



Tunbridge Wells Borough Council

Corporate Carbon Descent Plan: Year 2 Action Plan

22 September 2022



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Introduction

The 2022 – 2023 action plan will focus on building on the previous year 1 plan that was more preparatory in nature and embedding employee engagement programmes. Focus will gradually shift to more specific measures, carbon assessment of new Council projects will be progressed, and sustainable procurement implemented. Additionally, core Council properties will be subject to rigorous carbon assessments and appropriate carbon reduction measures identified such as heat decarbonisation, energy efficiency and renewable opportunities.

Year 2 covers specific work for the 2022/23 financial year whilst establishing future timelines for wider delivery.

Our progress reports can be accessed here: <https://twbcclimateaction.co.uk/what-were-doing/corporate-carbon-descent-plan/>

Action Plan

1. Corporate Governance

| Ref: | Action summary | Completion date | Delivery Team | Outline | Impact |
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| 1.1 | Carbon Footprint & Emissions Trajectory Updates Develop an 'in-house' data collection system to enable all departments to collate | Annual update, up to and including 21/22 available for yr 1 update report to Cabinet September 2022. | Sustainability /property services/finance All departments to provide and log relevant data | Annual review of carbon emissions carried out in tandem to the buildings review in progress – covers period April 2019 to March 2022. | An update of the carbon footprint and trajectory pathway is important to demonstrate changes to the Council's carbon emissions and ensure the Council remains on target to meet emission reduction and carbon neutrality by 2030. |

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| | relevant data into a centralised data collection system. To enable the councils carbon emissions to be readily assessed and collated in the annual greenhouse gas report. | | BDU to develop data gathering system. External support – consultants. | A review of the emissions reduction’s trajectory to 2030 to be included. Requiring <u>all departments</u> to collect and collate all relevant information to enable yearly greenhouse gas analysis to be undertaken. Develop an appropriate database for easy and accurate regular data collection. | A clear understanding of the trajectory pathway will enable effective action planning to work towards meeting carbon neutrality by 2030. Data informs and guides effective decision making and focus on key emission reduction projects. |
| 1.2 | Embed and further develop the climate change impact assessment toolkit. Investigate opportunities for green financing. | a) Used for all committee/portfolio holder reports from mid May 2022. b) Assess ease of use and effectiveness and make changes as necessary up to March 2023. | Sustainability Finance BDU All departments responsible for implementing and using toolkit. | Embed the guide and reporting template to enable the potential environmental and climate change impacts of projects to be identified. Continuous ongoing improvements to the toolkit: - | To enable a strategic view of carbon reduction to be taken, understand the implications of decisions taken with regards to carbon emissions and prevent long-term ‘lock in’ of carbon. Supports the Council in taking steps to remain on track to meets its ambition to |

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| | | <p>c) Review options relating to carbon pricing and embodied carbon and how these can be incorporated into the assessment toolkit.</p> <p>d) Explore opportunities to find the most appropriate and affordable ways to finance the Councils green ambition both now and in the future.</p> <p>In relation to c) and d) staffing resource capacity issue. Critical to explore carbon pricing requirements and identify opportunities now.</p> | | <p>Development of the toolkit to include 'Carbon pricing' and use of 'Embodied Carbon' calculations.</p> <p>Seek expert input/recognise staffing requirement to explore in detail and to assess and understand the requirements.</p> <p>Green financing remains a significant barrier to progressing projects both to reduce carbon emissions within our own operation and services, but also for the wider community in reducing borough wide emissions.</p> <p>Monitor grant funding opportunities and ensure projects are prepared in advance to compensate for the very short timeline for applications.</p> | <p>be carbon neutral by 2030. (With additionality, as borough wide projects will also include such an assessment, thereby long-term carbon impacts for the borough as a whole are kept under review.)</p> <p>Such an assessment will enable low carbon opportunities and solutions to be explored for each project.</p> <p>The Council recognises the significant role it can play in helping to accelerate the transition towards low carbon.</p> <p>With regards to c) and d), against a backdrop of limited funding, depleted further by the economic impacts of the COVID-19 pandemic, the energy crisis and other external factors beyond the Council's control i.e. Ukraine</p> |
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| | | Review delayed to March 2023 for implementation during year 3 completed by March 2024. | | <p>Recognise grant funding will not be sufficient to enable the Council to meet its ambitions and therefore explore opportunities for additional funding that is appropriate for the authority including partnerships and joint ventures/private sector finance.</p> <p>Review community grant funding opportunities, including managing community grant funding including how communities can be supported to develop the relevant skills set to apply for funding direct.</p> | War. The ability to fund measures towards net-zero will be critical and requires all avenues of funding to be identified. |
| 1.3 | Ongoing communication and engagement with community groups, residents, and local businesses, to promote carbon reduction, raise | Develop and deliver: - a) art engagement activity with young people across the borough to promote the climate emergency and linked to the | Sustainability, Communication, Graphics, BDU, | Key events to promote and obtain community input into the developing Borough wide strategy and start the climate conversation. | Demonstrate the Councils commitment to meeting its ambition of being carbon neutral by 2030 and recognition of its leadership role to support borough wide carbon reduction. |

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| | <p>awareness and encourage participative measures.</p> <p>Updates and content review of the Tunbridge Wells Borough Council Climate Action website. Refresh to maintain relevance and increase information available. Signpost to best practice, link to community groups and share stories to enhance community engagement.</p> <p>Key events will be held during 'Great Big Green Week', 24 September - 2 October 2022</p> | <p>developing borough wide strategy. 'Price giving' event, 27th September, plus artwork displayed for a week.</p> <p>b) SME low carbon business event, to network and signpost to potential funding through Low Carbon Kent. 30th September.</p> <p>c) A 'women in sustainability' promotional event, with women speakers drawn from business, academia, and NGO to connect with young people across the Borough to inspire future carers in</p> | <p>Digital Services, Economic Development, Communications Amelia Scott education team Executive Directorate.</p> <p>External partners – KCC Low Carbon Kent, Community groups, Trinity Friends of the Earth</p> | <p>Update and continue to promote and improve the TWBC climate action website.</p> <p>News and activities will be regularly updated on the website.</p> <p>Opportunities to develop the engagement and resources pages on the TWBC climate action website to continue throughout year 2.</p> <p>Continue to promote a community climate champion quarterly in Local</p> <p>Maintain communications activity with citizens through active participation and engagement via the web site and 'Talking Point'.</p> | <p>Keeping citizens and communities advised of the actions the council is taken and encourage participation in Carbon reduction activity.</p> <p>Community engagement linked to the development of the Borough wide strategy.</p> |
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| | | <p>sustainability and climate change. 29th September.</p> <p>d) Implement quarterly 'Sustainability Stand-ups' meetings/networking events for community groups to share good practices on 'green' activities initial event quarter 3.</p> <p>e) Develop a video for upload to the website to showcase local action across the borough including activities by groups and individuals specific to the Borough.</p> | | <p>'Sustainability Stand up's' to promote action throughout the Borough.</p> <p>Material recorded throughout year 2 with work completed March 2023 and video cut during April/May 2024</p> | |
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| | | f) Website review started will be progressed throughout 2022/23, timeline linked to Borough Strategy development. | | | |
| 1.4 | <p>Develop a borough wide 'Climate Change Strategy' to include the possible adoption/endorsement of the Kent and Medway Energy and Low Emission Strategy (ELES)</p> <p>Initial strategy to include actions for community interaction, including opportunities for citizen's engagement to inform and endorse future updated actions of the Borough Strategy.</p> | <p>Initial first draft by end October 2022.</p> <p>Internal review and further development of strategy throughout November to January.</p> <p>Draft strategy for Cabinet approval to proceed to borough wide consultation. April 2023</p> <p>Borough wide consultation May to June 2023 of initial</p> | <p>Lead Sustainability and BDU</p> <p>Communication</p> <p>Digital services</p> <p>Executive Directorate</p> <p>All departments to input into strategy – set up steering group</p> <p>External partners – Parishes/Town council/</p> | <p>Develop a draft Borough strategy for internal engagement and review. All services included in drafting initial strategy.</p> <p>CEAP input to the draft strategy ready for submission to Cabinet for approval of the draft strategy for public engagement and consultation.</p> <p>Initial borough wide consultation and engagement with citizens using the councils 'Talking Point' platform' to obtain feedback and develop a suitable strategy relevant for the borough.</p> | <p>The development of a Borough wide strategy demonstrates the council's commitment to support carbon reduction across the borough.</p> <p>It recognises the Council's influence in supporting and encouraging carbon reduction, by working in partnership with its citizens, community groups and businesses to meet its ambitious target of being carbon neutral by 2030.</p> <p>First year actions will include developing greater citizen engagement to support future</p> |

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| | <p>Borough strategy to incorporate how community financing can be identified. Through encouraging citizens to use their skills to support volunteering and to develop and manage their own carbon reduction initiatives.</p> | <p>action plan and strategy.</p> <p>Analyse results and collate feedback July to August 2023.</p> <p>Redraft strategy Sept to December 2023.</p> <p>Cabinet April 2024 recommendation for adoption.</p> | <p>Community groups/residents and businesses</p> <p>Young people</p> <p>KCC</p> | <p>In-depth review and analysis following the consultation including internal and external feedback to formulate the final strategy document.</p> <p>Final strategy with first year action plan, including endorsement of the ELES to cabinet with recommendation for adoption of the strategy.</p> <p>Engagement with and lobbying of government will continue to be kept under review as opportunities and barriers to progress the Council's ambition to be carbon neutral by 2030.</p> | <p>iterations of the yearly action plan to engage communities to participate in the Borough wide carbon reductions required.</p> <p>TWBC has worked in partnership with Kent County Council and Kent local authorities to develop the KCC adopted ELES.</p> <p>Whilst the ELES focuses on carbon reduction across Kent as a whole, by adopting/endorsing the strategy the council demonstrates its commitment and leadership to support carbon reduction in partnership with County and Kent local authorities.</p> |
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2.TWBC Property

| Ref: | Action summary | Completion date | Delivery Team | Outline | Impact |
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| 2.1 | <p>a) Undertake a review of and develop decarbonisation plans initially for the top five buildings within the council's property portfolio, inc. Tunbridge Wells, Putlands and The Weald Leisure Centres, North Farm Depot, The Town Hall and the Assembly Hall Theatre.</p> <p>b) North Farm Depot Design & install Air Source Heat Pumps and Control System</p> <p>c) Weald Leisure Centre Design & install Air Source Heat Pumps and Control System;</p> | <p>Assessment by end May 2022, for use in developing projects during 2022/23</p> <p>End March 2023</p> | <p>Property Services, Executive Directorate</p> <p>Funding from PSDS phase 2 (£70K)</p> <p>Funding from PSDS phase 3 grant funding (£242,440 plus additional own funding to top up)</p> | <p>Calculate each building current carbon footprint</p> <p>Advise on works required to reduce our carbon footprint</p> <p>Breakdown and costings on each area of works and the impact individually this would have on reduction. Developing a priority list of actions.</p> <p>Review opportunities of available grant funding and seek assistance as appropriate to prepare grant applications.</p> <p>Design and procure services, implement and complete works as set out in</p> | <p>Assessing the key properties for decarbonisation opportunities is essential to understand what the opportunities for carbon reduction are.</p> <p>To ensure greater success with grant funding having 'shovel ready' projects is essential due to short application timelines and depth of detail required.</p> <p>Developing a programme of carbon reduction opportunities will also enable specific carbon budget to be set.</p> <p>Early action in the core estate is critical to enable the</p> |

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| | <p>heat distribution system upgrades; LED lighting; fabric insulation, solar PV; ventilation upgrades</p> <p>Continue with assessments of additional properties as funding opportunities arise.</p> | End March 2023 | Funding from PSDS phase 3 grant funding (£1,177,000 plus additional own funding to top up) | <p>the grant application and award specification.</p> <p>Consider implication of additional works, e.g. Weald Leisure centre likely to require substation upgrade from UK Power Networks.</p> | Council to rapidly reduce its carbon emissions. |
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3. Procurement

| Ref: | Action summary | Completion date | Delivery Team | Outline | Impact |
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| 3.1 | <p>Develop and adopt a suitable Sustainable Procurement Policy and guidance notes.</p> <p>Aim to progress towards carbon neutral contracts by 2030</p> | October Cabinet | <p>Procurement & Finance</p> <p>Sustainability & BDU</p> | Review good practice guidance's and other Council's procurement policies. Work in partnership with KCC and partner local authorities to support a consistent approach across Kent. | All new procurement decisions guided by the council's ambition to be carbon neutral by 2030. |

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| | | | | <p>Take draft sustainability policy to cabinet with recommendation for approval.</p> <p>Discuss opportunities with local businesses and provide guidance to them on carbon reduction. Liaise with Kent County Council as to possible support for SME's. Link to initial SME event September 2022 as part of the Big Green Week.</p> | |
| 3.2 | <p>Key service areas identified for detailed carbon neutral targets and considered under separate work streams are: -</p> <p>Household recycling and waste collection,</p> <p>Grounds Maintenance and</p> <p>Leisure Centre Management</p> | <p>Various dates.</p> <p>Grounds maintenance due by 2025.</p> <p>Household recycling and Waste collection contract due by 2027</p> | <p>Parks and Sports Team</p> <p>Waste and Street scene Team</p> <p>Property</p> <p>Legal</p> | <p>Potential improvements to carbon emissions considered with existing contracts and implemented appropriately.</p> <p>Dialogue to understand from each provider their longer-term corporate carbon reduction aspirations and measures.</p> | <p>Understand the shorter term (pre contract renewal) options and costs to undertake Carbon reduction.</p> <p>Understand the potential longer term (post contract renewal) impact of planned and aspirational measures.</p> <p>Procure new services in line with the sustainable</p> |

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| | Engage with the Council's key third party suppliers of these services to determine any short-term carbon reduction options and their longer-term ambitions. | Leisure Centre Management services due by 2027 | | Assess how the Council's ambition to be carbon neutral by 2030 can be translated into relevant service delivery options by the next service providers | procurement policy and the council's carbon neutral ambition for 2030. |
| 3.3 | Continue to purchase REGO backed green energy and review opportunities adopt a 'green basket' approach, with the purchase of green energy direct from an existing renewable energy provider. | Ongoing | Finance & procurement, Property Services Sustainability | To continue to procure REGO backed green energy. Review opportunities for a 'green basket' of energy purchase leading to eventual PPA's, by purchasing direct from a known renewable source. Identify cost issues and recognise benefits of a transparent approach. | Purchasing the most appropriate zero or low carbon electricity procurement product that provides the best fit for the Council's situation and objectives will be essential to support the Council in meeting its ambition to be carbon neutral by 2030. Recognise the purchase of renewable energy by supporting the building of a new renewable energy generation project is challenging, requires long terms commitment of a set |

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| | | | | | amount of procured energy for a minimum of 10+ years. This can be complex given the upgrade works to the Council buildings with the resultant reduction in energy requirements. |
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4. Nature & Biodiversity

| Ref: | Action summary | Completion date | Delivery Team | Outline | Impact |
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| 4.1 | <p>Review opportunities to promote and implement nature friendly practices in our parks, sports/activity fields and open spaces.</p> <p>Encourage and support users of our spaces to adopt climate and nature friendly practices to</p> | <p>Produce a paper specifying short term actions available. Quarter 4 2022/23</p> <p>Develop a suitable policy – impacts of alternative methods vs pesticide use vs biodiversity impacts – and seek Cabinet approval (date TBC)</p> | <p>Parks Team with support from Sustainability to develop relevant sections on the website</p> | <p>Set out actions already in place to support and boost biodiversity.</p> <p>Work with our contractor to consider appropriate alternatives and ensure the contractors working practices reflect these changes.</p> <p>Include biodiversity and nature friendly options</p> | <p>The Council recognises the importance of nature and biodiversity and its leadership role in ensuring the protection of habitats and wildlife.</p> |

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| | conserve and enhance biodiversity. | Promote the council's pesticide and nature friendly polices to its communities and users of its spaces. Website updates Oct/Nov 2023 | | section in the TWBC Climate Action website. | |
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5. Training & Awareness

| Ref: | Action summary | Completion date | Delivery Team | Outline | Impact |
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| 5.1 | Continue to promote behaviour change training and engagement for all staff and members to support carbon reduction both within the organisation and across the borough. | Ongoing Quarterly review | Sustainability, Communication, HR, BDU All departments | Climate change and carbon reduction part of induction training both for staff and Councillors. Make Carbon Literacy training available via external providers to Council employees as identified by need and subject to funding restrictions. | Reducing consumption is essential to achieving carbon reduction and is a key behaviour change activity. Contribute towards achieving continual improvement in energy management, reducing carbon emissions, energy and water spend and gaining wider Council engagement and ownership in ways of reducing energy |

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| | | | | <p>Intranet and website pages updated as staffing resource allows.</p> <p>Actively promote and recognise the contributions of Green Ambassadors across the Council.</p> <p>Promote role model activity and showcase individual actions monthly to encourage Council staff to emulate the Green Champion endeavours.</p> <p>Monthly sustainability newsletter published for staff.</p> | <p>and water consumption across the Council's estate.</p> |
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6. Transport & Vehicle Fleet

| Ref: | Action summary | Completion date | Delivery Team | Outline | Impact |
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| 6.1 | <p>Implement opportunities to reduce staff business mileage and enable sustainable travel for work journeys.</p> <p>Encourage staff to incorporate sustainable travel to and from work.</p> | <p>End March 2023 develop an updated generic policy statement.</p> <p>Longer term ongoing requirements to reduce mileage and support sustainable travel.</p> | All departments / HR / finance | <p>Recognise the cross-over between working from home, improved IT technology to reduce travel to meetings and changes to working patterns due to Covid-19.</p> <p>Including reducing business mileage and optimising travel.</p> <p>Contributing towards reducing commuter mileage and support staff in travelling sustainable.</p> <p>Prior to developing a new staff travel plan during this period of flux develop a staff travel policy statement recognising transport as a key source of emissions and encouraging staff to</p> | <p>Transport emissions are a key source of greenhouse gasses in the Borough and demonstrates the Council's commitment to reducing transport emissions.</p> <p>The council recognises that car share, active travel as part of the new blended working practices which includes working from home, will form a key part of any future staff travel plan.</p> |

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| | | | | incorporate sustainable commuting in their journeys to and from work. | |
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