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Draft Minutes of the meeting of the Environment & Sustainability Committee meeting held in the Anzac Room, Community House on 18th November 2025 at 7:30pm.

Present: Cllr Griffiths (Chair), Cllr Mills, Cllr Campbell, Cllr Wood, Cllr Harman

Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer)

No members of the public were in attendance.

1 ES1 CHAIR ANNOUNCEMENTS

The Chair welcome members to the first Environment and Sustainability committee, ran through the Civility and Respect statement, explained the fire procedure, reminded committee of the mobile phone protocol, that the meeting was being recorded and asked committee to pause for reflection for 1 minute.

- 2 ES2 PUBLIC QUESTIONS** - *There will be a 15-minute period whereby members of the public may ask questions on any relevant Planning & Highways matter.*
There were no public questions.

- 3 ES3 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
Apologies were received from Cllr Sharkey.

- 4 ES4 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
There were no declarations of interest.

- 5 ES5 TO ELECT A VICE CHAIR OF THIS COMMITTEE**
It was proposed to elect Cllr Mills as Vice Chair of this committee
Proposed by: Cllr Campbell **Seconded by:** Cllr Harman
Committee **resolved** to **elect** Cllr Mills as Vice Chair of this committee.

- 6 ES6 TO NOTE EARMARKED RESERVE**
The earmarked reserve was **noted**.

- 7 ES7 TO DISCUSS AND AGREE ENVIRONMENT & SUSTAINABILITY COMMITTEE'S BUDGET REQUIREMENTS FOR 2026/2027**
Members discussed potential inclusions, and the Parks Officer reminded members that other committee budgets were available.
It was proposed to set the budget to zero
Proposed by: Cllr Campbell **Seconded by:** Cllr Mills
Committee **resolved** to **agree** to the proposal.

- 8 ES8 TO NOTE ENVIRONMENT & SUSTAINABILITY COMMITTEE'S TERMS OF REFERENCE**
The Terms of Reference were **noted**.

- 9 ES9 TO DISCUSS COMMUNITY ENERGY SCHEMES**
No comments were made as the item's talk prior to the meeting did not go ahead.

- 10 ES10 TO RECEIVE BIODIVERSITY REPORTS AND MAKE RECOMMENDATIONS**
Cllr Campbell explained the background to the reports and thanked the reports' authors.
The Parks Officer reminded members that finances would be needed for any projects, and suggested involving the community, including the forest school.

The Chair suggested looking the parks individually, the local bio-diversity record centre or a report from an expert were mentioned as ways to do this; Cllr Campbell suggested plant plugs for the long grass at Centenary Park, and Cllr Mills suggested he could donate Love-in-a-Mist wildflower seeds.

It was proposed to set up a TFG and bring a report back with funding to this committee for L&A to consider.

Proposed by: Cllr Campbell **Seconded by:** Cllr Wood

All in **favour**.

TFG members were agreed as: Cllr Campbell, Cllr Griffiths

11 ES11 TO NOTE THE CURRENT PTC COMMUNITY & BUSINESS PLAN AND TO AGREE ANY RECOMMENDATIONS TO COUNCIL ON AMENDING OR ADDING NEW ITEMS

The Parks office suggested extending the carbon net-zero 2030 target, whereby the Chair and Cllr Campbell suggested it remain unchanged but be reviewed each year, which would mean updating 'Current Position' from Ongoing to Yearly.

The Parks Officer reminded committee that air-source heat pumps needed to be looked at holistically.

The Community & Business Plan was **noted** with the following recommendations made to Council:-

- To transfer Assets of nature, bio diversity, and built environment from Planning to E&S.
- To transfer Net Zero carbon resolution from P&F to E&S
- To include an item that encompasses 'working towards our carbon-neutral target by safeguarding and improving our green spaces.', and for suggested items names to be sent to the Chair of committee for agreement.

Proposed by: Cllr Campbell **Seconded by:** Cllr Mills

All in **favour**

ES12 TO DISCUSS AND AGREE A PROCESS FOR CARBON REPORTING

It was proposed to limit the process at this stage to scopes 1 & 2, the Town Clerk examine the possibility of carbon reporting once a year, and there to be a training course for an interested member of staff.

Proposed by: Cllr Campbell **Seconded by:** Cllr Wood

Committee **resolved** to **agree** to the proposal.

12 ES13 TO REVIEW AND UPDATE THE E&S ACTION PLAN

The Parks Officer suggested that target dates be included, members suggested to add 'To examine the legal obligations on the development of policies relevant to town councils', and to remove the Heat Pump cooling system for the Hall item

It was proposed to set up a TFG to go through the action plan and report back to committee.

Proposed by: Cllr Mills **Seconded by:** Cllr Harman

Committee **resolved** to **agree** to the proposal.

TFG members were agreed as: Cllr Griffiths, Cllr Campbell, and possibly Cllr Mills.

14 ES14 TO AGREE TO FORM A TFG TO PRODUCE A SUSTAINABILITY PROCUREMENT POLICY FOR THE POLICY & FINANCE COMMITTEE TO CONSIDER

It was agreed to set up a TFG sustainability procurement policy, and to send the policy directly to the P&F committee.

Proposed by: Cllr Wood **Seconded by:** Cllr Campbell

All in **favour**.

TFG Members: Cllr Campbell, Cllr Griffiths and Cllr Mills

15 ES15 LOCAL NATURE RECOVERY STRATEGY CONSULTATION

Members ran through the survey and various items for updating were suggested.

It was proposed that any objections to the survey in the report officer by the end of the week, as well as updating the items as discussed.

Proposed by: Cllr Campbell **Seconded by:** Cllr Griffiths

All in **favour**.

15 ES16 TO AGREE DATE FOR THE NEXT MEETING TUESDAY 10TH MARCH 2026 AT 7.30PM

The next meeting was **confirmed**.

There being no further business, the meeting was closed at 20:56