

# Climate Change Action Plan Refresh 2022

We have committed to reviewing Medway's Climate Change Action Plan, considering input from our partners and the wider community. The actions in the following table have been updated to reflect progress that has been made and new opportunities. New and priority actions have also been marked as such. Some actions in the 2021 version of the action plan have now been incorporated into the Council's everyday work and are considered fully embedded within core duties. These items have been removed from the main action plan table and appear at the end of this document. Some wording has been refined to reflect the current position. Against each action we have identified the availability of existing resources. As with the [2021 version of the action plan](#), our timescales for delivery match the ambition of the [Kent and Medway Energy and Low Emissions Strategy](#) (KMELES).

**Timescales:** Do It Now – Within the next year  
 Short – 2023  
 Medium – 2027  
 Long – Post 2030

**Funding:** In 2022/23 budget  
 Officer time only – In 2022/23 budget (Do It Now actions only)  
 Officer time only – to be funded through core/existing budget (Short, Medium, Long-term actions only)  
 Fully funded/Core budget or successful award of grant funding  
 Partially funded/Grant funding to be secured  
 Funding to be secured (including by partners/in partnership)  
 Funding requirements to be scoped/opportunities explored

**Staffing:** Delivered through existing staff  
 Partially resourced  
 Resourcing to be secured



## 1. Emission Reduction Pathways to 2050

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
1.1	Continue to engage with KCC and other Kent districts on joint opportunities to achieve net zero carbon targets in line with the Kent and Medway Energy and Low Emissions Strategy	Climate Response Officer via Climate Change Network	Council	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
1.2.	Support officers to use carbon emission calculations from Council estate and operations to assist with the development of an energy monitoring and targeting programme	Climate Response Officer	Council	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
1.3 (New)	Formulate and produce a system for assessing the carbon/financial impact of all measures within the Action Plan to assist with prioritisation	Climate Response and Environmental Protection Manager	Council	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
1.4	Centralise council vehicle mileage data collection	Head of Business Change, Carbon Reporting Working Group	Council	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
1.5	Roll out the use of fuel cards where appropriate and collect data in litres of fuel as opposed to miles	Head of Business Change	Council	Short	Funding to be secured	Delivered through existing staff
1.6	Develop a re-baselining policy and an 'Assurance and Verification' policy in line with Government Guidance	Climate Response Officer via Carbon Reporting Working Group	Council	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
1.7	Undertake an assessment of Scope 3 emissions* and use this to inform further actions and projects to reduce emissions more widely across Medway based on area carbon budget.	Climate Response Officer and Service Leads via Subgroup	Council; Businesses	Short	Fully funded/Core budget or successful award of grant funding	Resourcing to be secured

\* Carbon emissions are categorised into three groups by the international accounting tool, the Greenhouse Gas Protocol. Scope 1 means direct emissions associated with combustion of fuels by a consumer for example gas used for heating. Scope 2 means indirect emissions from energy which is purchased elsewhere for example electricity. Although the carbon emissions result from an organisation's activities, they occur at sources it does not own or control. Scope 3 includes all other indirect emissions that occur because of activity by a consumer, for example the products we buy. These emissions are harder to measure but can represent up to 80% of a Local Authority's total emissions when considered in full. Scope 3 emissions reporting is relatively new, and methodologies are still emerging to allow for measurement in many areas.



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
1.8	Map the areas of influence the Council has across Medway and review policies to align with the climate emergency and drive down carbon emissions.	Climate Response Officer and Service Leads via Subgroup	Council	Short	Fully funded/Core budget or successful award of grant funding	Resourcing to be secured
1.9	Develop a Medway area Climate Change Business Intelligence Scorecard	Head of Human Resource, Climate Response Officer	Council	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff



## 2. Public Sector Decision Making

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
2.1	Ensure that climate change is incorporated and embedded into all relevant council policies, strategies, plans and contracts.	All Service Managers	Council	Do It Now	In 2022/23 budget	Delivered through existing staff
2.2	Ensure that climate change is a consideration within internal service plans from 2022/23 to ensure action is embedded into everything we do. Named project leads will be responsible for the delivery of individual actions.	All Service Managers	Council	Do It Now	In 2022/23 budget	Delivered through existing staff
2.3	Consider opportunities to increase the effectiveness of reporting the impact on carbon emissions in Council decision reports. Also consider including wider environmental impacts in decision reports.	Climate Response Officer	Council	Do It Now	In 2022/23 budget	Delivered through existing staff
2.4	Explore opportunities to add carbon management messages to existing training that the Council creates.	Climate Response Engagement Officer, Learning and Development Manager	Staff	Do It Now	In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
2.5	Roll out climate change/carbon literacy training for staff. Consider base level training for all employees and more targeted training for decision makers.	Climate Response Engagement Officer, Learning and Development Manager	Council; Staff	Short	In 2022/23 budget	Delivered through existing staff
2.6	Medway Adult Education to embed carbon management into lifelong learning programmes and design bespoke training for staff (alongside Workforce Development)	Medway Adult Education Programme Managers	Council; Staff	Short	Partially funded/ Grant funding to be secured	Partially resourced
2.7 (New)	HR to explore how the council values can be embedded throughout the employee journey.	Head of Human Resources	Council; Staff	Do It Now	In 2022/23 budget	Delivered through existing staff
2.8 (New)	Inclusion of values within job descriptions, our attraction strategy and within our corporate induction to explain what the value means and how staff can get involved.	Head of Human Resources	Council; Staff	Do It Now	In 2022/23 budget	Delivered through existing staff
2.9 (New)	Climate Response Team officer to sit on Equalities Board	Climate Response team	Council; Staff	Do It Now	In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
2.10	Develop a Smart City Strategy	Smart City Project Officer	Council	Do It Now	In 2022/23 budget	Delivered through existing staff
2.11	Set out alternative population growth projections using information sources (such as the Authority Monitoring Report, the Joint Strategic Needs Assessment and Population Health Management) to better assess the challenges from climate change and impact on service requirements.	Head of Planning Consultant in Public Health	Council	Short	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
2.12 (New)	Review literature on the impact of climate change on health inequalities and apply findings to the Medway population.	Consultant in Public Health	Residents	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
2.13	Explore innovative construction methods and materials used in the delivery of the HIF Road, Rail and Strategic Environmental Management Scheme to find low carbon and lower cost options. This could include using materials with an optimum design life and less embodied carbon, recycled materials, or sourcing materials nearer to the site and reusing	HIF Highways Delivery Programme Manager, HIF Rail Delivery, Legal and Property Programme Manager, Greenspace and Access Programme Manager	Council	Do It Now	Fully funded by HIF programme	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
	materials on site to minimise transportation movements.					
2.14	Continue to recycle road material and explore other options for its reuse	Principal Engineer, Highways	Council	Do It Now	In 2022/23 budget	Delivered through existing staff
2.15	Support partners in the development of a carbon calculator to include CO2 emissions and increase the recycled content in the materials used on the Highway Infrastructure Contract. Medway is a trial site in the project.	Principal Engineer, Highways; Volker Highways, Tarmac	Council	Do It Now	In 2022/23 budget	Delivered by partners
2.16	Ensure Climate Change is embedded within the Child Friendly City vision and action plan	Child Friendly Medway Project Officer	Young People	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
2.17	Support delivery on the aims of the Medway Food Partnership and in doing so, (a) Reduce the use of single use plastics through the Refill scheme and the offer of water refill stations to businesses and residents. (b) Address sustainability issues associated with food production, waste, and procurement.	Head of Health and Wellbeing Services, Public Health, Climate Response and Environmental Protection Manager, Service Leads via Climate Change Steering Group and Norse	Council; Community; Businesses; Residents	(a) Do It Now  (b) Short	(a) In 2022/23 budget  (b) Fully funded/Core budget or successful award of grant funding	Delivered through existing staff





Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
2.18	Set up a working group and carry out an audit of avoidable single use plastic and all single use products across Council owned buildings. Develop a timeline to work towards all council buildings being single use plastic free and all other sites (including schools and council events)	Head of Capital Projects.	Council; Young People; Schools; Community	Short	Funding to be secured	Delivered through existing staff
2.19	Investigate formal accreditation to BSI ISO14001 - Adaptation to Climate Change	Climate Response Support Officer	Council	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff
2.20	“United Nations Sustainable Development Goals” mapping activity - agree best approach to applying the SDG’s to further support the development of the Climate Change Action Plan	Climate Response Officer	Council	Do It Now	In 2022/23 budget	Delivered through existing staff



## 2.21 Ensure Climate Change is embedded within the Cultural Strategy

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
2.21.1	Review policies for air quality, transport, waste management and sustainability at events and festivals	Head of Culture and Libraries	Communities; Council	Short	Review of policies - Fully funded/Core budget or successful award of grant funding  Delivery - Funding requirements to be scoped/opportunities explored	Delivered through existing staff
2.21.2	Explore opportunities to join the Green Creative programme to ensure that we act to support climate change and environmental sustainability across our culture, libraries, venues, and events programmes	Head of Culture and Libraries	Council; Community; Residents	Short	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
2.21.3 (New)	Work with partners to develop content (for example digital) to facilitate the sharing of information (education and learning) which will support local creative communities to apply knowledge practically.	Head of Culture and Libraries	Communities	Do It Now	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
2.21.4 (New)	Engage with Medway creatives to deliver activities which support and	Head of Culture and Libraries	Communities;	Do It Now	Fully funded/Core budget or successful	Delivered through existing staff



engage our communities on the climate change agenda				award of grant funding	
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2.22 Review Medway Procurement Policies to ensure positive support for third party emission disclosure and reduction and to identify environmental impacts on future projects

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
2.22.1	Review relevant waste disposal contracts as they are retendered	Head of Category Management, Waste Disposal Manager, Environmental Services	Council	Do It Now	In 2022/23 budget	Delivered through existing staff
2.22.2	Introduce a Social Value Policy and embed a scoring mechanism that favours emission reduction.	Head of Category Management, Head of Adult Partnership Commissioning	Council	Do It Now	In 2022/23 budget	Delivered through existing staff
2.22.3	Tender documents already include a section on supplier commitment to reducing single use plastics. Review to make this more measurable.	Head of Category Management	Council	Do It Now	In 2022/23 budget	Delivered through existing staff
2.22.4 (New)	Develop new corporate contract management guidance. From a climate change perspective, we will ensure this includes best practice on environmental considerations	Head of Category Management	Council; Staff	Do It Now	In 2022/23 budget	Delivered through existing staff



2.22.5 (New)	Roll out revised “Officers Introduction to Procurement” training to accompany/support the contract management guidance	Head of Category Management	Council; Staff	Do It Now	In 2022/23 budget	Delivered through existing staff
2.22.6	Capture the fleet practices of current partners and consider including a clause in partner contracts to require them to implement a fleet management scheme.	Head of Category Management	Businesses	Do It Now	In 2022/23 budget	Delivered through existing staff



### 3. Planning and Development

#### 3.1 Plan-making and development management to fully support the transition to a low-carbon future in a changing climate.

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
3.1.1	Prepare draft planning policy as part of the Regulation 19 Draft Plan for statutory public consultation and ongoing negotiation through the development management process and ensure ongoing review.	Head of Planning	Council; Developers; Residents	Do It Now and Ongoing	Officer time only – In 2022/23 budget	Delivered through existing staff
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: 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	Community Developers	Do It Now and Ongoing	Officer time only – In 2022/23 budget	Delivered through existing staff
3.1.3	Actively support and help to drive the delivery of renewable and low-carbon energy generation and grid infrastructure.	Planning Manager Policy	Community; Developers	Short and Ongoing	Officer time only – to be funded through core/existing budget	Partially resourced (some resourcing required from stakeholders)



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
3.1.4	Shape places and secure new development to minimise vulnerability and provide resilience to impacts from climate change, in ways consistent with cutting carbon emissions.	Head of Planning/Planning Manager Policy	Community; Developers	Short and ongoing	Officer time only – to be funded through core/existing budget	Partially resourced (Delivery - resourcing required from developers)
3.1.5	Ensure that there are real opportunities to encourage community-led initiatives, such as the promotion of decentralised renewable energy use or securing land for local food sourcing.	Planning Manager Policy	Community	Medium	Funding to be secured in partnership	Partially resourced
3.1.6	Promote opportunities for sustainable transport use and local transport solutions.	Head of Planning, Head of Transport and Parking, Planning Manager Policy	Community; Developers; Transport operators	Short and ongoing	Officer time only – to be funded through core/existing budget	Partially resourced (Some resourcing required from stakeholders)
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	Developers; Community; Council	Short and ongoing	Officer time only – to be funded through core/existing budget	Delivered through existing staff
3.1.8	Ensure that major developments include sustainable drainage systems	Head of Planning, Flood Drainage and Special Projects Officer, Planning	Developers	Do It Now	In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
3.1.9	Finalise Hoo Development Framework - a strategic masterplan - setting out key principles for sustainable growth.	Planning Manager Policy	Council; Developers	Short	Fully funded/Core budget or successful award of grant funding	Partially resourced/External consultant
3.1.10	Complete an Environmental Impact Assessment for the Housing Infrastructure Fund Road and Rail schemes.	HIF Planning programme Manager	Council	Short	Fully funded by HIF programme	Delivered through existing staff
3.1.11	Implement Surface Water Management Plan for Hoo which looks at proposed growth areas in the context of water management	Flood Drainage and Special Projects Officer, Planning	Council	Short	Partially funded/ Grant funding to be secured	Delivered through existing staff



## 4. Climate Emergency Funding

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
4.1	Seek funding opportunities which will support emissions reductions across Medway and deliver actions in the Climate Change action plan	External Investment Manager	Community	Do It Now* Ongoing  *Only achievable within timescale if External Investment Manager post extended	Officer time only – In 2022/23 budget  Levels of match funding unknown as will depend on bid criteria.	Resourcing to be secured
4.2	Evaluate options for a permanent crowdfunding space to support projects in the action plan	External Investment Manager	Community; Council;	Short*  *Only achievable within timescale if External Investment Manager post extended	Officer time only – to be funded through core/existing budget	Resourcing to be secured
4.3	Evaluate options for a carbon offset fund	Planning Manager- Policy	Council	Short	Fully funded/Core budget or successful award of grant funding	Resourcing to be secured





Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
4.4 (New)	Explore joint working with Kent HR network to influence investment of funds in pension scheme	Head of Human Resources	Council; KCC	Do It Now	In 2022/23 budget	Delivered through existing staff



## 5. Building Retrofit Programme

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
5.1	Ensure that energy efficiency and renewable energy technologies are a priority in the refit, or the building of, any future builds used by the Council subject to budget constraints and business case	Head of Capital Projects, Assistant Director Regeneration	Council	Short to Medium	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
5.2	Explore opportunities to deliver exemplar energy efficiency homes through the Housing Revenue Account	Head of Strategic Housing	Residents	Short	Partially funded/Grant funding to be secured - monitor external grant funding opportunities	Delivered through existing staff
5.3 Priority	Develop plans to ensure that all council housing stock meet the national and government targets for energy standards	Head of Strategic Housing	Residents	Long	In 2022/23 budget only and proposed budget for 2023/24  Funding requirements for future years to be scoped/opportunities explored	Delivered through existing staff
5.4 (New)	Explore possibility of installing or retrofitting water use initiatives alongside retrofit.	Head of Strategic Housing	Council; Residents	Short	In 2022/23 budget only and proposed budget for 2023/24	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
5.5 (New)	Ensure that future Housing Repairs contract has strong energy focus.	Head of Strategic Housing	Council; Residents	Short	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
5.6	Regulate private landlords to ensure all rented homes in Medway comply with government Minimum Energy Efficiency Standards. Deal with any complaints received regarding properties being marketed as F rated under the government's Minimum Energy Efficiency Standards. Explore opportunities to undertake themed projects to support landlords in understanding their legal obligations.	Trading Standards Team Leader, Head of Regulatory Services	Residents; Landlords	Do It Now	In 2022/23 budget	Delivered through existing staff
5.7 (New)	Set up partnerships with large landlords to encourage them to commit to net zero and work together to access funding	Head of Strategic Housing	Council; Businesses	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff
5.8 (New)	Incorporate choices for residents into retrofit programmes to ensure inclusivity and offer choice where possible	Head of Strategic Housing	Residents	Do It Now	In 2022/23 budget	Delivered through existing staff
5.9	Identify and explore initiatives to provide energy efficiency measures to private homes in Medway	Head of Strategic Housing	Residents; Businesses; Landlords	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
5.10	Medway Adult Education to run courses for people to make their own homes more energy efficient (green DIY, retrofitting)	MAE Community Learning Manager	Community; Residents	Medium	Partially funded/ Grant funding to be secured	Resourcing to be secured
5.11 Priority	Identify and deliver priority actions for key buildings via the Re:fit Energy Efficiency and Low Carbon Programme in a phased programme. To include: <ul style="list-style-type: none"> <li>• Building Management Systems - Heating Controls</li> <li>• Energy efficient appliances</li> <li>• LED Lighting Corporate</li> <li>• Water use reduction and conservation</li> <li>• Conversion of existing heating systems to low carbon heat pumps or equivalent across the Estate</li> <li>• Solar PV</li> <li>• LED Lighting Housing (communal areas only). Delivery of this aspect will be long term.</li> </ul>	Head of Capital Projects	Council	Phase 1: End of Summer 2022  Whole Programme: Long	Phase 1 - £12million. Fully funded	Delivered through existing staff
5.12	Improvements to sheltered accommodation via Re:fit	Head of Capital Projects	Residents	Medium	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
5.13	School governors introduced to the Re:fit programme; continue to engage with schools on how to improve their buildings/assets when required.	Head of Capital Projects, Capital Projects Manager, Assistant Director Education and SEND	Schools; Community	Long	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
5.14 (New)	As per above action, incorporate LED lighting and non-fossil fuelled heating systems into new schools and when undertaking maintenance projects at schools.	School Services Senior Project Officer	Schools	Medium	Funding to be secured in partnership	Delivered through existing staff
5.15 (New)	Explore opportunities to reduce emissions and energy usage associated with Medway Tunnel	Principal Engineer, Highways	Council	Do It Now	In 2022/23 budget	Delivered through existing staff
5.16 Priority	Complete next phase of low energy LED smart street lighting upgrade programme	Principal Engineer, Highways	Council	Short	Entire programme - £11million. Fully funded	Delivered through existing staff
5.17 Priority	Carry out a full condition survey of lighting in car parks to inform energy efficiency standards/requirements for LED replacement programme	Head of Transport and Parking	Council	Do It Now	In 2022/23 budget	Delivered through existing staff
5.18	Review council commercial waste management practices and identify opportunities for improvement (own property)	Head of Capital Projects, Medway Norse		Do It Now	In 2022/23 budget	Delivered through existing staff



## 6. Transport, Travel and Digital Connectivity

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
6.1 Priority	Progress the delivery of the EV strategy (2022-27) and 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.	Head of Transport and Parking	Residents; Community; Businesses	Short-Medium*  *only achievable within timescale if additional staff resourcing approved (i.e., EV Strategy Delivery Officer)	Funding requirements to be scoped/opportunities explored	Resourcing to be secured
6.2	Work collaboratively with our public and private sector partners to identify key locations where charging points can be installed to facilitate the usage of EVs, including taxi and private hire operators.	Sustainable Transport Manager	Residents; Community; Businesses	Do It Now  Delivery aspect to be reviewed and updated at next refresh	In 2022/23 budget	Delivered through existing staff
6.3	Review strategically located council owned sites for potential installation of rapid charging points for public use, including town	Sustainable Transport Manager	Residents; Community; Businesses; Council	Do It Now  Delivery aspect to be	In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
	centres, residential locations, and other destinations.			reviewed and updated at next refresh		
6.4 (New)	Identify and collate the number of EV charging points installed in private and commercial developments	Head of Business Change, Smart Cities Officer, Head of Planning, Business Development and Specialist Team Manager	Residents; Businesses	Do It Now	In 2022/23 budget	Delivered through existing staff
6.5 (New)	Add EV charging points at each new school or expanding school	School Services Senior Project Officer	Schools	Medium/ Long Term	Funding to be secured (requirements to be scoped as they will differ at each school)	Delivered through existing staff
6.6	Ensure the future long-term sustainability of EV charging by integrating infrastructure into new development, as stipulated within Air Quality Planning Guidance and central government.	Sustainable Transport Manager, Head of Planning	Residents; Businesses; Community	Medium	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
6.7	Review current parking standards policies/arrangements to ensure consideration is given to the successful management of EV parking bays as they are rolled out.	Parking Business Manager, Sustainable Transport Manager	Council	Do It Now	In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
6.8	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 to encourage usage.	Sustainable Transport Manager	Residents; Businesses; Council	Do It Now	In 2022/23 budget	Delivered through existing staff
6.9	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	Residents; Community; Businesses	Do It Now	In 2022/23 budget	Delivered through existing staff
6.10	Maintain productive relationships with local bus operators in line with the delivery of the Bus Service Improvement Plan (BSIP) and Enhanced Partnership.	Sustainable Transport Manager	Businesses	Do It Now	In 2022/23 budget	Delivered through existing staff
6.11	Explore opportunities for phased uptake of ULEV on supported bus routes.	Head of Transport and Parking	Businesses	Short	Funding to be secured in partnership – monitor external grant funding opportunities (there will be an expectation that the Council will match fund or contribute to	Delivered through existing staff





Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
					changes on supported bus routes)	
6.12	Work with local bus operators to deliver the Bus Improvement Plan to realise the introduction of electric buses in Medway, including the identification of funding opportunities at national level	Head of Transport and Parking	Businesses	Short	Funding to be secured in partnership – monitor external grant funding opportunities (there will be an expectation that the Council will match fund or contribute to changes on supported bus routes)	Delivered through existing staff
6.13	Explore opportunities to provide electric charging points for buses at the proposed new station at Hoo as part of the Future Hoo project	HIF Rail Delivery Manager	Community	Do It Now	Fully funded by HIF programme	Delivered through existing staff
6.14	Progress the development of new walking and cycling facilities via the Active Travel Fund investment	Head of Transport and Parking	Community	Do It Now	Successfully awarded DfT Active Travel Fund grant	Delivered through existing staff
6.15	Support travel planning opportunities, covering workplace, schools, and other educational settings, securing	Head of Transport and Parking	Young People; Schools; Businesses; Community	Short	Partially funded (DfT Capability Fund grant only available for delivery during	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
	developer funding where available.				2021/22 and 2022/23 only)	
6.16	Promote and facilitate walk and/or cycle to school initiatives, including local and national focus events.	Head of Transport and Parking, School Services Transport Manager	Young People; Community	Do It Now	In 2022/23 budget	Delivered through existing staff
6.17	Engage with universities and schools and colleges to identify and promote safe walking routes	Senior Transport Planner	Young People; Universities/ Colleges	Do It Now	In 2022/23 budget	Delivered through existing staff
6.18	Implement the Medway Rights of Way Improvement Plan 2020-2030 (to meet the objectives T2A-T2C) ( <a href="https://www.medway.gov.uk/downloads/file/5531/medway_rights_of_way_improvement_plan_2020_to_2030">https://www.medway.gov.uk/downloads/file/5531/medway_rights_of_way_improvement_plan_2020_to_2030</a> )	Greenspaces and Access Team Leader	Community	Long	Resource varies for each action point within the plan	Resource varies for each action point within the plan
6.19	Explore opportunities to increase access to Medway's estuarine and river frontage. When opportunities arise seek agreement to enable access to land where no such access has existed before.	Greenspaces and Access Team Leader	Residents; Community	Long	Funding to be secured	Delivered through existing staff
6.20	Delivery of cycle paths and footpaths within the Housing Infrastructure Fund scheme where possible	HIF Highways Delivery Programme Manager	Residents; Community	Some Medium (by 2024) and some Long	Fully funded by HIF programme Long term – funding will come forward as part of planning.	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
6.21	To enable increased access to online services and reduce printing and the need for travel, move to online access for: <ul style="list-style-type: none"> <li>• Older persons and Disabled Bus Passes</li> <li>• Medway Youth Passes</li> <li>• Parking Permits</li> </ul> and continue to create usable and accessible forms for projects as they arise.	Head of Transport and Parking, Head of Digital	Residents; Young People	Short	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
6.22	Provide virtual Road Safety lessons to KS1 & KS2 children	Head of Transport and Parking	Young People	Do It Now	In 2022/23 budget	Delivered through existing staff
6.23	Tackle congestion hotspots by improving the operation of traffic signal-controlled junctions and crossings through programming changes or upgraded equipment	Head of Transport and Parking	Council; Community	Do It Now	In 2022/23 budget	Delivered through existing staff

6.24 Continue with our proactive and dedicated approach to improving air quality across Medway through the delivery of the [Air Quality Action Plan](#)

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
6.24.1	Review and refresh the <a href="#">Medway Air Quality Action Plan 2015</a>	Climate Response and Environmental Protection Manager	Council; Community	Short	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
6.24.2	Development and Adoption of Air Quality Action Plan for Medway Four Elms Hill AQMA	Climate Response and Environmental Protection Manager	Council; Community	Short	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
6.24.3	Develop and deliver an anti-idling campaign across Medway	Climate Response and Environmental Protection Manager	Community	Do It Now	Successfully awarded DEFRA Air Quality Grant	Delivered through existing staff
6.24.4	Promote car sharing via Lift Share (including the Medway Council car share community group for staff) and investigate whether there are any barriers to staff using the scheme and how these can be overcome.	Climate Response and Environmental Protection Manager, Head of Communications and Marketing	Community; Residents; Businesses	Short	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
6.24.5	Explore the feasibility and benefits of providing internal eco driving courses for staff.	Climate Response and Environmental Protection Manager	Council	Short	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
6.24.6	Explore the feasibility and benefits of setting up a local fleet recognition scheme such as ECO Stars	Climate Response and Environmental Protection Manager	Businesses	Do It Now	In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
6.25	Support local SMES to switch to ULEV via the Kent REVS scheme	Assistant Director, Regeneration	Businesses	Do It Now	In 2022/23 budget	Delivered through existing staff
6.26 Priority	Replace Council fleet of small vehicles (owned and leased) with electric by end of first carbon budget (2027) or where possible at next point of exchange (latest 2025) and once EV charge points are in place	Head of Category Management	Council	Short-Medium*  *only achievable within timescale if additional staff resourcing approved (i.e., EV Strategy Delivery Officer and EV Fleet Manager)	Partially funded/ Grant funding to be secured	Resourcing to be secured
6.27	Review potential emission reduction options for RCV fleet including impact on service design, available infrastructure, and fuel type and develop strategy for replacement	Head of Climate Response and Environmental Services	Council	Short/ Medium	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
6.28	Deliver phased replacement of RCV fleet with alternative fuel technology from 2030.	Head of Climate Response and Environmental Services, Head of	Council	Long	Funding to be secured	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
		Category Management and Head of Finance Strategy				
6.29	Completion of review and adoption of revised essential car user policy which will address the current incompatibility with the Council's climate change initiative.	Head of Human Resources	Council	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff
6.30	Review staff parking provision	Head of Capital Projects	Council	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
6.31	Promote staff discount for bus travel	Head of Transport and Parking	Council	Do It Now	In 2022/23 budget	Delivered through existing staff
6.32	Explore improvements to the Gun Wharf shower, changing, and cycle facilities to support improved active travel to work.	Head of Capital Projects	Council	Short	Funding to be secured	Delivered through existing staff
6.33	Review the current salary sacrifice schemes and ensure that this supports the council's climate change aspirations	Head of Human Resources	Council	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff
6.34	Establish a Travel Plan Working Group comprising of Council representatives from relevant departments, with meetings to be scheduled periodically.	Head of Transport and Parking	Council	Medium	Partially funded/ Grant funding to be secured	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
6.35	Conduct a biennial online staff Travel Plan survey to help understand barriers to a shift towards more sustainable modes of travel (both commute and business travel) and inform an action plan of supportive measures.	Head of Transport and Parking	Council	Medium	Partially funded/ Grant funding to be secured	Delivered through existing staff
6.36	Agree sign-off and publish survey results and Travel Plan via MedSpace and set a review date. Consider the use of Power BI in communication with the Council's Business Intelligence Team.	Head of Transport and Parking, Head of Corporate Performance & Business Intelligence	Council	Short	Partially funded/ Grant funding to be secured	Delivered through existing staff
6.37	Explore options to support more sustainable travel incentives including staff cycle hire schemes, showers, cycle storage and improve the way the Council communicates about existing incentives for staff (such as the ETC fare discount card for staff travel)	Head of Transport and Parking	Council	Long	Partially funded/ Grant funding to be secured	Delivered through existing staff
6.38	Produce a timetable to refresh Medway's Local Transport Plan to further facilitate a dramatic shift in priorities to public transport and active travel and to reflect net zero	Head of Transport and Parking	Council	Short/ Medium	Partially funded/ Grant funding to be secured	Partially resourced



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
	carbon ambition, growth, emerging technologies, and government legislations					
6.39	Explore opportunities for differential charging rates for CPZ permits and season tickets based on vehicle emissions	Head of Transport and Parking, Assistant Director Frontline Services, Parking Business Manager	Residents	Long	Partially funded/ Grant funding to be secured	Partially resourced
6.40	Undertake an engagement survey with the taxi and private hire trade to understand barriers and opportunities for converting to ULEV	Climate Response and Environmental Protection Manager, Principal Licensing and Enforcement Manager	Businesses	Do It Now	Successfully awarded DEFRA Air Quality Grant	Delivered through existing staff
6.41	Once the Licensing Policy has been agreed (which will set the vision for the future on conversion to ULEV) a feasibility study will be undertaken on the Policy which will include looking at charging infrastructure and the impacts on the trade.	Climate Response and Environmental Protection Manager, Principal Licensing and Enforcement Manager	Businesses	Medium	Funding to be secured	Delivered through existing staff
6.42	Review transport provision policies and explore the gradual changeover to Ultra Low Emission Vehicles for transportation of pupils under the Home to School Transport and SEND transport functions	Head of Category Management School Admissions and Transport Senior Officer (just school transport commissioning)	Businesses; Schools; Young People	Medium	Funding to be secured by partners	Delivered through existing staff and external partners





Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
6.43 (New)	Review contractual obligations and assess capability of providers in transitioning to Ultra Low Emission Vehicles	School Services Transport Manager	Businesses; Schools; Young People	Medium-Long Term	Funding to be secured by partners	Delivered through existing staff and external partners
6.44 (New)	Include climate change agenda factors within future tendering for transport routes	School Services Transport Manager; Head of Category Management	Businesses; Schools; Young People	Medium-Long Term	Officer time only – to be funded through core/existing budget	Delivered through existing staff and external partners
6.45	Continue to support the private sector to deliver a Full Fibre Network (FFN) to improve digital connectivity across Medway	Smart City Project Officer	Residents; Businesses; Young People; Council	Short/Medium (Phase One - 2024)	Officer time only – to be funded through core/existing budget	Delivered through existing staff



## 7. Renewable Energy Generation

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
7.1	Promote and support a low-cost solar panel group buying programme for residents and businesses in Medway through Solar Together Kent	Climate Response Officer and Service Leads via Subgroup	Residents	Do It Now	In 2022/23 budget	Delivered through existing staff
7.2	Undertake a Techno Economic feasibility study (Phase II) to assess the feasibility of a heat district network within the areas of Hoo and Strood	Smart City Project Officer	Council	Do It Now	Partially funded from 2022/23 budget and partially funded by successful BEIS HNDU grant	Delivered through existing staff
7.3	Undertake detailed planning development phase (Phase III) for a heat district network, dependant on completion of Phase II	Smart City Project Officer	Council	Short	Funding to be secured	Delivered through existing staff
7.4 Priority	Submit a bid for additional funding for a Detailed Planning & Development study for a River Source Heat Network in partnership with BEIS.	Head of Capital Projects	Council	Short	Partially funded/Bid being prepared for remaining funding requirements. Anticipate submitting in June 2022	Delivered through existing staff
7.5 Priority	Support opportunities to further understand options for alternative	Assistant Director, Regeneration	Council; Community; Developers; Businesses	Short	Partially funded/ Grant funding to be secured	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
	energy sources in Medway, including hydrogen					
7.6 Priority	Explore the potential for large scale solar PV generation on council owned land and through the acquisition of land from third parties	Head of Capital Projects, Head of Valuation and Asset Management	Council	Long	Funding to be secured	Resourcing to be secured
7.7 Priority	Explore opportunities to support businesses with the install of solar panels on commercial buildings	Assistant Director, Regeneration	Businesses; Council	Short	Funding to be secured by partners	Delivered through existing staff
7.8 Priority	Undertake a review to establish the potential for solar PV within: <ul style="list-style-type: none"> <li>• Council owned car parks (solar canopies) and EV charging points</li> <li>• Large scale sites (i.e., landfill)</li> </ul>	Head of Capital Projects	Council	Short  Delivery aspect to be reviewed and updated at next refresh	Funding requirements to be scoped/opportunities explored	Delivered through existing staff
7.9	Promote and support community energy projects by raising awareness of their existence with the wider community	Climate Response Engagement Officer	Community	Do It Now	In 2022/23 budget	Delivered through existing staff
7.10	Ensure that all new technologies and ULEV options are considered when designing the new	Head of Capital Projects, Capital programme Manager	Council	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
	operations depot (Maidstone Road)					



## 8. Green and Blue Infrastructure

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
8.1	Develop the Green and Blue Framework and capture infrastructure projects in the Infrastructure Delivery Plan supporting the Local Plan.	Greenspace and Access Programme Manager, Planning Manager Policy	Council; Community; Developers	Do It Now	In 2022/23 budget	Delivered through existing staff
8.2	Develop more community growing spaces. To include: (a) identification of sites on council land for community growing spaces (b) work with community partners, including housing, to develop more urban growing spaces, including edible trails and green walls, including educating residents how to design and cultivate	Greenspace and Access Programme Manager, Skills & Employment Programme Manager	Residents	(a)Do It Now (b)Medium	(a) Officer time only – In 2022/23 budget (b) Funding to be secured	Delivered through existing staff
8.3 (New)	Research UK produced memorials or “Living” memorials (standard trees) for lease by the crematorium to the public within the short term.	Bereavement and Registration Services Officer	Community; Council	Do It Now	In 2022/23 budget	Delivered through existing staff
8.4	Engage with other council contractors on the implementation of the pesticide and herbicide 'Reduction Usage Plan' used by Norse.	Medway Norse in partnership with Head of Category Management, Greenspace and Access Programme Manager	Council; Community	Do It Now	In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
8.5	Develop a Tree Strategy and action plan, setting clear actions and targets	Greenspace and Access Programme Manager in partnership with Medway Norse	Council	Do It Now	In 2022/23 budget	Delivered through existing staff
8.6	Support the delivery of actions in the Tree Strategy including, (a) Ensure there is no net loss of Street or Open Space Trees within Medway (b) Continue to deliver the tree planting programme (c) Continue to respond to further funding opportunities to support tree planting outside of the standard programme	Greenspace and Access Programme Manager in partnership with Medway Norse	Council; Community	Do It Now	(a) In 2022/23 budget / also monitor external grant funding opportunities (b) As above and monitor external grant funding opportunities (c) Officer time only – In 2022/23 budget. Levels of match funding unknown as will depend on bid criteria.	Delivered through existing staff
8.7	Secure a new community tree nursery	Greenspace and Access Programme Manager	Community	Short	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
8.8	Increase the number of naturalised verges on council owned land by ten sites within 2022/23	Medway Norse, Bereavement and Registration Services Officer	Council; Community	Do It Now	In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
8.9	Subject to viability and soundness testing embrace 20% target to Biodiversity Net Gain in Local Plan	Head of Planning	Council; Developers	Short	Fully funded/Core budget (Local Plan)	Delivered through existing staff (use of KCC Ecology Service)
8.10	Identify habitat areas within Medway for protection as carbon sinks and wildlife habitats. This should include both terrestrial and marine habitats.	Greenspace and Access Programme Manager	Community; Ecology	Short	Funding to be secured	Resourcing to be secured
8.11	Work in partnership to develop a common carbon metric for calculating the carbon offset value of nature-based solutions and apply a carbon calculator equation to all Medway owned land	Greenspace and Access Programme Manager	Council	Short	Funding to be secured	Resourcing to be secured
8.12	Expand on existing co-ordinated clean-up programme of marine plastic pollution	Green Space and Access Programme Manager Living River Foundation, Medway Swale Estuary Partnership	Community/Ecology	Short	Funding to be secured	Delivered through existing staff
8.13	Secure high quality green spaces for new developments within the new Local Plan	Head of Planning, Greenspace and Access Programme Manager	Community; Developers	Medium	HIF programme (for Hoo) or developers.  Officer time only funded through core/existing budget.	Delivered through existing staff
8.14	Maximise the management of existing woodland estates (re-instate coppicing for biodiversity,	Greenspace and Access Programme Manager in partnership with Medway Norse	Community	Medium	Funding to be secured	Resourcing to be secured



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
	timber, landscape, and carbon storage)					
8.15	Explore opportunities to plant hedges along roads	Greenspace and Access Programme Manager in partnership with Medway Norse	Community	Medium	Funding to be secured	Resourcing to be secured
8.16	Embrace initiatives including woodland trust scheme for School Tree planting	Greenspace and Access Programme Manager	Young People; Schools	Medium	Funding to be secured in partnership – monitor external grant funding opportunities	Resourcing to be secured
8.17 (New)	Plant trees and or hedges at each new school or expanded school	School Services Senior Project Officer	Young People; Schools	Medium/ Long Term	Funding to be secured in partnership – monitor external grant funding opportunities	Delivered through existing staff
8.18	Undertake a joint working project to repair historic flood defences of existing salt marsh islands	Greenspace and Access Programme Manager In partnership with Peel Ports, Environment Agency, and RSPB	Community; Ecology; Council	Medium	Funding to be secured by partners	Resourcing to be secured
8.19	Ensure Housing Infrastructure Fund programme and other regeneration programmes include the creation of green open spaces	Assistant Director, Regeneration	Council; Developers	Long	Funding to be secured	Delivered through existing staff





Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
	providing benefits to both local community and wildlife					
8.20	Include an action within new Organic Waste contract to make soil improver, made from composting food and green waste, available to Medway residents (contract due for renewal in 2025).	Waste Disposal Manager, Environmental Services	Council; Residents	Long	Funding to be secured	Resourcing to be secured

#### 8.21 Establish a Strategic Environmental Management Scheme (SEMS) to develop a network of public open spaces for Hoo (Phase II SEMS)

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
8.21.1	Explore opportunities to provide planting and screening to mitigate against the impact of noise and air pollution and improve the visual impact of the new road as part of the Future Hoo.	HIF Highways Delivery programme Manager	Community	Do It Now	Fully funded by HIF programme	Delivered through existing staff
8.21.2	Finalise Cumulative Ecological Impact Assessment	HIF Planning programme Manager	Council	Short	Officer time only – Fully funded by HIF programme	Delivered through existing staff
8.21.3	Through the Strategic Environmental Management Scheme connect SSSI woodlands of the Hoo Peninsula from Upnor to Northward Hill (High Halstow)	Greenspace and Access Programme Manager	Community	Short	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff



8.21.4	Embed green and blue infrastructure in the Hoo Development Framework	Greenspace and Access Programme Manager	Council; Developers	Short	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
8.21.5	Design and deliver a green “living bridge” over the Peninsula Way to re-connect the communities and landscape and provide a safe walking and cycling route and encourage the movement of wildlife through an otherwise segregated landscape	Greenspace and Access Programme Manager	Community; Wildlife	Medium Complete by March 2024	Partially funded/ Grant funding to be secured	Delivered through existing staff



## 9. Supporting Low Carbon Business

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
9.1	Engage with local business owners through the Business for Medway network and residential homes/day care and developers to develop awareness of the climate change action plan and encourage them to work towards the net zero carbon target.	Assistant Director Regeneration, Head of Adult Partnership Commissioning, Head of Planning	Businesses	Do It Now	In 2022/23 budget	Delivered through existing staff
9.2	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	Businesses	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
9.3 Priority	Engage with Medway's largest businesses and organisations to work jointly on initiatives that reduce energy use or generate renewable energy.	Assistant Director, Regeneration	Businesses	Do It Now	Officer time only – In 2022/23 budget (unless specific projects identified for which additional external funding will be sought)	Delivered through existing staff
9.4	Develop and promote initiatives to encourage businesses to recycle commercial waste. Signpost	Assistant Director, Regeneration, Head of Communications and Marketing	Businesses	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
	businesses to Low Carbon initiatives such as Upcycle your waste project				(unless specific projects identified for which additional external funding will be sought)	
9.5	Support and promote low carbon and circular economy opportunities to businesses in Medway. Encourage businesses to evidence with case studies so that successes can be celebrated and encourage others.	Assistant Director, Regeneration	Businesses	Short	Officer time only – to be funded through core/existing budget (unless specific projects identified for which additional external funding will be sought)	Delivered through existing staff
9.6	Promote and deliver the Medway Adult Education Remake project – opportunity to learn to re-use, mend, upcycle and repair. Encourage donation of excess resources	Skills & Employment Programme Manager, Climate Response Engagement Officer	Community	Short	Partially funded/ Grant funding to be secured	Partially resourced
9.7 (New)	Use social media channels including, linked in, to reach and engage with local businesses on climate change	Head of Communications and Marketing, Climate Response Engagement Officer	Businesses	Short	Partially funded/ Grant funding to be secured	Delivered through existing staff
9.8	Provide advice and guidance to ensure that the Essential Packaging and Waste Directive is being followed by Medway mail order	Trading Standards Team Leader, Head of Regulatory Services	Businesses	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
	and online businesses, post EU exit.					

9.9 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

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
9.9.1	Promote climate change criteria within the Kent and Medway Healthy Workplace award programme to encourage best practice and sharing	Head of Health and Wellbeing Services	Businesses	Do It Now	In 2022/23 budget	Delivered through existing staff
9.9.2	Incorporate Climate Change as a category in the Medway Business Awards	Assistant Director, Regeneration	Businesses	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
9.9.3	Include low-carbon and environmental criteria within the Healthy Early Years Award for private, voluntary, and independent childcare settings and accredited childminders in Medway	Head of Health and Wellbeing Services	Businesses; Young People	Medium	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff



9.10 Require new entrants to Innovation Park Medway to prioritise emission reductions, sustainability and environmental considerations within their proposals.

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
9.10.1	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	Businesses	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff
9.10.2	Consider sustainability at pre-application phase	Assistant Director, Regeneration – IPM Project Team	Businesses	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff
9.10.3	Consider emissions, sustainability, and environmental considerations at early stage of marketing interest	Assistant Director, Regeneration – IPM Project Team	Businesses	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff

9.11 Develop the market for climate change related local business and local jobs to support the growing low carbon economy.

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
9.11.1	Seek opportunities to embed climate change training into careers education, through the Enterprise Adviser Network and other relevant education-based networks	Skills and Employment Programme Manager, Medway Education Partnership  Partners: Medway Place Board and Medway Learning Partnership	Young People; Universities/Colleges; Businesses	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
9.11.2	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	Young People; Businesses; Community	Short	Partially funded/ Grant funding to be secured	Partially resourced
9.11.3	The Skills & Employability Plan for Medway is being refreshed and includes decarbonisation as a key theme. It will incorporate how to further drive green jobs and address green skills shortages.	Skills & Employment Programme Manager	Young People; Businesses	Medium	Partially funded/ Grant funding to be secured	Partially resourced



## 10. Communications

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
10.1	Engage with the Medway Place Board to develop awareness and explore joint opportunities to achieve net zero carbon targets. Develop and deliver a Medway Champions training module.	Climate Response Engagement Officer, Medway Place Manager, Medway Adult Education	Community	Short	Partially funded/ Grant funding to be secured	Delivered through existing staff
10.2	Explore opportunities to engage further with young people. Including through: <ul style="list-style-type: none"> <li>- the Medway Place Board</li> <li>- the Medway Primary and Secondary School Associations and Trust executives</li> <li>- engagement with MYC to support actions in their annual conference report and promotion of the climate change message within their communities.</li> </ul>	Climate Response Engagement Officer, Medway Place Manager Assistant Director Education and SEND, Child Friendly Medway Project Officer	Young People	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
10.3	Develop an informal staff network to become conduits for future campaign information and share best practice	Climate Response Engagement Officer	Council; Staff	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff





Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
10.4	Promote campaigns to reduce resident's environmental impact including delivery of regular bursts of the "Small Changes" campaign through the year, focusing on how individuals can reduce their carbon footprint and support national awareness days. Consider in line with Kent Green Action.	Head of Communications and Marketing, Environmental Services Partnership and Development Manager Climate Response Engagement Officer	Community	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
10.5	Support local Climate Change and Eco community groups via the new Community Network to help build resilient communities	Head of Communications and Marketing, Climate Response Engagement Officer	Community	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
10.6 Priority	Develop an inclusive engagement programme (internal and external) for staff, residents, businesses, schools, under-represented groups and other stakeholders to: (a) inform the annual review of the action plan (b) engage more widely on climate change	Head of Communications and Marketing, Climate Response Engagement Officer	Staff; Residents; Communities; Businesses; Young People	Do It Now	In 2022/23 budget	Delivered through existing staff
10.7 (New)	Create a bank of volunteering opportunities which support the climate change agenda and support the delivery of the climate change action plan and promote them.	Climate Response Engagement Officer	Community; Residents; Young People; Businesses; Universities; Schools	Do It Now	In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
10.8	Include and promote campaigns on Adult Social Care provider portal	Head of Communications and Marketing, Adult's Partnership Commissioning	Community	Short	Officer time only – to be funded through core/existing budget	Partially resourced
10.9	Provide social media best practice session for community groups in Medway.	Head of Communications and Marketing	Community	Short	Officer time only – to be funded through core/existing budget	Partially resourced
10.10 (New)	Work with Parish Councils to encourage them to adopt climate champions and work with us on common goals	Head of Communications and Marketing, Climate Response Engagement Officer, Place Manager	Community	Short	Partially funded/ Grant funding to be secured	Partially resourced
10.11 (New)	Explore how we can support our communities to manage climate anxiety	Senior Public Health Manager	Community	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff
10.12	Develop and promote school lesson plans and home learning resources on climate change and air quality.	Climate Response and Environmental Protection Manager	Young People; Schools; Residents	Short	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
10.13	Encourage School and College Governing Bodies to include climate change on their agendas and commit to reducing their carbon emissions.	Assistant Director Education and SEND, Child Friendly Medway Project Officer	Young People; Schools	Do It Now	In 2022/23 budget	Delivered through existing staff
10.14 (New)	Review responses to school survey and develop/implement actions to support the climate agenda	Climate Response and Environmental Protection Officer	Young People; Schools	Development - Do It Now	Development - Officer time only – In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
				Delivery – Short-Long	Delivery – Partially funded/ Grant funding to be secured	
10.15	Support 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	Young People; Schools	Medium	Fully funded/Core budget or successful award of grant funding	Delivered through existing staff
10.16	Medway Adult Education to run an education programme for families and communities to increase awareness of how to live and consume to reduce waste	MAE Community Learning Manager	Community; Young People	Short	Partially funded/ Grant funding to be secured	Resourcing to be secured
10.17	Develop projects and networks to help facilitate sharing economy initiatives - Sustainable Cafes/Resource Libraries	Head of Communications and Marketing in partnership with Medway Norse	Community	Short	Funding to be secured	Resourcing to be secured
10.18	Encourage participation among networks in the Green Champion category of Pride in Medway Awards and the Medway Design and Regeneration Awards. Promote the successes to drive positive behaviour change. Redefine criteria of Green Champion category of Pride in	Head of Communications and Marketing	Community; Businesses; Young People	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
	Medway to include low carbon achievements.					
10.19 Priority	Improve the way the Council communicates about discount and energy grant schemes available to businesses and residents (including those offered by the Local Authority Delivery scheme). This will include those who are in fuel poverty, on a low income and are vulnerable to living in a cold home due to age/health conditions. We will ensure that information is available both online and via the telephone.	Head of Strategic Housing; Head of Communications and Marketing; Climate Response Engagement Officer	Community; Businesses; Young People; Residents	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
10.20 Priority	Develop and deliver energy efficiency, renewable energy awareness campaign to private homeowners and landlords	Head of Strategic Housing; Head of Communications and Marketing; Climate Response Engagement Officer	Residents	Short	Funding requirements to be scoped/opportunities explored once officer in post	Delivered through existing staff
10.21 (New)	Medway Development Company to develop and provide a Welcome Pack for new buyers	Assistant Director, Regeneration and Medway Development Company	Residents	Do It Now	Fully funded by MDC	Delivered through existing staff
10.22	Explore joint working and academic research opportunities with universities	All Service Managers	Young People; Universities	Short	Funding to be secured in partnership - monitor external grant	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
					funding opportunities	
10.23 (New)	Use the LGA guidance on Behaviour Change framework to develop/deliver a behavioural change programme to staff and councillors to reduce carbon impact while working at home/the office and in home lives e.g., sustainable transport options, energy efficiency, procurement, and waste.	Head of Communications and Marketing, Climate Response Engagement Officer, Learning and Development Manager	Council; Staff	Short	Partially funded/ Grant funding to be secured	Partially resourced
10.24 (New)	Consider running a competition for council departments to challenge them on how to improve sustainability	Head of Communications and Marketing, Climate Response Engagement Officer	Staff	Do It Now	In 2022/23 budget	Partially resourced
10.25 (New)	Establish volunteering opportunities for staff which support the delivery of the Climate Change Action plan	Climate Response Engagement Officer, Head of Human Resource	Staff; Communities	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff



## 11. Climate Adaptation and Resilience

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
11.1	Continue to respond to engagement opportunities on the development of a Kent and Medway Climate Change Adaptation Programme and Implementation Plan	Climate Response Support Officer	Council	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
11.2	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.	Head of Planning, Flood Drainage and Special Projects Officer	Council	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff
11.3	Work with Planning Policy Team to ensure that flood risk specific Local Plan and Development Management Plan policies consider relevant government guidance on climate change.	Head of Planning, Flood Drainage and Special Projects Officer	Developers; Council	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff.
11.4	Inform spatial and infrastructure planning, development, and regeneration to manage the current and future risk of local sources of flooding. Input into Local Plan policy setting and provide advice to Hoo Development Framework	Head of Planning	Residents; Businesses	Do It Now and Short	Officer time only – In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
11.5	(LLFA) Act as a consultee for planning applications to promote sustainable surface water arrangements in new developments <ul style="list-style-type: none"> <li>• Number of housing developments by unit incorporating sustainable drainage systems.</li> <li>• Number of commercial developments incorporating sustainable drainage systems.</li> </ul>	Head of Planning, Flood Drainage and Special Projects Officer	Residents	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
11.6	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 and understand the risk of flooding.	Head of Planning, Flood Drainage and Special Projects Officer	Council	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff
11.7	Share flood risk incident information with Highways Service to inform Highways Drainage Action Plan and maintenance	Head of Planning, Flood Drainage and Special Projects Officer	Council	Short	Officer time only – to be funded through core/existing budget	Delivered through existing staff
11.8	(LLFA) Support emergency response partners and communities to plan, prepare, and exercise for future flood scenarios	Head of Planning, Flood Drainage and Special Projects Officer, Emergency Planning Manager	Council	Do It Now and Ongoing	Officer time only – In 2022/23 budget	Delivered through existing staff



Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
	to reduce the consequences of flooding by: Recording significant flood events on the Severe Weather Impact Monitoring System (SWIMS) and copy into local registers.					
11.9 (New)	Raise awareness of the health impacts of poor air quality across Medway, how to reduce these impacts and individual contribution to poor air quality	Senior Public Health Manager, Climate Response and Environmental Protection Manager	Residents; Businesses; Community	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff

11.10 (LLFA) Work in partnership with other risk management authorities to reduce the risk of flooding from all sources.

Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
11.10.1	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.	Head of Planning, Flood Drainage and Special Projects Officer	Residents; Businesses	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff
11.10.2	Identify and deliver improvements in Hoo using outputs from the Surface Water Management Plan.	Head of Planning, Flood Drainage and Special Projects Officer	Residents; Businesses	Do It Now; Short and Medium	Officer time only – In 2022/23 budget	Delivered through existing staff
11.10.3	Strood Flood Risk Strategy	Head of Planning, Flood Drainage and Special Projects Officer	Environment Agency; River wall Owners	Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff





Action Number	Action	Owner	Stakeholder	Timescale	Funding	Staffing
11.10.4	Undertake Surface Water Management Plan for Lower and Middle Stoke	Head of Planning, Flood Drainage and Special Projects Officer		Do It Now	Officer time only – In 2022/23 budget	Delivered through existing staff



## Actions Now Embedded Within Core Duties

Some actions in the 2021 version of the action plan have now been incorporated into the Council's everyday work and are considered fully embedded within core duties. These items have been removed from the main action plan table and appear below. Some wording has been refined to reflect the current position.

### Priority 1: Emission Reduction Pathways to 2050

- Annual calculation of carbon emissions from Council estate and operations; to assess progress against our First Carbon Budget.
- Continue to review and identify priority actions, and finalise budget needs, to reduce consumption-based emissions from Council estate and operations
- Continue to work across departments, via the Carbon Reporting Working Group, to achieve efficient collection of the Council's energy performance and carbon emission data. Refine data year on year for reporting efficiencies.

### Priority 2: Public Sector Decision Making

- Continue to maintain minimum levels of waste to landfill
- Continue to provide work placement and internship opportunities to support the development and delivery of the climate change action plan
- All tender documents provided to suppliers now include a social value question to ensure they prioritise emission reductions, sustainability and environmental considerations within their proposals. On large tenders, suppliers are required to provide evidence of a Carbon Reduction Plan.

### Priority 4: Climate Emergency Funding

- Annually review and submit (ahead of budget setting) any additional staffing resource needs to ensure delivery of following year's carbon savings.
- Continue to ensure that the climate change action plan is embedded within the Council's overall financial strategy and that the resources to deliver it are identified within the Capital Strategy and Revenue Budget.

### Priority 5: Building Retrofit Programme

- Trading Standards department review all building retrofit schemes which are promoted by the council for legitimacy before proceeding



## Priority 6: Transport, Travel and Digital Connectivity

- Ensure Medway Norse are contracted to report on both Waste Fleet and Driver Performance Indicators and to implement a year-on-year reduction in the carbon dioxide emissions per tonne of waste collected and household visited.
- Print large documents over a certain page length in the most efficient way possible
- Continue telephone/video assessments and meetings where appropriate in Adult Social Care, visiting clients when a face-to-face assessment is required (for example with complex cases/safeguarding/Occupational Therapy)
- Continue to expand smart parking solutions across Medway to reduce usage of paper tickets and remove the requirement for cash collection and parking enforcement

## Priority 8: Green and Blue Infrastructure

- Continue to use the published draft Infrastructure Delivery Plan (which includes Green Infrastructure projects) as part of the evidence base for updates to policy through the local plan.
- Sustain existing healthy tree stock (street trees, open spaces, and woodlands), to support resilience to climate change and disease
- Engage volunteers to carry out 5-yearly tree canopy coverage survey.
- Regular review of allotment holding process to make better use of existing allotments.
- Continue to use the new large allotment space at Fort Amherst to deliver the Grow Your Own educational programme, community projects and activities
- Continue to support community volunteer groups (including Medway Urban Greenspaces forum) with maintenance and conservation of existing and new greenspaces and continue to monitor biodiversity levels. Achieve volunteer hours of 14000 hours per annum.
- Continue with the pesticide and herbicide 'Reduction Usage Plan' which has been trialled with Norse.
- Participation in the Kent Nature Partnership working group on a Nature Recovery Network and embed it in the Medway Green and Blue Infrastructure Framework
- Continue with annual bulb planting programme

## Priority 10: Communications

- Continue to regularly use our climate change social media channels to communicate key messages
- Continue to develop and keep relevant content up to date and refreshed on the climate change webpages



- Issue content via new Climate Change e-newsletter
- Ongoing good presence on climate change action in every edition of Medway Matters (quarterly)
- Continue to invite groups to submit case studies on the Council's climate change webpage to tell us what they are doing to tackle climate change so that partnerships can be established, funding opportunities sought, and good work promoted to inspire others
- Continue engagement via the Medway's Citizen's Panel
- Continue delivery of communication campaign to encourage more recycling and decrease the amount of household waste collected through promotion of waste hierarchy – Refuse, Reduce, Reuse, Repurpose, Recycle. Reduce levels of contamination in recycling waste streams by providing clearer information and guidance
- Support annual litter picks and measures to reduce the amount of litter across Medway
- 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.
- Promote and celebrate Climate Change pledges in The Better Medway Schools Award

#### Priority 11: Climate Adaptation and Resilience

- Increased gully cleansing in areas with known flood and drainage problems. Areas for additional gully cleansing have been identified for 2021/22 and include annual cleaning regime of the A&B network, the Resilient Network and known flood sites. These sites will continue to be reviewed and amended annually, at the beginning of the new financial year
- Ensure the Heatwave Plan and Cold Weather Plan are reviewed and updated annually

