



Deal Town Council, Town Hall, High Street, Deal, Kent, CT14 6TR.
01304 361999 - deal.town.council@deal.gov.uk - www.deal.gov.uk

To all Committee Members: You are hereby summoned to attend a meeting of the Environment Committee at Deal Town Hall on **Monday 14th February 2022** at 7.15pm to transact the business shown on the agenda below.

To the press and public: There is limited public seating for this meeting, to reserve a seat please email deal.town.council@deal.gov.uk or call 01304 361999 by 10.00am on 14th February.

Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on 14th February please email deal.town.council@deal.gov.uk or post to the above address.

Lorna Crow – Town Clerk
Date: 07.02.22

AGENDA

1	Chairman's opening remarks	Chairman
2	Apologies for absence	Town Clerk
3	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach 1
4	The minutes of the Environment Committee meeting held on 15th December 2022 for approval: Decision required	Attach 2
5	Statements received from members of the public on items relating to the agenda to be circulated by the Town Clerk: For councillor information	Town Clerk
6	Draft Carbon Strategy and Plan: Decision required	Attach 3
7	Report on Giki Pro Report: Decision required	Attach 4
8	Report on Thermal Imaging Camera: Decision required	Attach 5
9	Council Planting Update: Information to note	Attach 6
10	Update on the committee projects/initiatives: Information to note	Attach 7
	Resolution to exclude the public: Public Bodies (Admission to Meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature.	
11	Arboriculturist Quotes & Update: Decision required	Attach 8
	Date of next meeting: Monday 11th April 2022	

Filming and audio recording of Town Council meetings, by representatives of the media and also by members of the public using small media tools, is permitted. Please refer to the council's protocol for recording of meetings for guidance, available to download on www.deal.gov.uk or on request.

Committee members: Cllr C Oliver, Cllr T Thompson, Cllr B Bano, Cllr T Bond, Cllr A Farrington, Cllr T Grist, Ms S Danby and Mr D Carey

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

Deal Town Council
Town Hall, High Street, Deal, Kent CT14 6TR

Attachment 2

The minutes of the Environment Committee meeting held on
 Wednesday 15th December 2021 in the Deal Town Hall Chamber starting at 7.15pm

Present: Cllr C Oliver – Chairman
 Cllr T Thompson
 Cllr C Turner – Ex-Officio
 Cllr T Bond
 Mr D Carey (Co-opted)
 Ms S Danby (Co-opted)

Officers: Mr P Bone – Deputy Town Clerk
 Miss J Harper – Asst.to the Town Clerk
Others: None

1	Chairman's opening remarks: The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions.	
2	Apologies for absence: Apologies had been received from Cllrs Grist & Bano. Absent: Cllr Farrington	
3	Declarations of interest: None received.	
4	The minutes of the extraordinary Environment Committee meeting held on 22nd November 2021 for approval: Members RESOLVED: To accept the minutes of the Environment committee held on 22 nd November 2021 as a true and accurate record. (P)CO (S)TT 2 For, 2 Abs. Agreed. The Chairman duly signed the minutes.	Chairman
5	Statements received from members of the public on items relating to the agenda to be circulated by the Town Clerk: None received.	
6	Southern Water: Following discussion members RESOLVED: To note the information. (P)CT (S)TT. All Agreed.	
7	Council Planting: Members RESOLVED: The Project Officer, R.F.O and the Town Clerk complete the planting project and to delegate authority to the Project Officer, R.F.O and the Town Clerk to make decisions on the project, provided that it remains in budget. (P)CO (S)TT. All Agreed.	Project Officer/ R.F.O./ Town Clerk
8	Update on the committee projects/initiatives: Following discussion Members RESOLVED: That the Chairman works with Cllr Bond on a report detailing possible opportunities to adopt 'green spaces' that are believed to be un-owned. This report to be brought to a future meeting of this committee for discussion. (P)CO (S)TB. All Agreed. Members further RESOLVED: That the Deputy Town Clerk invites the DDC Heritage Officer/s to meet with the Deputy Town Clerk, Project Officer and Chairman of this committee to discuss renewable energy options and any options for improving the thermal efficiency of the windows. (P)CO (S)TB. All Agreed Members further RESOLVED: To note the Environment Committee Projects Summary as at 7 December 2021. (P)CO (S)TB. All Agreed.	Chairman/ Cllr Bond Deputy Town Clerk
	The Chairman closed the meeting at 8.25pm	

MEMORANDUM

To: Cllr Christine Oliver, Chair of the Environment Committee and all Committee Members
From: Adrian Oliver, Project Officer
Date: Friday 4th February 2022
Subject: **Carbon Reduction Strategy & Carbon Reduction Annual Plan 2022/3**

Following recent officer focused carbon literacy training the Town Clerk, Responsible Finance Officer and Project Officer, have drafted a Carbon Reduction Strategy 2022-25 and a Carbon Reduction Annual Action Plan 2022/3. These items are actions that the training identified as the first critical stages towards a net zero goal.

At this stage, whilst we have been able to articulate the strategy and action plan, using results from the LGA Carbon Accounting Tool, specific annual emission figures are not including in the attached paper as we are now using the more appropriate KALC Carbon Calculator, which was released a few weeks ago. The specific data will be included before the next Full Council meeting.

Decisions Required

Consider recommending the draft Carbon Reduction Strategy and Carbon Reduction Annual Plan 2022/3 to Full Council for adoption.

Deal Town Council Carbon Reduction Strategy

Overview

Deal Town Council is made up of 15 Councillors from three Wards: Middle Deal; Mill Hill; & North Deal.

Town Councils, like Parish Councils, are the most representative bodies within the UK democratic framework. In Deal, 15 councilors represent 24,000 citizens, which is a ratio of 1 councilor for 1,600 people. In comparison, the MP for Dover is a single person representing 102,530 people.

The Town Council operates out of the Town Hall with eleven members of staff working full time or part time, but all hybrid working. It works closely with Dover District Council and Kent County Council to serve its citizens.

Deal Town Council's core activities are:

- Owns & Manages Deal Town Hall
 - Hires spaces for weddings, receptions, meetings, training
 - Undercroft hired to charities for table-top sales
 - Various events throughout the year i.e.
 - Heritage Open Day
 - Holocaust Memorial Day
 - Charter Day
- Manages the Visitor Information Centre
 - Open two weekday mornings
- Issues grants to local organisations
- Mayoral Office
 - Mayor represents the Town at events across the County
- Markets
 - Manages the Saturday Market in Union Road Car Park
 - Manages the Wednesday Market in the Undercroft (currently suspended)
- Braderie
 - Manages the annual street fayre (cancelled in 2020 & 2021)
- Allotments
 - Rents 123 plots to residents at three allotment sites:
 - Golf Road
 - Mill Hill
 - Park Avenue
- Planning
 - Consultee to Dover District Council for planning applications
- Committees
 - Finance & General Purposes
 - Special Project Fund Sub-Committee
 - Grants Sub-Committee
 - Town Plan Steering Group
 - Planning Committee
 - Transport & Infrastructure Committee
 - Environment Committee
 - Staff Liaison Panel

Commitment to achieving Net Zero

The Full Council declared a Climate Emergency on 26 June 2019:

“That Deal Town Council commits to becoming a carbon-neutral organisation by 2025 by creating a carbon audit and roadmap by March 2020 and will provide up to a £1,000 from this year’s contingency fund to cover the costs of producing the carbon audit and roadmap.

To include environmental impact assessments in officers’ reports, highlighting in particular the impact on direct and indirect CO2 emissions.

To seek means to assist other organisations in the town to reduce their direct and indirect CO2 emissions, in conjunction with specialist advice from Dover District and Kent County Council officers.

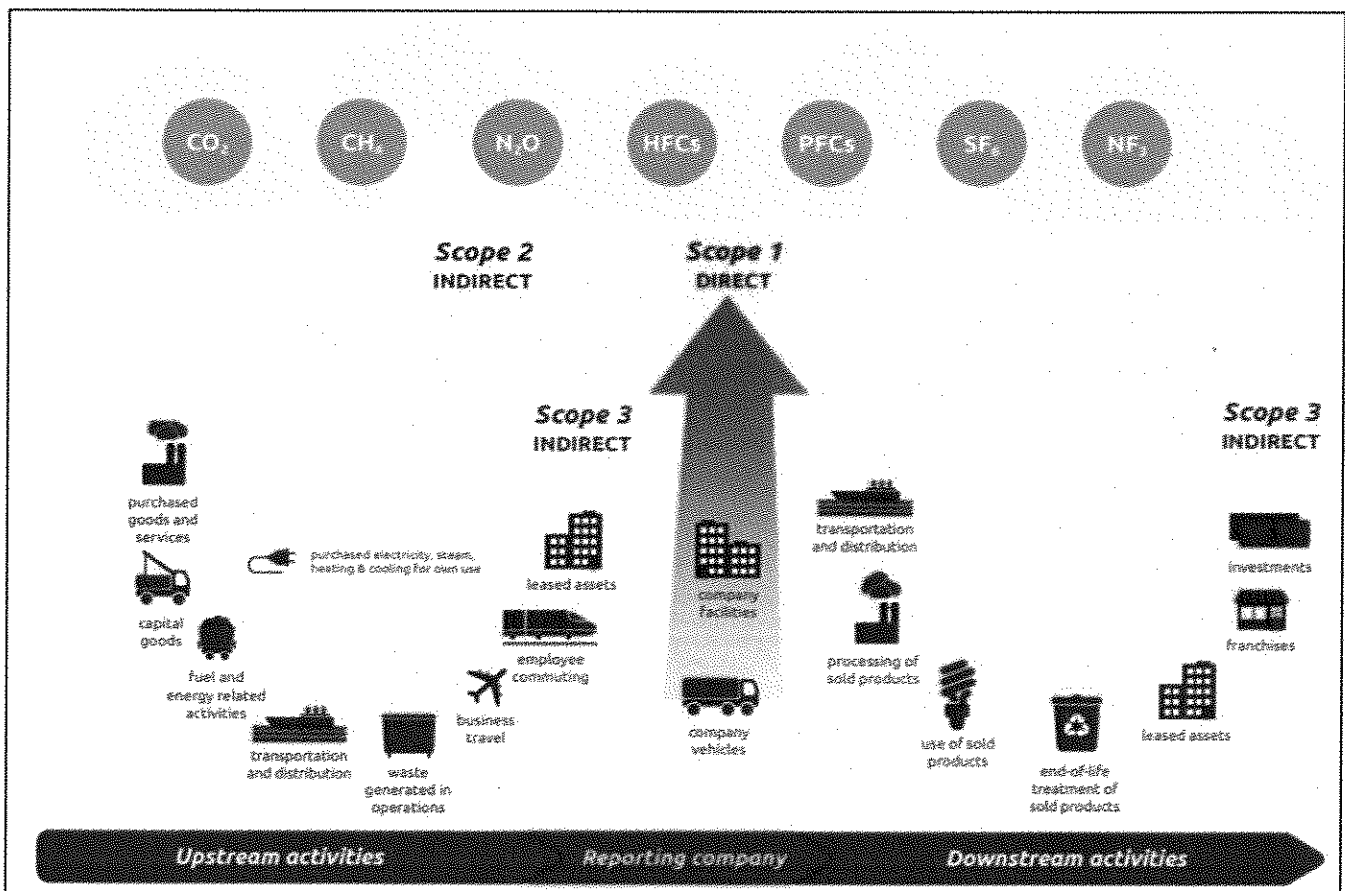
Vision

Deal Town Council is committed to achieving Net Zero emissions by 2025

This means that by March 2025 Deal Town Council will be a net zero-carbon organisation. The council’s own operations will be clean and efficient.

Measurement

The Council is using the Greenhouse Gas Protocol model to assess its emissions and calculating them using the new KALC Carbon Calculator.



Greenhouse Gas Protocol - the world's most recognised carbon footprint standard

Scope 1 – emissions from owned or controlled combustion sources (i.e. natural gas powered heating)

Scope 2 – emissions from the generation of purchased energy (i.e. electricity supplied)

Scope 3 – As much of the emissions that occur in up and downstream supply chains

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

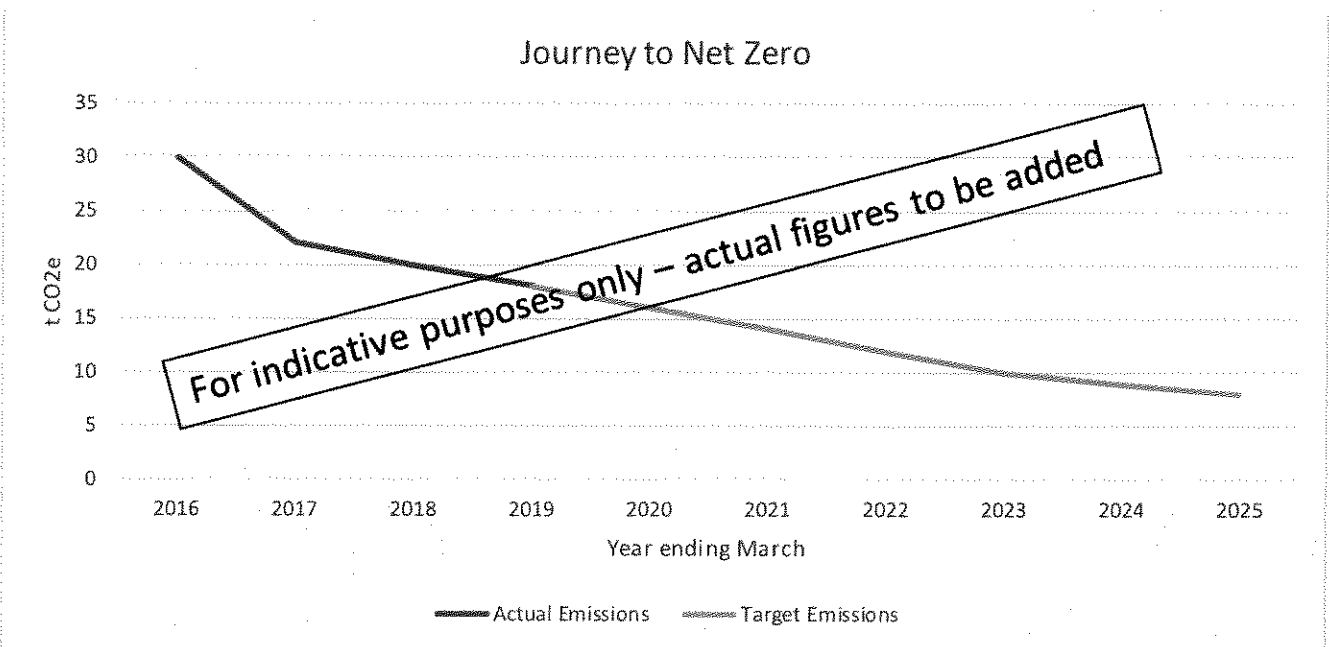
Baseline Year: April 2015 – March 2016	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	xx
Scope 2	xx
Scope 3	Not measured*
Total Emissions	xx

Current Year: April 2019 – March 2020	
Current year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	xx
Scope 2	xx
Scope 3	Not measured*
Total Emissions	xx

* Minimal activity

Emissions reduction targets

We project that carbon emissions will decrease over the next three years to 9tCO₂e by 2024-2025. This is a reduction of 70% since the baseline year. [figures to be confirmed]



To achieve this rapid decrease (industry practise is to reduce emissions by approximately 10% p/a, work is focused on minimising the emissions from Scope 1 (heating) and Scope 2 (purchased energy) activities.

To deliver this vision we will focus on the six priority areas listed below in order. We will produce an Annual Action Plan to tackle these priorities. Each year our emissions and Action Plan will be reviewed by an external auditor and reported publicly.

Priority Area 1 – Deal Town Hall: Scopes 1 & 2

- Continually improve energy efficiency and thermal performance of Deal Town Hall within the limits of being guardians of an historic building
- Seek opportunities for decarbonising heating and electricity in Deal Town Hall
- Maximise usage whilst minimising emissions

Priority Area 2 – Working Practises: Scope 1 & 2

- Assess Town Hall usage and emissions to see how working practices can adjust to reduce energy usage and emissions
- Engage staff and encourage action through communications and initiatives
- Eliminate the use of single-use plastics
- Ensure all new starters receive induction training on the council’s environmental aims and policies
- Committees to run all decisions through a Net Zero Carbon Emissions Checklist
- Reduce water demand – particularly with Council planting
- Reduce, reuse and recycle as much waste as possible
- Improve paper management (Reduce printing & minimise shredding)
- All purchasing decisions to be fully assessed
- Where possible, Council Meetings and working hours to overlap
- Events to be ‘No Waste’ and low carbon impact

Priority Area 3 – Transport: Scopes 2 & 3

- Assess the necessity of Mayoral and other operational transport
- Review options for using electric vehicles
- Encourage staff & councillors to adopt sustainable transport options.

Priority Area 4 – External Activities Management: Scope 3

- Continue to help allotment holders to minimise their environmental impact
- Expand allotment portfolio
- Proactively manage the Markets to help local shoppers to buy from local providers
- Work with traders to help them to reduce their carbon footprints

Priority Area 5 – Carbon Emission Balancing

- Invest in local or regional schemes to offset emissions the Council cannot reasonably reduce
- Green the urban area to improve the environment for people, birds, animals and insects

Priority Area 6 – Helping Our Citizens and Businesses

- Share the work the Council has undertaken to reduce its carbon footprint
- Work with local businesses and organisations to encourage more sustainability
- Encourage citizens to improve the thermal performance of their homes
- Encourage, promote, campaign for and foster good public transport, walking, wheeling and cycling
- Object to major developments that are not environmentally sustainable or impact biodiversity

Boundaries

Deal Town Council cannot be responsible for the carbon emissions of every element of its activities so there are things that it can influence, but not control. For instance:

- The Council will encourage Market traders and allotment holders to act sustainably, but cannot be responsible for their emissions
- The Council will run events and will encourage participants and visitors to act sustainably, but cannot be responsible for their emissions
- Suppliers will have been expected to have calculated, minimised and offset the whole life emissions of any significant Council purchases to avoid double accounting

Monitoring & Reporting

The Council has committed to an external annual review that will be published in April from 2022 to 2025.

Deal Town Council Carbon Reduction Annual Action Plan 2022/3

Month	Action	Scope	Benefit	Budget
March	Roof space lagging	1	Thermal improvement	£3,800
	Chamber window repairs	1	Thermal improvement	£2,544
April	External Carbon Audit & Review	-		£770
	Planting	2	Save water	£0
May	Heating Controls	1	Energy efficiency	est.£3,000
	Carbon Emissions Checklists	2	Minimise negative impact of decisions on emissions	£0
June	Secondary Glazing (FF)	1	Thermal Improvement	£tbc
July	Paper Management	2	Reduce paper & improve recycling	£0
August	Secondary Glazing (GF)	1	Thermal improvement	£tbc
September	Mayoral Transport Review	2	Energy efficiency	£0
October	Councillors & Staff Carbon Literacy Training	2	Awareness & understanding	£500
November	Winter Meeting Programme: Council Meetings during working hours	1 & 2	Energy efficiency	£0
December	New Energy Performance Certificate	1 & 2	Verification of work completed & identification of next actions	£400
January	No bookings	1 & 2	Energy efficiency	£0
February	No bookings	1 & 2	Energy efficiency	£0
March	Carbon Literacy Virtual Training Programme	2	Awareness & understanding	£tbc

MEMORANDUM

To: Cllr Christine Oliver, Chair of the Environment Committee and all Committee Members
From: Adrian Oliver, Project Officer
Date: Friday 4th February 2022
Subject: **Report on Giki Pro**

Giki, which stands for “Get Informed, Know your impact”, is a Social Enterprise that has built a platform – Giki Pro - that helps organisations engage and educate their staff to help them cut carbon and live sustainably.

“The platform combines the most detailed, science-based carbon calculator available with 130 personalised steps, a toolkit for sustainability leads to engage staff and teams, leader boards and achievements to encourage change through gamification.”

Meetings have been held with the Giki team to discuss using Giki Pro and a “Chief Greenie” session attended. The platform is well designed. Carbon reduction steps are broken down into simple, easy to understand steps. The more steps you complete, the more you reduce your carbon footprint. Current Giki Pro users include Natwest, Deloitte and Southern Water.

The cost to the council of setting up and running Giki Pro would be:

- Sign up - £250 (with no alterations to the standard T&Cs) or £500
- Annual Subscription - £1,000 (this is with a 50% non-profit discount)
- Impact Services - £225 (additional bespoke support available for £600 per day)

Recommendation

Whilst the platform and design are excellent, Giki Pro fits better with complex corporations where the team and departmental competition elements work. Whilst the platform is only available through a browser and whilst there isn't a community version, it is recommended that the Town Council does not become a Giki Pro member.

Decision Required

Members are to consider the above recommendation

**DEAL TOWN COUNCIL
MEMORANDUM**

Attachment 5

To: Cllr C Oliver - Chairman of the Environment Committee
Committee Members

From: Mrs L Crow – Town Clerk

Date: 4 February 2022

Subject: Thermal imaging camera

The Chairman of this committee has asked me to start exploring options for Deal Town Council purchasing a Thermal imaging camera for residents to use so that they can survey their homes and identify hotspots of heat loss.

It is understood that Walmer Town Council recently purchased a camera for this reason. I have been in contact with their Town Clerk to ask what procedure and guidelines they will be following when doing this and am hoping to receive the documents soon. It has also been suggested that Walmer Town Council may be open to a subcontract agreement or sharing the camera, with Deal Town Council, and I am waiting to receive the details for this.

From my initial explorations I have the following information and observations.

Cost: The cost of a suitable thermal imaging camera starts at around £1,000.

Maintenance: The camera must be calibrated and serviced annually.

Training: It is recommended that the operator of the camera has formal training, especially if the resident is to receive a written report of the survey. The training is for Category 1 which covers the basics of infrared, how to operate the camera under different conditions, how to do an appropriate judgement of the measurement situation in the field and identify potential error sources. Approximate cost of training £1,500.

Conditions: This type of survey should be conducted when it is cold outside and when the building is warm inside. It should not be too windy, and the building should be dry. Heat loss surveys should generally be conducted in the early hours of a cold morning, before the sun can fall on the building. If used at other times it is highly likely to give false or inaccurate readings.

Hire: If the council decide to give free hire for residents to use the camera (without a trained member of staff) there must be a user guide, hire agreement and insurance cover in place.

Carbon Strategy: This initiative would be Scope 3 external of the council's carbon strategy as it does not relate directly to the Town Council and its estate.

Follow up: When a survey of a property has been completed there should be guidance available for the resident on what they can do next, perhaps a leaflet with advice and website links to suitable energy advisors. The council does not currently have any funding allocated to assist with insulation of homes. However, this committee could consider setting up a grant scheme that enabled individuals to apply for funding to assist with improving the thermal efficiency of their homes. Funding for this to come from the Environment budget.

Decision required: Members to consider how they would like to proceed.

**DEAL TOWN COUNCIL
MEMORANDUM**

Attachment 6

To: Cllr C Oliver - Chairman of the Environment Committee
Committee Members

From: Mrs L Crow – Town Clerk

Date: 4 February 2022

Subject: Council Planting update

FOR INFORMATION

At the Environment Committee meeting in December members RESOLVED: The Project Officer, R.F.O and the Town Clerk complete the planting project and to delegate authority to the Project Officer, R.F.O and the Town Clerk to make decisions on the project, provided that it remains in budget.

I can advise that work is progressing steadily with this project. The three of us are working together to develop a long-term approach to the planting, with the priority that it must be sustainable with reduced watering needs. We have agreed a design specification that has the following criteria;

- All year-round interest
- Mature sustainable planting with instant impact
- Is wildlife and environmentally friendly
- Will thrive in different microclimates
- Will enhance the immediate surroundings
- Capture air pollution (Phyto-sensor)
- May potentially have a narrative/theme
- Will generate civic pride

This specification has been sent to local garden designers and landscapers with an invite for them to quote on this work, in addition to this we have also had meetings with some to discuss further. Dependent on the responses we receive (3 quotes are required) we are aiming for the planting work to commence in March.

MEMORANDUM

To: Cllr Christine Oliver, Chair of the Environment Committee and all Committee Members
 From: Adrian Oliver, Project Officer
 Date: 4th February 2022
 Subject: **Environment Committee Projects Summary as at 4th February 2022**

Project	Activity	Status
School Air Quality	No Idling School Posters Competition	Presentations taking place
Air Quality Monitoring	Measuring air quality at a hyper local level and reporting on website	Monitoring by staff has started
Tree Mapping	Tree mapping	Surveying suspended until May
Litter	Litter 2-minute pick	Delivered – Launch February
Planting	Deal Town Council planters	See Agenda

Other Environment Committee Initiatives

Resolution	Active Actions	Next Actions	Committee Decisions
Heritage Officer Meeting (PB)			
Green Spaces (CO/TB)	Report on adopting 'green spaces' that are believed to be un-owned.	Report	
Sainsburys Letter: External greening	Meeting with branch manager		