



Lichfield City Council

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

Tel: (01543) 250011 e-mail: enquiries@lichfield.gov.uk

Town Clerk: Anthony Briggs BA (Hons), CiLCA

10 February 2025

To: Members of the Climate Change and Biodiversity Committee

Councillors J Blackman (Chair), R Harvey-Coggins, A. Hughes, 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 in the Moulton Room at 6.00pm on Thursday 26 June 2025** for the transaction of the following business.

Any Councillor unable to attend should forward their apologies to the Deputy Town Clerk. (sarah.thomas@lichfield.gov.uk).

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 10 April 2025 (copy attached) [*minutes adopted by council on 14 April 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. Habitat Havens

A competition has been launched by LCC inviting local primary schools' and community groups to design and build a *Bug Hotel*. Lichfield Co Op and the two plant traders on Lichfield Market have donated prizes and the City Council's seed supplier has provided a kilo of Poppy seeds to give away. The closing date for the competition is 14 July 2025 when entries will be collated and circulated to Members for judging.

RECOMMENDED: The Committee to note the Deputy Town Clerks update, noting the judging of the Bug Hotel competition is to take place on 14 July 2025.

2. Wind Turbine on Market Square Toilet Block.

The Deputy Town Clerk has contacted local company *Faarup Associates* regarding a feasibility study to install either a wind turbine or solar panels on the market square toilet block. They advised that an outline report would cost £850.00 + VAT. When this information was circulated (by email) to Members it was considered to be cost prohibitive.

The Staffordshire Business and Environment Network (SBEN) has been consulted for advice and funding sources. However, Members should note that applying for grants or funding is premature until the feasibility of installing a wind turbine or solar panels is confirmed.

For information, the Market square toilet block electricity usage in 2024/25 was 3602KWH. The cost of which was £886.39 usage and £196.88 administration, totalling £1,083.27. Market Traders are charged £3.93 per plug in appliance. Meter readings are taken before and after commercial hire and the electricity charged accordingly.

RECOMMENDED: The Committee to consider whether or not it wishes to pursue the installation of a wind turbine or solar panels and the associated costs on the market square toilet block.

3. Carbon Literacy Certification

Councillor A Rushton has now completed the Carbon Literacy course and is asked to update the Committee regarding the content and how the Council may obtain Carbon Literacy Certification.

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

5. ENVIRONMENTAL SOCIAL GOVERNANCE (ESG) POLICY

The Deputy Town Clerk has identified some more environmentally office consumables as detailed in the action plan. Members are asked to note that the SJB Museum is also taking this into consideration when purchasing items for sale in the Bookshop and has recently introduced a recycled leather key ring.

Members asked to note that LDC officers James Porter, Ecologist / Biodiversity Net Gain Specialist and Alex Lane, Policy and Strategy Leader were asked to attend the meeting to discuss collaboration on LDC projects, unfortunately both were unavailable

RECOMMENDED: The Committee to consider next steps and actions to pursue.

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

Councillor E Strain attended a Waste Workshop hosted on 30 April hosted by SBEN and is asked to update Members on the content and appropriateness to LCC.

RECOMMENDED: Councillor E Strain to update the Committee as to the content of the Waste Workshop hosted by Staffordshire Business and Environment Network.

7. FAIRTRADE STATUS

Members are asked to note the Deputy Town Clerks report at **APPENDIX 1** and **Enclosure 1** and Councillor R Harvey-Coggins briefing document at **APPENDIX 2**.

RECOMMENDED: That the Deputy Town Clerks report and Councillor R Harvey-Coggins briefing document at APPENDIX 1 and 2 be noted, and the Committee to decide whether or not it wishes to pursue regaining Fairtrade status.

8. ACTION PLAN AND UPDATES

In order to keep track of the complex and ongoing agenda items an Action Plan is detailed at **APPENDIX 3**.

RECOMMENDED: That the comments on the action plan at Agenda appendix 3 be noted.

9. 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.

10. 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 held via Zoom on Thursday 10 April 2025 at 6.00pm

PRESENT: Councillors J Blackman (Chair), K. Farrelly, and E Strain.

Lichfield City Council Open Spaces Officer, Nigel Boden.

APOLOGIES: Councillors R Harvey-Coggins and A Rushton

17. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION.

None.

18. MINUTES AND MATTERS ARISING.

RESOLVED: That the minutes of the meeting held on 17 February 2025 be confirmed as a correct record [minutes adopted by council on 10 March 2025].

19. 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 the damaged pump had now been repaired on the bicycle repair station.

2. Habitat Havens.

The Deputy Town Clerk updated Members on the positive response received from primary schools and community groups in creating 'Bug Hotels.'

Members agreed that a competition be held with two winning categories

- 1) The most creative and imaginative designed 'Bug Hotel'
- 2) The most populated 'Bug Hotel.'

The competition to commence after the Easter holidays and culminate at the end of the summer term. Participants will be asked to submit photographs of their creations which will be judged by Committee Members. A link to the RHS website will be provided as guidance along with the location of LCC site at Northern Plantations, which can be used to obtain natural resources if required. The Deputy Town Clerk to contact all who have expressed an interest with these details.

Members noted the Open Spaces Officer's suggestions of further suitable LCC sites for additional planting.

[Deputy Town Clerks note; The sites identified for wild flowering will not be actioned until 2026 as it is now too late in the season for sowing.]

RESOLVED: That the Deputy Town Clerk contact all those who had expressed an interest in creating 'Bug Hotels' with details of the competition and that the Open Spaces Officer progress the additional LCC sites identified for planting.

3. The Great Imaging Project, Schools Programme 2025

Members considered the request received via the Chair from Transition Lichfield to provide funding and collaborate with LDC on the Great Imaging Project Schools Programme 2025.

RESOLVED: That no funding be provided to support the Great Imagining Project and that the Chair contact Transition Lichfield to inform them of the Committee's decision .

4. Carbon Literacy Certification.

Councillor A Rushton was not present at the meeting, an update to Members on the content of the recently attended Carbon Literacy course will be given at the next meeting. In the interim, Councillor A Rushton to circulate to Committee Members via email the assessment form completed and a list of ideas to take forward.

The Deputy Town Clerk confirmed that the link to Lichfield Repair and Share Café has been added to 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.

20. ENVIRONMENTAL SOCIAL GOVERNANCE (ESG) POLICY.

Members made a few suggestions of consumable items which may be replaced by more environmentally friendly alternatives, such as cleaning products and printer inks.

RESOLVED: That the Deputy Town Clerk investigate environmentally friendly alternatives for the suggestions made and Members consider other consumable items they wish Officers to look at.

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

Councillor E Strain will be attending the Waste Workshop hosted by SBEN on 30 April. It was agreed that Members would await feedback from this event before attending others.

RESOLVED: That Councillor E Strain update Members at the next meeting on the outcomes of the Waste Workshop attended on 30 April .

22. DATE AND TIME OF NEXT MEETING.

Suggested dates in June to be circulated via email by the Deputy Town Clerk.

23. OTHER MATTERS CONSIDERED BY THE COMMITTEE

Councillor J Blackman asked if there could be better communication between LDC and LCC to ensure there was no duplication of projects. The Deputy Town Clerk reminded Members of the attendance of LDC officers at a previous CCBD committee meeting when several collaborative ideas were suggested but left in abeyance by Members. At the request of Councillor E Strain the minutes of this meeting to be circulated again.

Councillor J Blackman also asked if the same LDC Officers could be asked to attend another CCBD meeting.

On behalf of Councillor R Harvey-Coggins, Councillor J Blackman asked if Lichfield could regain Fairtrade status which lapsed in 2022. The Deputy Town Clerk provided Members with background information as to the disbanding of the Fairtrade organisation in Lichfield in 2016. It was agreed that Fairtrade be an Agenda item at the next meeting of the CCBD committee and the Deputy Town Clerk provide a report together with Councillor R Harvey – Coggins briefing document.

Councillor J Blackman expressed his disappointment that the project to install solar panels on the Guildhall roof was not being progressed.

He requested that a feasibility study be undertaken with regard to placing a wind turbine on the Market square toilet block. The Deputy Town Clerk to investigate possible options and costings and report back to the committee at the next meeting.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 6.45pm**

<p style="text-align: center;">Climate Change and Biodiversity Committee 26 June 2025: APPENDIX 1</p>

LICHFIELD FAIRTRADE

Background.

Lichfield has a proud history of supporting Fairtrade . The City was first awarded Fairtrade Town status by the Fairtrade Foundation in March 2008 and successfully achieved renewal in 2013, 2015 and 2018.

The City Council has always been a supporter of Fairtrade and in March 2006 passed a resolution ***‘That the Council support the principles of Fairtrade and demonstrate its commitment by purchasing Fairtrade beverages and other products as appropriate for City Council functions’.***

In 2009 the Council agreed to the installation of Fairtrade signs below the LCC owned ‘Welcome to Lichfield’ signs at the entrances to the City which were funded by Lichfield Fairtrade.

Unfortunately, having run since 2008, Lichfield Fairtrade disbanded as a group in November 2019 due to a lack of active campaigner support. As a result Fairtrade Lichfield effectively became dormant, in the knowledge that the renewal date for Fairtrade status would be in 2022.

In June 2020, the City Council was approached by former members of Fairtrade Lichfield and asked to take an overarching responsibility for Lichfield’s Fairtrade renewal application. The proposal being that LCC would enter into a tripartite relationship with Oxfam Lichfield and the Fairtrade Foundation to complete the application and hopefully secure renewal.

Oxfam Lichfield agreed to act as Fairtrade agent, take the lead on Fairtrade campaigning, and organise Fairtrade Fortnight every February. A report was prepared for Council in readiness; however the manager of Oxfam retired before any agreements could be made. Regrettably, the new store manager did not engage with Officers despite several attempts to make contact. Therefore, with little appetite for Fairtrade renewal within the City and LCC unprepared to take all the responsibility, an application for renewal was not made.

Renewal of Fairtrade Status

In order to apply for Fairtrade status the following five goals must be achieved and evidenced.

- 1) Council passes a Resolution supporting Fair Trade and agreeing to use Fair Trade products.
- 2) Fair Trade products are readily available in the area’s shops & served in local cafes/catering establishments.
- 3) Fair Trade products are used by a number of local workplaces & community organisations (faith groups, schools, universities etc).
- 4) Attract media coverage & popular support for the campaign.
- 5) A local Fair Trade steering group is convened to ensure continued commitment to its Fair Trade Town status.

Members' attention is directed to **ENC 1**, which offers a detailed guide on attaining and maintaining Fairtrade status. Notably, it outlines the parameters for Goal 2 on page 12.

Additionally, the Deputy Town Clerk has contacted the steering committee of Whittington Fairtrade, which has maintained Fairtrade status for the past thirteen years. Whittington has eight members on its committee and, as a village, has successfully engaged with the local community, held several Fairtrade events, and secured sponsorship from the Co-op. Their activities have led to raising funds to sponsor a school in Africa, with which the local primary school regularly engages. While there are differences in the size of the communities of Whittington and Lichfield, there is much to learn from Whittington's experience.

As the Parish authority, LCC could hold an overarching responsibility for overseeing Fairtrade initiatives in Lichfield. However, it is essential for the community to actively participate in managing and engaging with these efforts to both achieve and sustain Fairtrade status. Members are asked to consider whether there is sufficient interest in Fairtrade within Lichfield and to identify potential membership for a steering committee.

RECOMMENDED: That the Deputy Town Clerks report and Councillor R Harvey-Coggins briefing document at APPENDIX 1 and 2 be noted, and the Committee to decide **whether or not** it wishes to pursue regaining Fairtrade status.

Climate Change and Biodiversity Committee

26 June 2025: APPENDIX 2

Fairtrade and Lichfield City Council, Councillor R Harvey Coggins.

What is Fairtrade?

Fairtrade is now much more than its original conception. To the original theme of ensuring that primary producers are paid fairly for the products and produce that they sell, is added the need to take climate change into account, with those communities who suffer from unfair trade practices being most cruelly affected by this. "Climate justice" must therefore form part of a Fairtrade commitment.

Why is it important to be recognised as a Fairtrade supporter?

"Being a Fairtrade campaigner is a powerful action. Together we can raise awareness of the issues of unfair trade and demand fairer trade deals for the farmers who supply us with so much of our food. We can ask the public to choose Fairtrade to support farmers and workers right now and raise their voices as they speak out for climate justice. Together we can hold companies and governments to account, making sure they deliver on their responsibilities, and convince more people to choose Fairtrade so more farmers and workers can drive positive change in their communities."

Though the signs welcoming visitors to the City of Lichfield describe the city as being a Fairtrade City, the current status is now actually "Dormant" following the digitisation of Fairtrade.org's records.

In order to be recognised once more as a Fairtrade community, Lichfield City needs to take action in a number of different areas in order to report those currently underway to Fairtrade.org.

"Being a part of the Fairtrade Communities scheme involves teaming up with a group of at least three people to support each other and keep up momentum while organising local activities. There may already be an existing community group local to you, or you can create a new group that wants to take up the cause of fair trade locally."

The following is a list of action areas as recommended by Fairtrade.org together with some of the possible civic actions that might be taken by LCC.

Boosting Fairtrade

- Introducing a civic-led Fairtrade recognition scheme – e.g., cafés which include Fairtrade drinks on their menus and promote them as such could be awarded a "Lichfield ❤️ Fairtrade" sticker, similar to the health inspection certificate stickers. A list of such organisations could be maintained on the civic Web site.
- Using the civic Web site to explain the principles of Fairtrade, and to provide links for those wishing to learn more.
- Actively inviting Fairtrade traders to participate in weekly markets, as well as the special Producers' and Vegan markets, as well as food festivals
- If the above clashes with existing market policies, LCC to organise Fairtrade fairs in the Guildhall (or other suitable space) where Fairtraders are invited to set up and public education (speakers/videos/etc.) can be provided.
- Specific Fairtrade events might be eligible for LCC grants.

Connecting Fairtrade

- Churches Together in Lichfield (CTiL) has previously been involved with Fairtrade, and members appear to be enthusiastic about working together with the City Council. Such a link could provide additional locations (church halls, etc.) where Fairtrade could be promoted, as well as a city-wide network of supporters.
- LCC can also work with secular eco and justice groups.

- A Fairtrade ambassador to local schools could be appointed, to explain the necessity and the functions of Fairtrade.
- Build links with other Fairtrade communities, locally and nationwide.

Fairtrade changemakers

- Pass a council resolution that supports Fairtrade. This would also include a resolution that LCC spending on Fairtrade-related items would favour Fairtrade products wherever feasible.
- Connect with our local MP and suggest that he joins the Fairtrade APPG.
- Keep up to date with other Fairtrade communities' actions and campaigns.

Fairtrade Ambassadors and Influencers

- As mentioned above, ambassadors to schools, social groups, etc.
- Mainstream media and social media to promote events, news, etc.

Climate Change and Biodiversity Committee

26 June 2025 APPENDIX 3

Version 5 Updated 18.06.25

ACTION	ACTIONED BY	COMMENTS	TIMESCALE
Habitat Havens	DTC Members.	<ul style="list-style-type: none"> Members to note that the Bug Hotels competition has been launched. The closing date is 14 July, one week before the end of the school term. The Deputy Town Clerk has secured sponsorship from Lichfield Co-Op, LCC's seed supplier and the two plant traders who stand on the market. After the closing date the Deputy Town Clerk will collate entries and circulate to Committee members to judge To date LCC has not been any requests for help with sourcing raw materials. 	Judging to be completed by 16 July
Wind Turbine on Market Square Toilet Block		<ul style="list-style-type: none"> 	As soon as possible.
Carbon Literacy Certification	Cllr A Rushton	<ul style="list-style-type: none"> That Councillor A Rushton update the Committee on the content of the recently attended Carbon Literacy course. The Committee to consider the next steps. 	At next meeting.
ESG Policy	Deputy Town Clerk Committee Members.	<ul style="list-style-type: none"> The Deputy Town Clerk has identified several consumables which could be replaced with recyclable alternatives such as pens and paper towels. a cost versus quality comparison is currently being drawn up. Members to consider next steps and actions to pursue. 	As soon as possible.

ACTION	ACTIONED BY	COMMENTS	TIMESCALE
Membership Of Staffordshire Business And Environment Network. (SBEN)	Cllr E Strain	<ul style="list-style-type: none"> Cllr E Strain to update Committee Members on the content of the Wast Workshop attended on 30 April, hosted by SBEN. 	At next meeting.
Fairtrade Status	Deputy Town Clerk Cllr R Harvey-Coggins	<ul style="list-style-type: none"> Members to consider the Deputy Town Clerks report and Cllr R Harvey -Coggins briefing document at Agenda Appendix 1 & 2 Members to decide <i>whether or not</i> they wish to pursue regaining Fairtrade status and make the appropriate recommendation to Council 	At next meeting.