud-based. Completion ETA May/June 2021</p>

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TMBC ESTATE	<p>Introduction of online and automated solutions for internal administrative workflows to further eliminate paper-based forms</p> <p>Introduction of online services and e-Billing (Revs & Bens)</p> <p>Back scanning of existing paper records and digitisation of future documents (Public Health, Environmental protection, Exchequer, Payroll, Planning)</p> <p>Introduction of a unified “My Account” customer portal enabled via a new CMS and CRM systems including a new functionality and feature-rich Website</p>	<p>In progress: over 70% of the Business processes have been mapped and currently being analysed and reengineered. Completion ETA May 2023</p> <p>Complete: e-Billing is available for Revenue and Benefits services. Campaign currently underway to increase take-up amongst residents.</p> <p>In progress: quotations acquired and currently awaiting business case confirmations.</p> <p>In progress: My Account portal has been built and currently undergoing UAT. Advisor sessions arranged for CXM (digital concierge providing effective digital customer self-service) prior to Go-Live scheduled for June 29th.</p>