

## Climate Change - Member Advisory Board Meetings Action List

Key

Complete
Ongoing

### Actions from the last meeting (1st February 2022)

Item No.	Date of Meeting	Points raised	Action to be taken	Responsible /Lead Officer	Update	Status
1	01/02/22	(3.4) The group asked if local firms could be found to do the [Re:fit maintenance] work or if it is just through Norse. It was clarified that there is a requirement to look at local firms as part of the refit contract tender return	The Head of Capital Projects to provide further detail on engagement with local business.	Rob Dennis	The Refit engagement by Medway Council/Capital Projects required engagement with Local businesses who were invited to "Meet the Buyers" events with the Refit Contractor in Medway to ensure direct engagement was made to local suppliers and Contractors had the opportunity to discuss the opportunities and to work with the Refit Contractor SSE.	Complete
2	01/02/22	(3.14) The group asked if a timescale has been set for the full baseline data for the 49% of housing stock to be reassessed and when the potential saving on cost compared to the baseline figures will be known, and the gap between what we think it will cost and what is currently allocated in the HRA so members can better understand the scale of task.	The Senior Property Manager to obtain a target date from Mears to complete the EPC work.	Adam Spokes	Timescale yet to be agreed. The HRA only received the first download from our parity energy modelling software on 7/3/22 and training on the system is due to take place 18/3/22. A programme will be established once we have a better understanding of the data. The Housing team are currently out to advert for an Asset and Energy Manager who will play a key role in planning and delivering this piece of work. A budget to complete EPC's and/or retrofit assessments has been established along with a healthy retrofit budget. This has been achieved by realigning the HRA's capital works budgets.	Complete
3	01/02/22	(4.3) The group asked for the positive news on the climate scorecard to be promoted.	Climate Response Engagement Officer to promote news on Climate Emergency UK Scorecard	Katie H-S	A press release was issued on the Scorecard result, and it was shared on social media (Linked in, Facebook, Instagram and twitter) and in the March edition of the Climate Change newsletter.	Complete
4	01/02/22	(5.3) The question was raised as to if we are doing enough to recognise what businesses are achieving already and to provide support. To what extent can the Council help to facilitate the links between businesses and perhaps there should be an award or recognition for those working on improvements.	The Head of Environmental Services to discuss reaching out to businesses with Economic Development.	Sarah Valdus	Economic Development have been contacted and a meeting has been booked for 14 <sup>th</sup> April to discuss how best to take this part of the action plan forward. The Spring edition of the Medway Matters included a business case study. We will look to include further business links in the Autumn edition.	Complete

5	01/02/22	(5.4) The group raised the air quality action plan for Four Elms due to concern over the volume of traffic and how we are monitoring particulates, especially around the Sans Pareil roundabout. There are significant concerns about air quality and how pedestrians will negotiate this, particularly children on their way to school.	The Climate Response and Environmental Protection Manager to provide an update on potential monitoring at Sans Pareil roundabout.	Lucy Kirk	Site visit completed. There are two sites where base line monitoring will be undertaken. Monitoring to commence May 2022, initially for a six-month period.	Complete
6	01/02/22	(5.9) The group asked for an update on anti-idling signs in Rainham.	The Climate Response and Environmental Protection Manager to provide an update once the outcome of the DEFRA bid is received.	Lucy Kirk	Both funding bids have been successful and we have been awarded the following: - £113,400 towards a Taxi and Private Hire Ultra Low Emission Vehicle Feasibility Study - £14,110 towards an anti-idling signage project in the Rainham Air Quality Management Area Currently awaiting receipt of payment of the funding to the council. An initial meeting has been arranged with the University of Kent and the Highways team to agree viable sites for the signs. A more detailed timescale for the project will be provided in due course.	Complete
7	01/02/22	(5.9) The group raised a concern that in the action list of 65 items, some of the smaller actions are being forgotten about. For example, a request for anti-idling signs in Rainham. A request was made to consolidate the list to make it shorter and to focus on the smaller actions.	The Climate Response Support Officer to consolidate the MAG action list.	Marion Phillips	A review of the action table has been undertaken with numerous actions completed and some merged with linking actions.	Complete
8	01/02/22	(5.12) The group raised the potential for adding specific S106 contribution and would like to know if there is an update on what other Local Authorities are doing.	The Climate Response Team to review S106 contributions and what other authorities are doing. (also discussed at MAG meetings 26/09/19 and 17/06/20)	Lucy Kirk	In the Developers Contributions Guide we currently have a number of contributions that support climate change measures such as air quality and active travel. From initial research it does not appear that other local authorities have been able to justify a separate specific climate change contribution.	Complete
9	01/02/22	(3.6) The group asked that Ward Councillors have advance notice of [Re:fit] work taking place in their wards and when the work is complete	The Head of Capital Projects to ensure that Councillors are given advance notice of work taking place within their wards.	Rob Dennis	The Ward with ward members link has been sent to SSE who will be working with our Medway communications team to update on phased Refit works, as requested at the latest Climate Members Advisory Board.	Complete
10	01/02/22	(3.5) The group asked if the Pentagon will be part of Refit.	Once reviewed, the Head of Capital Projects to provide an update on the Pentagon Centre.	Rob Dennis	The strategy for the Pentagon works remains with the Portfolio Holder for Assets, who is in dialogue with Ellandi and MDC. There are no timescales on this to date.	Ongoing

11	01/02/22	(3.9) The group raised that at the Business Support Meeting, the issue of the retendering for the Mears contract was raised, and can it be confirmed if this work and the maintenance will take a significant role in the tendering process	The Head of Strategic Housing to confirm procurement process.	Mark Breathwick	No update	Ongoing
12	01/02/22	(5.8) Medway Norse are working on a document on replacement timescales for the whole fleet and there are ongoing conversations about alternatives if it is not possible to move to electric now, smaller measures to improve energy efficiency and reduce CO2 and NOX emissions. These are ongoing works and once more information is received it will be shared with the Group.	The Head of Environmental Services to share Medway Norse plans with group once received.	Sarah Valdus	Medway's Environmental Services team and Norse are working in partnership to explore options for fleet replacement. Once options have been explored, information will be returned to the group, however this will likely take several more months before detailed information will be available.	Ongoing
13	01/02/22	(5.13) The group asked if there will be anything from a climate change perspective in the summer events, either soft messaging or similar, to ensure we are doing everything we can. For example a climate change street party guide or similar. The Chair agreed and confirmed that he would like to see something on Climate Change in the street party kit. (5.14) The Head of Communications and Marketing commented that the team are working on a programme of events and activities for the year and how these will be infused with hints on Climate Change and what we can do such as plastic free street parties.	The Climate Response Engagement Officer to liaise with the Culture Team over inclusion of climate change in the Street Party kit.  The Head of Communications and Marketing to review options and coordinate.	Katie H-S/ Julia Heath  Celia Glynn-Williams	The Environmental Engagement Officers are liaising with the Culture Team over the inclusion of Climate related messaging in the Street Party Kits, with plans for a section on 'eco tips' within the street party guide.	Ongoing
14	01/02/22	(7.2) Request for volunteer litter picks to be able to recycle waste.	The Waste Engagement Team to make recycling bags available and the Head of Environmental Services to request Medway Norse recycle these.	Julia Heath and Sarah Valdus	Recycling bags are available to residents and volunteer groups free of charge from Libraries (or can be supplied by the environmental engagement team). Further discussions to be had on collection of recycling.	Ongoing

15	01/02/22	(7.3) Request that recycling in parks is looked at. The Chair requested a pilot scheme as soon as possible.	The Climate Response Team to liaise with Waste and Greenspaces to take forward recycling pilot.	Marion Phillips and Colinda LeGall	A pilot is planned at Riverside Country Park. The aim is to provide two recycling bins at the park, one at the café and one elsewhere on site. Once in place, the Environmental Engagement Team will be undertaking some public engagement and light monitoring of their use and survey the levels of contamination, one of the biggest issues affecting the success of recycling in parks. The Environmental Engagement and Climate Response Teams attended the 2022 English Festival to promoting recycling and the Climate Change Action Plan. 590 attendees were engaged on recycling. A bespoke duck recycling bin was in place to monitor and engage people on correct use, however due to high visitor numbers on the day this could not be monitored as closely as planned and there was some contamination.	Ongoing
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### Update on actions from previous meetings

1	01/12/21	It was noted that hydrogen gas being manufactured in Medway could bring jobs and employment too. The Chair advised he would talk to Director of Place and Deputy Chief Executive about the opportunity.	Request for Assistant Director of Frontline Services to also speak to Director of Place and Deputy Chief Executive about the opportunity	Ruth Du-Lieu	The opportunities of Hydrogen have been discussed. There are lots of opportunities and the council is working with the Thames Estuary Growth Board using ARG money to work up a study and determine our approach, given this is new technology and a new opportunity that has only recently emerged, albeit there is considerable potential for the Isle of Grain and we're waiting on a Government announcement for this.	Complete
2	01/12/21	The group asked about the issue of green and blue hydrogen.	CR Team to link up with Simon Barnes at the University of Kent with regard to Hydrogen based gas – to be briefed, keep up to date and inform the public.	Lucy Kirk	CR team have emailed Simon Barnes and are waiting on a response. Update 30.03.22: Meeting held with Simon Barnes in January 2022 and a further meeting with relevant Council Officers is being planned. We are also seeking to link Simon with local businesses with regard to a funding application for Phase 2 of the Industrial Energy Transformation Fund.	Complete
3	01/12/21	On item 15, natural capital calculations, the group commented on the idea of the state of nature for Kent and Medway as a whole. Can we go alone rather than waiting for wider area. Produce our own natural capital calculations independently?	Greenspace and Access Programme Manager to review and feedback on the implications of this suggestion	Peter Garrett	In terms of the State of Nature in Kent, we are an established part of that partnership and there is no benefit at this stage to us going alone and doing our own thing. There will however be a focussed Medway element of that work relevant to our area. A Natural Capital calculations pilot project is being delivered in East and West Sussex and officers have been in discussion with the South East Park Managers Forum to assess the best practice being developed when that project completes by April 2022. We will be developing our own proposals for ecosystem services bespoke to Medway.	Complete

4	01/12/21	The group referenced Cockham County Park planning permission with only two electric charging point. Clarity was requested on the response on only 4 charge points for 90 parking spaces. The response focuses on walking yet providing so many parking spaces. The amount of charge points should reflect the number of spaces, not who is expected to travel there.	Assistant Director of Frontline Services to raise with Head of Regeneration.	Ruth Du-Lieu	The Council's EV Strategy is in development and part of this work will be consideration of the level of EV charge point provision in all car parks. Update 30.03.22: EV Strategy is going to Cabinet April 2022. Update 25.04.22 - The draft did not go to cabinet in April as it required further refinement following January's CMT. It is now being signed off before going through the internal governance approval processes.	Complete
5	01/12/21	On tree funding, councillor colleagues have donated significant amounts from Ward Improvements Funds. Can this be included in the figure of funding for tree planting.	Climate Response team to include figures on Ward Improvement Funds contributed for tree planting.	Marion Phillips	WIF team have been contacted to see if they are able to provide us with this data. 30.03.22 update: £5,000 of WIF funding had been spent across seven greening projects up to February 2022, with 4 new trees funded by WIF. WIF funding spent on tree planting and other greening projects will be collated going forward.	Complete
6	01/12/21	The group raised that in central Chatham and other parts, where there is a lot of new development, can it be ensured that where possible the same car club is operating and that these clubs are pushing issue of electric cars. Can we make this a default expectation?	Head of Planning to confirm default expectations on car clubs	Dave Harris	Choice of car club would be dependent on the scale, location and type of development, and would likely be considered as a part of a bespoke travel plan. Planning officers to give update at February Member Advisory Group meeting. 27.01.22 – Head of Planning confirmed that we push for a limited number of car clubs as this is likely to be more successful. We also push for EVs although some are hybrid. Details of car clubs must be submitted as part of a planning condition and at that time we check for the above 2 points.	Complete
7	01/12/21	The Climate Response team continue to keep an eye on funding opportunities as they arise, particularly in light of COP26.	The Climate Response team continue to keep an eye on funding opportunities as they arise, particularly in light of COP26.	All CR Team	Ongoing. Update 30.03.22: Unfortunately no significant funding arose from COP26 but we will continue to monitor funding opportunities and submit applications where possible.	Complete
8	01/12/21	The Chair advised that we hope to be able to bid again for further trees.	Greenspace and Access Programme Manager to update on findings in relation to potential tree funding.	Peter Garrett	The CR Team updated Cllr Doe via email (03.12.21) that there were currently no relevant tree funding opportunities. Ongoing review of grants. Update 30.03.22 – We will seek to make applications to the Local Authority Tree Fund and the Urban Tree Challenge Fund in Q1.	Complete
9	01/12/21	The CR Team will be looking to develop the concept of Climate Cafes with the University of Kent who were delivering the cafes and link local community groups.	Climate Response Engagement Officer to take forward.	Katie Hargrave-Smith	The cafes were delivered by the School of Anthropology and Conservation's Sustainability Working Group, at the University of Kent. The working group has been contacted to see if they would be happy for their contact details to be shared with local community groups to arrange climate cafes. If so, this will be included in the January newsletter. Update 30.03.22: This will be included in Q1 of 2022. Update 26.04.22: University of Kent offer has been shared with the Eco Hubs. It will also be shared in an upcoming newsletter.	Complete

10	01/12/21	Recommendation to attend the Cathedral Business Guild Breakfast meetings that cover various subjects and could include this.	Climate Response Engagement Officer to contact the Cathedral Guild to engage businesses via breakfast meetings.	Katie Hargrave-Smith	The Cathedral Business Guild has been contacted and we are awaiting a response. Update 26.04.22: The Guild has been contacted a few times and we await to hear from them.	Complete
11	01/12/21	The effectiveness of the EV pilot will now be reviewed and a presentation of the findings, and future options will be presented to the next Transformation Board in early 2022	Head of Business Change to share findings with the group following Transformation Board	Paul Boyd	The data on the trial has not yet been received from the supplier and so it has been put on the agenda for the Transformation Board on Monday 21 March 2022. Update 30.03.22: The data from the pilot found that although EVs were cheaper to run than conventional fuel, the savings, compared to the usage (low uptake and changes to ways of working following the pandemic), did not justify a long-term investment in EVs as "pool cars" for social workers. The pilot was therefore ceased and the vehicles returned. However there is a clear drive to go electric, with Services now getting behind the Climate Change agenda and advocating for change. There are proven benefits, and potential cost savings compared to both leasing petrol/diesel and paying the essential car user rate. It is therefore recommended that the Council adopt a model where the existing fleet is exchanged for electric vehicles as a sustainable approach for services.	Complete
12	01/12/21	The Chair asked about mapping of EV points available in Medway, including those in developments.	Climate Response Engagement Officer to ensure further promotion of the Zap Map and ensure it is up to date.	Katie Hargrave-Smith and James Sutton	A link to the Zap Map is included on the Climate Change Webpages and it has been promoted in a newsletter. The Climate Response social media will continue to promote the Zap Map. The 34 council EV charging points installed within three of our public car parks last year have been included on the map along with a number of those located within commercial premises in Medway too, such as retail parks, supermarket car parks and the like. The sustainable Transport team will continue to ensure that any new public council-owned charging points are featured on the Zap-Map website. A spreadsheet containing public EVCP provision in Medway has been compiled by Sustainable Transport who are also looking to see if any EVCP infrastructure linked to planning applications [both existing and proposed] can be collated by colleagues in Planning.	Complete
13	01/12/21	A request to consider addressing strange ideas and myths that people have and if communications could help address myth busting too and help guide people to what has the most impact.	Head of Communications and Marketing to look at a myth busting document in Comms messages to help guide people to the best actions they can take.	Celia Glynn-Williams	Comms will run this through the year with our social media messages and run a feature in Spring Medway Matters about Myth Busting. Myth busting on EVs is included on our new climate webpages. Update 30.03.22: Included in Spring edition of Medway Matters and ongoing social media posts.	Complete
14	27/07/21	(4.3) The group raised on point 1.2 regarding fuel cards, on the next report can it be specifically broken down into the type of fuel this refers to.	Officer to provide break down.	Vicki Emrit (Climate Response)	Currently being looked at as part of collection of 2020/21 data collection Update 01.12.2021: It is intended that 2020/21 data will presented to the group in Q1 of 22/23 (actual date to be confirmed) and will include fuel type. Update 30.03.22: 2018/19 and 2019/20 reports are available online. The carbon emissions report for 2020/21 is currently being validated.	Complete

15	27/07/21	(4.5) The group highlighted that the carbon emissions assessment 19/20 would cover business as usual but have we had any assessment done for 20/21 carbon emissions and the impact of the pandemic. Have we captured the potential changes that home working has covered as part of the assessment?	The carbon emission data specifically for Medway Council for 20/21 will be available in September/October to see if there has been a reduction. The Climate Response Team to bring results to the next meeting. With regards to collecting the data for working at home this is more difficult to assess but something that will be looked into in the future.	Annamarie Lawrence (Business Intelligence)/Vicki Emrit (Climate Response)	Update 01/12/2021: 2020/21 data is currently being collated and it is intended that it will be presented to the group in Q1 of 22/23 (actual date to be confirmed). Emissions reports for 2018/19 and 2019/20 have been produced. Update 30.03.22: 2018/19 and 2019/20 reports are available online. The carbon emissions report for 2020/21 is currently being validated. Initial data suggests that energy savings and carbon reductions have been achieved as a result of the pandemic and the LED street lighting programme.	Complete
16	27/07/21	(4.12) On 2.21 and imbedding in the council plan, an idea of introducing competition in a light hearted way on who can be greenest/have the lowest carbon footprint with an award, could be worth considering.	This will be looked at as part of communications	Lucy Kirk (Climate Response and Environmental Protection)	Staff have been sharing photos of their upcycling projects on the intranet. The Climate Response Team successfully completed a 'Walk to COP26' challenge last month, by recording the distance walked as a team across the month before. Ideas are now being discussed on setting a challenge for teams across the council. Update 01.02.21: January challenge for all staff has been set to encourage teams to make small changes and report back on experience and results. To be shared on staff intranet and comms. Update 30.03.22 The element of competition has been included in the 2022/23 Comms and Engagement Strategy and as a new action in the draft refreshed Action Plan.	Complete
17	27/07/21	(4.13) Planning policies have been developed but we need to check the evidence and that they are being adhered to and that they are robust and reasonable.	The Planning Policy Manager to share with this group further information of what has been included in the local plan.	Dave Harris (Planning)	Update 01/12/2021: Policies have been drafted and they are being checked by sustainability appraisal consultants who will feed back comments by the end of the month Update 30.03.22: policies relating to climate change, eg transport, sustainable construction, energy etc. have been reviewed by both the Sustainability Appraisal and the Viability consultants. Climate Change conditions are now regularly being included and a verification report by a suitably qualified person must be submitted for conditions to be discharged.	Complete
18	27/07/21	(4.16) RH updated that at CMT tomorrow there will be a discussion to discuss Medium Term Financial Strategy and he will ensure that funding for Climate change is included to deliver actions in the action plan and wider strategic considerations will be included in thinking.	The Chair is to bring up a note to next meeting on how we can obtain this information and possibly learn from other Councils. Cllr Curry updated that he has already done work on this and will provide more information.	Peter Garrett (Greenspaces) Sarah Valdus (Climate Response and Environmental Protection)	Update 01/12/2021: As above. Separate update on funding to be tabled at meeting as additional funding sources may come out of COP26. Update 01/02/2022: As part of refresh of Climate Change action plan, officers are ensuring that options for funding each action are clearly identified. Update 30.03.22: CMT paper for refreshed CC Action Plan covers funding gaps with indicative costs.	Complete

19	27/07/21	(4.19) The group asked around EV progress and where does Medway fit in with comparison to other boroughs?	Climate Response team to make sure that we will continue to benchmark ourselves	Michael Edwards (Transport)/Vicki Emrit (Climate Response)	Update 01/12/2021: Officers will consider the draft EV strategy when it is circulated for comment and ensure that clear benchmarking criteria is established within the EV working group. Update 01/02/2022: Climate response and Environmental Protection team reviewed first draft of EV strategy and provided comments. Benchmarking to be taken forward as an item within EV working group. Update 31.02.22 We are not currently aware of any national stats on EV charge points. A log of Medway public points will be maintained, including those planned. An article published Jan 22 suggests that we are on track with the EV strategy in comparison to other authorities ( <a href="https://www.smarttransport.org.uk/news/latest-news/over-half-of-uk-councils-haven-t-started-ev-strategy-plans">https://www.smarttransport.org.uk/news/latest-news/over-half-of-uk-councils-haven-t-started-ev-strategy-plans</a> ). We have been advised that the government electric vehicle charging device statistics are now published on a quarterly basis which will allow us to benchmark more accurately. The five-year Medway EV Strategy & Implementation Plan, developed with consultants [CENEX], was recently taken to CMT. This prompted a few further comments and suggestions, which are now being discussed with the consultants before progressing any further via our internal governance approval processes.	Complete
20	27/07/21	(4.21 and 4.23) The Group asked if there was any feedback on pilot for the social workers EV scheme	Climate Response Officers will get some stats to share at the next meeting	Paul Boyd (Business Change)	Update 01/12/2021: information outstanding Merged with action from Dec 21 meeting.	Complete
21	27/07/21	(4.27) Regarding Section 11, flood risk, the group discussed the recent flooding issues and as part of this whether there will be specific lessons across local government (in UK and across Europe). Do we need to include in future meetings specific focus items such as extreme weather impact in Medway and take lessons learnt to ensure that our plan is fit for purpose?	The Chair asked that when we have more updates from COP26 we then review our plan to ensure that they are captured.	Climate Response team	Update 01/12/2021: This is ongoing as COP26 has only just ended. Officers intend to provide an update at the next MAG. Information and case studies are still being worked through by the team including lessons shared by other local authorities at COP26. Update 01/02/2022: Outcomes of COP26 are being reviewed and will inform the refresh of the Climate Change Action Plan, which will be presented at the April meeting. Update 30.03.22: The agreements, made as a result of the summit, have been titled the Glasgow Climate pact and reaffirm the target to prevent 1.5C rise in temperatures above pre-industrial levels.	Complete
22	27/07/21	(5.16) The group asked for a reporting system to assist with monitoring the "Do It Now" actions.		Vicki Emrit (Climate)	Update 01/12/2021: This will be presented as a scorecard for members. Work is due to start in Q1 on the development of a scorecard to support refreshed action plan. Update 01/02/2022: This is being picked up as part of the refresh of the climate change action plan. Update 30.03.22: This has been captured in the Action Plan refresh. 'Do it now' actions have been grouped and we are streamlining reporting using Pentana.	Complete



23	20/04/21	(5.22 & 5.23) Members highlighted that transporting by river produces 80% less carbon than by road and asked to what extent are we engaging with marine based businesses and whether it is a gap that we need to look into?. Aviation and shipping are now being included in emissions etc so we may have a bit of gap in terms of engaging.	Members to forward list of aviation and shipping contacts to include in the stakeholder engagement plan.	Lucy Kirk (Environmental Protection)	Update 27/07/21: Details received, and contact will be made under engagement strategy work on formal appointment of Climate Response Engagement Officer. Update 30.03.22: The action plan includes an action to 'Promote opportunities for sustainable transport use and local transport solutions' which will pick up on this point. The Communications and Engagement Strategy also includes for engaging with businesses. The emerging River Strategy will consider commercial use of the river.	Complete
24	08/12/20	Cllr Curry requested the criteria for selecting appropriate charging sites and questioned how kerbside charging would operate in areas where on street parking was limited.	Officers are seeking approval from Senior Leadership to instruct a specialist consultancy to provide data/advice for potential on street and kerbside parking options. The intention is to go out to procurement early in the New Year. Officers are meeting with consultancies to explore what can be supplied and timescales for that work	Michael Edwards (Transport)	Update 20/04/21: Responses to the EV charge point survey have continued to be received and analysed, with 177 received to date. Officers have worked with the Business Intelligence Team to create an EV reporting dashboard using Power BI to help illustrate and monitor these survey responses. Update 01/12/2021: Tree strategy to be shared with the group in early 2022. The responses, including suggested locations for charging points, and separate evidence of predicted EV uptake scenarios are being used to inform a new 5 year Medway Ultra Low Emission Vehicle (ULEV) Strategy and Implementation Plan. CENEX have been appointed to develop the Strategy by August 2021. The feasibility of introducing super fast charge points will be considered as part of this work as will a review of options for on street charging provisions where on street parking is limited. CENEX will be asked to provide advice on future technologies, within the narrative of the ULEV strategy. Following the development of the Strategy, officers will share an update with the Board later in the year. Update 01/12/2021: EV strategy to be shared with the group in early 2022 Update 31.01.22: EV Strategy going to Cabinet in April following which it will be shared with the group. Update 25.04.22 - The draft did not go to cabinet in April as it required further refinement following January's CMT. It is now being signed off before going through the internal governance approval processes.	Complete

25	08/12/20	A request was made to include estimated timescales for installation of charge points and consideration to be given to alternative future technology such as hydrogen and driverless vehicles.	Officers to update the EV roadmap and provide more robust timescales as and when the different workstreams are further advanced. In addition, options for Hydrogen are being actively considered. There is a willingness to explore driverless vehicles in the future, but this will be predicated on the speed of small cell deployment for 5G coverage	Michael Edwards (Transport)	<p>Update 20/04/21: Officers are progressing a separate EV project involving installation of 34 charging points within three council-owned car parks in Medway; Rochester MSCP, Station Road, Rainham and Commercial Road, Strood. Medway have been successful in their bid to the Office for Zero Emission Vehicles (OZEV) to fund 75% of the capital costs, with the remaining 25% to be secured through the Local Transport Plan. It is anticipated that the charging points will be installed by Summer 2021.</p> <p>Update 01/12/2021: 34 charge points installed, programme for next phase required as part of ongoing reporting/refresh of action plan.</p> <p>Update 31.01.22: Draft EV strategy covers 2022-27. EV Strategy is going to Cabinet April 2022 following which it will be shared with the group.</p> <p>Update 25.04.22 - The draft did not go to cabinet in April as it required further refinement following January's CMT. It is now being signed off before going through the internal governance approval processes.</p>	Complete
26	08/12/20	The Kent and Medway Solar Together PV Group Buying Scheme	Officers to provide case studies of participants who have saved through the Solar Together Kent scheme.		<p>Update 20/04/21: iChoosr anticipate that information will be made available during Summer 2021, post installation</p> <p>Update 01/12/2021: An evaluation report has been completed by KCC and is with officers for review and consideration for participation in the next round scheduled for Spring 2022.</p> <p>Update 31.01.22: The number of case studies/testimonials received by iChoosr on completion of round one was minimal due to lack of willingness to participate in future promotion (concerns over identity). However, a small number of testimonials have been collated and included on promotional material for round 2, unfortunately none in Medway. The carbon emissions saved has been quantified for those who participated in the scheme and this data is being used in round 2 communications.</p>	Complete
27	08/12/20	The Chair requested that this is included in future communications if the Kent to DEFRA's Air Quality fund bid is successful.	If the bid to DEFRA's Air Quality fund (which Medway supported) is successful, include details of the project in future communications.	Lucy Kirk (Environmental Protection)	<p>Update 20/04/21: Medway have supported a bid with other local authorities in Kent for funding from DEFRA's Air Quality Fund which has been successful. The project is to develop a digital resource for primary schools across Kent which educates children aged 5 to 11 years and their parents about air pollution. The resource will include animated learning with an interactive storybook adventure including gaming elements to earn rewards and unlock further information. Communications will follow to support the launch of the resource.</p> <p>31.02.22 – Due to be launched Summer 2022.</p>	Complete

28	08/12/20	Cllr Hackwell raised the issue of air quality and in particular opportunities to erect signs in Rainham High Street as one of the worst affected areas to encourage drivers to switch engines off when stationary. Officers advised that they are in discussions with the University of Kent regarding a project looking at anti-idling and nudge behaviour messaging.	Report back on discussions with the University of Kent regarding a project looking at anti-idling and nudge behaviour messaging, at the next meeting.	Lucy Kirk (Environmental Protection)	Update 20/04/21: The Environmental Protection team have been in discussions with the University of Kent regarding a 'Switch off Signage Project in Rainham' which would expand on work that the University has previously undertaken with Canterbury City Council. The initial costings which we have received are in excess of our current budget. We are therefore going to work with the University to produce a 'shovel ready project' to be in a position to submit a bid to the DEFRA Air Quality Grant later this year. We have also investigated the option of just putting up anti-idling signs in Rainham, however due to the amount of Covid-19 signage which is in currently in place, there is not currently any free street space for additional signage. 31.01.22 – Bid submitted for DEFRA funded project and outcome awaited. 30.03.22 – DEFRA bid was successfully awarded with £14,110 towards an anti-idling signage project in the Rainham Air Quality Management Area. Currently awaiting receipt of payment of the funding to the council. An initial meeting has been arranged with the University of Kent and the Highways team to agree viable sites for the signs. A more detailed timescale for the project will be provided in due course.	Complete
29	08/12/20	Cllr Maple provided an update on a meeting with Medway Norse to identify some areas for wilding in a cemetery in Chatham in an appropriate and sensitive way. Conversations are ongoing.	The Chair requested that appropriate sites for wilding continue to be identified and progressed.	Sarah Valdus (Environmental Services)	Update 20/04/21: This action is included in the draft Climate Change Action Plan for progressing. No further update at the moment.	Complete - Included in Action Plan
30	08/12/20	Cllr Thompson raised awareness of the possibility of partnering with drone companies looking to trial drone deliveries to properties which could contribute to removing vehicle movements from Medway's roads.	The Chair will discuss with RH how this may be taken forward	Paul Boyd (Smart Cities)	20.04.21 update: It is clear that drones, or unmanned aerial vehicles (UAVs) are an increasingly familiar aspect of work and life in the UK today. During a time when organisations are under pressure to be more efficient, innovative and ambitious in how they deliver services, UAVs offer a unique lens on the world below. The use of drones will be covered within the emerging Smart Cities strategy and options are being drawn up as to how and importantly, when, to utilise this form of technology in future years to optimise Services within the Council. The Business Change team are exploring opportunities for their application. 30.03.21 update: The Business Change team have looked at case studies in other LAs. The majority of examples found were pilot studies or where Environmental Protection Teams have been trained up to use drone technology as 'business as usual' with Civil Aviation Agency (CAA) approval for enforcement purposes. The use of drones was considered for a number of pilot projects in Medway but more cost-effective solutions were identified. The Business Change Team will continue to consider potential use cases for drones/UAVs for Medway	Complete
31	08/09/20	Cllr Doe asked officers to consider incorporating meadows into the churchyard that adjoins the Council buildings and the old Grange Road Cemetery.	Greenspaces officers to explore the suitability of the sites mentioned for mini-meadows.	Martin Hall (Greenspaces)/ Colinda LeGall(Norse)	01.12.2020 update: in progress – on a site by site basis, depending on safety. 28.03.2022 update: complete – sites reviewed and implemented where possible.	Complete

32	08/09/20	Cllr Maple asked officers to consider whether Maidstone Road/Palmerstone Road cemetery might be a potential pilot site.	Environmental Services officers to coordinate this and correspond with councillors on specific site requests, the level of work required and likely costs.	Sarah Valdus (Environmental Services)	02.12.2020 update: in progress – on a site by site basis, depending on safety. 28.03.2022 update: Areas of grass are being left to naturalise until the Autumn cut. Signage due to be installed.	Complete
33	08/09/20	Cllr Tranter noted that Medway has some great dark sky areas around the Medway Estuary which are an important asset.	Greenspaces officers to build into the Whose Hoo project around the Hoo Peninsula.	Martin Hall (Greenspaces)	02/12/2020 update: This possible idea has been fed in to the Whose Hoo project development and will be raised again in a meeting on 16 December 2020. 28.03.2022 update: This project could not be added to Whose Hoo project due to budget constraints. If the project is successful in receiving funding, the CR Team will be invited to attend the Whose Hoo Heritage Festival with a stand to promote Climate Change awareness.	Complete
34	08/09/20	Cllr Hackwell queried why anti-idling signs have not been erected in Rainham High Street and asked officers to install and state on the signs that Rainham is one of the four poor air quality areas in Medway.	Environmental Protection team to look at this as part of their engagement work on idling and in line with Road Safety/Traffic Management considerations.	Lucy Kirk (Environmental Protection)	01/12/20 Update: Environmental Protection team are in discussions with the University of Kent on a potential anti-idling study. The intention of the study would be to assess the impact of signage on driver behaviour. The feasibility of the study is still being confirmed and The Environmental Protection team will provide an update when available. Update 31.01.22: Defra funding bid for anti-idling sign campaign submitted and awaiting outcome. 30.03.22 – DEFRA bid was successfully awarded with £14,110 towards an anti-idling signage project in the Rainham Air Quality Management Area. Currently awaiting receipt of payment of the funding to the council. An initial meeting has been arranged with the University of Kent and the Highways team to agree viable sites for the signs. A more detailed timescale for the project will be provided in due course.	Complete
35	08/09/20	Cllr Maple asked officers to consider where else we can promote anti-idling for example social media, Facebook and Medway Matters.	Environmental Protection and Communications officers to progress this further communications work on Air Quality.	Lucy Kirk (Environmental Protection)/ Jo Wilkins (Communications)	01/12/20 Update: Environmental Protection team are in discussions with the University of Kent on a potential anti-idling study. The intention of the study would be to assess the impact of signage on driver behaviour. The feasibility of the study is still being confirmed and The Environmental Protection team will provide an update when available. 31/01/22: Outcome of DEFRA funding bid awaited. See new action, item 87. 30.03.22 – DEFRA bid was successfully awarded with £14,110 towards an anti-idling signage project in the Rainham Air Quality Management Area. Currently awaiting confirmation on procurement routes before next steps can be confirmed.	Complete

36	17/06/20	Councillor Doe asked officers to monitor the <b>Council vehicle fleet</b> and report on the <b>conversion</b> to alternative fuel vehicles.	Officers to report on fleet conversion at each meeting.	Vicki Emrit (Climate Change)/Sarah Valdus (Environmental Services)	The Smart City Project Officer arranged for a trial of an electric van and an electric car for Frontline Services. The trial was successful and the team are ready to replace their vehicles with EVs subject to the availability of charging points at Gun Wharf, which are being considered as part of the RE:FIT programme in 2022. Update 31.01.22: 20 fast chargers (7kW each) are due to be installed at Gun Wharf over the coming months and this will facilitate the phased transition of the fleet to EV. This has not been possible up until this point without the infrastructure being in place. A successful 3-day operational trial of Electric RCVs was undertaken in Q3. Waste services continue to investigate possibility of an RCV vehicle as part of the phased replacement in conjunction with Medway Norse and the Finance team. An update on fleet conversion is included as part of the action plan updates agenda item at each meeting.	Complete
37	17/06/20	Councillor Hackwell queried with Planning officers how they ensure that there are not any deficiencies in approved planning applications with regards to <b>EV charge points</b> and requested a process to monitor agreed planning conditions.	Planning to investigate examples provided of developers not meeting EV charge point obligations. Transport and Parking team to investigate future process.	Dave Harris (Planning)/ Michael Edwards (Transport)	31.01.22 Example: Planning enforcement identified a breach at the retail park at Gillingham Business Park. Planning wrote to the owners and advised them, of the breach and what was necessary to comply with the condition, i.e the number of working EV charging points required now and how many additional ones within a set time. A breach of conditions notice was drafted however the charging points were installed prior to the notice being served therefore the case has been passed over for closure. 30.03.22 update: Future process – Information on the number of applications that have the EV Charging condition can be provided. However, monitoring delivery is far more difficult and resource intensive as with monitoring of 100,000's planning conditions. Most developers will deliver as to not do so will cause them problems when they sell as conditions will be picked up in land search and they will be asked to demonstrate compliance. As with all other conditions/breaches, if someone makes a complaint then it will be investigated, but neither Planning or Transport have resources to proactively monitor.	Complete
38	17/06/20	Group discussed <b>Heat District Network</b> application for Hoo and Strood.	Update on techno-economic feasibility study to be brought to next MAB meeting in September 2020	Matt Pinder (Smart Cities)/Lucy Kirk (Environmental Protection)	01/12/2020 update: Project Manager (Avieco Ltd) has been appointed and currently in the process of procuring specialise consultants to undertake the project. Procurement process for specialist consultancy due to be completed by w/c 14th December, with a contract start for w/c 11 January 2021. 31.01.22 update: Heat mapping and Energy Masterplanning completed. The Council have submitted a funding bid to the Department for Business, Energy and Industrial Strategy (BEIS) for Techno-economic feasibility stage (the next stage in the process for developing a viable HDN). We await the outcome of that bid in January 2022. 28.03.22: Bid successfully awarded February 2022. Work due to commence October 2022 subject to consultant availability.	Complete

39	26/09/19	Will the Local Plan have a detailed reference to Climate Change? Can we also have an S106 Climate Emergency Levy? Can this be built into the Developers Contribution Guide? Do we know if other authorities use a Climate Change levy – can we be the first to do so?	Explore Climate Change levy with Planning – check with Gill King when levies come through. Forward actions to DH ahead of Dec meeting. Update 17/06/20 – all agreed carbon offset fund to be brought back to the board when we are further along with carbon baseline work	Dave Harris (Planning)	The current developer’s contribution guide includes contributions towards provisions that will lessen the impact of the development on climate change; for example air quality, flood risk and active travel. The requirement for contributions for other provisions will lessen the available contributions for existing obligations.	Closed (refer to more recent action)
40	01/12/21	A draft social value policy has been produced.	Climate Response Officer to share the draft policy with the group.	Michael Kelly/Vicki Emrit	The draft social value policy is awaiting sign off from Cllr Gulvin and the Assistant Director of Legal at Procurement Board. Further to any additional requirements, the report will then be shared with the group.	Ongoing
41	01/12/21	More enquiries are being received around corporate volunteering opportunities from local businesses looking for ways to engage their staff in environmental improvements. The group requested a list of ways in which businesses could engage.	Climate Response Engagement Officer to create list of corporate volunteering opportunities that support the Climate Change agenda	Katie Hargrave-Smith	VE has emailed ASL (Child Friendly City) regarding developing a shared offer of volunteer opportunities for young people however ASL does not have capacity to work on this at the moment. CR Team to compile list of potential opportunities. Insurance and H&S requirements to be checked. VE has also emailed Annamarie Lawrence as she was involved previously in collating volunteer opportunity info across the council, may be a useful reference. Update 30.03.22: This work is being progressed.	Ongoing
42	01/12/21	Could links be made with larger companies such as Volker or BAE, to start sponsoring works that have higher costs such as recycling in parks and their involvement could be advertised.	Climate Response Team to consider asking larger companies such as BAE or Volker to sponsor initiatives	CR Team	The Climate Response Team will start to compile a list of projects for potential sponsorship and also local companies that could be approached. Update 30.03.22: This work is being progressed by the CR Team.	Ongoing
43	01/12/21	The group commented that a large proportion of housing in Medway might not be suitable for heat pumps due to the insulation issue. Need fairly robust advice and guidance on this for people, to safeguard residents.	Climate Response Engagement Officer and Head of Strategic Housing to ensure provision of robust advice and guidance on heat pumps	Katie Hargrave-Smith and Mark Breathwick	The refreshed climate change web pages include a link to Simple Energy, which has information about Ground Source Heat Pumps. <a href="https://www.simpleenergyadvice.org.uk/measures/meta_ground_source_heat_pump">https://www.simpleenergyadvice.org.uk/measures/meta_ground_source_heat_pump</a> . Officers will explore options for providing additional guidance to residents such as planning permission. Update 30.03.22: This will be progressed in Q1.	Ongoing
44	27/07/21	(4.1) The Chair advised that there is continued engagement with KCC and the Kent District. When Government grants become available, strategic Kent and Medway bids will be looked at as	A working group will be formed to work on this liaison for when grants become available.	Sarah Valdus (Climate Response and Environmental Services)	Update 01/12/2021: Existing Kent Climate Change Network exists to support collaboration between districts. Climate Emergency Funding sub-group to take forward. Update 30.03.22 – Setting up this subgroup will be a priority for 2022/23.	Ongoing

45	27/07/21	(4.4) On point 1.2 regarding monitoring annual carbon emissions data, as we will be consistently monitoring in the future at some point it may be worth devolving some of the work to universities and interns. This could be included in the action plan, how we will monitor and accumulate data over the longer term	Officers to take this up with the Head of Business Change to potentially look at as part of a transformation project.	Annamarie Lawrence (Business Intelligence) /Vicki Emrit (Climate Response)	Update 01/12/2021: Business Intelligence team will be looking at streamlining carbon emissions data for 2020/21. We will continue to have university Interns who will be able to assist with the collection and analysis of data. An Energy Officer has been appointed to the Capital projects team to assist with energy data, including that which pertains to the Re:fit programme. Officers will explore how universities may play a role in extrapolating Scope 3 emissions data. Update 21.04.22 – Data has been collected for 2020/21 and the carbon reporting working group are in the process of reviewing how the work can be streamlined. It is intended that additional reporting work will be undertaken by a student industrial work placement in 2022 subject to appointment.	Ongoing
46	27/07/21	(4.15) The group asked that natural capital calculations (4.3 robust financial strategy) be included. All big metropolitan centres have done these calculations. Cost savings down the line are huge and in terms of investment. People want to live in cleaner, greener areas, brings in work and business.	Look to incorporate natural capital calculations/green accounting as part of the action plan.	Peter Garrett (Greenspaces)	Update 01/12/2021: Officers are exploring an ecosystem services approach that will place a value on natural capital assets in Medway to enable better planning of biodiversity enhancements and mitigation measures against climate change. A pilot project is being delivered in East and West Sussex and officers have been in discussion with the South East Park Managers Forum to assess the best practice being developed when that project completes by April 2022. Officers have also been involved in the Kent Nature Partnership and its Biodiversity Recovery Network sub group that will be developing a strategic approach to this area of work that has just become a legal requirement of the new Environment Act. This is still very much in its early stages and will be further developed in 2022. It is planned that the State of Nature in Kent will be published by the end of 2021 that will further enable this work to be better planned. Update 01/02/2022: Publication of State of Nature in Kent report delayed - now due end of Financial Year. Update 30.03.22: Publication of State of Nature in Kent report delayed - now due by the end of June 2022.	Ongoing
47	27/07/21	(4.25) New growing spaces - Officers are looking at what allotment spaces we can add in time to be built into next year's capital programme.	Officers to look at making some bids.	Peter Garrett (Greenspaces)	Update 01/12/2021: No new funding opportunities have been made available to date but officers will continue to look for funding. Update 01/02/2022: Cozenton tree nursery report was approved by the Property board in December 2021. Officers are working with Norse to investigate cost neutral options for the running of the site by the end of January. Update 25.04.22: The aim is that delivery of the project will commence in summer 2022.	Ongoing
48	20/04/21	(5.24) Members asked Planning officers if they know the number of applications that have conditions around car clubs.	Planning to find out how many applications there are around car clubs and how many have been implemented	Dave Harris (Planning)	Update 27/07/21: Further work required to embed the collation of this information within monitoring processes. Update to be given at next meeting. Update 01/12/2021: work still required – action to roll over. Update 25.04.22 - Planning have confirmed that they are unable to use the planning application software to search for car clubs, however they will look to pick up on monitoring. The car club at Rochester Riverside has hybrid vehicles available for use.	Ongoing

49	20/04/21	(6.1) The Chair noted that a stakeholder board will be required to embrace businesses, public bodies such as the NHS. The board should have a robust structure.	Set up stakeholder board	Celia Glynn Williams (Comms)	Update 01/12/2021: Networks to be set up as per Climate Change Communications and Engagement Strategy. Currently establishing a community network. Update 30.03.22 – the establishment of a business network is included in the Communications and Engagement Strategy for 2022/23.	Ongoing
50	08/12/20	Request for EV strategy to be presented at a future meeting	Present EV strategy at a future meeting	Michael Edwards (Transport)	Update 20/04/21: Medway's EV officer working group continue to meet on alternative months to progress the EV workstream Update 31.01.22: EV Strategy is going to Cabinet April 2022 following which it will be shared with the group. Update 25.04.22 - The draft did not go to cabinet in April as it required further refinement following January's CMT. It is now being signed off before going through the internal governance approval processes. Following this it will be shared with the group.	Ongoing
51	08/12/20	Cllr Maple queried how the Electric Vehicle Roadmap will interact with the Energy and Transport sections of the emerging Local Plan.	The Planning service to bring forward a paper to a future board meeting setting out how the Local Plan will support the demand for EV charging infrastructure. Planning service to provide update as part of wider update on developing policies.	Dave Harris (Planning)	Update 20/04/21: Planning service update to be programmed into future board meeting schedule. Update 01/12/2021: Include this item on the agenda in July 2022 alongside Low Carbon Business Support - TBC	Ongoing
52	08/12/20	Cllr Maple's request to understand the factors that may lead to a resident declining the installation offer, for example cost or inconvenience.	Officers responded that this will be investigated after the offer deadline of 11 December 2020 passes and will be reported back to the group once information is available.	Vicki Emrit (Climate Response)	Update 20/04/21: iChoosr anticipate that information will be made available during Summer 2021, post installation. Update 01/12/2021: An evaluation report has been completed by KCC and is with officers for review and consideration for participation in the next round scheduled for Spring 2022. Update 30.03.22: Data on reasons for decline by district have been requested from iChoosr.	Ongoing
53	08/12/20	It is proposed that a year on year tree planting programme at scale is taken forward, subject to Forestry Commission funding, as part of a new Medway Tree Week.	Request made for a year-on-year tree planting programme to be taken forward as part of a new Medway Tree Week. Communications team to publicise planting and explore possibility of Medway Tree Week.	Peter Garrett (GAB)/ Colinda LeGall (Norse) / Celia GW (Comms)	Update 20/04/21: The Climate Change Action plan includes an action to develop a Tree Strategy for Medway and funded action plan, setting clear actions and targets to increase tree canopy cover and encourage community action. The draft of the strategy is being finalised following a review by officers and will then follow the appropriate governance approvals. The Urban Tree Challenge Fund was promoted via social media. Further to some incidents of anti-social behaviour, signs were put up to deter any further incidents and to explain the benefits of planting more trees across Medway 30.03.22 update: The final draft of the Tree Strategy is complete and will seek Council approval in Q1 of 22/23. New funding rounds for LATF and UTCF have opened and we hope to submit bids in Q1 for next planting season.	Ongoing



54	08/12/20	Cllr Gulvin queried possible investment opportunities to plant specialist native trees as with Fort Amherst planting walnut trees for harvest	Consider possible future funding opportunities to plant specialist native trees as with Fort Amherst planting walnut trees for harvest. Priority being to increase tree stock for now.	Peter Garrett (GAB)	Update 20/04/21: The Climate Change Action plan includes an action to develop a Tree Strategy for Medway and funded action plan, setting clear actions and targets to increase tree canopy cover and encourage community action. The draft of the strategy is being finalised following a review by officers and will then follow the appropriate governance approvals. 30.03.22 update: The final draft of the Tree Strategy is complete and will seek Council approval in Q1 of 22/23. Consideration will be given to specialist local provenance trees and we will plant appropriately in all open spaces.	Ongoing
55	08/09/20	Cllr Doe asked officers to consider contacting churches in Medway and invite them to join the scheme. Officers were made aware of guidance available through Natural England on positive management of wildlife within churchyards.	Greenspaces officers to raise awareness with internal teams to show how the Natural England guidance can be used and promote with local churches.	Martin Hall (Greenspaces)	28.03.2022 update: Greenspaces in church yards maintained by Medway Norse have been reviewed with the potential to reduce mowing regimes in specific areas. The Greenspace Team does not have the staff resource to promote externally with local churches. The CR Team will give consideration to further promotion via the MUGs network and Eco Hubs and on the CC webpages.	Ongoing
56	26/09/19	Discussion around the thought that is given to <b>new building works</b> , are new houses fitted with solar photovoltaic included, is this something that we are able to look into. Is this something that Medway Development Company can consider? Is this something that Planning are able to encourage or insist that new builds incorporate? Need to understand what LPA can influence and how much is governed by national policy.	Agreed that Dave Harris is to be invited to the next meeting to give Planning input/advice into this. Forward actions to DH ahead of December meeting. Cllr Doe to discuss with Lewis Small at MDC. 17/06/20 update - Planning team to capture which of the items discussed at the June 2020 MAB will be picked up by the Local Plan, what additional resources will be required (including cost) and how we can achieve them. Officers to consider if there are any funds that we can bid for or learn from experience elsewhere. Agreed that opportunities will come from the development of the Local Plan.	Dave Harris (Planning)	DH invited to future MAB meetings. Planning officers attending Local Plan Climate Change workshop on 28th November hosted by Dover District Council – an update on how climate change mitigation and adaptation will be included in the Local Plan will be provided at December MAB. Full update on Local Plan to be given in March 20 once the climate change element of the Local Plan is further along. Planning officers provided update on Strategic plans to MAG in June 20 instead of March 2020. 30.03.22 -This will be considered as part of the Local Plan work.	Ongoing
57	26/09/19	Can we provide <b>energy stats involved in waste management</b> . Where does our waste end up?	Obtain energy stats	Vicki Emrit (Climate Change)	Current (2018) Waste and Recycling stats are available at: 2018 End destination report Updated for 2019 Energy stats to be included in review of scope 3 emissions Update 29.04.22: work to commence Summer 2022 subject to appointment of work placement	Ongoing