

DOWNHAM MARKET ENVIRONMENT STRATEGY GROUP
RECORD OF MEETING HELD TUESDAY 03 DECEMBER 2019 AT 5:30PM

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council Offices. Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.

	Present: Chair – Cllr Hayes Councillors – Brighty, Daymond, Pickering, Cllr Shippey and Cllr Woodmin Town Clerk Mrs E Oliver Senior Administrator Ms C Dornan	ACTION
1	<u>To receive apologies for absence</u> Cllr Groom, Lightfoot, Pyatt, Soehnle and Westrop gave their apologies. Cllr Hendry did not attend.	
2	<u>To agree the minutes of Tuesday 01 October 2019</u> All in favour of approving the notes.	Cllr Hayes to sign notes as a true copy.
3	<u>To agree the minutes of Tuesday 05 November 2019</u> All in favour of approving the notes.	Cllr Hayes to sign notes as a true copy.
4	<u>To receive updates from agreed actions at last meeting</u> Cllr Daymond will investigate the costs associated with adding Solar Panels following this approval and whether panels could be added to the Town Council Offices. Requested contact to be made with the solar farm owner on the A10 to obtain feedback on solar panel installation. Eco Ely Facebook Link to be sent to group. Cllr Hayes and the Town Clerk to arrange a meeting with Climate Change Officer at BCKLWN. Reports from the University of East Anglia and the Tindell Centre to be sent to group.	Cllr Daymond to report back January 2020 Actioned A conference call was arranged with Dave Robson & Henry Sanders and was very helpful in explaining how to conduct a Carbon Audit. It was commented that all buildings owned and rented by Town Council may need to be reviewed. Actioned

<p>Investigate reusable nappy incentives offered by NCC / local firms</p> <p>Cllr Pickering to discuss food savvy initiative with Hubbub</p> <p>To investigate Community Café</p> <p>To discuss coffee cup reduction options</p> <p>To provide an update on the Water Refill Project</p> <p>Rodborough Parish & Town Council Carbon Neutral report to be sent to group</p> <p>Provision of year on year utility costs</p> <p>Review of Tree Cover</p> <p>Landfill reduction programme</p> <p>To review local biodiversity</p>	<p>Nothing available locally.</p> <p>Hubbub advised that to have a Community Fridge & Freezer there must be an adjacent sink. No 6 was suggested as a possible location. Level 5 Food Safety Audit required. To discuss with Town Hall Chair Cllr Pickering to speak with Ely as they do not have a sink near their fridge.</p> <p>This was discussed and it was agreed the kitchen was not appropriate at present to proceed with this idea. This will continue to be monitored.</p> <p>The Priory Centre are considering adding a kitchen. Cllr Pickering to continue to liaise with The Priory Centre.</p> <p>Cllr Pyatt not present – Jan 2020 agenda</p> <p>The Town Clerk confirmed the stickers had now arrived.</p> <p>Cllr Hayes to arrange a press release.</p> <p>Actioned</p> <p>Actioned</p> <p>Meeting with Brian Long confirmed they are looking at locations to plant new trees and replace those removed historically.</p> <p>It was suggested that residents are encouraged to plant trees as limited Town Council land available.</p> <p>Cllr Hayes read an email from Cllr Westrop to the group.</p> <p>To be discussed January 2020.</p> <p>Cllr Woodmin gave a detailed overview of her research.</p> <p>Schedule of grass cutting to be obtained by Town Clerk.</p>
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	<p>Town Clerk to contact Dr Charlie Gardner</p> <p>To send out SLCC 20 environmental target link</p> <p>To review SLCC environmental targets</p> <p>To discuss with BCKLWN Town Recycling Bins</p> <p>To discuss influencing residents</p> <p>To investigate Time Credits</p>	<p>Cllr Woodmin to discuss seed mixes with Downham In Bloom Committee and identify native mixes that require less water. Cllr Daymond suggested using the sensory area in the Memorial Garden.</p> <p>Cllr Woodmin to investigate seed sponsorship opportunities.</p> <p>Cllr Woodmin and Cllr Brighty to investigate costs associated with converting the AT Johnson Memorial Garden into a Community Sharing Area to help combat loneliness.</p> <p>Cllr Woodmin to discuss with Men's Shed, Trafalgar Estate, to assist with transforming an area within Downham Market.</p> <p>It was confirmed that Dr Charlie Gardner had not completed any work for Tunbridge Wells Borough Council and only spoke in support of the Climate Emergency.</p> <p>Actioned.</p> <p>Cllr Groom not present – January 2020 agenda</p> <p>To be discussed with Brian Long at meeting in approx. 6 weeks.</p> <p>Reviewing Hunstanton's progress since they declared a Climate Emergency.</p> <p>The Clerk confirmed was investigating setting up a mail chimp free distribution list.</p> <p>To investigate further what is on offer if we offered volunteer opportunities.</p> <p>An Easter Event focussing on composting and biodegradable products to be considered. January 2020 agenda.</p> <p>Consider a composter at TCO premises. Senior Admin. to investigate.</p>
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5	<p><u>To discuss wild verges</u></p> <p>It was deemed appropriate to place this again on the agenda for January 2020 due to the absence of Cllr Soehnle.</p>	Senior Admin
6	<p><u>To receive utility year on year comparisons for Town Hall & Town Council Office</u></p> <p>Senior Administrator has provided Cllr Shippey with 2018/2019 and current 2019/2020 utility figures for review.</p> <p>Town Hall figures have been prepared and copies of invoices will be available shortly as many have already been archived.</p> <p>The Town Clerk has sought advice on calculating Carbon footprint.</p> <p>The Town Clerk has therefore arranged a meeting with Richard Burton on 16 December 2019 to discuss undertaking a carbon footprint for the Town Council. Costs are estimated between £500 - £700 which would cover Scope 1 & 2.</p> <p>To be placed on the next agenda.</p> <p>Although the Jubilee Community Centre is a separate entity, it may be appropriate to involve the Jubilee Community Centre in order to share costs, but this will be discussed further with Richard Burton.</p>	Town Clerk & Senior Admin. Town Clerk
7	<p><u>To discuss and agree obtaining advice and opinions from external experts</u></p> <p>In the absence of Cllr Groom, it was agreed this would be placed on January 2020 agenda.</p>	Senior Admin.
8	<p><u>To agree the date for the next meeting</u></p> <p>Tuesday 07 January 2020 at 5:30pm</p> <p>From February 2020 this strategy group will be scheduled for 2nd Tuesday of the month – 11 February 2020</p>	
	Meeting closed: 6:35 pm	
	SIGNED	DATE