



Lichfield City Council

Donegal House, Bore Street, Lichfield, Staffordshire, WS13 6LU

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Town Clerk: Anthony Briggs BA (Hons), CiLCA

3 April 2025

To: Members of the Climate Change and Biodiversity Committee

Councillors J Blackman (Chair), K Farrelly, R Harvey-Coggins, A. Lax, A Rushton, and E Strain.

Dear Councillor

Climate Change and Biodiversity Committee

You are invited to attend a meeting of the **Climate Change and Biodiversity Committee** via 'Zoom' at 6.00pm on Thursday 10 April 2025 for the transaction of the following business.

A link enabling members to join the meeting will be circulated separately. Any Councillor unable to attend should forward their apologies to the Deputy Town Clerk (sarah.thomas@lichfield.gov.uk).

Members of the public can request the link to observe the meeting by contacting the Deputy Town Clerk.

Yours sincerely

Sarah Thomas
Deputy Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

3. MINUTES AND MATTERS ARISING

To confirm as a correct record the minutes of the meeting of this committee held on 17 February 2025 (copy attached) [*minutes adopted by council on 10 March 2025*] and any matters arising from those minutes.

4. UPDATES TO COMMITTEE PRIORITIES

Following discussions, certain priorities have been agreed and/or possible avenues of work raised. Updates on these are provided below:

1. Bicycle Repair Station.

The damaged pump on the bicycle repair station has now been replaced.

2. Habitat Havens

At the request of the Committee the Deputy Town Clerk has contacted local primary schools and community groups to gauge their interest in creating 'Bug Hotels.' The response has been overwhelmingly positive, and the respondents are keen to know

further details. Councillor A Lax has suggested Members visit the RHS website which has an educational guide to making 'Bug Hotels'
<https://schoolgardening.rhs.org.uk/resources/project/make-a-bug-hotel>

Members are asked to discuss and confirm how they wish this project to work in practice.

As requested the Open Spaces Officer (with advice from LDC grounds maintenance) has identified the most appropriate planting on the following LCC sites.

Stafford Road.	Site 3	Wild Flowering
Gorse Lane.	Site 56	Tulips , Daffodils, Crocus And Snow Drops.
Hill Side.	Site 24A	Tulips , Daffodils, Crocus And Snow Drops.
Northern Plantations	Site 1	Ideal as a Habitat Haven

The above is in addition to the already established no mow and wilding areas at Festival Gardens and Netherstowe.

Members are reminded that Lichfield City Council Open Spaces Mapping can be viewed at https://www.lichfield.gov.uk/Open_Spaces_703.aspx

For information, the cost of 4kg of wildflower seed mix this year was £1,263.00 and provided enough seeds to sow at Festival Gardens, St Chads and Eastern Avenue. However, it should be noted that the flowers only last approximately 2-3 years before resowing is needed and preparation of the site can take several weeks.

Members are also asked to note that LDC have already created several Habitat Havens (details circulated by email on 2/4/25) and are seeking nominations for additional sites by 30 April 2025.

RECOMMENDED: The Committee to consider next steps and actions to pursue, and delegated authority be given to the Deputy Town Clerk to progress.

3. The Great Imaging Project, Schools Programme 2025

The Great Imaging project is an interactive, environmental programme for schools and communities in regions throughout the UK. The results of the creative pathways will be shared through events, festivals, and online panels. Initially the project is starting with three districts in Staffordshire: Cannock Chase, Stafford, and Lichfield.

LDC are currently funding some of this project, details of which can be found at <https://www.thegreatimaging.org/staffordshire2025>. Most of the activities will begin in April and there will be a big event in July to highlight all the actions that schools have taken.

At the request of the Chair, Members are asked if they wish to collaborate with LDC on this project and if so how they wish to progress.

RECOMMENDED: The Committee to confirm whether or not they wish to collaborate with LDC on the Great Imaging Project for schools and if so to confirm the next steps and actions to pursue.

4. Carbon Literacy Certification

Councillor A Rushton has now completed the Carbon Literacy course and at the last meeting on 17 February agreed to circulate to Committee Members the completed assessment form and a list of ideas to take forward in order that the City Council may obtain Carbon Literacy Certification.

The Deputy Town Clerk can confirm that as requested, the link to *Lichfield Repair and Share Café* is now included on the LCC website under the links page and has also been shared on the City Council's social media sites.

RECOMMENDED: The Committee to discuss Councillor A Rushton's update and consider the next steps to achieve Carbon Literacy.

5. ENVIRONMENTAL SOCIAL GOVERNANCE (ESG) POLICY

At the meeting on 17 February, Members agreed to consider consumable items they wished Officers to investigate for more environmentally friendly alternatives. This was considered to be a more effective approach than adopting an ESG Policy which would not be relevant to a Parish Council.

RECOMMENDED: That Members advise Officers of consumable items that they wish to source environmentally friendly alternatives for.

6. MEMBERSHIP OF STAFFORDSHIRE BUSINESS AND ENVIRONMENT NETWORK. (SBEN)

The Deputy Town Clerk can confirm that the City Council is now a member of SBEN and that Councillor E Strain has attended a Waste Workshop.

Members are asked to note that the next available training course is an Environmental Policy Workshop on **14th May 2025** from 8.45am -1.00pm, in person at Stafford.

RECOMMENDED: That Councillor E Strain update Committee Members on the content of the Waste Workshop attended and Members advise the Deputy Town Clerk if they wish to nominate a Councillor to attend the next SBEN Workshop on 14 May 2025.

7. OTHER MATTERS TO BE CONSIDERED BY THE COMMITTEE

To consider any representations from Committee Members regarding any relevant new or emerging items for discussion that are not otherwise included on this agenda.

8. DATE AND TIME OF NEXT MEETING

To be decided by the Committee.

ANY OTHER URGENT BUSINESS AT THE DISCRETION OF THE CHAIR

Lichfield City Council
Minutes of the Meeting of the Climate Change and Biodiversity Committee
on Monday 17 February 2025 at 6.00pm

PRESENT: Councillors A Rushton (Deputy Chair), K. Farrelly, R Harvey-Coggins, A Lax, and E Strain.

Lichfield City Council Open Spaces Officer, Nigel Boden.

APOLOGIES: Councillor J Blackman.

10. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION.

None.

11. MINUTES AND MATTERS ARISING.

RESOLVED: That the minutes of the meeting held on 21 October 2024 be confirmed as a correct record [minutes adopted by council on 16 December 2024].

12. UPDATES TO COMMITTEE PRIORITIES.

Members considered the Deputy Town Clerk's agenda report detailing progress on identified priorities since the previous meeting:

1. Bicycle Repair Stations.

Members were informed that following vandalism, a replacement bicycle pump has been ordered at a cost of £384 inc VAT and is expected to be delivered within 6 - 8 weeks. The Open Spaces Officer also informed Members that the damaged pump had been removed and a sign placed on the door of the cycle station to indicate it was not locked.

2. Habitat Havens.

Members discussed engaging with local schools and community groups encouraging them to create 'Bug Hotels.' It was agreed that the Deputy Town Clerk would contact primary schools and scout groups etc to gauge their interest.

The Open Spaces Officer also confirmed that further suitable sites for wild flowering were actively being sought.

RESOLVED: That the Deputy Town Clerk write to local primary schools and community groups to gauge their interest in creating 'Bug Hotels' and that the Open Spaces Officer identify further LCC sites for wild flowering.

3. Carbon Sequestering and Collaboration with Woodlands Trust.

Members considered the range of resources and possible actions suggested by the Woodlands Trust as detailed at **AGENDA ENCLOSURE 1** and agreed that the suggestions made were not viable for a Parish Authority.

The Open Spaces Officer confirmed the number of trees already in existence on LCC land to be 689 in addition to a further 300 - 400 saplings.

[Deputy Town Clerks note - Cllr A Lax subsequently extended the Committees thanks to the Open Spaces Officer for attending the meeting and his valuable contributions]

RESOLVED: That no further action be taken at this time , and the Committee to revisit the Woodland Trust suggestions at a later date if deemed necessary.

4. Solar Panels on LCC Buildings.

Members considered the Deputy Town Clerks' report at **AGENDA APPENDIX 1** and the structural engineers' report at **AGENDA ENCLOSURE 2**, together with the associated costs for further investigations to be carried out on the integrity of the Guildhall roof.

Councillor A Lax asked that the minutes record her opposition to incurring further costs.

Councillor R Harvey-Coggins agreed to investigate the possibility of Grant funding for installing solar panels on community halls.

All Committee Members agreed not to pursue any further action at this time regarding the installation of solar panels on the Guildhall roof.

RESOLVED: That no further action be taken regarding the installation of solar panels on the Guildhall roof.

5. Carbon Literacy Certification.

Councillor A Rushton updated Members on the content of the recently attended Carbon Literacy course attended, confirming certification had been achieved.

Councillor A Rushton agreed to circulate to Committee Members via email the assessment form completed and a list of ideas to take forward.

In the interim it was agreed that the link to Lichfield Repair and Share Café be included on LCC website and social media.

RESOLVED: That Councillor A Rushton circulate the outcomes and ideas to take forward from the Carbon Literacy Course to all Committee Members for discussion at the next meeting.

13. ENVIRONMENTAL SOCIAL GOVERNANCE (ESG) POLICY.

Members considered LDC policies circulated at **AGENDA ENCLOSURE 3** as a baseline to establish an ESG policy for LCC. The Committee agreed that LDC policies were too overarching and complex to apply to a Parish authority. It was noted that, wherever possible, LCC already engages local contractors thus reducing its carbon footprint. However, due to the nature of their business it is unlikely that these contractors will have a specific ESG policy.

It was agreed that a more effective approach would be to look at some of LCC's consumables and the amount of plastic used and see if any improvements or reductions could be made. It was decided that Members would consider consumable items they wished Officers to investigate for more environmentally friendly alternatives.

RESOLVED: That Members consider consumable items they wish Officers to investigate for more environmentally friendly alternatives.

14. MEMBERSHIP OF STAFFORDSHIRE BUSINESS AND ENVIRONMENT NETWORK (SBEN).

Members considered the SBEN newsletter circulated at **AGENDA ENCLOSURE 4** and agreed that membership would be a useful resource.

RESOLVED: That delegated authority be given to the Deputy Town Clerk to join Staffordshire Business and Environment Network on behalf of LCC.

15. INTRODUCTION OF ACTION PLAN AND UPDATES.

Members agreed to the creation of an action plan and update table as per the example at **AGENDA APPENDIX 2** in order to keep track of complex and ongoing projects.

RESOLVED: That the Deputy Town Clerk create, maintain, and update an Action Plan, and that updates be a standing Agenda item at all future meetings.

16. DATE AND TIME OF NEXT MEETING.

Tuesday 1 April at 6.00pm via Zoom (subject to the availability of the Chair).

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 7.10pm**

Climate Change and Biodiversity Committee

10 APRIL 2025 APPENDIX 1

Version 2 Updated 01.04.25

ACTION	ACTIONED BY	COMMENTS	TIMESCALE
Habitat Havens	Deputy Town Clerk. Open Spaces Officer. Committee Members.	<ul style="list-style-type: none"> The Deputy Town Clerk can confirm that the following primary schools have expressed an interest in the 'Bug Hotels' project. Charnwood, St Chads, Christ Church, Chadsmead, Anna Seward and Willows. In addition Wade St Church Youth Club have asked to be part of the project. <i>NB</i> no response has been received from Guide or Scout groups. The Open Spaces Officer has identified additional LCC sites for planting. Members to consider next steps and actions to pursue. 	As soon as possible.
Collaboration with Woodlands Trust and Carbon Sequestering		<ul style="list-style-type: none"> At the meeting on 17 February Members agreed to leave this in abeyance and revisit the Woodland Trust suggestions at a later date if deemed necessary. 	No further action to be taken at this time.
Solar Panels on LCC Guildhall and Community Halls.	Deputy Town Clerk Cllr R Harvey-Coggins	<ul style="list-style-type: none"> Following the structural engineers report on the Guildhall roof and the associated costs for further investigations, Members agreed not to pursue any further action. Cllr R Harvey-Coggins to investigate the possibility of Grant funding for installing solar panels on LCC Community Halls. 	<p>No further action to be taken regarding the installation of solar panels on the Guildhall roof.</p> <p>To report findings at the next meeting on 10 April.</p>
Carbon Literacy Certification	Cllr A Rushton	<ul style="list-style-type: none"> That Cllr A Rushton update the Committee on the content of the recently attended Carbon Literacy course. The Committee to consider the next steps for LCC to achieve Carbon Literacy certification. 	At the next meeting on 10 April.

ACTION	ACTIONED BY	COMMENTS	TIMESCALE
ESG Policy	Committee Members	Members to advise Officers of consumable items that they wish them to source environmentally friendly alternatives for.	At the next meeting on 10 April.
Membership Of Staffordshire Business And Environment Network. (SBEN)	Cllr E Strain Deputy Town Clerk	<ul style="list-style-type: none"> • Cllr E Strain to update Committee Members on the content of the Waste Workshop attended. • Members to advise the Deputy Town Clerk if they wish to nominate a Councillor to attend the next SBEN Workshop on 14 May 2025. 	<p>To report at the next meeting on 10 April.</p> <p>At the next meeting on 10 April.</p>