

St Austell Town Council



Climate and Environment Committee

To: All Members of the Climate and Environment Committee
(Councillors: Cohen, Double, George, Guest, Hamilton, Lanxon, McDonagh, Nott, Pears, Styles, Thompson and Young).

Dear Councillor

You are summoned to attend a **Meeting** of the **Climate and Environment Committee** to be held at **Council Chamber, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR (Cornwall Council Offices)** on **Monday 5th July 2021 at 6pm.**



David Pooley
Town Clerk

29th June 2021

Tel: 01726 829859
e-mail: david.pooley@staustell-tc.gov.uk
Website: www.staustell-tc.gov.uk

AGENDA

- 1. Election of Chair**
- 2. Election of Vice-Chair**
- 3. Apologies for absence**
- 4. Declarations of Interest**

(Purpose: To receive declarations of disclosable pecuniary and other non-registerable interests in respect of items on this agenda).

- 5. Dispensations**

(Purpose: To receive requests for dispensations under the Code of Conduct).

6. Public participation (15 minutes maximum)

The Chairman will invite members of the public to address the meeting in relation to the business to be carried out at the meeting.

15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes.

7. Minutes of Meeting held on 20th January 2020

**Pages
1 to 4**

(Purpose: To agree that the minutes of the above meeting be signed as a correct record). (Attached).

8. Matters to note

(Purpose: A verbal update from the Town Clerk on the actions taken since the last meeting).

Note: No decision may be made under this agenda item.

9. Terms of Reference

**Pages
5 to 6**

(Purpose: To consider the Terms of Reference of the Climate and Environment Committee). (Attached).

10. Climate Action St Austell (CASA)

(Purpose: To receive an update from Mr Anthony Hereward on the work of CASA).

11. Climate Emergency Work Plan

**Pages
7 to 18**

(Purpose: To receive an update on the progress against the Climate Emergency Work Plan). (Plan attached).

12. Priory Car Park – Electric Vehicle Charging Points

(Purpose: To consider exploring the provision of electric vehicle charging points in Priory Car Park). (Verbal update).

13. Dates of Meetings

(Purpose to confirm dates of forthcoming meetings).

MINUTES of ST AUSTELL TOWN COUNCIL CLIMATE AND ENVIRONMENT COMMITTEE held on MONDAY 20th JANUARY 2020 at the Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP at 6pm.

Present: Councillors: Cohen, Jones, King (Chair), Lanxon, Oxenham, Styles, Thompson and Walker.

In attendance: David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk).

CE/19/15) Apologies for absence

Apologies for absence were received from Councillors Pearce and Rees.

Councillor Styles advised that he had to leave at 7.15.
Councillor Oxenham and Walker advised that they had to leave at 7.30.

CE/19/16) Declarations of Interest

None.

CE/19/17) Dispensations

The Clerk advised that no requests for dispensations had been received.

CE/19/18) Public Participation

Mrs Earl wished members a happy new year and explained that she really wanted to listen to the business of the committee and had a passion for everyone planting trees.

CE/19/19) Minutes of Meeting held on 30th September 2019

It was **RESOLVED** that the minutes of the meeting held on the 30th September 2019 be approved and signed as a correct record.

CE/19/20) Matters to note

The Clerk advised that he had nothing to add.

CE/19/21) Community Engagement Events

The Clerk advised that community engagement events had been held in the library on the 8th November 2019 and in the Information Centre on the 9th November 2019. The top priorities identified by members of the public attending the library event were:

- Plant more trees
- Lobby central government to change taxation and funding to support climate change initiatives
- lobby Cornwall Council to improve public transport

The event on the 9th November 2019 held workshops and focused on:

- Communication and education
- Green spaces
- Food and consumption

- Energy
- Transport
- Business engagement
- Health and wellbeing
- Carbon reduction and carbon accounting

Members noted the feedback from the events held.

CE/19/22) Climate Change Action Plan

The Clerk introduced a draft Climate Change Action Plan which he explained had been developed to help retain focus on climate change measures. He highlighted the green infrastructure for growth project and explained that this would deliver trees and wildflower areas at a number of Cornwall Council owned sites. He expressed a desire to drive on the production of the open spaces strategy and streamline the process for considering the remaining issues. He also highlighted a number of actions relating to cycling, trees and waste. Other actions outlined included:

- Early proposals for Bethel Park
- Gover Woods
- Electrical charging points
- Photovoltaic panels
- Alternatives to chemical weed spraying

Members highlighted the research being undertaken into biomass/aerobic digester systems for green waste and the importance of preserving trees as well as planting them. The Clerk undertook to investigate the treatment of a parcel of land in Tregonissey Road and Councillor Oxenham offered to share research done with regard to play areas by the Friends of Sandy Hill Park.

Councillor Thompson suggested that the actions on page 7 of the agenda which refer to St Austell Bay Economic Forum (SABEF) should include the words "and other stakeholders to share best practice."

It was **RESOLVED** that the Action Plan be approved subject to the above amendment.

Councillor Thompson expressed concern that the next agenda items did not include reports or recommendations and advised that he felt very uncomfortable about making decisions on these matters without prior notice of Councillor King's intentions. Councillor King advised that he hoped that there would be a debate on each of the items listed and that some potential projects would be identified. He anticipated that there would not be a final decision on any of the items.

CE/19/23) Carbon Accounting – At the request of Councillor King

Members discussed the issues surrounding the measurement of a carbon footprint and the difficulties associated with introducing carbon accounting. Members noted that there were arguments for calculating a carbon footprint for the Town Council, the Parish of St Austell, St Austell Bay, the St Austell and Mevagissey Community Network Area or the three Community Network areas which are meeting shortly to discuss climate change in mid Cornwall.

Councillor Jones explained that the Helston Climate Action Group had commissioned a calculation of the carbon footprint for the parish of Helston which focussed mainly on domestic carbon generation and that this had been funded through a grant.

Members raised concern with regard to the value for money of employing a consultant to undertake a carbon impact assessment and noted that if Cornwall Council accounted for only 1.5% of the carbon emissions for Cornwall then the Town Council's carbon emissions would only be a tiny fraction of the carbon emissions for St Austell.

Councillor Jones advised that he might be able to produce an estimate for the carbon footprint of St Austell by applying the methodology used in Helston.

Members noted that Cornwall Council were only just recruiting to its carbon neutral team and guidance might be forthcoming from Cornwall Council in due course.

It was agreed that Councillor Jones would examine the Helston calculation methodology and see if it could be simply adapted to St Austell and that the Town Council should take no further action at this time.

CE/19/24) Working Practices – At the request of Councillor King

Councillor King expressed the view that he felt there might be ways of doing things more efficiently and in a more environmentally friendly way. He suggested considering home working and buying a water purifier in place of bottled water. Members discussed the benefits and disadvantages of home working and Councillors Jones and Thompson warned of the dangers of unforeseen consequences from changing working practices. The Clerk explained that regular staff meetings both formal and informal take place and that managers discuss ways of improving working practices with staff on a regular basis. He expressed the view that staff were very engaged in the consideration of climate change and biodiversity matters.

It was suggested that Operation Managers might be able to create a forum to share best practice.

It was **RESOLVED** that the Clerk should investigate the potential for an Operation Managers' Forum for those Managers from larger Councils to share best practice.

CE/19/25) Library – At the request of Councillor King

Councillor King enquired whether the library could be used for talks on topics relating to climate change. Councillor Styles explained the practice that the voluntary group leading on climate change in Clifton had adopted with regular speakers once a month on specific issues.

The Clerk explained that exhibitions and drop in sessions would work well within the library during daytime hours but it was most likely that talks would have to be carried out in the evenings and staff paid to be present to help manage the activity. There was a suggestion that the premises occupied by Young People Cornwall could be used for this purpose. Councillor Walker suggested that there was a need for an advice service as currently people had nowhere to go for advice on climate change issues.

It was **RESOLVED** that officers should explore the creation of a Climate Change information and signposting service in the library and the possibility of nominating a Climate Champion.

Councillor Lanxon left the meeting

CE/19/26) Engaging with schools – At the request of Councillor King

Councillor Walker tabled a paper that he had produced shortly before the meeting with a suggestion for a competition relating to climate change for primary and secondary school pupils. He suggested that the competition could be managed by Members.

It was **RESOLVED** to give this matter further thought and discuss it again at the next meeting of the Committee.

CE/19/27) Alternatives to fossil fuels transport – At the request of Councillor King

Councillor King advised that he wished to defer this item.

CE/19/28) Cornwall Council Community Network – Climate Change Workshop

Councillor King advised that a climate change workshop had been arranged on the 30th January 2020 by Cornwall Council's Community Link Officers for the three community network areas in mid and south Cornwall. He encouraged all Councillors who were interested to attend. Councillors Cohen, Jones, King, Styles, Thompson and Walker all advised that they hoped to attend the workshop.

CE/19/29) Project Update

The Clerk provided an update on a range of environmental projects including:

- Lostwood Community Garden
- Thornpark Road Park
- Tree planting
- Weed spraying
- Allotments
- Woodland Close park improvements
- Re-cycling arrangements

CE/19/30) Dates of Meetings

It was agreed that the next meeting of the Climate and Environment Committee would take place on Monday, 16th March 2020 at 6.00pm.

The meeting closed at 7.33pm.

**ST AUSTELL TOWN COUNCIL
CLIMATE AND ENVIRONMENT COMMITTEE**

5th JULY 2021

Climate and Environment Committee – Terms of Reference

Purpose:

To direct activity designed to reduce the Council's carbon footprint. To investigate and report such measures that will impact efforts to meet the challenges of a climate emergency and make recommendations to full Council.

Responsibilities:

- To develop a climate emergency plan;
- To oversee environmental initiatives within the remit of the Committee;
- Approval of climate and environmental training within budget;
- To advise other committees, when relevant, about proposed changes that they have responsibility for that may impact negatively on carbon emissions;
- To consider issues, consultation documents and policy initiatives relating to the climate emergency and to respond on the Council's behalf, as appropriate;
- Work with Cornwall Council and other agencies where mutual benefits exist;
- To support and work with neighbouring parish councils where appropriate;
- Investigate appropriate sources of external funding;

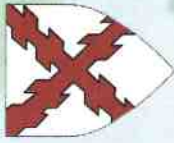
- To liaise with Government agencies, Cornwall Council, strategic partners and members of the community to educate, inform and advise on carbon reduction;
- To prepare an annual budget estimate for the areas within its remit for submission to full Council;
- Spending Limit: Up to £10,000 on any one item, subject to expenditure being within agreed budget head and policy and a suitable procurement process being put in place.

(Expenditure outside these limits to be recommended to full Council for approval).

Relevant delegations:

- Carbon accounting and monitoring;
- To approve responses to consultation papers relating to matters within the remit of the Committee.

St Austell Town Council



Climate Emergency Action Plan 2020 – 2022

| Action | Responsible Officer/Committee | Deadline | Progress | Complete |
|--|--|--------------------|--|---|
| Implement new in-house waste management function. | Town Clerk Deputy Town Clerk Operations Manager Finance and General Purposes Committee | March 2020 | New arrangements implemented utilising existing staff with reduced travel compared to previous contract. | Yes |
| Explore the potential to purchase energy from renewable sources for Priory Toilets, Poltair Park and town centre electric point. | Town Clerk Finance and General Purposes Committee | April 2020 | Green energy contracts adopted on three sites. | Priory Toilets/Town centre electrical points and street lights completed. |
| Develop a tree planting programme to compliment the Forest for Cornwall | Operations Manager Council | April 2020/ongoing | Tree planting policy approved and tree planting commenced. Tree nursery created at The Stable Block. | |

| Action | Responsible Officer/Committee | Deadline | Progress | Complete |
|---|--|-----------------------|--|-----------|
| Installation of a polytunnel to allow the re-cycling of plants and growing on of trees/shrubs and creation of a tree nursery. | Operations Manager Community Committee | December 2020 | Resolution of planning issues became protracted. Now resolved. Polytunnel acquired. Due to be erected end of June 2021. | |
| Consider turning an allotment into a community garden | Operations Manager Community Committee | December 2020/ongoing | Landrew Road identified and site cleared. Volunteers being recruited through Edible St Austell and Town Council allotment waiting list. Formal lease arrangement to be considered with Edible St Austell once they have obtained CIC status. A series of events being held regularly at the site. | |
| Replacement of external lights at The Stable Block with low energy LED lights | Operations Manager Community Committee | February 2021 | | Complete. |

| Action | Responsible Officer/Committee | Deadline | Progress | Complete |
|--|---|-----------------------|--|---|
| Installation of rainwater harvesting facility at Alexandra Road allotments | Operations Manager Community Committee | February 2021 | | Complete |
| Establish a small grants scheme for community climate change initiatives or amend existing scheme. | Deputy Town Clerk Community Committee | February 2021 | Existing grant criteria reviewed to encourage climate emergency projects. | Complete |
| Review horticulture service/employ a horticultural apprentice dependent on workloads. | Town Clerk/Deputy Town Clerk/ Operations Manager Council | February 2021/ongoing | 2 apprentices employed with effect from February 2021. Both apprentices working well across all areas of horticulture. | |
| Trial of an organic foam based weed solution in the Town Council's parks and car park. | Operations Manager Community Committee | Spring 2021/ongoing | Trial in Poltair Park a success. Further trials to take place in November 2021 and March 2022 in Poltair Park and Truro Road Park. | |
| Engage with GI4G to maximise improvements in biodiversity through "making space for nature" | Town Clerk/Operations Manager Community Committee | March 2021 | A391 scheme The Meadows Scheme Cemetery Park project | All projects complete and in maintenance phase. |

| Action | Responsible Officer/Committee | Deadline | Progress | Complete |
|---|--|------------|---|----------|
| Consider and design appropriate governance arrangements for St Austell Town Council Climate Change activity | Town Clerk Deputy Town Clerk Climate and Environment Committee/Full Council | March 2021 | Climate & Environment Committee resurrected. Work plan to be drafted. | Complete |
| Development of a Parks and Open Spaces Strategy | Town Clerk/Operations Manager Community Committee | March 2021 | Signed off by Council 22.03.21 | Complete |
| Develop Environmental Policy based on good practice identified by Cornwall Council. | Deputy Town Clerk Community Committee | April 2021 | Signed off by Council 12.04.21. | Complete |
| Enter one or more parks in the South West in Bloom Pride in Parks competition to demonstrate environment initiatives. | Operations Manager/Deputy Town Clerk Community Committee | May 2021 | Due to Covid19 uncertainty, the Town Council did not enter this year's competition. | |

| Action | Responsible Officer/Committee | Deadline | Progress | Complete |
|---|---|-------------------|--|----------|
| Assist Community Groups to enter SWIB In Your Neighbourhoods | Deputy Town Clerk Community Committee | July 2021 | Competition is still going ahead. Last year's groups have been automatically entered into this year's competition. Bedding plants provided to the community groups to assist them in the competition. | |
| Install re-cycling bins | Operations Manager Finance & General Purposes Committee | August 2021 | Poltair Park/Poltair Park café identified as a suitable trial site subject to the café being able to operate successfully. Viability of Poltair Café still being evaluated. | |
| Encourage the Town Heritage scheme to deliver a bottle refill facility at the church fountain | Town Clerk Community Committee | Sept 2021/ongoing | Contract let to Cormac. Works commenced. | |

| Action | Responsible Officer/Committee | Deadline | Progress | Complete |
|---|---|-----------|---|----------|
| Assist the St Austell BID with SWIB BID entry | Operations Manager Deputy Town Clerk Community Committee | July 2021 | Planting undertaken but confirmation awaited as to whether or not the competition will go ahead. | |
| Lobby Government and Cornwall Council to introduce subsidised retrofit programmes for housing in deprived areas | Town Clerk Council | June 2021 | Not yet commenced. Progress unlikely during Covid19 pandemic. | |
| Improve planting in Bethel Park. | Operations Manager Council | June 2021 | SABEF completed a small scale planting scheme. Operations Manager in talks with Lottery Funders about the potential for a park improvement project. | Complete |

| Action | Responsible Officer/Committee | Deadline | Progress | Complete |
|---|---|----------------|--|----------|
| Lobby for improvements to public transport and more flexible hopper/community bus service | Town Clerk Council | June 2021 | Discussions held with Townscape Heritage Team. Updated version of Discovery Map encouraging walking and cycling due to be launched soon | |
| Procure re-cycled paper for St Austell Library and the office. | Deputy Town Clerk Community Committee | September 2021 | Review paper usage in the office and library and procure re-cycled paper wherever possible. | |
| Review management and ownership of Gover Woods | Town Clerk Finance & General Purposes Committee | September 2021 | Considered by Council - decision deferred. | |
| When normal meetings resume, explore ways to reduce paper production. | Town Clerk Council | September 2021 | A trial undertaken prior to Covid where 10 Councillors agreed not to receive paper copies of agendas. Will review again with the new Council within the next few months. | |

| Action | Responsible Officer/Committee | Deadline | Progress | Complete |
|---|---|----------------|---|----------|
| Explore the potential to purchase energy from renewable sources as existing contracts end for the library | Town Clerk Finance & General Purposes Committee | September 2021 | Contract ends September 2022 | |
| Street Lights. Explore energy saving measures for Town Council owned street lights. | Operations Manager Finance & General Purposes Committee | October 2021 | | |
| Community Engagement | Operations Manager Climate & Environment Committee | Ongoing | Working closely with Climate Action St Austell (CASA). <ul style="list-style-type: none"> • Providing banking facilities until organisation are constituted • Donated tabards | |
| Reduce "on time" for the town centre Christmas Lights to save energy and reduce light pollution. | Deputy Town Clerk Finance and General Purposes Committee | December 2021 | Positive dialogue started with St Austell BID. | |

| Action | Responsible Officer / Committee | Deadline | Progress | Complete |
|--|--|---------------|---|----------|
| Review composting arrangements and explore the potential to develop own compost. | Operations Manager Climate & Environment Committee | Winter 2021 | Orchard Car Park identified as a potential site to create formal composting bays. | |
| Explore carbon accounting for Town Council activities. | Town Clerk Climate & Environment Committee | December 2021 | Potential solution identified. Insufficient resource currently to complete project. | |
| Investigate and consider installing electric charging point(s) in Priory Car Park | Town Clerk Operations Manager Climate & Environment Committee | February 2022 | Costs excessive - interest logged with Cornwall Council to be part of larger project. Awaiting contact from Cornwall Council. | |
| Explore potential for a cycling facility at The Meadows | Operations Manager Community Committee | February 2022 | Project deferred due to budget cuts and limited grant funding. | |
| In order to reduce the need for cash collection, explore the installation of a contactless payment system on at least one of the car park payment machines in Priory Car Park. | Town Clerk Finance & General Purposes Committee | April 2022 | Working Group to be set up at the end of the summer. | |

| Action | Responsible Officer / Committee | Deadline | Progress | Complete |
|---|---|----------|---|----------|
| Consider suitable buildings for photovoltaic panels and explore viability | Town Clerk Finance and General Purposes Committee | May 2023 | Priory Car Park Toilets identified. Suitability to be determined. Project deferred due to budget cuts. | |
| Consider how best to engage with the town's residents to raise awareness of climate change issues. | Town Clerk Community Committee | Ongoing | 2 x public engagement events 8.11.19 and 9.11.19. Community Network Panel discussed Climate Change at meeting on 28.11.19. Social media updated from time to time. Further face to face engagement to be considered after lockdown restrictions have been lifted. | |
| Investigate the potential to create a cycle hub(s) in St Austell utilising hire bikes including electric bikes and scooters | Town Clerk Council | May 2023 | Exploratory discussions commenced and potential partners and funding being identified | |
| Enhancement of current wildflower areas | Operations Manager Community Committee | Ongoing | In discussions with SABEF and GI4G and other stakeholders to share best practice. | |

| Action | Responsible Officer / Committee | Deadline | Progress | Complete |
|--|--|-----------------|---|-----------------|
| Installation of new wildflower areas | Operations Manager Community Committee | Ongoing | Woodland Close Park area planted April 2021. | |
| Identify opportunities for green/climate emergency projects through the Town Revitalisation Partnership | Town Clerk Council | Ongoing | Partnership formed January 2021. Cycling opportunities identified. | |
| Follow a buy local policy to support local businesses and reduce miles travelled by goods. | All officers Council | Ongoing | Unless mitigating factors prevail, local suppliers are used. | |
| Provision for re-cycling | Deputy Town Clerk Council | Ongoing | Contract held with Biffa. Recycling of cardboard and plastics on a fortnightly basis for both the office and library. | |
| To keep grass cutting, wildflower and tree planting policies under review to support pollinators and carbon sequestration. | Operations Manager Community Committee | Ongoing | Parks and Open Spaces Strategy completed. Public reaction being monitored. | |

