



1<sup>st</sup> September 2020  
Deputy Town Clerk: Dawn Drury  
15-17 Temple Street,  
Keynsham, Bristol BS31 1HF  
Temporary Telephone: 07904 161097  
E-mail: [townclerk@keynsham-tc.gov.uk](mailto:townclerk@keynsham-tc.gov.uk)  
Website: [www.keynsham-tc.gov.uk](http://www.keynsham-tc.gov.uk)

#### REMOTE COUNCIL MEETINGS.

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”), Keynsham Town Council will be holding Council and Committee meetings virtually using the Zoom platform whilst these regulations remain in place during the COVID crisis.

The meeting ID and password specific for the meeting concerned will be available on the agenda posted on the Town Council website, so that members of the public can attend. Details of how to join a meeting using Zoom can be accessed here

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

The Council will be prioritising and focusing on urgent issues/business. Members of the public wishing to address the Council during Public Participation are asked to bring this to the attention of the Clerk or in any case the Chairman before the start of the meeting and are reminded that the Council cannot make any decision on matters that do not appear on the agenda. If any members of the public have questions about matters not on the agenda, they are requested to contact the Clerk of the meeting by telephoning 07904 161097 or emailing [deputytownclerk@keynsham-tc.gov.uk](mailto:deputytownclerk@keynsham-tc.gov.uk)

To: All Members of the Environmental and Sustainability Committee:

**Keynsham Town Councillors:** D Biddleston, C Brennan, C Buxton, D Cooper, A Greenfield (Chairman), B. Simmons and A Wait

**Lead Community Organisations:** Keynsham Plastic Reaction (F Edwards); Keynsham In Bloom (D Drury); Keynsham Wombles (E Davies), Transition Keynsham (Hazel Mitchell – Vice-Chairman)

**Business Representatives:** Independent Trader (One member to attend); Large Business – John Laing (Pukka Herbs)

**B&NES Cabinet Member for Climate Emergency and Neighbourhood Services** (Cllr S Warren) **B&NES Ward Councillor** (Cllr H MacFie) **B&NES Officer** (Jane Wildblood)

cc. All Other Town Councillors

Dear Councillor,

You are requested to attend a meeting of the **Environment and Sustainability Committee** to be held **Virtually via Zoom** on **TUESDAY 1<sup>st</sup> September 2020 at 6.00 pm.**

Members of the public can attend the meeting via Zoom

**Meeting ID: 867 8081 6355**

**Password: 217470**

Details of how to join a meeting using Zoom can be accessed here

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

**The Agenda for the meeting appears overleaf.**

26<sup>th</sup> August 2020

Dawn Drury, Deputy Town Clerk

## **AGENDA**

### 1. **APPOINTMENT OF CHAIRMAN**

#### RECOMMENDATION

To note that Councillor A Greenfield be appointed as Chairman of the Committee for the municipal year 2020 – 21, as agreed at the Town Council meeting held on 19<sup>th</sup> May 2020.

### 2. **APPOINTMENT OF VICE CHAIRMAN**

#### RECOMMENDATION

To confirm if Hazel Mitchell wishing to continue as Vice Chairman of the Environment and Sustainability Committee for the municipal year 2020 – 21, as agreed at the Town Council meeting held on 19<sup>th</sup> May 2020.

### 3. **MEMBERSHIP**

#### RECOMMENDATION

To note Councillor membership comprising the Committee is Cllrs D Biddleston, C Brennan, C Buxton, D Cooper, A Greenfield (Chairman), B. Simmons and A Wait for the municipal year 2020 - 2021, as agreed at the Town Council meeting held on 19<sup>th</sup> May 2020.

To confirm that the following members of lead organisations will be represented on the Committee for the municipal year 2020 – 21: Keynsham Plastic Reaction (F Edwards); Keynsham In Bloom (D Drury); Keynsham Wombles (E Davies), Transition Keynsham (Hazel Mitchell).

To confirm that the following members of business organization will be represented on the Committee for the municipal year 2020 – 21: Independent Trader (One member to attend); Large Business – John Laing (Pukka Herbs).

To confirm that the following B&NES Council members will be represented on the Committee for the municipal year 2020 – 21: B&NES Cabinet Member for Climate Emergency and Neighbourhood Services (Cllr S Warren), B&NES Ward Councillor (Cllr H MacFie) and B&NES Officer (Jane Wildblood).

4. TERMS OF REFERENCE

<b>NAME OF COMMITTEE</b>	<b>Environment and Sustainability</b>
<b>MEMBERSHIP</b>	<p>7 Members of the Town Council  4 (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> </ul> <p>2 Business Representatives – one large employer, one High Street independent trader  1 B&amp;NES Ward councillor  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 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</p>

	<p>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. 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</p>
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	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
<b>DELEGATED POWERS</b>	None – advisory only
<b>QUORUM</b>	3 Town Councillors.
<b>FREQUENCY OF MEETINGS</b>	As required

#### RECOMMENDATION

To note the Terms of Reference for the Committee as agreed at the Annual Town Council Meeting on 19<sup>th</sup> May 2020.

#### 5. APOLOGIES FOR ABSENCE

#### 6. DECLARATIONS OF INTEREST/DISPENSATIONS

##### RECOMMENDATION:

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)

#### 7. 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.

#### 8. CONFIRMATION OF MINUTES

That the Minutes of the Committee meeting held on Tuesday 3<sup>rd</sup> March 2020 (attached) be approved as a correct record and signed by the Chairman.

#### 9. UPDATES FROM PREVIOUS MEETING

To receive updates on progress from action points of last meeting.

- (i) Cllr A Greenfield to contact the developer of the Hygge in respect of tree planting plans.

10. ENVIRONMENT AND CLIMATE CHANGE SHOWCASE EVENT – SATURDAY 14<sup>TH</sup> MARCH 2020.

Feedback from the Environment and Climate Change Showcase Event and to decide on any follow on activities/events

11. ENVIRONMENT & SUSTAINABILITY STRATEGY

To formulate a strategy for submission to Town Council on addressing climate change/single use plastics – deferred from the last meeting.

To note the following from this Committee's Minutes of the meeting on 3<sup>rd</sup> March '*It was agreed that this Committee would like to have sight of B&NES Council's template strategy or guidance to ensure that the Town Council's strategy does not conflict, and these strategies should develop together. Councillor Wait will contact Councillor Sarah Warren regarding the B&NES Environment and Sustainability Strategy.*

*It was suggested that the Keynsham Town Council Environment and Sustainability strategy should not just mirror the B&NES Council Strategy but must detail how it will bring together local expertise, support local environmental organisations and provide encouragement to other groups to come forward and support the Town Council in respect of Climate Change.*

*Once produced the strategy will be recommended to the Town Council for adoption.*

*Part of the strategy is to include tree planting in Keynsham'.*

12. REPRESENTATIVE FROM PLASTIC FREE ORGANISATION AND CHANGE OF TERMS OF REFERENCE

RECOMMENDATIONS

The addition of a representative from the Plastic Free AND Keynsham Energy organisations to the Environmental and Sustainability Committee and to amend the associated terms of reference (carried forward from last meeting).

- (i) Representative from Plastic Free
- (ii) Representative from Keynsham Energy Group

These recommendations will need to be taken to Town Council for approval.

13. CLIMATE ACTION WORKSHOP – 30<sup>TH</sup> JULY 2020

To receive an update from the Climate Action Workshop including an explanation on how to use Climate Action Planning spreadsheets. (Copies attached)

14. CONNECTING CYCLE AND FOOTPATH (CROSS COUNTY BORDERS)

Feedback from informal meeting on 18<sup>th</sup> August and discussions with Oldland Parish Council

15. INFORMAL MEETING – 18<sup>th</sup> AUGUST 2020

To feedback matters discussed/considered at an informal meeting held on 18<sup>th</sup> August 2020.

16. TOPICS FOR FUTURE MEETINGS/ALLOCATION OF RESPONSIBILITIES

To suggest topics for future meetings and to allocate responsibilities to Committee members in respect of research required – deferred from the last meeting.

Previously suggested topics:

Transportation including community buses and cycling.  
Provision and linking up of cycle paths and provision of cycle shelters.  
Park and minibus ride into town.  
Shuttle bus service for S. Glos residents to Somerdale employment. (Cllr Simmons has produced a paper on this).  
Increase in parking provision.  
Bring together local food produces and hold a food festival.  
Somerdale reservoir and wet land.

It was suggested that interested parties should be invited when discussions on these topics occur.

It was suggested that Keynsham look at other examples of good working practice e.g. Transition Town Totnes and Preston Borough Council.

17. PROPOSED SPEAKER FOR FUTURE MEETING

To decide on a speaker for the next meeting

Suggested possible organisations

The Sustainable Food Trust.  
Rewilding of Rivers – managing flooding.  
The BART river project was explained. This is currently at a feasibility stage.  
Keynsham Community Energy.  
Avon Wildlife Trust.  
Zero Carbon Compton.

18. DATE OF NEXT MEETING

To note that the next meeting of this Committee will be held on **TUESDAY 13<sup>th</sup> OCTOBER at 6.00 p.m.** virtually by Zoom video conferencing.