

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

18 September 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 via Zoom at 6.00pm on Thursday 25 September 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 Thursday 26 June 2025 (copy attached) [*minutes adopted by council on 23 July 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

The Deputy Town Clerk reported that a total of seven entries were received for the Bug Hotel competition. The judging was carried out by Members of the CCBD committee during the summer holidays with the following results.

First: Anna Seward Nursery
Second: Chadsmead Academy
Third: Woodland Warriors

Pictures of the winning entries are included at **APPENDIX 1**

The Deputy Town Clerk confirms that all participants have now been informed on returning from the summer break and a convenient date requested for the Mayor/Deputy Mayor to visit the winners in person and present prizes.

Members of the CCBd committee may also wish to consider visiting all entrants to present them with Poppy seeds, a kilo of which has been donated by LCC's seed supplier.

RECOMMENDED: The Committee to note the Deputy Town Clerks update and decide if they wish to visit the runners up in the competition.

2. Carbon Literacy Certification

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

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

5. ENVIRONMENTAL SOCIAL GOVERNANCE (ESG) POLICY

Members are asked to consider the information previously circulated via email by the Deputy Town Clerk regarding information available on LDC's website and prepare a draft statement on LCC's carbon footprint for approval by Council.

RECOMMENDED: The Committee prepare a draft statement on LCC's carbon footprint.

6. FAIRTRADE STATUS

Following Council resolution on 23 July 2025 to support the principles of Fairtrade, Councillor R Harvey-Coggins and H Ashton have set up a steering committee for Fairtrade Lichfield. Councillor H Ashton has been asked to attend the CCBd committee meeting to provide a verbal update to Members as to the progress that has been made to date. Members may also be interested in the new Fairtrade Lichfield Website at <https://www.lichfield-fairtrade.org.uk>.

RECOMMENDED: That the update be noted.

7. ACTION PLAN AND UPDATES

In order to keep track of the complex and ongoing agenda items an Action Plan is detailed at **APPENDIX 2**.

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

8. 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.

9. 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 on Thursday 26 June 2025 at 6.00pm in the Moulton Room.

PRESENT: Councillors J Blackman (Chair), A Huges, A Lax, and E Strain.

APOLOGIES: Councillors R Harvey-Coggins and A Rushton.

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

2. MINUTES AND MATTERS ARISING

RESOLVED: That the minutes of the meeting held on 10 April 2025 be confirmed as a correct record [minutes adopted by council on 14 April 2025].

3. UPDATES TO COMMITTEE PRIORITIES

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

1. Habitat Havens

The Deputy Town Clerk updated Members on entries that had been received for the 'Bug Hotels' competition and the sponsorship for prizes. It was agreed that all entries be circulated to committee members via email for judging after the closing date of 14 July 2025. Members suggested that the Mayor /Deputy Mayor visit the winners to present prizes.

RESOLVED: That the competition entries be circulated to Members via email for judging on 14 July 2025 and the Mayor/Deputy Mayor visit the winning entrants at a mutually convenient date.

2. Wind Turbine on Market Square Toilet Block

Members considered the Deputy Town Clerks Agenda report, the costs of a feasibility study and the current usage of electricity on the market square.

RESOLVED: That no further action regarding the installation of a wind turbine on the market square toilet block be taken at this time.

3. Carbon Literacy Certification.

In Councillor A Rushton's absence Members requested he submit a written report on the content of the Carbon Literacy course attended.

RESOLVED: That Councillor A Rushton submit a written report to Members on the outcomes of the Carbon Literacy Course attendee, for discussion at the next meeting.

4. ENVIRONMENTAL SOCIAL GOVERNANCE (ESG) POLICY

Members decided that an ESG policy for LCC would be too complex and difficult to implement for a parish authority. Instead, the Committee will draft a statement outlining what LCC is currently doing to reduce its carbon footprint and plans for the future. Once approved, this statement could be published on the LCC website. The Deputy Town Clerk was requested to circulate examples from LDC's website to provide Members with a starting point so that a draft statement could be agreed upon at the next meeting.

It was also suggested that the minutes from the CCBD meetings be shared with the relevant Officers at LDC to encourage further collaboration .

The Deputy Town Clerk confirmed that as an organisation LCC was looking at the use of more environmentally friendly consumables.

RESOLVED: That Members consider the information to be circulated by the Deputy Town Clerk from LDC'S website in readiness for preparing a draft statement on LCC's Carbon footprint.

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

Councillor E Strain confirmed that he had not attended the SBEN Waste Workshop as the items on the Agenda were not relevant to a Parish authority.

RESOLVED: That in future Members only attend relevant SBEN workshops.

6. FAIRTRADE STATUS

Members considered the Deputy Town Clerk's report at **Agenda Appendix 1** and Councillor R Harvey-Coggins briefing document at **Agenda Appendix 2** outlining the status of Lichfield's Fairtrade. The Committee agreed that an application to renew Lichfield's Fair Trade status [*Fairtrade Status having lapsed in 2022*] should be supported, the first step of which being to pass a Council resolution demonstrating this. Assuming Council passed this, Committee Members to then canvas support from various businesses and organisations.

RECOMMENDATION TO COUNCIL That the Council supports the principles of Fairtrade and demonstrates its commitment by purchasing Fairtrade beverages and other products as appropriate for City Council functions.

7. ACTION PLAN AND UPDATES

Members noted the update to the action plan.

RESOLVED: That the updated action plan be noted.

8. DATE AND TIME OF NEXT MEETING.

The Deputy Town Clerk to circulate possible dates via email for the next in person meeting.

9. ANY OTHER BUSINESS

Councillor E. Strain raised concerns about information shared with members of the MWG regarding the potential removal of a Lime tree located on the market square. The Deputy Town Clerk clarified that the tree was obstructing the view of a City Centre CCTV camera, which both the Police and LDC considered a security risk. As an interim solution, it was proposed that the tree be reduced and crown-lifted to address these concerns. Councillor E. Strain requested that his objections to the tree's removal be formally recorded. However, the remainder of committee members agreed that, should security concerns persist after

these measures, the removal of the tree would be deemed an unfortunate but necessary action. The Deputy Town Clerk further confirmed that a replacement tree would be planted at another LCC site as compensation.

RESOLVED: That in the view of the Committee the removal of the Lime tree be permitted if deemed necessary.

Councillor A Hughes asked why the CCBd committee chose not to support the 'Great Imaging Project.' Councillor J Blackman explained that LDC had already committed funds to the project, which LCC could not provide.

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

**Climate Change and Biodiversity Committee
25 September 2025 APPENDIX 1**

***FIRST:* ANNA SEWARD NURSERY**



Climate Change and Biodiversity Committee
25 September 2025 APPENDIX 1

SECOND: CHADSMEAD ACADEMY



Climate Change and Biodiversity Committee

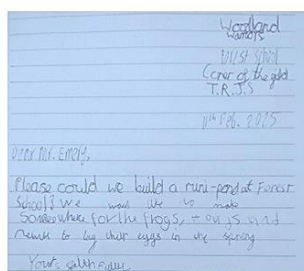
25 September 2025 APPENDIX 1

THIRD: WOODLAND WARRIORS



Woodland Warriors

Forest School Club



This is the site we chose on the edge of the woodland. We decided to build a raised pond because it floods in winter and we didn't want dirty water getting into the pond.

In the winter we saw frogs, toads and newts in our forest school site. We decided they needed some water to breed so we wrote to our Head Teacher to ask permission to build a pond in February 2025.



We added posts and wire mesh over the top of the pond to keep everyone safe. We wove a creature ramp using dogwood and ivy so that wildlife could get in and out of the pond.



We used an old lorry tyre to support the pond. We put old cardboard underneath to protect the pond liner.



On one side of the pond we built a log pile habitat for insects so that there is food for the frogs, newts and toads. On the other side of the pond we built a stone pile habitat for frogs, toads and newts and other small creatures to live in.

We built a viewing platform in front of the pond and planted flag iris, reeds, greater willowherb and ferns at the back of the pond in a bog area using old buckets. We added pond weed and waited for the rain to fill it up.



The plants are growing well and we have seen a frog visiting the pond already in July 2025!



<p align="center">Climate Change and Biodiversity Committee 25 September 2025 APPENDIX 2</p>

Version 7 Updated 18.09.25

ACTION	ACTIONED BY	COMMENTS	TIMESCALE
Habitat Havens	Deputy Town Clerk Members.	<ul style="list-style-type: none"> Members to note that the Bug Hotels competition winners. The Mayor/Deputy Mayor to visit winners to present prizes Members of the Committee to decide if they wish to visit all entrants. 	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. 	At next meeting on 25 September 2025.
ESG Policy	Deputy Town Clerk Members.	<ul style="list-style-type: none"> Members to consider the information previously circulated by the Deputy Town Clerk The Committee prepare a draft statement on LCC's carbon footprint for approval by Council 	As soon as possible.
Fairtrade Status	Deputy Town Clerk Cllr R Harvey-Coggins	<ul style="list-style-type: none"> Members to note Cllr H Ashton's verbal update as to progress which has been made regarding Fairtrade. 	At next meeting on 25 September 2025.