



Seaford Town Council

Seaford Town Council Climate Change Sub Committee Agenda – Thursday 12th January 2023

To the Members of the Climate Change Sub-Committee

Councillors L Boorman (Chair), L Wallraven (Vice Chair), S Adeniji, M Brown, J Cash, M Everden and J Lord.

A meeting of the **Climate Change Sub-Committee** will be held in the **Council Chambers, 37 Church Street, Seaford, BN25 1HG** on **Thursday, 12th January 2023** at 7.00pm, which you are summoned to attend.

Adam Chugg,

Town Clerk

6th January 2023

PLEASE NOTE:

- **Public attendance at this meeting will be limited to 28 people, so registration to attend is requested.**
- **The meeting will be recorded and uploaded to the Town Council's YouTube channel shortly after the meeting.**
- **See the end of the agenda for further details of public access and participation.**

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with relevant legislation and Seaford Town Council Policy.

4. Climate Change Delivery Plan

To consider report 150/22 providing the Sub-Committee and residents with a summary of key work of this Sub-Committee in the months ahead (pages 5 to 8).

5. Car Park Charge Points

To consider report 151/22 requesting that the Sub-Committee recommends taking forward work on car park charging points (pages 9 to 11).

AGENDA NOTES

For further information about items on this Agenda please contact:

Adam Chugg, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870

Circulation:

All Town Councillors, Young Mayor, Deputy Young Mayor and registered email recipients.

Public Access:

Members of the public looking to access this meeting will be able to do so by:

1. Attending the meeting in person.

Due to health and safety restrictions, the number of public in attendance will be limited to 28. The Town Council therefore asks that you contact

meetings@seafordtowncouncil.gov.uk or 01323 894 870 to register your interest in attending at least 24 hours before the meeting.

Spaces will be assigned on a first come, first served basis.

Please note that if you don't register and just attempt to turn up at the meeting, this could result in you not being able to attend if there is no space.

OR

2. Watching the recording of the meeting on the [Town Council's YouTube channel](#) , which will be uploaded after the meeting has taken place.

Public Access to the Venue:

If you are attending the meeting in person, please arrive for 6.55pm where you will be shown into the meeting for a 7.00pm start.

Please note that the front door of the building will be locked at 7.00pm and remain locked during the meeting for security reasons. As such, if you arrive after this time, you will not be able to access the meeting.

When members of the public are looking to leave, they must be escorted out of the building by a Town Council officer. There is also a signposted back door which can be exited through if required.

Public Participation:

Members of the public looking to participate in the public participation section of the meeting must do so in person, by making a verbal statement during the public participation section of the meeting.

Below are some key points for public participation in the meeting:

1. Your statement should be regarding business on the agenda for that meeting.
2. You will only be able to speak at a certain point of the meeting; the Chair of the meeting will indicate when this is.
3. You do not have to state your name if you don't want to.
4. If you are unsure of when best to speak, either query this with an officer/councillor ahead of the meeting or raise your hand during the public participation item of the meeting and ask the Chair – they will always be happy to advise.
5. When the Chair has indicated that it is the part of the meeting that allows public participation, raise your hand and the Chair will invite you to speak in order.
6. Statements by members of the public are limited to four minutes and you don't automatically have the right to reply. The Chair may have to cut you short if you overrun on time or try to speak out of turn – this is just to ensure the meeting stays on track.
7. Where required, the Town Council will try to provide a response to your statement but if it is unable to do so at the meeting, may respond in writing following the meeting.
8. Members of the public should not speak at other points of the meeting.
9. A summarised version of your statement, but no personal details, will be recorded in the minutes of the meeting.

Public Comments

Members of the public looking to submit comments on any item of business on the agenda can do so in writing ahead of the meeting and this will be circulated to all committee members. Comments can be submitted by email to meetings@seafordtowncouncil.gov.uk or by post to the Town Council offices.

Health & Safety Measures:

While Covid restrictions are no longer mandated the Town Council wishes to stay vigilant and mindful of the health and safety of its meeting participants by upholding the requirement that you should not attend the meeting if you are displaying any Covid-19 symptoms (or have tested positive) as identified on the [NHS website](#) or symptoms of any similarly contagious illness.



Seaford Town Council

Report No:	150/22
Agenda Item No:	4
Committee:	Climate Change Sub-Committee
Date:	12th January 2023
Title:	Climate Change Delivery Plan
By:	Adam Chugg, Town Clerk
Purpose of Report:	To provide the Sub-Committee and residents with a summary of key work of this Sub-Committee in the months ahead

Recommendations
The Sub-Committee is recommended:
1. To note the contents of the report.

1. Introduction

- 1.1** The Climate Change Sub-Committee is a new Sub-Committee and this is its second meeting.
- 1.2** At its successful first meeting, the Sub-Committee discussed and established priorities for its work. As a next step, this report presents how those priorities will be enacted over the months ahead.

2. Delivery Plan

- 2.1** Please see the delivery plan detailed below.
- 2.2** Please note that the left-hand column sets out the priorities agreed by the Sub-Committee and then the rest of the table sets out the actions being taken and their timings.

PRIORITY	ACTIONS TO BE TAKEN	TIMELINE (2023)
1. Develop Climate Emergency Policy for the Council	<p>1.1 Convene a meeting inviting residents with appropriate knowledge to help guide the Council on how best to develop the policy document.</p> <p>1.2 Bring the outcomes of these discussions back to this Sub-Committee.</p> <p>1.3 Bring the final draft policy document to Full Council for approval.</p>	<p>FEBRUARY</p> <p>APRIL</p> <p>SUMMER</p>
2. Enable the Council to undertake environmental consideration in decision-making	<p>2.1 Undertake desktop research to find examples from elsewhere we can learn from and also liaise with Lewes District Council.</p> <p>2.2 Bring a report to the Sub-Committee.</p> <p>2.3 Bring a proposal to Full Council for approval.</p>	<p>MARCH</p> <p>APRIL</p> <p>SUMMER</p>
3. Inform the new Strategic Plan for the Council	<p>3.1 Include relevant questions about the response to Climate Emergency in stakeholder workshops and planning days for the new strategic plan.</p> <p>3.2 Ensure this Sub-Committee review the plan from the perspective of responding to the Climate Emergency.</p>	<p>MAY</p> <p>SUMMER</p>
4. Play a role in civic leadership	<p>4.1 Publish report on Seaford Carbon Footprint and highlight key points in the community.</p> <p>4.2 Consider hosting a peoples' assembly in the autumn of 2023.</p>	<p>FEBRUARY</p> <p>JUNE</p>

	4.3 Update the climate emergency page on the Council website at least once per quarter.	APRIL, JULY, OCTOBER
5. Implement car park charging points	5.1 Initial desktop research and informal consultation has been undertaken. 5.2 At this meeting, a report on next steps is being presented. 5.3 Implement with funds in budget in 2023 – 2024.	JANUARY JANUARY SEPTEMBER
6. Explore options for South Hill Barn energy and water and the Green Roof at The View	6.1 Commission specialist report(s) on options for the Council to consider.	JULY
7. Work with local community groups to deliver 'green' activities on land owned by the Council	7. Conclude agreements for a number of sites in the town, and explore the potential for additional work.	SEPTEMBER
8. Continue the ecological approach to golf course management	8.1 Further publicise and disseminate the work we are undertaking. 8.2 Maintain accreditation for Operation Pollinator. 8.3 Work with South Downs National Park Authority on possible new dew pond and other changes for the site.	OCTOBER DECEMBER SEPTEMBER
9. Appropriate management of Seaford Head Nature reserve	9.1 Work closely with Sussex Wildlife Trust on their ecological management, under the agreement between the Council and SWT.	ONGOING

3. Conclusion

3.1 The Delivery Plan provides a set of specific commitments with a timeline. It makes clear how this Sub-Committee is helping the Council to respond to

the Climate Emergency, while also reflecting that the response is being made across the Council.

3.2 There will be much more to be done, but this gives the Town Council solid foundations to build on.

3.3 The Town Council is in the process of expanding its staff structure to enable additional resources. This will ensure the continuation of the vital work of this Sub-Committee, as set out in the plan above.

4. Financial Appraisal

4.1 There will be no additional expenditure other than that already agreed in the recommended budget for 2023 - 2024.

5. Contact Officer

5.1 The contact officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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Seaford Town Council

Report No:	151/22
Agenda Item No:	5
Committee:	Climate Change Sub-Committee
Date:	12th January 2023
Title:	Car Park Charge Points
By:	Adam Chugg, Town Clerk
Purpose of Report:	To request that the Sub-Committee recommends taking forward work on car park charging points

Recommendations
The Sub-Committee is recommended:
1. To recommend to the Community Services Committee that work be taken forward on car park charging points.

1. Introduction

- 1.1** As part of its commitment to action following its declaration of a climate emergency, the Town Council is keen to explore ways it can encourage and enable use of car park charge points by local residents.
- 1.2** As a starting point, officers have liaised with Lewes District Council about its plans for charge points in car parks it owns in the town, and will make sure residents are aware of these opportunities when they come online.
- 1.3** In addition, officers have also been exploring what actions the Town Council can undertake itself.

2. Work to be Undertaken

- 2.1** Initial desktop research has been undertaken, and informal conversations held with potential providers of these charge points.

- 2.2 These indicate that the Town Council may be able to consider offering car park charging points in the car park it owns at The View at Seaford Head / Seaford Head Golf Course.
- 2.3 The next step would therefore be to seek a preferred supplier, who would be asked to offer all of the following:
 - (a) Complete installation
 - (b) Ensure the Town Council is not charged for the electricity
 - (c) Maintain and service the devices
 - (d) Negotiate an appropriate split in the revenue generated between the Town Council and the charge point supplier
 - (e) Help publicise the opportunity
 - (f) Provide a guarantee.
- 2.4 Officers would follow the Town Council's Financial Regulations on taking this work forward.
- 2.5 Please note that the number of charge points and the exact location within the car park would be determined in discussions with the potential supplier, also being mindful of the supply available onsite and the logistics of using this.

3. Next Steps

- 3.1 The Sub-Committee is asked to recommend to the Community Services Committee that officers proceed with this work.
- 3.2 If approved, this will form part of the work program of officers, with the aim of completing the work by September 2023.

4. Financial Appraisal

- 4.1 The costs of carrying out the necessary work will be borne by the supplier, and, once installed, the charge points should generate some revenue.
- 4.2 The Sub-Committee should be mindful of the additional officer time for this work, although the expansion in the staff structure should help address this.

5. Contact Officer

- 5.1 The contact officer for this report is Adam Chugg, Town Clerk.

Town Clerk	
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