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Crawley Borough Council

Climate Change Scrutiny Panel



Agenda for the **Climate Change Scrutiny Panel** which will be held in **Lindfield - The Charis Centre**, on **Tuesday 28 January 2020 at 6.30 pm**

Nightline Telephone No. 07881 500 227

Anna Maria Brown

Head of Legal, Democracy and HR

Membership:

Councillors

K L Jaggard (Chair), J Hart, T Lunnon and A Pendlington, (vacancy)

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The order of business may change at the Chair's discretion

Part A Business (Open to the Public)

1. Apologies for Absence

2. Disclosures of Interest & Whipping Declarations

In accordance with the Council's Code of Conduct, Councillors of the Council are reminded that it is a requirement to declare interests where appropriate.

3. Minutes (Pages 5 - 14)

To approve as a correct record the minutes of the Climate Change Scrutiny Panel held on 20 November 2019.

4. Witness Sessions

The Panel has invited witnesses to attend the meeting to help inform their investigation.

Clem Smith (Head of Economy and Planning – CBC) and Louise Skipton-Carter (Sustainability Manager – CBC) to offer views on the data available for the current CBC facilities in terms of carbon emissions. It is important to identify a baseline audit of the Council's workings and activities across the various services in order to highlight the challenges in relation to reducing carbon emissions.

In addition a discussion will take place on the [Draft Crawley Transport Strategy](#). The Draft Crawley Transport Strategy will highlight the importance of enhancing the Borough's sustainable transport infrastructure and access, together with a vision for the way we plan to respond to the UK commitment to cutting net carbon emissions to zero by 2050.

Whilst the individuals named above identifies those witnesses anticipated to speak at the meeting, this may change subject to availability and, at the discretion of the Chair, further witnesses may be called in addition or instead of those listed above should they be unavailable.

5. Consultation with the Public and Organisations (20 minutes)

The Panel is keen to seek views from the public, interested persons and organisations that have specific interests in Climate Change. The Panel wishes to consult as to thoughts on the areas identified within the agreed scope and objective set by Full Council and what they feel could be improved in this respect.

*At Full Council on 17 July 2019 it was requested:
"That the Overview and Scrutiny Commission (OSC) urgently sets up a Scrutiny Panel to look into and make recommendations **focusing upon the workings and activities of Crawley Borough Council relating to carbon emissions** and to report to Council as soon as is practicable".*

(Should anyone wish to register their interest, please use the contact email on the front of the agenda).

6. General Updates & Actions for Next Meeting

To receive any relevant updates/information from Officers and Panel Members, including additional information required to advance the forthcoming meetings. To include:

- a) Update on correspondence with witnesses requesting attendance at the forthcoming meeting in February.
- b) Confirm witness sessions established for remaining meetings.
- c) Confirm that Panel Members identify a clear set of questions to ask representatives attending witness sessions.

7. Recommendations

To agree any recommendations from this meeting to be included into draft report.

8. Supplemental Agenda

Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.

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Crawley Borough Council

Minutes of Climate Change Scrutiny Panel

Wednesday, 20 November 2019 at 6.30 pm

Councillors Present:

K L Jaggard (Chair)

J Hart, G S Jhans, T Lunnon and A Pendlington

Officers Present:

Heather Girling	Democratic Services Officer
Louise Skipton-Carter	Sustainability Manager
Clem Smith	Head of Economy and Planning
Jess Tamplin	Democratic Services Support Officer

1. Disclosures of Interest & Whipping Declarations

No disclosures of interests were made.

2. Introduction to the Review and Setting the Scoping Framework and Timescales

Councillor Jaggard welcomed the Panel to the first meeting of the Climate Change Scrutiny Panel that recognised the Inter-governmental Panel on Climate Change (IPCC) Report together with the consequences of climate change. It was noted that there was a responsibility on every individual to make changes, but that local government had a duty to lead the way.

The Democratic Services Officer explained that Overview and Scrutiny Commission had been requested to set up the Scrutiny Panel and highlighted the composition of the Panel. The Chair then explained that the first meeting was an administrative one and its focus was to agree the Scoping Framework and there would be no public question time. Disappointment was conveyed from the public gallery at the lack of public question time. The Chair emphasised the format of the first meeting, and at future meetings it was Chair's discretion to allow for this (for which there would be a set format).

Councillor Jaggard reminded that Panel that its remit was quite specific. The purpose of the Panel was "to investigate and make recommendations focusing on the council's workings and activities relating to carbon emissions and report to Council as soon as practicable" in order to reduce carbon emissions from the council's activities by 45% by 2030 and to zero by 2050.

Whilst the Full Council notice of motion included 7 clear points, it was specific in that the **scrutiny panel should focus on the activities and workings of the council relating to the reduction of carbon emissions.**

Panel Members discussed the draft scoping framework. The key objectives had been documented as follows:

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- 1) Audit the Council's workings and activities across the various services in relation to reducing carbon emissions.
 - Work is currently underway in producing an audit surrounding the council's current facilities and it would be important to identify a baseline. It was acknowledged this current audit work would be finalised early in 2020.
 - Annual government data is broken down into 3 key areas (industry/commercial, domestic, transport) for each authority and is comparable with others. Whilst aviation currently is not included (due to flight destination), the effects on local infrastructure could be incorporated to demonstrate the impact.
- 2) Establish a carbon emissions baseline for the town and review data to quantify the challenges that Crawley faces as it progresses towards the 2030 target and beyond.
- 3) Investigate best practice across other local authorities, learn from best practice in other towns and cities.
 - There was a Sussex wide group already established representing districts and boroughs across East and West Sussex (Sussex Climate Emergency Local Authorities Group). This currently shares best practice and it was suggested that perhaps the Panel could either feed into this or perhaps the Group could share presentations or reports to the Panel.
- 4) Research and engage with key officers and partners, particularly regarding the future establishment of "green infrastructure".
 - It was commented that green open spaces were paramount and balance was needed between green space and maintaining housing need, particularly through the planning process.
- 5) Consider how recommendations would reduce carbon emissions, to be developed in the context of environmental and social responsibility, economic prosperity and development management in the context of the emerging Local Plan.
 - The Crawley Local Plan 2020-2035 was due to undergo a 6 week statutory public consultation period between January – March 2020 and it would be beneficial for Panel Members to have discussions on Strategic Planning aspects.

As a result of some preparatory work that had been undertaken, Members acknowledged the background papers. It was acknowledged that some of these were detailed documents and merely referenced for information allowing Panel Members to understand different ways information could be structured for future action plans.

Panel Members then discussed the possible approach to be adopted. It was proposed that the Review be undertaken as a "themed" approach in order to cover the work – along with witness sessions

1. Data/Audit
 - Support delivery mechanism for the audit/link to local resources.
 - Sustainability Manager CBC
 - Head of Economy & Planning CBC
2. Transport
 - Metrobus
 - Cllr P Smith
3. Commercial and Business
 - Executive Director of Manor Royal Business District (MRBD)
 - Hawth
 - K2 Crawley
 - Tilgate Park
 - Partnership Services Manager CBC
4. Domestic Buildings
 - Residential
 - Head of Crawley Homes CBC

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- Housing Enabling & Development Manager CBC
 - Head of Crawley Homes CBC
5. Green Infrastructure / Local Plan
- Crawley's green and blue infrastructure
 - Planning Policy Manager CBC

It was agreed that it would be beneficial to focus discussions on:

- Where we are currently
- What we can do
- What we can influence

It was queried whether in terms of best practice witness sessions could be held with other local authorities and these could be identified through the audit. Alternative methods of comparison could involve telephone or email surveys which Panel Members may undertake. In terms of community engagement, the Sustainability Manager updated the Panel that an independent environmental group had been established in October and there may be potential for community engagement should the Panel decide this may be beneficial in the future.

The Panel considered its focus in terms of promoting the need to reduce carbon emissions. It was concerned that whilst the notion of motion covered 7 key points, the Panel's focus was quite specific and needed to concentrate on where it could add value and also influence organisations/individuals. It was recognised that individuals may not always be willing to make changes when costs were involved and it can be difficult to strike a balance.

RESOLVED

1. That evidence gathering interviews be arranged with the following:
 - Sustainability Manager – CBC (data session/audit)
 - Head of Economy & Planning – CBC (data session/audit)
 - Metrobus - Transport
 - Councillor P Smith
2. That the scoping framework was agreed as set out as an appendix to these minutes.

3. Further Meetings

With the scoping framework agreed, future meetings of the Panel were discussed. These future meetings were agreed as follows:

28 January 2020	Data/Audit & Local Plan Sustainability Manager Head of Economy & Planning - CBC Planning Policy Manager - CBC
27 February 2020	Transport Metrobus Cabinet Member for Planning & Economic Development
25 March 2020	Commercial & Business Executive Director Manor Royal Business District Hawth K2 Crawley Tilgate Park Partnership Services Manager – CBC Head of Major projects & Commercial Services – CBC (new Town Hall & DHN)
15 April 2020	Domestic Buildings

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30 June 2020
July 2020 (TBC)

Residential
Head of Crawley Homes - CBC
Housing Enabling & Development Manager – CBC
Community & Green/Blue infrastructure
If required – Finalise report

Whilst the individuals named above identifies those witnesses anticipated to speak, this may change subject to availability and, at the discretion of the Chair. Further witnesses may be called in addition or instead of those listed above should they be unavailable.

Closure of Meeting

With the business of the Climate Change Scrutiny Panel concluded, the Chair declared the meeting closed at 7.32 pm

K L Jaggard (Chair)

Appendix

Scoping Framework

Title of Review:
Climate Change Scrutiny Panel

PART 1: THE REVIEW

Section 1 - Terms of Reference

To investigate and make recommendations focusing on the council's workings and activities **relating to carbon emissions** and report to Council as soon as practicable in order to reduce carbon emissions from the council's activities by 45% by 2030 and to zero by 2050.

Section 2 – Reasons for the Review

At the Full Council meeting in July 2019, a notion of motion was passed that recognised the 2018 Inter-governmental Panel on Climate Change (IPCC) Report was an alarming reminder of the consequences of climate change and the urgent need to ensure that global temperatures do not exceed 1.5 degrees Celsius above pre-industrial levels. The report demonstrated that the global warming target is increasingly likely to be missed, with the 1.5 degree Celsius temperature "guard rail" expected to be exceeded in just 11 years.

The Borough Council's corporate priorities 2018-22 within the "protecting the environment" section includes: 'Protect and enhance our environment by reducing the Council's and the town's Carbon footprint.'

CBC has a good record to date in terms of carbon reductions for instance in terms of PV panel installation, insulation of Crawley Homes' properties, planning for an energy-efficient new town hall, the encouragement of sustainable transport etc. However, this record needs to be sustained and efforts enhanced in the coming decade if targets agreed globally are to be achieved locally.

Section 3 - Key Objectives of Review

Whilst the Full Council notice of motion included 7 clear points, it was specific in that the **scrutiny panel should focus on the activities and workings of the council relating to the reduction of carbon emissions.**

- 1) Audit the Council's workings and activities across the various services in relation to reducing carbon emissions.
- 2) Establish a carbon emissions baseline for the town and review data to quantify the challenges that Crawley faces as it progresses towards the 2030 target and beyond.
- 3) Investigate best practice across other local authorities, learn from best practice in other towns and cities.
- 4) Research and engage with key officers and partners, particularly regarding the future establishment of "green infrastructure".
- 5) Consider how recommendations would reduce carbon emissions, to be developed in the context of environmental and social responsibility, economic prosperity and development management in the context of the emerging Local Plan.

Section 4 - What will not be included in the scope (and why)

Potentially this could become a huge review but it is proposed to keep this review more proportionate, by focusing on where it can add most value in relation to the reduction of carbon emissions.

PART 2: EVIDENCE GATHERING AND PLANNING

Section 5 - Key Documents and Background Information the Panel may find useful for research.

1. [IPCC Global Warming of 1.5 °C Special Report](#)
2. [Bath & North East Somerset Council Climate Emergency Study Discussion Pack September 2019](#)
3. [Liverpool BID Green Infrastructure Action Plan April 2017.](#)
4. [Kensington and Chelsea Air Quality and Climate Change Action Plan January 2019.](#)
5. [Manchester Climate Change Delivery Plan 2010-2020](#)
6. [Tunbridge Wells Climate Action Plan](#)
7. [York Climate Change Action Plan](#)
8. [Friends of the Earth 33 actions local authorities can take on climate change.](#)
9. [Friends of the Earth Climate Action Plan Template.](#)
10. [Local.gov Commitments & Actions Plan Template](#)
11. Information and evidence from key CBC Officers.
12. Potential witness sessions from Cabinet Members.
13. Potential witness session or request for update from Executive Director of MRBD.
14. Potential witness sessions with community partners.

It will be necessary to take into consideration current and proposed policy documents when undertaking this Panel's work to ensure work is in line with Council policies and priorities.

It is proposed that the Review be undertaken as a "themed" approach in order to cover the work – along with witness sessions (initial proposals for discussion and agreement are listed below). However, as documented below there are "cross-overs" with the majority of areas so careful thought will be required to ensure the Panel's work adds value and does not duplicate.

1. Transport (Witness = Cllr P Smith, Metrobus)
2. Business / Commercial (Witness = Partnership Services Manager / Executive Director MRBD)
3. Domestic (Witness = Head of Crawley Homes, Housing Enabling and Development Manager)
4. Community and green/blue infrastructure

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Section 6 - Witnesses to be invited

(some initial suggestions listed below – but probably will need to be more focused and selective)

<u>Organisation</u>	<u>Name/Position</u>	<u>Reason for Inviting</u>
CBC Economic Development and Sustainability	Head of Economic and Planning Sustainability Manager	<ul style="list-style-type: none"> Update on Sustainability programme, including green infrastructure, sustainable energy and sustainable transport schemes. This should include update on Development Management and future build design. Also working in partnership with MRBD.
Major Projects and Contracts	Head of Major Projects and Commercial Services Partnership Services Manager	<ul style="list-style-type: none"> Update on work with contractors generally and sustainability links/findings. This should include update on Built Environment Team and future “energy saving” builds. Update on council facilities and workings on projects to include new town hall and district heat network
Cabinet Member for Environmental Services and Sustainability	Witness session	<ul style="list-style-type: none"> As lead member for climate change and sustainability - attend witness session to discuss their assessment of current situation.
Cabinet Member for Planning and Economic Development	Witness session	<ul style="list-style-type: none"> As lead member for transport planning, economic development & regeneration and local planning policy – attend witness session to discuss their assessment of current situation.
Housing Enabling and Development Manager	Witness session	<ul style="list-style-type: none"> Update on the work of Crawley homes and residential properties from a strategic perspective.
Planning Policy Manager	Witness session	<ul style="list-style-type: none"> Have discussions on Strategic Planning aspects through the 6 week consultation on the Local Plan.
External		
Potentially Executive Director of MRBD (either witness session or update)	Witness session	
Potentially witness sessions with community partners	Steve Sawyer – Executive Director of MRBD	
Public – web survey? TBC	Potentially other local authorities through West Sussex	

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	TBC	<ul style="list-style-type: none"> Update on working in partnership and the green infrastructure for the MRBD as this can be a key asset in helping to promote and enhance the image of commercial areas. What is their assessment of the current situation TBC
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Section 7 - Site Visits and Attendance at Events		
<u>Location/Event</u>	<u>Date</u>	<u>Purpose of Visit</u>
NA		

Section 8 - Community Engagement Proposals
TBC

PART 3: ADMINISTRATIVE CHECKLIST

Section 9 – Planning the Panel’s Work Programme		
	<u>Date (prov)</u>	<u>Details: (e.g. witnesses, objectives etc.)</u>
Projected start date	Oct 2019	
1 panel meeting	20 Nov 2019	Background report and scoping framework
2 panel meeting	28 Jan 2020	Data/Audit
3 panel meeting	27 Feb 2020	Transport
4 panel meeting	25 March 2020	Commercial
5 panel meeting	15 April 2020	Domestic Buildings
6 panel meeting	30 June 2020	Green/Blue infrastructure
IF REQUIRED – or by email	July 2020	Finalise recommendations

Section 10 - Resources and Responsibilities	
Chair of Scrutiny Panel	Cllr K L Jaggard
Other Members of Scrutiny Panel	Cllrs J Hart, K L Jaggard, G S Jhans, T Lunnon and A Pendlington
Lead Officer(s)	Clem Smith
DSO	Heather Girling
Cabinet Member	Cllr G Thomas
Head of Service	Head of Economy & Planning

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Section 11 - Reporting Arrangements	
<u>Committee/Body</u>	<u>Date (prov.)</u>
Final report of Panel to Overview and Scrutiny Commission	TBC
Final report to Cabinet (as appropriate)	TBC
Final report to other Committee, full Council or Body (as appropriate)	TBC

Section 12 - Approvals		
<u>Details</u>	<u>By whom</u>	<u>Date</u>
Terms of reference/Panel agreed	OSC	24.9.19
Scoping Framework - drafted	Democratic Services	24.9.19
Scoping Framework - first agreed	Panel	20.11.19

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