



Seaford Town Council

Seaford Town Council Climate Change Sub Committee Agenda – Thursday 13th July 2023

To the Members of the Climate Change Sub-Committee

Councillors L Boorman, C Bristow, R Buchanan, R Clay, O Matthews, J Meek, I Taylor and L Wallraven.

A meeting of the **Climate Change Sub-Committee** will be held in the **Council Chambers, 37 Church Street Seaford, BN25 1HG** on **Thursday, 13th July 2023** at 7.00pm, which you are summoned to attend.

Adam Chugg,
Town Clerk
7th July 2023

PLEASE NOTE:

- **Public attendance at this meeting will be limited to 15 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 Update Report – July 2023](#)

To consider report 33/23 providing the Sub-Committee with an update on progress of the Climate Change delivery plan (pages 5 to 8).

5. [Draft Climate Emergency Policy](#)

To consider report 34/23 presenting a draft Climate Emergency Policy for discussion and feedback on (pages 9 to 13).

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 6.45pm where you will be shown into the meeting for a 7.00pm start.

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:	33/23
Agenda Item No:	4
Committee:	Climate Change Sub-Committee
Date:	13th July 2023
Title:	Climate Change Update Report - July 2023
By:	Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	Updating the Committee on progress of the Climate Change Delivery Plan

Recommendations
The Sub-Committee is recommended:
<ol style="list-style-type: none">1. To note and feedback on the contents of the report.2. To discuss and agree to the development of a Plastic-Free Events Charter.

1. Introduction

- 1.1 The second meeting of the Climate Change Sub-Committee took place on 12th January 2023.
- 1.2 The meeting agreed a delivery plan for the Sub-Committee. The delivery plan is available to view on the [Town Council's website](#).
- 1.3 Within this report are relevant updates on previously agreed work.

2. Climate Emergency Policy

- 2.1 The delivery plan asked for a Climate Emergency Policy to be drawn up for discussion at this meeting - this is presented elsewhere on this agenda.

3. Environmental Appraisal

- 3.1 As currently done with financial considerations, 'Environmental Implications' will form a standard item of the Town Council's meeting reports. The aim of this being ensuring that the Town Council is considering the climate and environment in all of its decision-making.

- 3.2 In order to properly and effectively assess the environmental implications however, officers will need to consider any training needs (for officers, councillors or both) before introducing this to reports.
- 3.3 The implications must be objective and as such, it will be important to identify reliable sources of information to help guide the assessment of the environmental implications.
- 3.4 Officers are continuing to explore the above and will report back to this Sub-Committee in October.

4. Review of the Single Use Plastic Policy

- 4.1 The Town Council originally adopted a Single Use Plastic Policy in May 2019. This was revised in May 2021 and is now due for review in 2023 – 2024.
- 4.2 The current version of the policy is available to view on the [Town Council's website](#).
- 4.3 The updated policy will be submitted for discussion in the September Climate Change Sub-Committee meeting.

5. Creation of a Plastic-Free Events Charter

- 5.1 The Single Use Plastic Policy contains a Plastic-Free Events Charter. The aim of the charter is to encourage all events held within Seaford to follow the guidance and identified best practice within the policy and in doing so, support the town of Seaford in maintaining its status as a plastic-free town.
- 5.2 Officers intend to create a simpler charter. This will be easier to publicise, allowing the Town Council to encourage its use both within its own events and on its website as a good practice model for all events.

6. Electric Car Chargers

- 6.1 In October 2022, the Climate Change Sub-Committee approved research into placement of electric car chargers at The View. This work is ongoing and a report will be submitted for discussion and agreement in the September Climate Change Sub-Committee meeting.

7. Plastic Audit

- 7.1 The Town Council offices will be undergoing a plastic use audit. The results will be discussed by the office management team, which will agree any actions to be taken as a result of the audit. Any subsequent action plan will be shared with the Sub-Committee.

8. Grounds Maintenance Working Group Proposal

- 8.1** Grounds maintenance (the scheduled maintenance of the majority of the Town Council owned spaces within Seaford) was discussed at the June Community Services Committee meeting.
- 8.2** A proposal to set up a Grounds Maintenance Working Group will go to the September Community Services Committee.

9. South Hill Barn Feasibility Study

- 9.1** Currently South Hill Barn is hired out for events and is forecast to attract an income of approximately £1,000 a year.
- 9.2** The Barn currently has no water or electricity supply so the events that can be held at this location are limited.
- 9.3** It was agreed in the October 2022 Climate Change Sub-Committee meeting that a feasibility study be completed to consider the cost of running electricity and water to the location. The budget allocation for this feasibility work is £20,000.
- 9.4** Work is underway to understand costs and any likely impact. There is a possible borehole site to access water. A full report will be presented to the October 2023 Climate Change Sub-Committee meeting.

10. Compostable Toilets

- 10.1** The Town Council currently uses portable toilets at many of its events.
- 10.2** The Town Council is also introducing temporary toilets to the Martello area to reduce pressure on the public toilets block and for events in Martello Fields.
- 10.3** The Sub-Committee are informed that work is underway to use compostable toilets as much as possible for these circumstances, to show the Town Council's commitment to environmental action.
- 10.4** Final figures are being confirmed but hire costs can be offset by the lower cleaning costs associated with compostable toilets.

11. Conclusion

- 11.1** This report updates there is lots of work currently underway as a direct result of this Sub-Committee.

12. Financial Appraisal

12.1 There will be a cost for compostable toilets that is not expected to be significant and is being finalised.

13. Contact Officer

13.1 The contact officer for this report is Louise Lawrence, Head of Assets Projects & Services



Seaford Town Council

Report No:	34/23
Agenda Item No:	5
Committee:	Climate Change Sub-Committee
Date:	13th July 2023
Title:	Draft Climate Emergency Policy
By:	Louise Lawrence, Head of Assets, Projects & Services
Purpose of Report:	To present a draft Climate Emergency policy for discussion and recommendation to Full Council for adoption

Recommendations
The Sub-Committee is recommended:
1. To discuss the Draft Climate Emergency Policy and feedback and agree that the policy is to be finalised by the Head of Assets, Projects and Services, in consultation with the Chair of the Climate Change Sub-Committee.

1. Introduction

- 1.1 At the January 2023 Climate Change Sub-Committee meeting, it was resolved to note the contents of the Climate Change Delivery Plan which asked for a Climate Emergency Policy to be developed.
- 1.2 In April 2023, the Town Council held a public workshop to discuss the creation of a Climate Emergency Policy. The workshop attendees reviewed three examples of climate policies from other organisations – feeding back their likes and dislikes. The group also brainstormed around why the Town Council should have a policy, who the policy is for and what the policy should include.

- 1.3 A summary of the key points from those policies and the feedback at the public workshop has been drawn together to form a specific policy that Seaford Town Council can adopt.
- 1.4 The draft policy is included as Appendix A to this report.
- 1.5 This Sub-Committee is asked to review the draft and make any comments.

2. Policy Implementation

- 2.1 The policy will lay a framework which empowers the Sub-Committee to recommend measurable objectives for the Town Council.
- 2.2 It is anticipated that once the objectives are adopted – ultimately by Full Council - the relevant committees will be charged with implementation of these.
- 2.3 The proposed process for achieving the above steps will be approval of the policy now, followed by a process for implementation and draft objectives being presented to this Sub-Committee in October for consideration.
- 2.4 Once in place, a yearly summary will be compiled for the Climate Change Sub-Committee to assess the impact of the policy within Seaford town. Individual committees would monitor their own performance against the individual objectives.

3. Financial Appraisal

- 3.1 There are no direct financial implications as a result of this report.

4. Contact Officer

- 4.1 The Contact Officer for this report is Louise Lawrence, Head of Assets Projects & Services



Seaford Town Council

Climate Emergency Policy

Policy Ref.	C11
Date Last Adopted	TBC
Date of Next Review	2028 - 2029
Possible Prompts for Earlier Review	<ul style="list-style-type: none">• TBC
Previous Adoption Dates	n/a
Author	Head of Assets, Projects & Services

Climate Emergency Policy

Seaford Town Council aims to include the climate and the environment in all its activities, plans and decisions.

To achieve a meaningful result, it will:

1. Seek to generate its own energy from renewable sources where possible.
2. Ensure the Town Council's operations are as environmentally friendly as possible.
3. Actively research and apply current practices which are proven to be effective in reducing the carbon footprint.
4. Instigate green initiatives and projects.
5. Continue to improve its performance to prevent all types of pollution and reduce CO₂ and other harmful emissions from its activities.
6. Work with organisations who support the health and wellbeing of the people of the town through the provision of information and the promotion of home energy efficiency measures, to keep people warm and well, in addition to reducing carbon emissions.
7. Minimise the production of waste from its own activities and adhere to the principles of the waste hierarchy - reducing, reusing, recycling or composting wherever possible.
8. Continue to develop safe walking and cycle and mobility scooter routes and to promote cycling, scooting and walking around the town, for health as well as the positive environmental benefits.
9. Work with its suppliers and contractors to reduce the social and environmental impact of goods and services by considering such issues as carbon footprint, single use plastics, and fairtrade goods.

10. Use products and materials, such as paper, efficiently and specify goods that, wherever possible, have a minimal environmental impact in the extraction or sourcing of materials, manufacture, use and disposal.
11. Protect, conserve and enhance the town's natural environment and its biodiversity whilst improving its open spaces, public rights of ways and green corridors.
12. Protect, conserve and enhance the town's built environment and distinctive heritage by ensuring that any development is sustainable, with sufficient infrastructure to support it and that all development meets the highest environmental standards.

This can be achieved, for example, by:

- Recognising and utilising the activities and expertise of individuals and groups already working in this area in the town
- Using local websites to publicise the work being done on environmental matters by outside groups e.g., Britain Talks Climate and impact-tool.org.uk or other carbon footprint tools
- Encouraging supplementary groups
- Considering relevant grant applications.

A yearly summary will be compiled for the Climate Change Sub-Committee to assess the impact of the policy within Seaford town.