

Medway Council

Progress update on Climate Change Action Plan for Climate Change Member Advisory Group

27 July 2021

No.	Action	No.	Sub Actions	Lead Officer	Timescale	Update
1.1	Ensure the Kent and Medway Energy and Low Emissions Strategy (adopted in January 2021) is implemented and continue to engage with KCC and other Kent districts on joint opportunities to achieve net zero carbon targets			Climate Response Officer via Climate Change Network, Environmental Services	Do It Now	Medway's Climate Change Action Plan was endorsed by the Cabinet on 8 June. The format of the action plan aligns with the 10 high level priority areas identified within the Kent and Medway Energy and Low Emissions Strategy. We continue to support Kent wide programmes such as Solar Together Kent and the Kent REVS up for business scheme and are monitoring the outcomes. Officers continue to attend the Kent Climate Change Network hosted, by KCC and attended by other Kent districts, and participate in information sharing via the online network.
1.2	Develop a comprehensive energy monitoring and targeting programme to understand the council's current carbon/energy performance and to map potential pathway(s) against set budget periods for the Council to achieve net zero carbon emissions by 2050	1.2.1	Form a 'Carbon Reporting Working Group' that will ensure early engagement, joint briefing and cooperation across departments to achieve efficiencies and save time when reporting on carbon emissions	Head of Corporate Performance & Business Intelligence	Do It Now	This work is due to be progressed in Q2.
		1.2.2	Calculate carbon emissions from Council estate and operations and consider how these can be incorporated into a future carbon reduction pathway	Climate Response Officer, Environmental Services.	Do It Now	An assessment of 19/20 emissions has been completed and is being scrutinised. Officers are due to undertake an assessment of 20/21 emissions independently for the first time in Q2 using a new carbon accounting toolkit. The first annual report on these emissions will be made to Cabinet in Q3 and the intention is to upload this on to the Council website.
		1.2.3	Identify priority actions, and finalise budget needs, to reduce consumption-based emissions from Council estate and operations	Climate Response Officer, Environmental Services	Do It Now	This work will commence in Q2 when additional officers have been appointed to the Climate Response team.

		1.2.4	Continue to refine data year on year for reporting efficiency	Head of Corporate Performance & Business Intelligence /Carbon Reporting Working Group	Do It Now	This work is due to start in Q2, when 2020/21 emissions are assessed.
		1.2.5	Centralise council vehicle mileage data collection	Head of Corporate Performance & Business Intelligence/Carbon Reporting Working Group	Do It Now	This work is due to start in Q2, when 2020/21 emissions are assessed.
		1.2.6	Roll out the use of fuel cards where appropriate and collect data in litres of fuel as opposed to miles	Head of Business Change	Short	Currently gathering and collating data on the use of fuel cards.
		1.2.7	Report annual carbon emissions	Climate Response Officer, Environmental Services/Head of Corporate Performance & Business Intelligence	Do It Now	An assessment of 19/20 emissions has been completed and is being scrutinised. Officers are due to undertake an assessment of 20/21 emissions independently for the first time in Q2 using a new carbon accounting toolkit. The first annual report on these emissions will be made to Cabinet in Q3 and the intention is to upload this on to the Council website.
		1.2.8	Develop a re-baselining policy and an 'Assurance and Verification' policy in line with Government Guidance	Climate Response Officer, Environmental Services	Do It Now	This work is due to start in Q2.
		1.3.2	Map the areas of influence the Council has across Medway, review policies to align with the climate emergency and drive down carbon emissions.	Climate Response Officer, Environmental Services; & Service Leads via Climate Change Steering Group	Short	Regular meetings are now held with Medway NHS Sustainability Leads, NHS CCG leads and Kent and Medway NHS and Social Care Partnership Trust to share best practice and opportunities.

		1.3.3	Engage with Local Partnerships on the development of an LGA guidance document for reporting on supply chain emissions associated with social care provision.	Head of Adult Partnership Commissioning/Assistant Director Adult Social Care/ Assistant Director Children's Social Care	Do It Now	In March 2021, Adult Partnership Commissioning participated in a workshop to develop guidance for local authorities on Scope 3 greenhouse gas emissions associated with social care. The workshop was hosted by Local Partnerships and LGA. The guidance was published in May 2021 https://www.local.gov.uk/publications/scope-3-greenhouse-gas-emissions-social-care-guidance-local-authorities . It features several successful case studies where Medway Council has influenced a reduction in carbon emissions, for example by keeping business travel by care workers to a minimum.
2.1	Ensure that climate change is incorporated and embedded into the refreshed Council Plan and all other relevant council policies, strategies, plans and contracts.	2.1.1	Climate Change is included in the refreshed Council Plan as a Council Value (and will be included in internal service plans) to ensure action is embedded into everything we do. Named project leads will be responsible for the delivery of individual actions.	All Service Managers	Do It Now	Climate Change is included in the Council Plan 2021/22. It fits under the priority of making Medway a place to be proud of, with the main outcome being a 'clean and green environment'. The objectives are to work with partners and the public to minimise emissions of greenhouse gases and reduce Medway's contribution to climate change to net zero by 2050. During Q1, the Climate Response team has been presenting updates on the climate change action plan to senior managers, directorates and team groups to encourage everyone to include climate action in their service plans. Named project leads have been allocated to each action in the plan and some work is required to ensure that updates against service plans can be easily extracted for future reporting. A team has been created and rebranded as the "Climate Response Team"; all posts now include this in their job titles to emphasise the significance of the challenge ahead and the commitment to the agenda.
		2.1.2	Include an obligation to report on the impact of change on carbon emissions in Council decision reports. Consider opportunities to increase the effectiveness of accounting for the impact. Also consider including wider environmental impacts in decision reports.	Climate Response Officer, Environmental Services	Do It Now	A prompt to consider climate change implications/carbon emissions associated with a decision, is included in the decision-making template.

		2.1.4	Consider mapping actions against the United Nations Sustainable Development Goals to identify gaps and areas for improvement	Climate Response Officer, Environmental Services & Service Leads via Climate Change Steering Group / Climate Response Intern	Do It Now	This will be one of the projects allocated to one of the Climate Response interns in Q2.
		2.1.10	Develop a Smart City Strategy	Smart City Project Officer, Business Change	Do It Now	The emerging Smart City Strategy is in development but will be subject to internal and external stakeholder consultation. As part of the consultation process, a final draft is due to be presented to Transformation Board in September 2021.
2.4	Ensure Climate Change is embedded within the Child Friendly City vision and action plan			Child Friendly Medway Project Officer	Do It Now	A survey was launched in April to ask young people about their likes, dislikes, worries, fears and ideas on how to make Medway a child-friendly city. The findings indicate that young people are very interested in climate change and the environment. The Child Friendly Medway plan is still to be determined although there is clearly an emerging theme around open spaces, environment and climate change and this is built into the Child-Friendly Road Show presentation as a workstream. The Child-Friendly vision and action plan will be launched in 2022, following working groups with young people in the autumn to determine key priorities.
2.5	Ensure that the green ambition is at the heart of the COVID-19 recovery plans for Medway and consider how beneficial changes associated with the management of the pandemic may be solidified into lasting change	2.5.1	Create a "Back to Better" Plan.	Head of Business Change	Do it Now	A "Back to Better" plan has already been presented to CMT and many of the actions in the plan relate back to and support the delivery of the climate change action plan. Progress will be reported against each of the separate actions in this plan.
2.6	Identify training needs for staff, councillors and other groups on the climate emergency and the impact of decisions on carbon emissions. Provide training and identify opportunities to add carbon management messages to existing training. Consider base level training for all employees and more	2.6.1	Roll out of climate change/carbon literacy training for staff	Climate Response Officer, Environmental Services/Senior Workforce Development Officer	Short	The Climate Response team has given several presentations to service areas and senior management teams on the Climate Change Action Plan. A key ask of each group has been to identify their training needs in relation to the net-zero carbon agenda. Feedback is being collated and will inform the development and roll out of staff climate training during 2021/22. To help develop relevant training material, we will be looking closely at resources that other local authorities have developed for their staff, which have been successful. A meeting to find out more about the Carbon Literacy programme is planned for Q2.

	targeted training for decision makers.					
2.9	Provide work placement and internship opportunities to support the development and delivery of the climate change action plan			Climate Response Officer, Environmental Services	Do It Now	The Climate Response team are hosting two 12-week internships from the beginning of July further to the successful appointment of an intern during 2020 through the Employability Points (EP) Scheme hosted by the University of Kent. The interns will focus on projects in support of the Climate Change action plan including a review of the United Nations Sustainable Development Goals and work to support the Climate Change subgroup within the Medway Food Partnership. The Climate Response team are further promoting the EP scheme with other service areas and externally with partners including Medway NHS Clinical Commissioning Group who have since appointed an intern to support the development of their Environmental Strategy.
2.10	Address sustainability issues associated with food production, waste, and procurement within the newly formed Medway Food Partnership.			Head of Health and Wellbeing Services, Public Health/Service Leads via Climate Change Steering Group & Norse.	Short	Subgroup 3: Climate Change and Environment, has been set up within the Medway Food Partnership. Q2 update: Climate Change intern identifying and developing key topics of focus that will support the Medway Food Partnership vision, align with the Climate Change Action Plan and support the work of other subgroups including Poverty, Food Security and Emergency Food Support, Healthy Food for All and Education/Skills, Business and Procurement and Oral Health.
3.1	Plan-making and development management to fully support the transition to a low-carbon future in a changing climate.	3.1.1	Prepare draft planning policy as part of the Regulation 19 Draft Plan for statutory public consultation in 2021, and ongoing negotiation through the development management process	Head of Planning	Do It Now and Ongoing	Content of policies for Local Plan being drafted for publication in Autumn 2021.

		3.1.2	Shape places to help secure radical cuts in carbon emissions. This requires the location and layout of new development to be planned to: <ul style="list-style-type: none"> · deliver the highest viable energy efficiency; · reduce the need to travel, particularly by private car; and · secure the highest possible share of trips made by sustainable travel. 	Head of Planning	Do It Now and Ongoing	Local Plan policies and development framework being drafted to achieve these aims. Publication of draft plan Autumn 2021. Ongoing negotiation on planning applications.
		3.1.3	Actively support and help to drive the delivery of renewable and low-carbon energy generation and grid infrastructure.	Planning Manager Policy	Short and ongoing	Engagement in District Heating Feasibility study, with link to Hoo Development Framework; development of waste and energy policies in draft Local Plan, for publication in Autumn 2021.
		3.1.6	Promote opportunities for sustainable transport use and local transport solutions.	Head of Planning/Head of Transport and Parking/ Planning Manager Policy	Short and ongoing	Development of transport policies for draft Local Plan and Hoo Development Framework - publication Autumn 2021.
		3.1.7	Draft planning policy will address design, heat opportunities, Carbon Fund, community led initiatives, waste hierarchy, road user hierarchy and street design, and parking.	Planning Manager Policy	Short and ongoing	Development of draft policies in highlighted areas for publication of plan in Autumn 2021.
		3.1.8	Ensure that major developments include sustainable drainage systems	Flood Drainage and Special Projects Officer, Planning	Do It Now	Input to major planning applications and preparation of evidence base for new Local Plan.
		3.1.9	Finalise Hoo Development Framework - a strategic masterplan - setting out	Planning Manager Policy	Short	Hoo Development Framework engagement programme June-July 21 to support publication of document with draft Local Plan.

			key principles for sustainable growth.			
4.1	Seek funding opportunities which will support emissions reductions across Medway and deliver actions in the Climate Change action plan			External Investment Officer Post (Vacant)	Do It Now* /Ongoing	<p>Successful grant allocation of £85,420 from the Office of Zero Emission Vehicles for the installation of 34 electric vehicle charging points at 3 council owned car parks by this summer.</p> <p>Expressions of interest have been submitted to the Department for Business, Energy and Industrial Strategy (BEIS) for Local Authority Delivery (LAD) Phase 3 and the Home Upgrade Grant (HUG) to raise the Energy Performance Certificate (EPC) rating of both private and social housing.</p> <p>A bid has been submitted to the DfT as part of the Capability Fund, which will enable the Council to develop active travel/modal shift initiative, a Rights of Way Improvement Plan and a Local Cycling and Walking Infrastructure Plan (LCWIP).</p>
4.2	Submit resourcing proposal for consideration ahead of budget setting for 2022/23			Climate Response and Strategic Environmental Manager/Climate Change Coordinator, Environmental Services	Do It Now	<p>This will be prepared during Q3/4.</p> <p>2021/22 update - In addition to an allocation of £100k within the core budget, an additional £75k was allocated from the Modern Medway Fund at the beginning of this financial year. This additional funding has allowed for the recruitment of two new posts (Climate Response Support Officer and Climate Response Engagement Officer) which are crucial to the delivery of the Climate Change Action Plan.</p>
4.3	Establish a robust financial strategy for delivering climate change work			Chief Finance Officer	Do It Now	The delivery of the Council's climate change aspirations will be the subject of a section in the Council's Mid Term Financial Strategy (MTFS) and Capital Strategies as appropriate, to enable Members to make decisions about funding this core value priority alongside the remainder of the Council's strategic objectives. The development of the 2021 MTFS and Capital Strategies is underway, with the final Strategy documents will be considered by the Cabinet in September 2021.
5.1	Regulate private landlords to ensure all rented homes in Medway comply with government Minimum Energy Efficiency Standards	5.1.1	Deal with any complaints received regarding properties being marketed as F rated under the government's Minimum	Trading Standards Team Leader/Head of Strategic Housing	Do It Now	Trading Standards are in the final stages of revising the policy around required housing standards for private landlords and enforcement. Agreements are being set between all local authorities throughout Kent to ensure that there is a robust system in place if challenged.

			Energy Efficiency Standards.			
5.2	Improve the way the Council communicates about discount and energy grant schemes available to businesses and residents including those who are in fuel poverty, on a low income and are vulnerable to living in a cold home due to age/health conditions.	5.2.1	Identify and explore initiatives to provide energy efficiencies measures to private homes in Medway	Head of Communications and Marketing/ Head of Strategic Housing/ Climate Response Officer	Do It Now	The Home Energy Conservation Act (HECA) report was completed with the support of Housing, Climate Change, Trading Standards and Education colleagues. An expression of interest for the Sustainable Warmth Competition (including Local Authority Delivery Scheme and Home Upgrade Grant as well as Social Housing Decarbonisation Fund) has been submitted. The Council has signed up to the ECO Flex scheme to access grants for low-income households with inadequate heating/insulation and have published our statement of intent on the Council website. Further options are being explored such as working with SGN and Green Doctors to improve public awareness about what assistance can be given to homeowners.
		5.2.2	All schemes which are promoted by the council will be reviewed for legitimacy by the Trading Standards department before proceeding	Trading Standards Team Leader	Do It Now	Reviews are ongoing as projects arise. Examples to date include the Solar Together Kent scheme.
5.3	Identify and deliver priority actions for key buildings via the Re:fit Energy Efficiency and Low Carbon Programme in a phased programme		Phase 1	Head of Capital Projects/Head of Sport, Leisure, Tourism and Heritage/Head of Festivals, Arts, Theatres and Events/ Crematorium Manager	Phase 1: Short	Further to an assessment by SSE of twelve Council buildings, funding of £3.5m has been awarded to implement the measures and work is due to commence in July 2021. The annual guaranteed energy savings, across all 12 sites, is anticipated to be 2,146,084 kwh; the financial savings at just over £250k and the annual carbon savings equal to 467.7 tonnes of CO2.
		5.3.6	Complete next phase of low energy LED smart street lighting upgrade programme	Principal Engineer, Highways	Short	2,445 columns have been installed so far and 5,354 lanterns have been upgraded to LED. The benefits, of converting to LED, for both residents and the environment are detailed on a new project page on the council website at www.medway.gov.uk/streetlightimprovements The network comprises of circa 26,500 street lights. The programme is due to complete in Summer 2022. Approximately 28,000 tonnes of carbon will be saved which is the equivalent of 5637 family sized cars each driving 10,000 miles or lighting 18,792 typical UK homes for a year.

		5.8.2	Develop plans to ensure that all council housing stock meet the national and government targets for energy standards	Head of Strategic Housing	Long	Cost appraisals are being completed by the Housing Service with regards to building carbon neutral housing.
6.1	Complete feasibility/demand study for EV charging points in Medway and publish a ULEV strategy and delivery plan. Facilitate the installation of EV charging point infrastructure on council land and public highway to align with current and future demand, parking arrangements and budgets.	6.1.1	Ensure Medway's residents and businesses understand the options for and benefits of EV ownership, are aware of grants they can apply for, and where they can find charging points	Head of Transport and Parking; with strategic and technical input from Head of Business Change	Long	Information published on the Council website, including an FAQ document and EV charging point survey. This includes available government grants and EV charging point locations; to be updated further in Q2.
		6.1.2	Set up a dedicated area on the Council website, including EV charging point survey to help identify demand, requested locations and other relevant items of feedback.	Sustainable Transport Manager	Do It Now	EV charging point survey remains live on the Council website, with over 200 responses received from the public since June 2021. Results and feedback continue to be collated via the Business Intelligence Team and monitored by the Sustainable Transport Manager and Smart Cities Officer. EV webpages to be updated shortly to include a revised FAQ document, PR links, project updates, etc.
		6.1.3	Publish a five-year EV strategy and delivery plan, including detailed analysis to help inform the rollout of EV charging points across Medway, consistent with those installed across the Kent network.	Sustainable Transport Manager	Medium	Cenex have recently been appointed to develop Medway's ULEV Strategy and Implementation Plan following a draft produced by officers. This is taking place over a 12-16 week period, including extensive baselining and projection analysis, to provide a robust evidence base and underpin our intentions for EV charging point infrastructure roll out going forward. Q2 update - the first draft of the strategy has been received and is being scrutinised by officers.
		6.1.4	Work collaboratively with our public and private sector partners to identify key locations where charging points can be installed to facilitate the usage of	Sustainable Transport Manager	Long	EV charging point demand/locations will be identified as part of the emerging ULEV Strategy, with zone analysis and infrastructure placement workshops having taken place in accordance. Officers are progressing EV charging point projects within public car park locations at present, including a 'quick win' project involving 34 charging points within the council-owned car park sites and an EV district network project, potentially involving

			EVs, including taxi and private hire operators.			another 30+ car park sites in Medway (150 countywide) for EV charging point provision.
		6.1.5	Submit bid to OZEV for 34 Electric Vehicle charge points at strategic locations across Medway for installation in the Summer of 2021.	Sustainable Transport Manager	Do It Now	OZEV bid successful, with £85K having been received to support 75% of the capital costs associated with the project. Connected Kerb started the installation programme at the end of June. Members received a briefing report, PR has been issued and a marketing campaign is in progress. Works expected to be completed in August 2021.
		6.1.6	Review strategically located council owned sites for potential installation of rapid charging points for public use, including town centres, residential locations and other destinations.	Sustainable Transport Manager	Long	Locations are being considered as part of the Council's emerging ULEV Strategy, with consideration to rapid charging points in conjunction with other EV charging point projects, including Refit and the EV District Network countywide project.
		6.1.7	Ensure the future long-term sustainability of EV charging by integrating infrastructure into new development, as stipulated within Air Quality Planning Guidance.	Sustainable Transport Manager/ Head of Planning	Medium	Further discussions to take place.
		6.1.8	Review current parking standards policies/arrangements to ensure consideration is given to the successful management of EV parking bays.	Sustainable Transport Manager	Medium	Discussions in progress.

6.2	Continue to deliver bus infrastructure improvements, and explore opportunities to facilitate the use of ULEV on bus routes in Medway	6.2.1	Maintain productive relationships with local bus operators with a view to establishing a 'Bus Improvement Plan' and introduce data reporting to include fleet comparison and journey time information	Head of Transport and Parking	Do It Now	Meetings have taken place between the Council and all Medway bus operators in Q1 and a notice of intent to form an enhanced partnership was published at the end of June. The partnership Plan will take account of cross-border services into, and from, Kent. A Bus Service Improvement Plan (BSIP) will also be developed in accordance with the DfT National Bus Strategy requirements and is due to be published during Q3.
		6.2.2	Explore opportunities for phased uptake of ULEV on supported bus routes.	Head of Transport and Parking	Short	To be considered in accordance with the National Bus Strategy and Bus Service Improvement Plan (BSIP).
		6.2.3	Work with local bus operators to develop a strategy that facilitates the introduction of electric buses in Medway, including the identification of funding opportunities at national level	Head of Transport and Parking	Short	To be considered in line with the above.
6.3	Continue to develop sustainable transport schemes and plans and actively promote behavioural change through walking and cycling initiatives, linked to the delivery of effective infrastructure.	6.3.1	Progress the development of new walking and cycling facilities via the Active Travel Fund investment	Head of Transport and Parking	Do It Now	DfT Active Travel Fund - Tranche 1 schemes completed in Summer 2020: further details available via the Council website. DfT funding for Tranche 2 schemes received following a successful bid and currently being progressed in 2021-22. A further bid has been submitted to the DfT as part of the Capability Fund, which will enable the Council to develop active travel/modal shift initiative, a Rights of Way Improvement Plan and a Local Cycling and Walking Infrastructure Plan (LCWIP). Officers awaiting funding outcome from the DfT, due imminently.
		6.3.2	Support travel planning opportunities, covering workplace, schools and other educational settings, securing developer funding where available.	Head of Transport and Parking	Short	The Sustainable Transport Team continue to provide an advisory service to schools, developers and other establishments in accordance with their Travel Plan development, which often forms a planning condition linked to an application. Likewise, Section 106 developer-led contributions continue to be identified and considered to help support modal shift targets, safer routes to school schemes, etc.

		6.3.3	Promote and facilitate walk and/or cycle to school initiatives, including local and national focus events.	Head of Transport and Parking	Do It Now	The Sustainable Transport Team (Senior Transport Planner - Initiatives) continues to promote national focus campaigns and local active travel challenges to schools each year. Examples include National Walk to School Week in May, involving the Walk2Count Challenge, October Walk to School Month, involving the Hedgehog Hike Challenge and The Social Network, Sustrans Big Pedal, Walk on Wednesday (WOW) and Bikeability.
		6.3.4	Engage with universities and colleges to identify and promote safe walking routes	Senior Transport Planner (Initiatives)	Do It Now	Consideration given to scheme improvements in line with the DfT Active Travel Fund and Capability Fund, where college and university students may benefit.
6.4	Continue the delivery of digital transformation projects to enable increased access to online services to reduce printing and the need for travel	6.4.1	Implement measures to print large documents over a certain page length in the most efficient way possible	Head of Business Change	Do It Now	Meetings have been held with our print supplier to discuss upgrades to the Equitrac Print Management software to enable large print jobs to be diverted from the Multi-Functional Devices (MFDs) to the print room, which has larger and more efficient machines. It is anticipated that a solution will be in place for Q2/3
		6.4.2	Move to online access for: <ul style="list-style-type: none"> · Older persons and Disabled Bus Passes · Medway Youth Passes · Parking Permits and continue to create usable and accessible forms for projects as they arise.	Head of Transport and Parking/Head of Digital	Short	Several years ago, the Digital team built a way for customers to apply for resident and business parking permits online, as well as apply for an older person's or disabled person's bus pass. More recently, the Digital team has built several new online services to enable customers to also apply for a carer permit and a late-night permit, apply for daily visitor parking vouchers, and apply for a Medway Youth Pass online.
		6.4.3	Provide virtual Road Safety lessons to KS1 & 2 children	Head of Transport and Parking	Do It Now	The Council's Sustainable Transport Team have developed a series of virtual road safety education sessions and continue to deliver these to educational settings during the academic year.
		6.4.4	Reduce the number of Multifunctional Devices (MFDs) at Gun Wharf to reflect the reduction in office-based staff who are now remote working	Head of Business Change	Do It Now	After analysing print demand, a proposal was submitted to CMT by the Head of Business Change to reduce the number of Multi-Functional Devices (MFDs) within Gun Wharf from 38 to 13. The proposal was agreed and is currently being implemented. It is anticipated that the new machines will be in place by Q2

		6.4.5	Implement a paperless solution for fostering panels	Head of Corporate Parenting (Children's Social Care)/Head of Business Change	Do It Now	Business Change, together with ICT, has worked extensively with the Fostering team, and individual panel members, to develop and test secure document sharing functionality within MS Teams. This paperless approach has improved security and reduced copying, collation time and waste. Members of the Fostering team have been trained in securely managing membership and administration of the platform. This project is now complete.
		6.4.6	Implement a paperless solution for Quality Assurance & Safeguarding Statutory meetings	Head of QA & Safeguarding (Children's Social Care)/Head of Business Change	Do It Now	The Business Change team is supporting the Safeguarding and QA service with the pilot for a new process for Child Protection (CP) conferences. This includes the use of new Signs of Safety templates within Mosaic, which went live in Q1. The project has achieved a reduction in paper and has led to an additional project to review and improve processes/structures. This project will report progress to the Transformation Board, so this climate change action is now complete.
6.5	Tackle congestion hotspots through Variable Message Signs (VMS), traffic signal infrastructure and programming upgrades and smart cities initiatives	6.5.1	Improvements to the operation of traffic signal-controlled junctions and crossings through programming changes or upgraded equipment	Head of Transport and Parking	Do It Now	<p>In Q1, officers undertook the necessary checks of the UTMIC (Urban Traffic Management) system and confirmed it is operating satisfactorily where the infrastructure allows. The SCOOT traffic signal system was identified as still needing to be reintroduced in Strood as part of the final stage of the Strood LGF project, during Q2/3.</p> <p>Work on designing the controller programming for pelican crossings to reduce lost time and improve efficiency of operation under lighter traffic conditions was continued during Q1. As of now, all site configurations have been retrieved and reprogrammed. Officers are awaiting roll out to all Siemens controller sites and are working with Siemens to manage this project. In addition, new controller programming for puffin crossings to allow pedestrian demands to be cancelled if the kerbside detection is late in identifying a waiting pedestrian who subsequently leaves before the green man is shown, has been designed. All site configurations have been retrieved and reprogrammed and again, officers are working with Siemens to add this to the necessary controller sites.</p> <p>The new Telent traffic signals maintenance website is now in use, with Medway having direct access for fault reporting and analysis. Training has been provided to Medway Officers and all out of hours fault reporting will now be exclusively going by this new method, improving traffic signal fault reporting and response times. Officers will monitor the new system through Q2 to address any potential teething issues.</p>

6.6	Continue with our proactive and dedicated approach to improving air quality across Medway through the delivery of the Air Quality Action Plan (https://www.medway.gov.uk/downloads/file/1982/medway_air_quality_action_plan_2015).	6.6.1	Review and refresh current Air Quality Action Plan	Climate Response and Environmental Protection Manager	Short	Following a procurement exercise (lead by Tunbridge Wells Borough Council), a contractor has been appointed to run the monitoring network for a period of 3 years (from April 2021) with an option for two 1-year extensions. The new contract includes the provision of a brand-new public facing website (KentAir) which will be critically important to ongoing work the team carry out on awareness raising of air pollution. The new website contains near real time information on current air pollution levels, continuation of the free air pollution forecast service, a range of tools, reports, additional information, and a refreshed and rebranded educational tool kit (Care for Air). The new website (www.kentair.org.uk) is now live.
		6.6.7	Support local SMES to switch to ULEV via the Kent REVS scheme	Assistant Director, Regeneration	Do It Now	3 Medway businesses have signed up to the Kent REVS (Realising Electric Van Scheme) which offers any Kent or Medway business the opportunity to try an electric van for 2 months for free. The scheme, managed by KCC and launched in partnership with Highways England, will be running for two years. We have already spoken to Farleigh Coaches about their positive experience and intend to follow up with the other participating businesses. The scheme has been promoted via social media and on the Low Carbon Business Support pages of the Council website. Marketing collateral will also be used to promote to Medway's business fora including Town Centre Forums, Medway for Business.
6.7	Review the council's current grey fleet (owned and leased) and replace with ULEV where feasible.	6.7.1	Replace Council fleet vehicles (owned and leased) with electric by end of first carbon budget (2027) or where possible at next point of exchange (latest 2025)	Head of Business Change (Delivery)/Head of Category Management /Head of Transport and Parking (EV Strategy	Short	The Business Change Team are reviewing data from services to assess the viability of replacing current fossil fuel vehicles with electric alternatives. Initial findings indicate that the business case supports the move to electric but suitable charging point locations need to be identified.
		6.7.3	Initiate a pilot project to provide a pool of Electric Vehicles for Social Workers in Medway	Head of Early Help and First Response (Children's Social Care)/Head of Business Change	Do It Now	The Business Change Team has implemented a pilot for 6 EVs to be used as pool cars by Social Workers in Children's social care. Action complete.

		6.9.6	Promote the EV option which is available through the provider of the council's private car lease scheme for staff	Head of Human Resources/Head of Communications and Marketing	Do It Now	A webinar was presented to staff in Q1, showcasing the electric vehicle options available via Tusker, the staff salary sacrifice scheme. It provided staff with the opportunity to ask questions about electric vehicles. The webinar was promoted through the staff newsletter. The Energy Saving Trust are running a one-hour information session via webinar to help Medway staff understand how to choose an electric vehicle on 22 July. The webinar is being promoted on the new climate change intranet page for staff.
6.12	Carry out a taxi and private hire ULEV feasibility study to understand barriers and opportunities for electrification of fleet	6.12.1	Undertake an engagement survey with the trade on barriers to converting to ULEV	Climate Response and Environmental Protection Manager /Principal Licensing and Enforcement Manager	Do It Now	Further analysis has been carried out by the Energy Savings Trust on the taxi and private hire engagement exercise which included separating out data for Medway and Gravesham areas. The final report has been shared with the Air Quality Steering Group, and officers leading on the EV Infrastructure Strategy to inform their future work.
6.14	Improve the digital connectivity across Medway	6.14.1	Work with the private sector to attract investment in a Full Fibre Network (FFN) for Medway	Smart City Project Officer	Short	CityFibre are delivering a full fibre network rollout in Medway. This will be a 3-year programme, up to 2024 - covering over 90,000 properties as part of their Phase 1 build plans. They have completed over 20,000m of trenching since February 2021. They are working in close partnership with the Council to maximise the benefits of the project, utilising modern building techniques to deploy the network quickly and minimise disruption to residents. A location within Gillingham Business Park has been identified and is under construction, to host the Fibre Exchange, with the search for another location currently underway. CityFibre has recently announced Phase 2, which will include Strood, Hoo Peninsula, Cuxton and Halling (timescales unknown, but likely 2024 onwards). The SCPO is also liaising with the Kent Broadband Team and BDUK (part of DCMS) to assist those hard-to-reach properties and lobby Government to utilise part of the £5Bn Rural Gigabit Connectivity Programme in Medway.
6.15	Introduce smart parking solutions to reduce usage of paper tickets and remove the requirement for cash collection and parking enforcement			Head of Business Change	Do It Now	A ticketless RingGO solution has been introduced at Medway Park and has been well received by customers of the leisure centre as it has streamlined the process and reduced queuing. The service has also made efficiencies through reduced administration, less staff time giving refunds and savings on the costs associated with the handling and storage of cash. An ANPR solution has been procured for Rochester Multi Storey Car Park, which is anticipated to be operational by October 2021.

7.1	Deliver a low-cost solar panel group buying programme for residents in Medway through Solar Together Kent			Climate Response Officer, Environmental Services	Do It Now	Of the 53 applicants for solar PV, via the Solar Together Kent scheme, 16 installs have been completed. 21 applicants have dropped out of the process post survey. This is a rate of 37% which is consistent across all districts. 2 surveys remain outstanding, 14 installs remain to be booked and a further 2 installs are due to take place. Customer and staff isolation due to Covid has slowed down delivery and it is anticipated that installs will now run into September. Customer feedback on the process continues to be monitored and provided to iChoosr, the administrator of the scheme. KCC intend to review the scheme with all participating districts once installs are complete at the end of Q2, before deciding whether to participate again in Spring 2022. This will also be subject to member agreement.
7.2	Carry out a Heat Mapping and Master planning study to assess the feasibility of a heat district network within the areas of Hoo and Strood.	7.2.1	Undertake feasibility study	Smart City Project Officer; Climate Response and Environmental Protection Manager; Strategic Infrastructure Planner	Do It Now	AECOM have produced a final draft of their HM&EM Study and are making amendments, following feedback from the Council Team, the Project Manager and the Heat Networks Delivery Unit (Business, Energy and Industrial Strategy). Q2 update: A final report was received at the end of July and is being reviewed by officers.
		7.2.2	Submit a bid for additional funding for a Techno Economic feasibility study (Phase II)	Smart City Project Officer	Do It Now	Now that the HM&EM Study is near completion, officers are preparing narrative for a potential bid to the Heat Networks Delivery Unit in Round 11, which will be ready shortly. However, after discussions with BEIS and our consultants, AECOM - it would seem that a joint Techno-Economic feasibility and Detailed Plan Development (DPD - light) Study can cost in the region of £150k - £180k. HNDU would potentially cover 67% of the overall costs, if our bid were to be successful, but there are some question marks as to where the rest of the funding (33% match) will come from. The Council would need to invest between £50k - £59k. The Council would also apply for 100% funding from BEIS for project management expertise.
		7.2.3	Detailed planning development phase (Phase III)	Smart City Project Officer	Short	As above
7.4	Explore the feasibility of alternative energy sources in Medway	7.4.1	Support opportunities for a joint Kent & Medway Renewable Energy (and storage) Opportunities Mapping study	Head of Business Change; Head of Planning	Short	Kent County Council are leading on a Renewable Energy (and Storage) Mapping Study for Kent and Medway; however, there have been no updates from KCC colleagues on this project yet. Medway Council continue to push for updates and are keen for this work to get underway.

		7.5.4	Promote and support community energy projects by raising awareness of their existence with the wider community	Climate Response Officer, Environmental Services	Do It Now	The Climate Response team has enabled Orchard Community Energy to promote the Council's Climate Change Action Plan on their relaunched webpages at https://orchardcommunityenergy.org/local-climate-action
8.1	Secure new community growing spaces	8.1.1	Secure a new garden/allotment space from which to deliver the Grow Your Own educational programme, community projects and activities	Skills & Employment Programme Manager	Do It Now	Medway Adult Education currently have a Grow you Own project - running out of the allotment at Fort Amherst and have several gardening clubs for families planned at primary schools from September.
		8.1.2	Review of current allotment holding process to make better use of existing allotments	Greenspace and Access Programme Manager in partnership with Medway Norse	Do It Now	Review of existing allotment space completed with holders of unmanaged plots asked to consider giving up their plot or dividing it into two plots. Work to identify new allotment space is ongoing within the planning system as and when new developments reach the planning application stage.
8.2	Increase tree canopy cover in Medway to support resilience to climate change and disease.	8.2.1	Engage volunteers to carry out an annual tree canopy coverage survey.	Greenspace and Access Programme Manager in partnership with Medway Urban Greenspaces Forum	Do It Now	First survey completed as part of emerging Tree Strategy using I-Tree app.
		8.2.2	Develop a Tree Strategy and funded action plan, setting clear actions and targets	Greenspace and Access Programme Manager in partnership with Medway Norse	Do It Now	The first draft of the Tree Strategy has been completed and requires final approval. The Tree Strategy will influence the Councils and stakeholders' approach to tree planting and woodland management.
		8.2.7	Subject to viability and soundness testing embrace 20% target to Biodiversity Net Gain in Local Plan	Head of Planning	Short	To be tested in Local Plan Viability Assessment and updated evidence base. Anticipating further national law in Environment Bill.
		8.2.10	Continue with the annual bulb and tree planting programme	Medway Norse	Do It Now	Phase 1 of Urban Tree Challenge completed. Council working on the next steps ready for Nov 2021 onwards tree planting programme. Work still in progress.
8.8	To complete and deliver the Green and Blue Infrastructure Framework and ensure that developer contribution funds are secured for its delivery.	8.8.1	Develop the Framework and capture the green and blue infrastructure projects in the Infrastructure Delivery	Greenspace and Access Programme Manager/Planning Manager Policy	Do It Now	First draft of potential projects completed. The first draft of the Green and Blue Infrastructure Strategy is due at the end of July for internal consultation. The final version will be published in alignment with the Local Plan in September this year.

			Plan supporting the Local Plan.			
8.9	Ensure Housing Infrastructure Fund programme and other regeneration programmes include the creation of green open spaces providing benefits to both local community and wildlife	8.9.1	Embed green and blue infrastructure in the HOO Development Framework	HIF SEMS and Partnership Programme Manager/Greenspace and Access Programme Manager	Short	Input sought to Hoo Development Framework. An Environmental stakeholders meeting was held at the end of Q1.
8.10	Establish a Strategic Environmental Management Scheme (SEMS) to develop a network of public open spaces (Phase II SEMS)	8.10.1	Secure planning permission for Cockham Community Parkland	HIF SEMS and Partnership Programme Manager/Greenspace and Access Programme Manager	Do It Now	Planning application to be decided early Q2.
		9.1.2	Work with the Kent Invicta Chamber of Commerce and the Kent and Medway Growth Hub to embed net zero carbon understanding in start-up business support, and other business training provided on Medway's behalf.	Assistant Director, Regeneration	Do It Now	Discussions planned with Kent Invicta Chamber of Commerce to investigate and agree how net zero carbon agenda can be embedded in start-up business support and training programme
		9.1.3	Work with the Skills and Employability Plan business partners to develop awareness of the net zero carbon ambition and identify low carbon employment opportunities/address skills shortages.	Skills & Employment Programme Manager	Medium	Environmental offer and board marketing campaign created, to work with businesses to educate staff either through IAG or staff qualifications.
		9.1.5	Link to Medway Adult Education remake project, donate excess resources, to then learn to re-use, mend, upcycle, repair	Skills & Employment Programme Manager	Short	Consideration given to development of a one stop shop, "traders market" setting to support development of skills in repairs and creations. Potential funding identified for next year.

9.2	Support and promote low carbon and circular economy opportunities to businesses in Medway	9.2.1	Evidence and celebrate with regular updates.	Assistant Director, Regeneration	Short	Marketing collateral to be used to promote to Medway's business fora including Town Centre Forums, Medway for Business and working with comms via social media and on Council website
		9.2.2	Support local SMES to switch to ULEV via the Kent REVS scheme	Assistant Director, Regeneration	Short	Priority area subgroup to discuss this and consider how best to support businesses to ULEV via the REVS scheme. Integrated Transport considering an event for Medway businesses to promote transition to EVs generally.
9.3	Explore initiatives to incentivise good practice among our businesses such as environmental excellence awards for organisations committed to sustainable ways of working, leading in environmental best practice and working towards net zero carbon targets	9.3.1	Incorporate climate change criteria into the Kent and Medway Healthy Workplace award programme	Head of Health and Wellbeing Services	Short	Pledges which support progress towards the Carbon Trust standards and Environmental Management Scheme Accreditation have been embedded in the Kent and Medway Healthy Workplace Award programme. Case studies of organisations which undertake pledges, which support carbon reduction and combat climate change in practice, will be collated and shared with other businesses to inspire wider adoption.
		9.3.2	Incorporate Climate Change as a category in the Medway Business Awards (2022 at the earliest)	Assistant Director, Regeneration	Not until 2022 at earliest	Early discussions with Business Awards Steering Group to suggest climate change is considered as part of the judging criteria/possible category for the Medway Business Awards 2022
9.4	Require new entrants to Innovation Park Medway to prioritise emission reductions, sustainability and environmental considerations within their proposals.	9.4.1	Ensure all self-certification proposals through the IPM Local Development Order consider emission reductions, sustainability, and environmental considerations in line with the adopted IPM Design Code.	Assistant Director, Regeneration – IPM Project Team	Short	This will be implemented as part of the initial discussions and selection of prospective tenants. Legal are drafting this into the agreement documents
		9.4.2	Consider sustainability at pre-application phase	Assistant Director, Regeneration – IPM Project Team	Short	As per above
		9.4.3	Consider emissions, sustainability, and environmental considerations at early	Assistant Director, Regeneration – IPM Project Team	Short	All considered within the design evolution and continued to be monitored

			stage of marketing interest			
9.7	Develop the market for climate change related local business and local jobs to support the growing low carbon economy.	9.7.1	In partnership with existing educational networks (universities and colleges), ensure carbon neutral/climate resilient training is integrated into Further Education and opportunities for a newly skilled workforce are supported by local businesses.	Skills and Employment Programme Manager/Medway Education Partnership Partners: Medway Place Board and Medway Learning Partnership	Do It Now	This will be a key theme in the new Careers Hub being launched in Kent & Medway September 2021. This is also due to be raised at the next Medway Skills Stakeholder Board, with attendees from business, education and training.
		9.7.2	Medway Adult Education to deliver entry pathways into 'carbon neutral/climate resilient' training, working with partners to progress onto higher level training	Skills and Employment Programme Manager; Medway Education Partnership	Short	Medway Adult Education has gained approval to deliver Level 2 Certificate in Understanding Climate Change and Environmental Awareness e-learning course. Depending on personal circumstances, the course can be fully funded. It is currently being promoted via MAE social media pages.
		10.1.2	Explore opportunities to engage with young people through the Medway Place Board	Climate Response Officer, Environmental Services; Medway Place Manager	Do It Now	The Climate Response team presented the Climate Change Action Plan to the Medway Place Board in Q1 and as a result have developed links further with the Natural Resources Institute and Mid Kent College who are both keen to support the Climate Change agenda. Further engagement will take place once the Climate Response Engagement officer has been appointed.
		10.1.3	Develop an informal staff network to become conduits for future campaign information and share best practice	Climate Response Officer, Environmental Services	Do It Now	This will be taken forward in Q2 further to the appointment of a Climate Response Engagement officer.
10.2	The Council will support KCC and other Kent districts to develop a joint communications, engagement and behaviour change	10.2.1	Develop and promote engagement activities with KCC and other districts to support COP26	Head of Communications and Marketing	Do It Now	Officers have been attending the Kent Environment Communications Network meetings to discuss how districts can best support COP26. A Climate Response intern, along with the Communications team and other service areas, is currently developing some initial project ideas and scoping out existing events within the community which the Council can signpost to.

	strategy and action plan as per 10.1 in ELES IP					
10.3	Design and deliver the "Small Changes" public information campaign focusing on how individuals can reduce their carbon footprint	10.3.1	Promote national days and how the community can support these	Head of Communications and Marketing, All Environmental Services teams	Do It Now	The Communications team has continued to promote national environmental awareness days including World Bee Day, World Environment Day, World Oceans Day, National Clean Air Day and Plastic Free July via social media. The Environmental Protection team ran a Clean Air Day competition. It was open to Medway residents who carried out an activity that showed a commitment to improving air quality. Medway Adult Education organised a community activity event in support of Clean Air Day at Fort Amherst, which due to bad weather has been rescheduled to Q2.
		10.3.2	Continue to support 'Plastic Free Medway'	Head of Communications and Marketing; Climate Response Officer	Do It Now	The Climate Response team has continued to champion the work of Towards Plastic Free Medway with relevant networks and groups including Medway NHS CCG and Medway Norse with the aim of achieving Plastic Free Community Status for Medway. Q2 update - Plastic Free July was promoted on social media and the new climate change intranet page for staff.
		10.3.3	Promote campaigns to reduce resident's environmental impact (Kent Green Action)	Head of Communications and Marketing, Environmental Services Partnership and Development Manager	Do It Now	A link to the Kent Green Action webpage is included on the Take Action section of the Council's climate change web pages - providing residents and communities with ideas for collective action. The KGA site links to initiatives such as the Kent REVS (Realising Electric Van Scheme) https://www.kent.gov.uk/environment-waste-and-planning/kent-green-action/take-part-in-kent-green-action
10.4	Create a programme of events and opportunities for our communities to contribute to the developing action plan	10.4.1	Engagement programme (internal and external) to obtain the views of staff, residents, businesses and stakeholders to inform the annual review of the action plan	Head of Communications and Marketing/Climate Response Officer	Do It Now	The Climate Response team has given several presentations to service areas and senior management teams on the Climate Change Action Plan. The team presented a virtual 1.5hr session to the Chief Executive's Senior Managers including break out room workshops and discussion points on mapping Scope 3 emissions, small changes and training needs. A new climate change intranet page for staff has been developed to keep staff updated as projects progress and to engage them and request their help in bringing to life the vision of net zero carbon by 2050. Staff have been invited to submit their ideas and views via a staff message board.
		10.4.2	Consider engagement opportunities through existing neighbourhood forums.	Head of Planning; Head of Communications and Marketing	Do It Now	Planning have provided liaison and support for Neighbourhood Planning groups

10.5	Regular progress updates will be provided on the Council's web pages, social media platforms and Medway Matters.	10.5.1	Social media accounts are being updated to have a specific eco/climate change following	Head of Communications and Marketing; Environmental Services Partnership and Development Manager; Head of Digital	Do It Now	The recently established Medway Climate Change page on Instagram had 429 followers at the end of Q1, an increase of 270 since the end of February 2021.
		10.5.2	Continue to develop climate change hub on the Council web pages	Head of Communications and Marketing, Head of Digital; Climate Change Coordinator, Environmental Services	Do It Now	The Digital team keeps the climate change web pages up to date with the latest information supplied by the subject matter expert. The action plan is being produced as accessible web pages. See https://www.medway.gov.uk/climatechange and https://www.medway.gov.uk/climatechangeplan . Climate Change content is now accessible from the Council's home page via the "Our Services" drop down and the Environment Health and Safety pages.
		10.5.3	Issue content via new Climate Change e-newsletter	Head of Communications and Marketing; Climate Change Coordinator, Environmental Services	Do It Now	The climate change web page now includes a link to enable visitors to sign up to the climate change newsletter. 500+ people are subscribed to the newsletter and the first edition was released in Q1.
		10.5.4	Good presence on climate change action in every edition of Medway Matters (quarterly)	Head of Communications and Marketing;	Do It Now	In Q1, content was prepared for the summer edition of Medway Matters, including an updated infographic celebrating progress to date, the LED street lighting programme, wildflower verge programme and links to the animated air quality video.
		10.6.2	Invite groups on the Council's climate change webpage to tell us what they are doing to tackle climate change so that partnerships can be established, and good work promoted.	Climate Response Officer, Environmental Services; Head of Digital	Do It Now	A section is already included on the Take Action section of the Climate Change webpages: https://www.medway.gov.uk/info/200348/climate_change/1213/take_action/2 . Further work to engage with community groups will take place once the Climate Response Engagement officer has been appointed.

10.7	Ensure advice is available for residents and schools wanting to learn more about the climate emergency, this will include funding and support available	10.7.1	Develop and promote school lesson plans and home learning resources on climate change and air quality.	Climate Response Officer, Environmental Services; Climate Response and Environmental Protection Manager	Short	The Environmental Protection team previously supported a bid to the Defra Air Quality Grant Programme made by Canterbury City Council for an air quality education project. Defra confirmed in Q1 that the application was successful. The award is for a project to develop an educational digital resource to be used in primary schools across Kent, to raise awareness about air quality and hopefully to promote behaviour change amongst children and their parents. The resource will include an interactive story book and gaming elements which will earn rewards and unlock further information.
		10.7.2	Further engagement with young people through Medway Primary and Secondary School Associations and Trust executives	Assistant Director Education and SEND; Head of Communications and Marketing; All Environmental Services teams; Child Friendly Medway Project Officer	Do It Now	Child-Friendly Medway (CFM) are currently consulting young people on the new Child-friendly initiative. During Q3/4 officers will start to develop a CFM plan in partnership with young people, including the theme of climate change.
		10.7.3	Appoint representative of Medway Youth Council (MYC) to the Climate Change Member Advisory Group. Engage with MYC to support actions in their annual conference report and promotion of the climate change message within their communities.	Climate Response Officer, Environmental Services	Do It Now	Awaiting confirmation of new MYC representative. Youth Services leading on appointment.
		10.7.4	Advice available both online and via telephone	All with coordination from Climate Response Officer, Environmental Services	Do It Now	The new website (www.kentair.org.uk) is now live and is promoted on our climate change web page and the new climate change intranet page for staff.
10.8	Encourage schools and colleges to support the climate change agenda by committing to reducing their carbon emissions.	10.8.1	Encourage School and College Governing Bodies to include climate change on their agendas.	Assistant Director Education and SEND; Child Friendly Medway Project Officer	Do It Now	Child Friendly Medway (CFM) will start face-to-face delivery with young people or students during Q3/4 and will encourage inclusion of the climate agenda.

		10.8.2	Continue to support the KM Green School Awards and promote the successes of the participating schools to share best practice and drive positive behaviour change	Climate Response and Environmental Protection Manager; Healthy Settings Programme Manager; Sustainable Transport Manager	Do It Now	The Climate Response team worked with the KM charity to rebrand the awards this year to have an overarching theme of climate change. We have supported the promotion of the awards by creating a short video which has been distributed to all schools and posted on the Council's Take Action section of the Climate Change webpages. Officers continue to meet regularly with the KM Charity Team, as part of our active travel partnership. The awards event is scheduled to take place on 25 November 2021 in Ashford.
10.11	Incorporate climate change into Medway's Public Health Schools Programme including:	10.11.1	Consider supporting the Eco schools international award programme to encourage schools to join up and become more sustainable - some Medway schools used to be signed up to the programme (2006)	Head of Health and Wellbeing Services; Head of Communications and Marketing	Medium	Q2 update - Public Health have met with Keep Britain Tidy and have agreed to support and promote the Eco schools programme to schools within Medway. Schools that sign up to the programme will have the opportunity to work towards a Green Flag Award. The Green Flag Award supports many of the pledges within our A Better Medway Schools Award.
11.1	Continue to respond to engagement opportunities on the development of a Kent and Medway Climate Change Adaptation Programme and Implementation Plan			Head of Planning/Emergency Planning Manager	Do It Now	Further to the completion of a climate adaptation survey, officers took part in further discussion with Royal HaskoningDHV, via Kent County Council. The information provided by officers will inform the development of an Adaptation Programme and Implementation Plan for Kent
11.2	(LLFA) Maintain, keep under review, apply, and monitor a local flood risk management strategy to prioritise local flood management approaches.	11.2.1	Review and revise the current local flood risk management strategy to be consistent with the newly published Environment Agency National Flood and Coastal Erosion Risk Management Strategy.	Flood Drainage and Special Projects Officer	Short	Strategy and Annual Action Plan in place which cross references with objectives within the Climate Change Action Plan.
11.3	(LLFA) Implement relevant government guidance on taking climate change into account for flood risk decision making to mitigate the effects of climate change.	11.3.1	Work with Planning Policy Team to ensure that flood risk specific Local Plan and Development Management Plan policies consider	Flood Drainage and Special Projects Officer	Do It Now	Complete. Draft high level Flood and Water Management Policy to support Local Plan in place which references the need to consider climate change. This is supported by the draft Strategic Flood Risk Assessment and Technical Guidance which will be adopted and published alongside the Local Plan.

			relevant climate change guidance.			
11.4	(LLFA) Work in partnership with other risk management authorities to reduce the risk of flooding from all sources.	11.4.1	Increased gully cleansing in areas with known flood and drainage problems (Highways led).	Principal Engineer, Highways	Do It Now	Complete. Areas for additional gully cleansing have been identified. Ongoing monitoring.
		11.4.2	Identify and appraise options for a Flood Alleviation Scheme to reduce flood risk and increase resilience in Luton (2021) for potential delivery funding dependant thereafter.	Flood Drainage and Special Projects Officer	Do It Now	Ongoing. Awaiting completion of a hydraulic sewer model that Southern Water are undertaking to be used for testing options.
		11.4.4	Strood Flood Risk Strategy	Flood Drainage and Special Projects Officer	Do It Now	Commenced and ongoing.
		11.4.5	Undertake Surface Water Management Plan for Lower and Middle Stoke	Flood Drainage and Special Projects Officer	Do It Now	Commencing in Q2.
11.5	(LLFA) Inform spatial and infrastructure planning, development and regeneration to manage the current and future risk of local sources of flooding.	11.5.1	Input into Local Plan policy setting and provide advice to Hoo Development Framework	Head of Planning	Do It Now and Short	Ongoing. Input into HIF and LP work.
11.6	(LLFA) Act as a consultee for planning applications to promote sustainable surface water arrangements in new developments	11.6.1	Number of housing developments by unit incorporating sustainable drainage systems.	Flood Drainage and Special Projects Officer	Do It Now	Consultee role delivered and ongoing. Numbers of units with SuDs unknown until schemes are built out.
		11.6.2	Number of commercial developments incorporating sustainable drainage systems.	Flood Drainage and Special Projects Officer	Do It Now	As above.

11.7	(LLFA) Work with other risk management authorities to maintain and update where necessary flood maps in the area to understand the risk of flooding.	11.7.1	Work with the Environment Agency to use mapping and modelling outputs from Surface Water Management Plans to update Environment Agency Flood Mapping for local sources.	Flood Drainage and Special Projects Officer	Short	Ongoing
11.8	(LLFA) Work with other flood asset owners and riparian owners to ensure a programme of maintenance is delivered to improve asset and channel performance to reduce the risk of flooding from all sources.	11.8.1	Share flood risk incident information with Highways Service to inform Highways Drainage Action Plan and maintenance	Flood Drainage and Special Projects Officer	Short	Ongoing
11.9	(LLFA) Support emergency response partners and communities to plan, prepare, and exercise for future flood scenarios to reduce the consequences of flooding.	11.9.1	Record significant flood events on the Severe Weather Impact Monitoring System (SWIMS).	Flood Drainage and Special Projects Officer/Emergency Planning Manager	Do It Now and Ongoing	None occurred or recorded.
11.10	Ensure the Heatwave Plan and Cold Weather Plan are reviewed and updated annually			Emergency Planning Manager/ Head of Health and Wellbeing Services, Public Health	Do It Now	Heatwave and Cold Weather Plans updated every year, under collaboration between Emergency Planning and Public Health Consultant. For the current year (2020-2021) no change to the National PHE/NHS Plan. The Council Plan has been checked and is with CMT for updating contacts and Virtual Approval.