

Climate Change Emergency & Environment (CCE&E) Working Group (WG)

Notes on WG meeting 21st September 2026, 6.30pm. Author: HR

Venue: Council Chamber, Guildhall, Hadleigh

Attending: Cllrs Roberts (HR), Saiyed (ZS), Shearly-Sanders (RSS), Wiltshire (AW)

Agenda items 1 and 2: Election of Chair and welcome

Cllr Roberts was unanimously elected chair of the WG. The chair welcomed everyone to the meeting.

Meeting notes

It was agreed:

- notes would be taken by HR;
- draft notes would be circulated to WG members for comment;
- approved meeting notes would be published on the HTC website (see 'Communication' below).

Agenda item 3: reminder of Terms of Reference

The WG ToR were reviewed as a reminder to members.

Regarding the WG aim "to communicate to residents' information regarding the Climate Change Emergency and/or Biodiversity", the bullet points below document what was agreed:

- Communication of the work of the WG, sharing information with residents about the climate change emergency and biodiversity, as well as getting feedback from residents, is a key part of the WG's ToR.
- 'Communication' will be included on WG agendas as a standing item going forward.

HTC website and dedicated FaceBook page

- The WG will request a dedicated page(s) be set up on the HTC website that describes the work of the group, our meeting notes, meeting notifications, etc. This area will be administered by council staff, like the rest of the website.
- Updates for the dedicated page(s) will be sent to the relevant staff member by the WG chair. Suggestions for updates can be sent to the WG chair from WG members.
- The WG chair will circulate draft updates for the dedicated page(s) to WG members for comment prior to publication.

- The WG will request a dedicated Facebook be created, the describes the work of the group and shares information with the public in line with aims of the WG. The page will be administered by council staff, as the existing HTC FaceBook page is.
- Updates for the dedicated page(s) will be sent to the relevant staff member by the WG chair. Suggestions for updates can be sent to the WG chair from WG members.
- Suggested posts for the dedicated FaceBook page will be circulated to WG members for comment prior to publication.
- Updates to the HTC website and the dedicated Facebook page will be informational, in line with the WG ToR which do not allow the WG to make council decisions or set policy.

Public engagement

- The WG may wish to undertake wider public engagement activities, to spread information and/or gather residents' feedback, or recommend that such activities are undertaken in future. As an initial investigative step, the WG will ask for guidance from council staff on potential use of a gazebo, and feasibility and potential costs of using the Market Square, Hadleigh Show, Leisure Centre, Morrisons, High Street, etc.

What topics such public engagements might cover was discussed but no decision was made. AW said that public engagement on biodiversity was likely to have more traction than climate change.

WG meetings

- To foster communication, future WG meetings will be held in public, and notified to the public.
- The WG expressed a preference for meetings times to be after working hours where possible.
- The WG will request that the clerk helps to find options holding WG meeting in public. The WG agreed it could meet after Planning Committee meetings, in the same venue, hopefully at no extra cost.
- The WG felt that use of the Council Chamber for WG meetings, whether public or not, was not appropriate due to poor accessibility for all members. The WG will request that a more accessible venue be found.

Regular reporting to full council

- The WG will request a standing agenda item to be added to full council meetings for a verbal update from the chair of the WG.
- Prior to full council meetings, WG chair will circulate to the WG the main points of his verbal report, for comment.

WG membership

The ToR regarding WG membership were reviewed. For the time being, no additional members will be sought, to allow the WG to 'settle in'. Additional members may be requested in future, subject to future discussions.

Agenda item 4: First steps: Policies review

It was agreed:

- As part any recommendations of the review of the policies listed in the ToR, the WG can include recommendations for changes to other policies, where relevant and appropriate to the climate change emergency, the environment, and/or biodiversity. These recommendations, if any, will documented in the appropriate policy listed in the ToR.
- The policy review will include consideration of how best to encourage the council to follow the policies, monitor their adherence and report on progress.
- The WG felt that the drafting of all council policies should include a review from the perspectives of climate change, the environment, and biodiversity. It was not discussed or agreed how this might achieved, and is noted for future consideration as part of the policy review.
- The WG will consider each policy listed in the ToR in turn, starting with the **Sustainability Policy**. WG members will share their comments on the Sustainability Policy within the WG by email, and then agree all revisions at the next WG meeting.
- The above process will be adopted for the remaining policies under review.
- In its reviews, the WG will take into account relevant policies from higher tier councils (ie. Babergh and MidSuffolk DC, Suffolk County Council), other town and parish councils, national bodies and initiatives, and any other relevant sources.
- 'Information sources and Networking' will be included on WG agendas as a standing item going forward.

AW reported that NALC runs a very useful climate change group, including a useful WhatsApp group, which WG members are encouraged to join.

AW reported that some CIL funds may be earmarked for environmental expenditure.

ACTION: AW to find out more about this for the next meeting.

Date of Next Meeting

(Depending on agreement and availability of venue): Tuesday, 20th October, Guildhall, after the Planning Committee meeting.

Meeting closed 7.50pm

Summary of Actions

Ref	Action	Who	Deadline
1.1	Request a dedicated page(s) on HTC website	HR on behalf of WG	Next meeting
1.2	Request a dedicated FB page	HR on behalf of WG	Next meeting
1.3	Ask for guidance from council staff on potential use of a gazebo, and feasibility and potential costs of using the Market Square, Hadleigh Show, Leisure Centre, Morrisons, High Street	HR on behalf of WG	Next meeting
1.4	Request that the clerk helps to find options holding WG meeting in public	HR on behalf of WG	Next meeting
1.5	Request that a more accessible venue be found for WG meetings	HR on behalf of WG	Next meeting
1.6	Request a standing agenda item to be added to full council meetings for a verbal update from the chair of the WG.	HR on behalf of WG	Deadline for agenda items for next full council meeting
1.7	Review the Sustainability Policy, taking into account higher-tier council policies, other council examples and any other relevant information, and share comments by email	All WG members	Next meeting
1.8	Confirm date and venue for next meeting	HR on behalf of WG	Asap
1.9	Find out more about CIL funds earmarked for environmental expenditure	AW	Next meeting