



Town Hall | 61 Newland Street | Witham | Essex | CM8 2FE

## CLIMATE CHANGE WORKING GROUP

### AGENDA

MONDAY 30<sup>th</sup> MAY 2022 AT 6.30PM, COUNCIL CHAMBER

**MEMBERS:**

S. Ager  
S. Hicks  
C. Jay  
J. Williams

**OFFICERS:**

H. Andrews

- 1) **APOLOGIES FOR ABSENCE**  
To receive any apologies for absence.
- 2) **APPOINTMENT OF CHAIRMAN**  
To appoint a Chairman of the Climate Change Working Group
- 3) **APPOINTMENT OF A VICE CHAIRMAN**  
To appoint a Vice Chairman of the Climate Change Working Group
- 4) **TERMS OF REFERENCE**  
To receive and agree the terms of reference for the Climate Change Working Group ([attached](#))
- 5) **MINUTES**  
To receive the minutes of the meeting of Climate Audit Panel of 7<sup>th</sup> March 2022 ([attached](#))
- 6) **WITHAM INDUSTRIAL WATCH**  
To receive an update from a recent meeting with Witham Industrial Watch
- 7) **GENERAL DEBATE**  
Open debate on all relevant matters to the Working Group, including any recent email correspondence.
- 8) **ANY OTHER BUSINESS**  
To consider any other relevant topics for inclusion in future business.
- 9) **DATE OF NEXT MEETING**  
To consider the date and time of the next meeting of the Climate Change Working Group.



**Witham**  
town council

Climate Change Working Group

#### **TERMS OF REFERENCE**

1. The Climate Change Working Group hereafter referred to as “The Group” exists to operate as an advisory working group within the remit of its assigned business and will report to the Environment Committee, Witham Town Council.
2. The Group will elect a Chairman and Vice Chairman from among its members.
3. An officer of the Council will be present at the meeting to record minutes and action decisions.
4. All letters and notices will be produced under the authority of Witham Town Council and on Witham Town Council headed notepaper.

#### **Interests**

5. Members will be required to declare any pecuniary and non-pecuniary interests as with all meetings of the Council.

#### **Mission Statement**

6. The Group exists to take forward strategies for reducing climate change and carbon emissions within the remit of the Council. It will consider the relevance of effect on climate change when making all future Council decisions and will provide suitable recommendations to address climate change to the Environment Committee.

#### **Frequency of Meetings**

7. The Group will meet as frequently as is required for the efficient transaction and progression of the working group’s goals.
8. The Group will be required to meet at least once every three months. If more than a total period of six consecutive months should pass without a meeting, then the group will be referred to the Environment Committee for review or dissolution.

#### **Membership**

9. The Group shall be formed of at least 4 Members of Witham Town Council and will report to the Environment Committee each set of minutes and recommendations produced.
10. In addition to this core membership, The Group will reserve the right to appoint additional members from the Full Council.

#### **Financing**

11. The Group may make financial recommendations to the Environment Committee but has no power under statutory limitation to make financial decisions.

**MINUTES OF THE MEETING OF THE CLIMATE AUDIT PANEL AT WITHAM TOWN COUNCIL HELD 7<sup>TH</sup> MARCH 2022, 6:30PM IN THE COUNCIL CHAMBER.**

**PRESENT:** - Councillors S. Ager, P. Barlow, S. Hicks, R. Williams

**Staff:** H Andrews - Deputy Town Clerk

In the absence of the Chairman, Councillor Jay, members agreed that Councillor Ager would chair the meeting.

**10. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**11. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**12. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting were confirmed as a true and accurate record and subsequently signed by Councillor Ager on behalf of the Chairman.

**13. MATTERS ARISING FROM THE PREVIOUS MINUTES**

There were no matters arising from the previous minutes.

**14. PUBLIC TOILET AUDIT**

Members discussed the options available to improve the Town Park public toilets to improve carbon footprint. Options of either rainwater collection facility or solar panels were discussed. Members **AGREED** that investigations should take place to establish which option was more advantageous for reducing carbon and to explore potential installation costs. Members noted that a rent rebate was available and spoke of the general costs involved in maintaining the toilets.

**15. GENERAL DEBATE**

Councillor Ager provided feedback on the recent EALC Climate Change Conference and had emailed the resources pack to members. Items included for discussion were electric dial-a-bus services and a climate change app for children.

Members **AGREED** to explore grants available for improving churchyards with regards to carbon reduction in relation to the closed churchyard and the proposed closed churchyard management plan due.

Members also **RECOMMENDED** that reduction of carbon emissions should be reviewed on Council services and that an EPC (Energy Performance Certificate) should be obtained for the Town Hall. Improvements to the Council's fleet should also be explored. It was noted that a review of the Council's fleet is part of the Environment Committee's business plans. Discussions took place regarding the initial cost of electric vehicles, financial benefits, reduction of carbon emissions and the life cycle of the Operations Team's vehicles. It was suggested that the option of a mini-moke style vehicle could also be explored.

Members discussed the Neighbourhood Plan and that climate related sections should be included. It was **AGREED** that the 'Neighbourhood Planning in a climate emergency'<sup>1</sup> document should be explored when considering WTC's Neighbourhood Plan.

It was noted that consultation is currently taking place with Witham Industrial Watch with regards to exploring solar panel options on the industrial estate.

## **16. ANY OTHER BUSINESS**

There was no other business to discuss.

There being no further business, the panel concluded at 7.15pm.

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Councillor C Jay  
Chairman

HA 08.03.2022

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<sup>1</sup> Neighbourhood Planning in a Climate Emergency to be circulated to Climate Audit Panel members separately.