



Climate Change Action Plan

Introduction

- 1.1 The Council's Climate Change Action Plan documents how the Council will achieve the aims of its Sustainability Policy related to climate change. The headings and aims below are taken from the Sustainability Policy. [1]
- 1.2 The Action Plan will be reviewed and approved by the Climate Change & Environment Sub-Committee, and then Full Council, and developed in consultation with council staff.
- 1.3 This Climate Change Action Plan is a commitment for the whole council. It is not a plan solely for the Climate Change & Environment Sub-Committee
- 1.4 The Climate Change & Environment Sub-Committee may undertake other activities within its Terms of Reference that are not covered by this action plan.
- 1.5 Some of the aims of the Sustainability Policy apply to properties owned by Hadleigh Market Foffment Charity (HMFC). The Council is the sole trustee for HMFC. Actions in pursuit of those aims will be covered in a separate action plan, to be drafted and approved by the Council's HMFC Committee.

Actions Already Taken

- 2.1 The Council has already taken action to protect and combat climate change. In 2019 the Council declared a climate emergency and set up a Climate Change Working Group. That evolved into the community group Hadleigh Environmental Action Team (HEAT) which has delivered several initiatives to preserve our local environmental and biodiversity. In 2021, following the election of some new councillors, a revamped Climate Change & Environment Sub-Committee was created, which developed this action plan.
- 2.2 The Council has also:
 - Supported the installation of cycle racks in several places in the town
 - Agreed not to use glyphosates on its land and encourages allotment owners to follow suit
 - Supported tree-planting programmes
 - Promoted events by the local Tidy Town volunteers and the Environmental Action Days, and the 'Plastic Free Hadleigh' campaign
 - Created Hadleigh Loyalty Card to promote local shopping
 - Promoted the 'Warm Homes Suffolk' scheme with local groups and charities
 - Ran a crisp packet recycling campaign.
- 2.3 And the Council has given grants in support of the following:
 - Hadleigh Community Transport
 - HEAT's 'Forest School' for youngsters
 - HEAT's River Brett Water Quality Citizen Science Project
 - Swift boxes.

Finance and Resources

- 3.1 Approval of this Action Plan by the Council is not approval of any spend in relation to executing the plan. Actions in this plan that involve expenditure will still require approval as required by the Council's Standing Orders and Financial Regulations and the Terms of Reference of the appropriate council committees and sub-committees. In short, approval of this Action Plan is not on its own a commitment to spend.



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- 3.2 Expenditure on actions in this Action Plan do not necessarily come out of any budget set aside for the Climate Change & Environment Sub-Committee. Although it is anticipated some actions will be funded by that budget, some items (such as those that fall under the remit of another council committee) may come from other budgets. Decisions on which budget will fund actions will be taken by the council and/or the appropriate committee.
- 3.3 Execution of some actions in this plan depends on the availability of sufficient council funds.
- 3.4 The council's people resources are limited. The council has based this Action Plan on the resources it estimates will be available to complete it. However, demands on council time and council priorities may impact the execution of this plan.
- 3.5 The above constraints mean that actions in this Action Plan may be delayed and/or dropped if circumstances dictate. This plan is aspirational.

Reporting and Monitoring Progress

- 4.1 Once approved, progress on this Action Plan will be monitored by council staff and reported on regularly at meetings of the Climate Change & Environment Sub-Committee as a standing agenda item.
- 4.2 Updates on progress will be posted on the Council's Climate Change webpage (see below).

Energy Use & Management

5.1 Aim: the Council commits to reducing its carbon footprint through energy efficiency throughout its operation to achieve becoming carbon neutral on energy use by 2030.

5.1.1 Actions:

- Carry out a carbon footprint audit for the council, covering all its properties and activities. Properties: Layham Road sports facilities, play areas, Cemetery Lodge, allotments, war memorial and cricket ground. Activities: council meetings, office activity, services.
- Adopt battery powered ground maintenance tools over petrol. Consultancy on alternate energy sources for Layham Road.
- Switch to LED lighting wherever possible, including in Layham Road (including tennis court lighting)

5.2 Aim: the Council will contract to buy from renewable energy suppliers.

5.2.1 Actions:

- Carry out a review of the Council's current energy suppliers
- Carry out a review of alternative suppliers
- Make recommendations to Council

5.3 Aim: the Council commits to support the community to reduce Hadleigh's carbon footprint with the goal to become a carbon-neutral town by 2030 and will allocate funding to projects that aim to achieve this.

5.3.1 Actions:

- Carry out a carbon footprint estimate for Hadleigh
- Carry out a climate change survey
- Run workshop(s) for local business for reducing their carbon footprint



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- Support any community-led endeavours to start community energy schemes to generate low-carbon electricity using small-scale systems
- Encourage local organisations to adopt their own action plans to address climate change. For example, by including the presence (or a commitment to) of climate change action plans in the Council's policies for assessing grant applications from local organisations.

5.4 Aim: the Council will develop a policy for including carbon reduction criteria when selecting suppliers.

5.4.1 Action: develop Green Supplier Policy.

Sustainable Resource Management

6.1 Aim: the Council will develop a sustainable resource management strategy to reduce its carbon footprint, minimize its use of the earth's resources and choose reusable resources wherever practical.

6.1.1 Action: this may already be covered by other actions in this plan. To be reviewed when this plan is reviewed.

6.2 Aim: the Council will promote and encourage recycling across the town.

6.2.1 Actions:

- Host Repair Cafes
- Monitor local and national recycling schemes and promote those that appropriate, eg. Terracycle, coffee pod and laundry pod recycling.

6.3 Aim: the Council will use recycled paper products where feasible.

6.3.1 Action: carry out a review of current use and re-use and make recommendations to the council or adopt as office practice where appropriate.

6.4 Aim: the Council will minimize the amount of printing and minimize the amount of paper, using electronic communications wherever possible.

6.4.1 Action: carry out a review of current use and re-use and make recommendations to the council or adopt as office practice where appropriate.

4.6 Aim: the Council will endeavour to end the use of avoidable 'single use' plastics in and on Council property.

6.5.1 Action: support 'Plastic Free Hadleigh' campaign.

6.6 Aim: the Council will develop a Green Events Policy, ensuring best practice regarding recycling and sustainability at events.

6.6.1 Action: policy to be developed by CC&E Sub-committee, in consultation with the Christmas Events Committee, and HMFC.

6.7 Aim: the Council will promote water saving actions (like using water butts and toilet flushers that save water) and runoff water in concrete areas.

Conservation & The Natural Environment

7.1 See the Council's separate Biodiversity Action Plan [3].

Sustainable Travel

8.1 Aim: the Council will encourage members and officers to minimize car journeys (unless by EV) made on Council business.

8.1.1 Actions:



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- Include guidance on car-sharing in the council staff handbook
- Consider purchasing an electric bike for use by staff for use on council business

8.2 Aim: the Council will promote, and support the use of cycling, public footpaths and public transport.

8.2.1 Actions:

- Work with Babergh District Council and Suffolk County Council to improve footpath/cycling signage in and around the town, in line with Babergh District Council's LCWIP (Local Cycling and Walking Infrastructure Plan)
- Promote and support Walking Hadleigh group, Hadleigh Cycling Club, and walking and cycling initiatives from other local authorities (e.g. Babergh District Council)
- Share information and outcomes of the Babergh District Council sustainable travel policy.

8.3 Aim: the Council will support initiatives to improve sustainable local transport options including frequent and reliable local bus services around town.

8.3.1 Actions:

- Promote and support Hadleigh Community Transport
- Carry out a feasibility study for a sponsored electric bus service to cover the school run and travel to/from outer villages into town, to reduce parking demand, car use, and carbon emissions.

8.4 Aim: the Council will support and lobby for initiatives to boost investment in infrastructure to enable Electric Vehicle (EV) charging which would boost the adoption of EVs by residents.

8.4.1 Actions:

- Lobby Babergh District Council to install EV points on the town and future town developments
- Encourage the inclusion of EV points in new developments in the town.

8.5 Aim: the Council will support efforts to retain a vibrant high street, and thereby reduce desire to travel to other towns for shopping and leisure.

8.5.1 Actions:

- Continue the Council's membership of the Invest in Hadleigh group
- Other actions in support of this aim may be agreed through the full council or council Town Matters Committee.

Engagement, Lobbying & Partnerships

9.1 Aim: the Council will promote awareness of environmental issues within the community.

9.1.1 Actions:

- Host Repair Café
- Host workshop/webinar for advice for better energy efficiency in homes and reducing carbon emissions in Hadleigh
- Publicize relevant webinars and workshops from other organizations
- Host Climate Event (cf. Woodbridge Climate Action event).

9.2 Aim: the Council will act as a voice for the local environmental concerns to those agencies given the statutory powers to tackle problems.

9.2.1 Action: produce and adopt a guidance document for the HTC Planning Advisory Committee.

9.3 Aim: the Council will support local community groups (such as the Hadleigh Environmental Action Team) to promote sustainable environmental practices and increased environmental awareness within the town.



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9.3.1 Actions:

- Publicize and share details of climate change and environment events and initiatives
- Encourage non-councillor representation on the Climate Change & Environment sub-committee from local environmental groups
- Encourage non-councillor representation to the Neighbourhood Plan Sub-Committee from local environmental groups.

9.4 Aim: encourage and lobby other local authorities (Babergh DC and Suffolk CC) and the UK Government to deliver on their commitments regarding climate change, biodiversity and the environment.

9.4.1 Actions:

- Write to local authorities and the local MP where appropriate.
- Encourage local organisations to develop their own plans to address climate change.

Information Sharing

10.1 Aim: the Council will develop and maintain its knowledge of climate change issues, relevant local groups and initiatives, local and national government initiatives.

10.1.1 Action: representatives from the Council will attend the SALC Climate Forum, and attend climate change events and webinars by SALC, NALC and organizations.

10.2 Aim: the Council will promote Hadleigh's environmental awareness and initiatives with the district and county councils, nearby parish councils and other official and unofficial bodies.

10.2.1 Action: become an active member of local and national government climate change groups such as the SALC Climate Forum and the NALC.

10.3 Aim: the Council will share its knowledge and information within the council and with residents, and promote its Sustainability Policy, Climate Change Action Plan, and its actions, events and initiatives to combat climate change and protect our environment.

10.3.1 Actions:

- Develop and maintain a dedicated webpage summarizing the council's plans and actions, and information.
- Promote the Council's policies, plans, events and actions on social media and physical notice boards.

References

- [1] Hadleigh Town Council Sustainability Policy
- [2] HTC Climate Change & Environment Sub Committee Terms of Reference
- [3] HTC Biodiversity Action Plan (draft – not yet approved)
- [4] <https://www.babergh.gov.uk/news/babergh-and-mid-suffolk-on-the-road-to-sustainable-travel/>



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Action Plan Summary

*Estimated costs key: £ = £1 to £99, ££ = £100 to £999, £££ = £1,000 to £9,999

Energy Use and Management

Aim	Action	How	By when	Est. cost*	Who	Priority
5.1 The Council commits to reducing its carbon footprint through energy efficiency throughout its operation to achieve becoming carbon neutral on energy use by 2030.	Carry out a carbon footprint audit for the council, covering all its properties and activities. Properties: Layham Road sports facilities, play areas, car parks, Cemetery Lodge, allotments. Activities: council meetings, office activity, services.	Paid consultancy	3/23	£££	External consultant	High
	Switch to battery powered ground maintenance tools over petrol.	Replace at near end of life?	End of life	£	Council staff	Low
	Consultancy on alternate energy sources for Layham Road.	Paid consultancy?	9/22	£££	External consultants	High
	Switch to LED lighting wherever possible, including Layham Road (including tennis court lighting)	Paid advice?	12/23	££	Council staff with ext. experts	High
5.2 The Council will contract to buy from renewable energy suppliers.	Carry out a review of the Council's current energy suppliers	Staff review	6 months before contract renewal	0	Council staff	Med
	Carry out a review of alternative suppliers					
	Make recommendations to Council					
5.3 The Council commits to support the community to reduce Hadleigh's carbon footprint with the goal to become a carbon- neutral town by 2030 and will allocate funding to projects that aim to achieve this.	Carry out a carbon footprint audit for Hadleigh	Online estimator?	5/22	0	CC&E	High
	Carry out a climate change survey	Consultancy?	11/22	££	Ext.consultancy	Med
	Run workshop(s) for local business for reducing their carbon footprint	Paid consultancy	12/22	££	External consultancy	Med
	Support any community-led endeavours to start community energy schemes to generate low-carbon electricity using small-scale systems	Dependent on community-led interest	Unknown	0?	Community led	Med
	Encourage local organisations to adopt their own action plans to address climate change. E.g. by including the presence (or a commitment to) of climate change action plans in the Council's policies for assessing grant applications from local organisations.	Council review Grants policies	End of 2022	0	Council Matters Committee & staff	Med



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5.4 The Council will develop a policy for including carbon reduction criteria when selecting suppliers.	Develop Green Supplier Policy	CC&E draft	7/22	0	CC&E with Council staff	Med
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Sustainable Resource Management

Aim	Action	How	By when	Est. cost*	Who	Priority
6.1 The Council will develop a sustainable resource management strategy to reduce its carbon footprint, minimize its use of the earth's resources and choose reusable resources wherever practical.	This already be covered by other actions in this plan. To be reviewed when this plan is reviewed.	Consider at review of Climate Change Action Plan	TBD	0	CC&E	Med
6.2 The Council will promote and encourage recycling across the town.	Host Repair Cafes	HTC provides venue and publicity. External org runs café	2 cafes by 12/22	££	External organization, with support from HTC	High
	Monitor local and national recycling schemes and promote those that appropriate, eg. Terracycle, coffee pod and laundry pod recycling	Council staff to monitor	Ongoing from adoption	0	Council staff, supported by councillors	
6.3 The Council will use recycled paper products where feasible.	Carry out a review of current use and re-use and make recommendations to the council or adopt as office practice where appropriate	Review by council staff	Ongoing from adoption	0	Council staff	Med
6.4 The Council will minimize the amount of printing and minimize the amount of paper, using electronic communications wherever possible.	Carry out a review of current use and re-use and make recommendations to the council or adopt as office practice where appropriate	Review by council staff	Ongoing from adoption	0	Council staff	Med



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6.5 The Council will endeavour to end the use of avoidable 'single use' plastics in and on Hadleigh Town Council property.	Support 'Plastic Free Hadleigh'	Already done	N/A	0	N/A	High
6.6 The Council will develop a Green Events Policy, ensuring best practice regarding recycling and sustainability at events.	Policy to be developed by CC&E Sub-committee, in consultation with the Christmas Events Committee, HMFC	CC&E sub-committee draft	9/22	0	CC&E sub-committee	Med
6.7 The Council will promote water saving actions (like using water butts and toilet flushers that save water) and runoff water in concrete areas.	Actions to be defined.	HTC staff in consultation with CC&E sub-committee	TBD	0?	CC&E sub-committee	Med

Sustainable Travel

Aim	Action	How	By when	Est. cost*	Who	Priority
8.1 The Council will encourage members and officers to minimize car journeys (unless by EV) made on Council business.	Include guidance on car-sharing in the council staff handbook	Clerk to consult with staff	From adoption	0	Council staff	Med
	Consider purchasing an electric bike for use by staff for use on council business	CC&E	3/23	£££	CC&E	Med
8.2 The Council will promote, and support the use of cycling, public footpaths and public transport.	Work with Babergh District Council and Suffolk County Council to improve footpath/cycling signage in and around the town	CC&E and council staff liaising with BDC and SCC	Ongoing from adoption	0	Council staff and CC&E	Med
	Promote and support Walking Hadleigh group, Hadleigh Cycling Group, and walking and cycling initiatives from other local authorities (eg. Babergh DC)	Council website and social media	Ongoing from adoption	0 to promote + grant?	Council staff	Med
	Share information and outcomes of the Babergh District Council sustainable travel policy	Council staff	Ongoing	0	Council staff	Med
8.3 The Council will support initiatives to improve sustainable local transport options including frequent and reliable local bus	Promote and support Hadleigh Community Transport	Council staff	TBD	0 to promote + grant?	Council staff liaising with HCT	High



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services around town.	Carry out a feasibility study for a sponsored electric bus service to cover the school run and travel to/from outer villages into town, to reduce parking demand, car use, and carbon emissions	?	TBC – after 2022	?	?	Med
8.4 The Council will support and lobby for initiatives to boost investment in infrastructure to enable EV charging which would boost the adoption of EVs by residents.	Lobby Babergh District Council to install EV points on the town and future town developments	CC&E and staff lobby Babergh	Ongoing	0	CC&E	High
	Encourage the inclusion of EV points in new developments in the town	Guidance for Planning Advisory Committee	7/22	0	HTC Planning Advisory Committee	High
8.5 The Council will support efforts to retain a vibrant high street, and thereby reduce desire to travel to other towns for shopping and leisure.	Continue membership of the Invest in Hadleigh group	Liaise with Town Matters Cmte, Chamber of Commerce, Invest in Hadleigh	Ongoing	0	CC&E	Med

Engagement, Lobbying & Partnerships

Aim	Action	How	By when	Est. cost*	Who	Priority
9.1 The Council will promote awareness of environmental issues within the community.	Host Repair Café	As above	2 cafes by 12/22	££	CC&E	High
	Host webinar/workshop for advice for better energy efficiency in homes in Hadleigh	Consultant	12/22	££	CC&E	High
	Publicize relevant webinars and workshops from other organizations	Council website and social media. Councillors sent items they spot to council staff for promotion.	Ongoing from adoption	0	Council staff	High
	Host Climate Event (cf. Woodbridge Climate Action event)	CC&E	TBC – after 2022	?	CC&E	Med



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9.2 The Council will act as a voice for the local environmental concerns to those agencies given the statutory powers to tackle problems.	Produce and adopt a guidance document for the HTC Planning Advisory Committee	CC&E in consultation with Planning Advisory Committee and Babergh Planning	9/22	0	CC&E Committee	High
9.3 The Council will support local community groups (such as the Hadleigh Environmental Action Team) to promote sustainable environmental practices and increased environmental awareness within the town.	Publicize and share details of climate change and environment events and initiatives	Council website and social media	Ongoing from adoption	0	Council staff with support from councillors	High
	Encourage non-councillor representation on the Climate Change & Environment SC from local environmental groups	Informal contacts and social media	Ongoing from adoption	0	CC&E	Med
	Encourage non-councillor representation to the Neighbourhood Plan SC from local environmental groups.	Liaise with Neighbourhood Plan Cmte	Already ongoing	0	CC&E liaising with Neighbourhood Plan Cmte	Med
9.4 Encourage and lobby other local authorities and the UK Government to deliver on their commitments regarding climate change, biodiversity and the environment.	Write to local authorities and local MP where appropriate.	By Council resolution	When appropriate	0	Council	Med
	Encourage local organisations to develop their own plans to address climate change.	Publicize initiatives	Ongoing from adoption	0	CC&E	Med



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Information Sharing

Aim	Action	How	By when	Est. cost*	Who	Priority
10.1 The Council will develop and maintain its knowledge of climate change issues, relevant local groups and initiatives, local and national government initiatives	Representatives from the Council will attend the SALC Climate Forum, and attend climate change events and webinars by SALC, NALC and other organizations	Attendance and debrief to CC&E	Ongoing	0	CC&E	Med
10.2 The Council will promote Hadleigh's environmental awareness and initiatives with the district and county councils, nearby parish councils and other official and unofficial bodies.	Become an active member of local and national government climate change groups such as the SALC Climate Forum and the NALC Climate Group.	Attendance and debrief to CC&E	Ongoing	0	CC&E	Med
10.3 The Council will share its knowledge and information within the council and with residents, and promote its Sustainability Policy, Climate Change Action Plan, and its actions, events and initiatives to combat climate change and protect our environment.	Develop and maintain a dedicated webpage summarizing the council's plans and actions, and information.	Self-explanatory	From adoption	0	Council staff, in consultation with CC&E	High
	Promote the Council's policies, plans, events and actions on social media and physical notice boards	Self-explanatory	From adoption	0	Council staff	High