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**To** All Members of the Environmental and Sustainability Committee:

**Keynsham Town Councillors:** S Alenshasy, E Cannon, C Davis, A Greenfield, C Leonard, H MacFie, Andy Wait

**Lead Community Organisations:** Erica Davies, Ros Durrant

**Business Representatives:** Phillipa Paget

**Members of the Public:** James Boxall Clasby

cc. All Other Town Councillors

**Dear Members of the Environment and Sustainability Committee**

You are invited to a meeting of the **ENVIRONMENT & SUSTAINABILITY COMMITTEE** on **Tuesday 28<sup>th</sup> May 2024** commencing at **7.00 pm** at **MakeSpace, 2 Riverside Terrace, Keynsham, BS31 1HF**

Signed on 22<sup>nd</sup> May 2024

By Katherine Sears, Deputy Town Clerk

**EMERGENCY EVACUATION PROCEDURE**

When the continuous alarm sounds, you must evacuate the building by the exit and proceed to the assembly point: Grassed area past St. Cadoc House, Temple Street.

Arrangements are in place for the safe evacuation of disabled people.

## ENVIRONMENT AND SUSTAINABILITY AGENDA

### 1. ELECTION OF CHAIRMAN 2024/2025

**RECOMMENDATION:**

*To elect a Chair of the Environment and Sustainability Committee for the Municipal Year 2024/2025.*

### 2. ELECTION OF VICE CHAIRMAN 2024/2025

**RECOMMENDATION:**

*To elect a Vice Chair of the Environment and Sustainability Committee for the Municipal Year 2024/2025.*

### 3. MEMBERSHIP OF THE ENVIRONMENT AND SUSTAINABILITY COMMITTEE 2024/2025

**RECOMMENDATION:**

*To note that Councillors S Alenshasy, E Cannon, C Davis, A Greenfield, C Leonard, H MacFie and A Wait are the appointed Town Council members of the Committee for the Municipal Year 2024/2025, as agreed at the meeting of the Town Council on 21<sup>st</sup> May 2024.*

### 4. APOLOGIES:

To receive and accept apologies for absence.

### 5. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16<sup>th</sup> April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

### 6. DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item(s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

**RECOMMENDATION:**

*To receive requests for dispensations (for disclosable pecuniary interests) prior to an individual item(s) being discussed, that Members may only become aware of during the meeting itself.*

7. TERMS OF REFERENCE

NAME OF COMMITTEE	ENVIRONMENT & SUSTAINABILITY Committee
<b>MEMBERSHIP</b>	<p>7 Members of the Town Council</p> <p>5 (Lead) Community Representatives</p> <ul style="list-style-type: none"> <li>• Keynsham Plastics Reaction</li> <li>• Keynsham Wombles</li> <li>• Transition Keynsham</li> <li>• Keynsham In Bloom</li> <li>• Churches Together</li> </ul> <p>2 Business Representatives – one large employer, one High Street independent trader</p> <p>1 B&amp;NES Ward Councillor</p> <p>B&amp;NES Cabinet member for Climate Emergency and Neighbourhoods</p>
<b>OFFICERS</b>	<ul style="list-style-type: none"> <li>• Nominated B&amp;NES Officer</li> <li>• Town Clerk or Deputy Town Clerk of Town Council</li> </ul>
<b>TERMS OF REFERENCE</b>	<p>(i) To make recommendations to the Town Council on an Action Plan to implement its Single Use Plastic Policy and monitor progress towards implementation and delivery of the 12 commitments.</p> <p>(ii) To formulate a climate change and ecological emergency policy and action plan for adoption by Town Council, to include a proposed date for reaching net zero, and monitor progress towards implementation and delivery.</p> <p>(iii) To consider how the Town Council can best achieve its corporate objectives, priorities and actions so as to minimise or eliminate carbon emissions, single use plastics and the adverse impacts of climate change.</p> <p>(iv) To champion positive and constructive actions to support the climate change and single use plastics agendas across the Town Council's operations, actions and broader sphere of influence.</p>

	<p>(v) To act as the Council's principal point of reference, deliberation and advice for matters specifically relating to the reduction of single use plastics, carbon emissions, and adaptation to the effects of climate change including preserving and improving biodiversity. Such matters would incorporate:</p> <ul style="list-style-type: none"> <li>• the internal operations of the Council in support of the services it delivers and as an exemplar to external organisations;</li> <li>• the services that the Council provides to the residents of Keynsham.</li> <li>• community leadership in facilitating and enabling actions across the town: including bringing together and working with key strategic partners and expert voices. (especially via formal strategic partnership arrangements).</li> <li>• influencing and interpreting county, regional and national policy for the benefit of Keynsham and B&amp;NES.</li> </ul> <p>(vi) To make recommendations to Town Council on a sustainable procurement policy to address the climate change and single use plastics agendas.</p> <p>(vii) To produce a list of preferred suppliers/products and a timescale for the Town Council to eliminate use of single use plastics from its operations.</p> <p>(viii) To make recommendations to the Town Council concerning the establishment and activities of a wider Community Forum and/or other methods for partnership working to facilitate and encourage implementation of the Single Use Plastics Policy and emerging Climate Emergency Policy across Keynsham.</p>
<b>DELEGATED POWERS</b>	None – advisory only
<b>QUORUM</b>	3 Town Councillors.
<b>FREQUENCY OF MEETINGS</b>	As required

**RECOMMENDATION:**

*To consider the Terms of Reference for the Environment and Sustainability Committee and make a recommendation to full Council of any amendments required.*

**8. RECORD OF PREVIOUS MEETINGS**

**RECOMMENDATION:**

*That the Minutes of the Environment and Sustainability Committee meeting held on Tuesday 26<sup>th</sup> March 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.*

**9. KEYNSHAM TOWN COUNCIL ENVIRONMENT AND SUSTAINABILITY PROJECT PLAN (attached)**

**RECOMMENDATION:**

- i) To receive a verbal update on the Environment and Sustainability Project Plan. (See attached – KTC Environment and Sustainability Project Plan).*
- ii) To select project areas for the coming year.*

**10. KEYNSHAM TOWN COUNCIL OFFICE/STAFF E&S OPERATIONS REPORT (SEE ATTACHED)**

**RECOMMENDATION:**

*To receive and note the report of the internal review of Council activities.*

**11. UPDATE ON NEIGHBOURING PARISHES MEETING**

DTC to update Committee.

**RECOMMENDATION:**

*To receive and note the update from DTC.*

**12. KEYNSHAM CEMETERY**

The Cemetery would like to purchase 3 new bird feeders and 2 bird tables to attract local wildlife to the area. Kelvin has seen green woodpeckers, greater spotted woodpeckers, blue tits, great tits, longtail tits, and a kestrel. There are buzzards which land on the headstones. Robins have also been seen and often land on the groundsmen forks and like to watch them working! We believe there may be a tawny owl roosting on the security light. Droppings have been found and historically an owl has been present when this happens.

The feed costs £10 a tub which will last 2 weeks.

1kg Wild bird seed costs £1.50 and lasts a week during spring and summer and less during autumn and winter.

Would also like to purchase 2 water butts to collect the rainwater as suggested by Councillor Edmund Cannon.

**RECOMMENDATION:**

*To decide whether to make the purchases noted above.*

### 13. THE ORCHARD PROJECT

A suggestion from a resident for Keynsham Town Council to support The Orchard Project. [www.theorchardproject.org.uk](http://www.theorchardproject.org.uk)

Trust Tree Giveaway for November 2024 delivery



#### Wild harvest

Grow an array of fruits and nuts to produce your own jams, jellies, wines and more.

- **Trees:** 105 or 420
- **Species:** hazel, blackthorn, crab apple, elder, dog rose, rowan
- **Size of land for 105 saplings:** 4x tennis courts or 20-25 metres double-row hedge
- **Size of land for 420 saplings:** 1x football pitch or 85-100 metres double-row hedge

**RECOMMENDATION:**

*To decide whether this is something to pursue, if so to recommend locations in Keynsham that could be suitable.*

### 14. KEYNSHAM HIGH STREET FLOWER PLANTER

Suggested from Cllr Cannon to install more planters on the area in front of Methodist Church on the High Street.

**RECOMMENDATION:**

*To decide whether this is something to pursue.*

### 15. DOWNFIELD PLAY AREA

Verbal update from DTC.

**RECOMMENDATION:**

*DTC to speak to Curo regarding tree planting amongst the concrete blocks and alongside the west boundary.*

### 16. ROOFTOP REVOLUTION

Verbal update from Cllr Wait.

**RECOMMENDATION:**

*To receive and note the update.*

### 17. SOMERDALE SCHOOL ADMISSION POLICY

Verbal update from Cllr Cannon.

**RECOMMENDATION:**

*To receive and note the update.*

**18. FARMERS MARKET & COMMUNITY WORKSHOP**

Farmer's Market dates are 8<sup>th</sup> June, 13<sup>th</sup> July and 10<sup>th</sup> August.

Giveaways could include Hedgehog food, wildflower seeds.

Community workshops in MakeSpace could be based around making bug hotels.

**RECOMMENDATION:**

i) *To consider options and decide what Farmer's Markets to attend and to do a Community giveaway.*

ii) *Decide whether to pursue with the community workshops, if so, what should the ticket price be.*

**19. BRISTOL EAST CYCLE AND WALKING PATHS**

**RECOMMENDATION:**

*Receive verbal update in respect to this matter.*

**20. CONNECTING CYCLE AND FOOTPATHS (CROSS COUNTY BORDERS)**

**RECOMMENDATION:**

*To receive verbal updates in respect of this matter.*

**21. DATE OF NEXT MEETING**

**RECOMMENDATION:**

To note that the next meeting of this Committee will be held on **TUESDAY 9<sup>th</sup> JULY 2024** at 7.00 p.m. in MakeSpace.