



Lichfield City Council

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

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Town Clerk: **Anthony Briggs** BA (Hons), CiLCA

7 January 2026

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 Wednesday 14 January 2026** 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 Thursday 25 September 2025 (copy attached) [*minutes adopted by council on 30 September 2025*] and any matters arising from those minutes.

MATTERS ARISING

- a) *Fishing on Stowe Pool. At the last meeting Councillor A Lax requested that dual hatted Members support LDC to resolve the problems occurring on Stowe Pool regarding fishing*
- b) *Floating Habitat Havens. At the last meeting Councillor J Balckman suggested working in collaboration with LDC to install floating habitat havens on Stowe Pool and agreed to research the costs involved before the next meeting*
- c) *Carbon Emissions. At the last meeting Councillor J Blackman agreed to undertake the survey of carbon emissions again to see if LCC'S base line had decreased.*

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 can confirm that the Mayor, Sheriff, and Committee Members have now visited all the entrants and awarded prizes as reported to Council on 8 December 2025 in the Deputy Town Clerks Officers report.

RESOLVED: *That the update be noted*

2. Carbon Literacy Certification

At the last meeting of the committee, Members agreed to defer the consideration of Councillor A Rushton's report on Carbon Literacy, at **APPENDIX 1** due to the timing of its submission. Members are now asked for their comments on the report together with the slides circulated with the Agenda at **ENCLOSURE 1** and make suggestions for the next course of action.

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

5. ENVIRONMENTAL SOCIAL GOVERNANCE (ESG) POLICY

At the last meeting of the committee Members had not yet considered the information circulated on 18 September 2025 by the Deputy Town Clerk from LDC's website. Members agreed to consider the information available on LDC's website and submit comments to the Deputy Town Clerk for collation in order to discuss and agree a draft statement on LCC's Carbon Footprint at the next meeting.

[At the time of preparing this Agenda no comments have been received]

RECOMMENDED: *That Members discuss the collated comments in order to prepare a statement on LCC's carbon footprint for approval by Council.*

6. FAIRTRADE STATUS

Councillor R Harvey-Coggins is asked to give Members a verbal update on Fairtrade activity to date.

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

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Lichfield City Council

Minutes of the Meeting of the Climate Change and Biodiversity Committee held via Zoom on Thursday 25 September 2025 at 6.00pm

PRESENT: Councillors J Blackman (Chair), A Huges, A Lax, and A Rushton

ALSO PRESENT: Councillor H Ashton

APOLOGIES: Councillors R Harvey-Coggins and E. Strain

10. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

11. MINUTES AND MATTERS ARISING

RESOLVED: *That the minutes of the meeting held on 26 June 2025 be confirmed as a correct record [minutes adopted by council on 23 July 2025].*

12. 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 the winners of the 'Bug Hotels' competition. It was agreed that the Mayor /Deputy Mayor visit the winners to present prizes and Committee Members would visit all the entrants and present them with Poppy seeds.

RESOLVED: *That the Deputy Town Clerk arrange mutually convenient dates for the Mayor/Deputy Mayor to visit the winning entrants and committee Members to visit the remaining entrants.*

2. Carbon Literacy Certification

Councillor A Rushton's submitted a written report on the content of the Carbon Literacy course attended to Members immediately prior to the meeting. Due to the timings Members had not seen the report and therefore agreed to defer any further action until the next meeting.

RESOLVED: *That Members consider Councillor A Rushton's report on the outcomes of the Carbon Literacy Course attended at the next meeting of the Climate Change and Biodiversity Committee.*

13. ENVIRONMENTAL SOCIAL GOVERNANCE (ESG) POLICY

Members had not yet considered the information previously circulated by the Deputy Town Clerk from LDC's website. Members agreed that as a Parish authority LCC should make its best endeavours to work with LDC wherever possible, as appropriate for a Parish Council.

Members to consider the information available on LDC's website and submit comments to the Deputy Town Clerk for collation in order to discuss and agree a draft statement on LCC's Carbon Footprint at the next meeting.

RESOLVED: That Members submit comments to the Deputy Town Clerk for collation and discussion at the next meeting of the Climate Change and Biodiversity Committee in order to prepare a statement on LCC's carbon footprint for approval by Council.

14. FAIRTRADE STATUS

Members considered Councillor H Ashton's verbal update regarding the progress which has been made on Fairtrade. To date a new website has been created, a constituted steering committee established, and a Fairtrade event was held on 23 September. Members commended the Fairtrade committee for making such swift progress.

Cllr H Ashton concluded that there was a great deal of support for Fairtrade in Lichfield from the public and the Dean of the Cathedral is now a patron. In the New Year, the Fairtrade committee's intention is to involve local schools and other organisations.

Councillor J Blackman requested that stall holders on all markets (particularly the Vegan Market) be made aware of Lichfield's Fairtrade status and be invited to show their support. In addition, Councillor J Blackman asked that the Fairtrade events be a regular Agenda item in order that the committee be kept informed and offer support where appropriate.

RESOLVED That the update be noted.

15. ACTION PLAN AND UPDATES

Members noted the update to the action plan.

RESOLVED: That the updated action plan be noted.

16. DATE AND TIME OF NEXT MEETING

The Deputy Town Clerk to circulate possible dates via email for the next meeting on Zoom in early 2026.

17. ANY OTHER BUSINESS

Councillor A Lax informed Members of problems with fishing on Stowe Pool, mindful that this is not LCC land and a request was made that dual hatted Members support LDC to resolve these issues.

Councillor J Balckman suggested working in collaboration with LDC to install floating habitat havens on Stowe Pool and that he would research the costs involved before the next meeting.

Councillor J Blackman noted that it has been a year since LCC carbon emissions were measured, noting that measuring was now more efficient. Councillor J Blackman agreed to undertake the survey again to see if LCC'S base line for carbon emissions had decreased.

Councillor A Lax and A Hughes commended the committee for the successful initiatives that had been carried out to date including Habitat Havens and the re-establishment of Fairtrade and asked that all Councillors be invited to bring forward further ideas to the committee.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 6.37pm**

Climate Change and Biodiversity Committee
14 January 2026 APPENDIX 1

Standard Participant Details & Evidence Form



First name	Andrew	Last name	Rushton	Post code	WS14 9JS
Country (where you currently live)			United Kingdom (England)		
Email address			Andrew.rushton@lichfield.gov.uk		
Name of your organisation			Lichfield City Council		
Role within organisation (e.g. job title)			Councillor/ Vice-Chair of Biodiversity Committee		
Name of the organisation delivering Carbon Literacy			Dorset Climate Action Network (DCAN)		
Date you completed your training			15/1/2024		

Evidence Form Contents

To become certified as Carbon Literate you must complete ALL parts of this document. Refer to this section to ensure you haven't missed anything.

Section	Details
1. The Big Picture	'Freestyle' answer
2. Your Individual Action	Table to complete
3. Your Group Action	Table to complete
4. Hints & Tips	From The Carbon Literacy Project to successfully complete this form

All content on this form needs to be created by the named applicant. These forms are an individual assessment of Carbon Literacy, and we are keen to understand what you have taken from your training. We take into consideration all abilities, levels, and personal circumstances via the 'Extra Information' box above. We use AI detection technology, and **to protect the integrity of the assessment, we do exclude the use of AI to simply generate the content of a submission.** If we suspect that these types of tools have been used with little or no learner input into the response or idea, **we will ask for evidence to be resubmitted, and in some instances will ask for a short conversation (via Zoom) before we can certify you as Carbon Literate.** To avoid this situation, please utilise your own experiences and include opinions throughout, ensuring this submission is as personal and relevant to you as possible.

1. The Big Picture

What do you think are the most important changes we need to make as a society to reach zero carbon? Please write in first person.

- Your answer to this question will demonstrate your overall understanding of the climate crisis.
- You can write, draw, annotate diagrams, or use bullet points.
- Recommended word count (if writing): 100-200 words.

Society needs to start taking the issue of climate change much more seriously and urgently, as we are already witnessing the deadly consequences through flooding, fires, droughts, and extreme weather.

However, it is important that we shape the discourse to be more engaging and far more positive. By harnessing on the positives of actions, rather than the negative consequences of inaction, more people are likely to listen.

We must acknowledge a collective responsibility to climate change, recognising some people must make small changes, whilst others larger, both for financial reasons, but also because of their own individual carbon footprint.

Society must be prepared to adapt to different lifestyles, which might include less travel, or if travel is necessary, using public transport/car-pooling. In the UK we may have to adapt to using different architectural/ landscaping that we have traditionally used to accommodate clean energy infrastructure such as solar panels and wind farms. This will include adapting our building materials which could help better insulate houses to rely less on central heating.

2. Your Individual Action

Following your Carbon Literacy training...

What new action(s) will you be committing to?	<p>There are several actions I took away from the training that I will be implementing in my daily life. The first will be off setting my future flights. When calculating my carbon footprint, air travel ranked highly on my carbon output. Whilst I cannot stop air travel all together due to having family abroad, offsetting my flights is a contribution to help alleviate some of the damage my flight caused.</p> <p>I will make an effort to switch to public transport, when possible, particularly in my commute to work, which is accessible by train. The course was valuable to me in learning how to engage in discussion with people about climate change and how to inspire others to make changes too. A new action I will take away is help share the word about how we can all be taking steps to reduce our carbon footprint.</p>
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Where will the action take place?	Workplace	x	Home	x	Place of Education		Community	x
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When individuals have attended CL training as part/on behalf of their work, we expect to see work-based actions. If you feel unable to do this, or feel you can have a bigger impact in a different area of life, please provide a brief explanation to let our certification team know why:

Estimated CO ₂ e saving per year (kg)	Low (10s)	x	Medium (100s)		High (1000s)	
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What greenhouse gas(es) will this reduce?	Carbon Dioxide
How will this action reduce the above greenhouse gas(es) ?	<p>Unfortunately, off-setting flights only helps reduce the CO₂ emitted by aircraft and not the NO_x, which is also emitted by aircraft, which is also extremely dangerous to the atmosphere. However, offsetting the flights will help support projects to reduce or store carbon, which includes re-forestation.</p> <p>By switching to public transport for commuting to work, this reduces the overall carbon footprint, as the CO₂ released will be shared between all of those travelling on the mode of transport, rather than just myself when travelling by car.</p>

Why is this change significant?	<p>Offsetting helps support projects which are helping to reduce the levels of carbon in the atmosphere, and my individual carbon footprint will reduce as I stop taking as many car journeys as possible when commuting to work.</p> <p>Hopefully, but commuting to work, I can help start a trend of others in the workplace also doing the same, significantly reducing carbon emissions collectively.</p>
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3. Your Group Action

Following your Carbon Literacy training...

<p>What new action(s) will you be committing to in a group setting?</p> <p>If you cannot work directly with others, please think of an action that involves people in another way.</p>	<p>Despite having historical buildings dating back to the 19th Century, the council should investigate the installation of solar panels on areas of the roof which will not be seen by the public.</p> <p>Introducing habitat havens along council owned land and encouraging organisations that work closely with the parish council such as the Canal Trust to do the same.</p> <p>Making our buildings more energy efficient, including changing to LED lightbulbs and improving insulation throughout the building to not lose heat, finding more environmentally friendly stationery and food products.</p> <p>Look into offering our venues up for repair cafes for the community to access, so that people can reuse items, rather than having to buy new.</p>
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Where will the action take place?	Workplace	x	Home		Place of Education		Community	x
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When individuals have attended CL training as part/on behalf of their work, we expect to see work-based actions. If you feel unable to do this, or feel you can have a bigger impact in a different area of life, please provide a brief explanation to let our certification team know why:

Who are the group you will be doing this with?	All councillors and council staff should have a responsibility in voting for and implementing measures to reduce the Parish Councils greenhouse gas emissions.
What will your specific role be?	As Vice-Chair of the biodiversity committee my responsibilities should be promoting efforts and finding solutions to reducing our carbon footprints as an organisation.

Estimated CO ₂ e saving per year (kg)	Low (10s)		Medium (100s)		High (1000s)	
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What greenhouse gas(es) will this reduce?	CO2
How will this action reduce the above greenhouse gas(es) ?	<p>Introducing solar panels will allow us to reduce our reliance on power from the grid, which includes power sources from gas stations. Solar energy is a clean, renewable source.</p> <p>Habitat havens will help boost biodiversity and wildlife in the local area, as well as (albeit small) reducing carbon emissions through photosynthesis.</p> <p>Installing LED lightbulbs throughout our council buildings will help reduce the overall power needed to light rooms, as they use 90% less power than incandescent bulbs. Using less power reduces the councils carbon footprint since a large part of our footprint is by powering and heating our buildings. By better insulating our rooms, we can change our heating to becoming room specific, rather than heating the whole building and rooms that do not need heating, reducing the amount of power and gas.</p> <p>By setting up repair cafés in our council buildings, we can reduce carbon emissions by cutting extra, unnecessary manufacturing and transport of new products.</p>
Why is this change significant ?	<p>Solar panels, not only reduce the Parish Council's carbon emissions, but could also make a long-term saving for the council by paying less to our energy provider.</p> <p>Habitat havens are a great initiative to help support local wildlife and plants. If the parish council take a lead on building these habitat havens, other individuals may follow suit.</p> <p>Changing to LED lightbulbs and heating only specific areas of the council buildings will significantly reduce the cost of our energy and gas bills, this money can then be used to help explore other ways of reducing our carbon footprint.</p> <p>Repair cafés are a significant change as it is a way of bringing the local community as part of the parish council's journey to reducing greenhouse gases, as well as helping them learn how to become more self-sufficient.</p>

4. Hints and Tips! From The Carbon Literacy Project to successfully complete this form

Double-check your actions before returning your form.

- Are they new?
- Are they related to the setting of your training?
- Have you described the link between your action and greenhouse gas reduction?
- Are they written in your own words? (i.e. not copied)

Good-to-know:

- Low/Medium/High means 10s/100s/1000s kgs carbon dioxide (equivalent). We will not be testing this part. It just shows us that you have a relative understanding of the carbon impact of different actions, as well as helping us to estimate the overall carbon reduction from CL pledges.

- There is no reduction too big or too small. As long as you are using your power to make the largest reduction you can, that is what Carbon Literacy is about.
- If in doubt...explain, explain, explain! Our certification team only see this form, so we do not know anything beyond what you write. If you are unsure if what you have written will pass, help us understand your line of thought by writing it down.

<p align="center">Climate Change and Biodiversity Committee 14 January 2026 APPENDIX 2</p>

Version 8 Updated 10.12.25

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 and runners up have all now been visited and awarded prizes. <i>[As detailed in Deputy Town Clerk's Officers report submitted to Council on 8 December 2025]</i> 	Complete.
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 14 January 2026.
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 	At next meeting on 14 January 2026.
Fairtrade Status	Deputy Town Clerk Cllr R Harvey-Coggins	<ul style="list-style-type: none"> Members to note Cllr R Harvey-Coggins verbal update as to progress which has been made regarding Fairtrade. 	At next meeting on 14 January 2026.