

Action Plan developed by the Council's Climate Emergency Working Group. Informed by Friends of the Earth guidance on [20 actions parish and town councils can take on the climate and nature emergency](#)

Putting the climate at the heart of decision-making						
Activity	Intended Outcome	Lead by...	Next Steps	Resources Required	Timeframe	Comments
Require councillors to consider climate, air pollution and nature plans in their decision-making processes.	To ensure that FTC's climate and nature restoration goals are front and centre in all decision-making.	CEWG/ Council	<ul style="list-style-type: none"> Ensure all Committees and working groups are considering the environment & biodiversity in their decision making. 	Line on agenda to remind members CEWG to lead on this by reviewing agendas with Climate Emergency in mind	Ongoing	
Buildings						
Activity	Intended Outcome	Lead by...	Next Steps	Resources Required	Timeframe	Comments
Improve energy efficiency of Council owned buildings.	Increase energy efficiency of Council buildings (Friends of the Earth recommend to EPC level C).	A&S/ Council	<ul style="list-style-type: none"> Using EPCs & DECAs as a benchmark consider work to make buildings more energy efficient and then arrange updating of EPCs (cost £35 each) once work carried out. Investigate grants Continue to source 100% renewable energy providers Replace all lighting with LEDs when at end of life Replace single glazed windows with double glazing at Town Hall 	Investigate further options for making Council building energy efficient. Use 'Which' list. Calculate cost increase for budget setting. Pre-planning advice	Ongoing Ongoing Ongoing Sept 2022	https://www.groundwork.org.uk https://eastsuffolkmeansbusiness.co.uk/business-support/resources/business-energy-efficiency/ New 3 year energy contract taken out Aug 2022 100% renewable Fineo Glass with 0.7 u-value ordered for refurbishment of windows end Sept 2022

Encourage ESC Planning and Building Control to ensure all homes are energy efficient.	Work with ESC to develop a heating and energy efficiency strategy for the area.	P&E	<ul style="list-style-type: none"> Suggest energy efficient systems for new build applications & extension plans coming through P& E for comment. 		Ongoing	
Use Thermal Imaging equipment	To identifies air leaks and thermal insulation inefficiencies	CEWG/ A&S	<ul style="list-style-type: none"> Investigate hiring of equipment 	Thermal Imaging equipment	March 2023	ESC/SCC are currently looking into getting equipment to hire out. Application made by FTC
Transport						
Activity	Intended Outcome	Lead by...	Next Steps	Resources Required	Timeframe	Comments
Reduce vehicle idling	Encourage and educate school attendees to not leave their vehicles idling or other locations in town.	Youth Forum/ Council	<ul style="list-style-type: none"> Liaise with schools via Youth Forum, investigate re-introduction of Junior Traffic Wardens. Promote more widely via social media & magazine. 	<p>Investigate via Youth Forum whether more 'No Idling' posters are required</p> <p>Invite Denise Lavender to talk with CEWG about air pollution and work in schools</p>	<p>December 2022</p> <p>Dec 2022</p>	Enquired with SCC whether 'No idling' signs could be placed by taxi rank and other places ie Sea Road. This isn't possible but suggested contacting Taxi Licencing at ESC to promote widely.
Measuring Air Quality	Investigate whether an air quality monitor can be borrowed	CEWG	<ul style="list-style-type: none"> Green Party, Woodbridge currently own one and are considering purchasing another one. 	Investigate borrowing or cost of possibly sharing one.	Dec 2022	
Reduce carbon emissions when attending Council business		<p>Council</p> <p>F&G</p>	<ul style="list-style-type: none"> Promote car sharing to all Council meetings/events Consider using technology for small 	Line on agenda email to ask members to consider car sharing.	<p>Ongoing</p> <p>Ongoing</p>	COVID has advanced Council's aim to reduce journeys to meetings.

			meetings, conference calls / Zoom			
Encourage cycling, use of public transport	Reduce carbon emissions	CEWG	<ul style="list-style-type: none"> • Work with SCC & ESC to enhance provision of cycle lanes & appropriate signage in new developments • Events to include the promotion of cycling • Investigate School cycling proficiency • Request more signage for Cycling on the Prom • Encourage a new group since Cycle Felixstowe has been disbanded 	SCC Councillors ESC Councillors	Dec 2022 Ongoing Dec 2022 Dec 2022 March 2023	Felixstowe and Trimleys Cycling and Walking Group working with ESC/SCC https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/draft-east-suffolk-cycling-and-walking-strategy/
Encourage the use of Electric Vehicles	Reduce carbon emissions	CEWG/ Council	<ul style="list-style-type: none"> • Promote locations to enable the rapid shift to electric vehicles by encouraging installation of Electric Vehicle (EV) charging points ie SCC o/s Town Hall Gardens and ESC for car parks 	SCC Councillors ESC Councillors DF contacted Lewis Boudville, ESC and asked him to prioritise putting electric car chargers in ESC car parks. Encourage hotels and businesses with car parks to install chargers.	Ongoing March 2023	ESC is tasked with installing some trial sites this financial year in Felixstowe. Work is ongoing and an update will be provided as soon as is possible.

Identify resources to support reducing Carbon Footprint	<p>To benchmark our Carbon Footprint and reduce overall impact on environment.</p> <p>To look at areas where in-house improvements can be made ie procurement</p>	CEWG	<ul style="list-style-type: none"> Utilise http://www.greensuffolk.org/at-work/carbon-footprint-calculator Carbon Trust 		<p>Ongoing</p> <p>Dec 2022</p>	<p>2019 CO² Council's consumption was calculated at 43.37 tonnes of CO² re-calculated in 2020 to be 23.5 tonnes – (reduction in part due to Covid).</p> <p>CO² to be re-calculated 2022 now using electric van and tools.</p>
Land-use						
Activity	Intended Outcome	Lead by...	Next Steps	Resources Required	Timeframe	Comments
Outdoor environmental impact reduction	To reduce carbon footprint.	A&S	<ul style="list-style-type: none"> Investigate opportunities for greywater/rain capture for allotment use. Cowpasture meadow – consider beehive, wildflowers, pollinators orchard & wildlife project Trees – promote retention of trees and planting of trees Queen's Green Canopy – 105 trees planted March 2022 – second round due Nov 2022 - Wildflower verges – consider other suitable positions eg BT Exchange. 	The Tree Charter - Woodlands Trust FotE suggest doubling tree cover on council owned land.	<p>Dec 2022</p> <p>End 2022</p> <p>Ongoing</p> <p>End 2022</p> <p>Spring 2023</p>	<p>Grant given to Happy Globe December 2019</p> <p>Request in Winter magazine and social media for where to plant further trees – Expected areas Gosford Way Park, and Playing Field, Langley Avenue</p>

Waste						
Activity	Intended Outcome	Lead by...	Next Steps	Resources Required	Timeframe	Comments
Continue to phase out single-use plastic across Council's activities	No longer use single use plastic across Council's activities	Council	<ul style="list-style-type: none"> Promote the phasing out of single-use plastic in the town Request Council's suppliers and service providers cut their use of single-use plastics. Investigate a Water Fountain/Refill a water bottle scheme – possibly with BID 	Via existing Single use Plastic Policy Preliminary planning and Grant funding	Ongoing Summer 2023/24	
Influencing others						
Activity	Intended Outcome	Lead by...	Next Steps	Resources Required	Timeframe	Comments
Share best practice	To learn new ideas and resources	CEWG	<ul style="list-style-type: none"> Investigate joining Greenprint Forum & other groups https://www.eastsuffolk.gov.uk/environment/east-suffolk-greenprint-forum/ Organise Climate Action meeting and invite interested Stakeholders to input. 		End 2022 Oct 2022	Consider creating a Felixstowe Climate Charter and Green Felixstowe Awards to recognise local business and groups work in reducing its carbon footprint https://involve.org.uk/resources/methods/citizen-advisory-groups

Training	Awareness for Members	Clerk/ Deputy Clerk	Research workshops – possible future w/shop East Suffolk.	www.localgov.co.uk Budget to make CE /Environment training a priority	Ongoing	Training sessions and information can be found at: https://www.carbonfootprint.com/carbonacademy_sbn.html https://www.cse.org.uk/resources
Community Engagement	To develop awareness in the town of environmental issues and to encourage community groups to consider their environmental impact and learn from others.	CEWG	<ul style="list-style-type: none"> • Build on Annual Town Meeting May 2022 having more Environmental themed stands • Ask Chamber if they are going to rearrange their environmental themed AGM postponed due to covid. • Consider other ways of community engagement apart from Social media and Magazine 	Chamber of Commerce	May 2023 Tbc Ongoing	
Schools	Awareness for the younger generation	Youth Forum	<ul style="list-style-type: none"> • Work with Youth Forum, for 2022/3 with an environmental theme. • Arrange visits to schools by members • Members to ask schools who is engaging with children on climate change ie Litter free or any other groups? 		Oct 2022 Oct 2022 Oct 2022	
Consider a grant scheme for Environmental Projects	To support local initiatives to reduce Carbon Footprint	C&C	<ul style="list-style-type: none"> • Promote Grant Schemes - Ideas: Repair shop/café Library of Things 	Promote grants in Magazine/Website	Ongoing	

Identify and support a range of national campaigns such as National Clean Air Day, and Earth Day and promote accordingly.	To develop awareness in the town of environmental issues	CEWG	<ul style="list-style-type: none">• For dates see agenda notes for meeting 22/11/21	Publicise in Magazine/Website. Partnership working with Environmental groups	Ongoing	
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Completed Actions						
EPC/DEC completed Feb 2020	(Friends of the Earth recommend to EPC level C).	A&S/ Council	<ul style="list-style-type: none"> Investigated EPCs & DEC's to provide a benchmark of energy efficiency of our buildings now. 	Cost of EPC/DEC met in budget.	EPC/DEC completed Feb 2020	Currently: Town Hall DEC B Broadway House C Walton Hall E Cemetery G Now insulation has been improved at the Cemetery and Walton, the ratings should have improved.
Flagship presented to P&E/CEWG to report on Ground Source Heat pumps		P&E	<ul style="list-style-type: none"> Suggest energy efficient systems for new build applications & extension plans coming through P& E for comment. 	.	Completed 10 March 2021	
Reduce vehicle idling	Encourage and educate school attendees to not leave their vehicles idling or other locations in town.	Youth Forum/ Council	<ul style="list-style-type: none"> PCSO to speak to parents outside schools and suggest to Schools that they include an article in their parking letters and to raise public awareness in town. Roll out and promote more widely via magazine. 	Recommendation to SNT to raise as priority. Youth Forum to consider funding support for campaign literature	Completed December 2019 Completed March 2020	PCSO spoke to parents at end 2019. Idling banners purchased by Youth Forum March 2020 alongside Environmental books for the library. 2 articles included in magazine 2020.
Reduce carbon emissions when attending Council business			<ul style="list-style-type: none"> Promote car sharing to all Council meetings/events Hybrid equipment purchased to enable 	Line on agenda email to ask members to consider car sharing Map for members shared.	January 2020 to date Completed June 2021	COVID has advanced Council's aim to reduce journeys to meetings. Min#369 2020/21 provided plans for updated

		Personnel	<p>public to attend meetings from home.</p> <ul style="list-style-type: none"> • Recommend to Personnel to introduce a policy regarding the Cycle to Work Scheme for staff • Consider any need for covered cycle storage 	<p>Capital cost of cycles/cycling equipment upfront then paid back via salaries. Use of back passage shed</p>	December 2019	<p>equipment for conferencing.</p> <p>Min #253 2019/20 recommended Town Council participates in the Cycle to Work scheme</p>
Encourage cycling, use of public transport	Reduce carbon emissions	CEWG	<ul style="list-style-type: none"> • Promote and link to websites such as https://www.sustrans.org.uk/ local cycle groups, and Felixstowe Travelwatch • Women's Cycle Tour promoted cycling • Cycle maps promoted 	<p>AT/DF</p> <p>Travelwatch – keen to learn of any concerns via AS</p>	<p>December 2019</p> <p>October 2020</p> <p>July 2022</p>	<p>https://www.felixstowe.gov.uk/about-felixstowe-tc/climate-emergency-declaration/ links to many helpful organisations</p> <p>Maps at TI Hut, and promoted online.</p>
Identify resources to support reducing Carbon Footprint	To benchmark our Carbon Footprint and reduce overall impact on environment.	CEWG	<ul style="list-style-type: none"> • Utilise http://www.greensuffolk.org/at-work/carbon-footprint-calculator • Carbon Trust 		January 2020	During the year 2019 CO ² Council's consumption was calculated at 43.37 tonnes of CO ² This will have decreased considerably in 2020 due to the pandemic.
Outdoor environmental impact reduction	To reduce carbon footprint.	A&S	<ul style="list-style-type: none"> • Investigate opportunities for greywater/rain capture for Felixstowe in Flower. • Wildflower verges – look at trials being carried out this year – BT Exchange 	Review trial pilots	Complete Summer 2020	<p>Grey water was used all season 2020 and 2021 to water the hanging baskets for Felixstowe in Flower, from the Felixstowe Ferry Golf Club.</p> <p>Trial on the verges outside the Cemetery on Langley Avenue has been agreed to be left to re-wild. Min</p>

			<p>could be a suitable place for wildflowers.</p> <ul style="list-style-type: none"> • Pesticides no longer used in Cemetery • Peat-free compost trial held Summer 2021 but unsuccessful 		<p>Trialled Summer 2021</p>	<p>#250 v 2020/21 refers. Successful so the strip opposite has also be left to re-wild with a strip cut for dog walkers</p>
Community Engagement	To develop awareness in the town of environmental issues and to encourage community groups to consider their environmental impact and learn from others.	CEWG	<ul style="list-style-type: none"> • Create an Environmental section on the Town Council Website. • Include environmental section in quarterly Magazine. 	Using links to other environmental websites.	<p>Created Jan 2020 Updates ongoing</p> <p>Complete & ongoing</p>	<p>https://www.felixstowe.gov.uk/about-felixstowe-tc/climate-emergency-declaration/</p>
Recycling	To make it easier for Felixstowe residents to recycle	CEWG	<ul style="list-style-type: none"> • Enquire with Carr Road Recycling centre regarding re-use of unwanted items • Investigate additional recycling schemes for current un-recyclable waste eg Tetrapak 	<p>https://www.suffolkrecycling.org.uk/reduce-your-waste/charity-shops</p> <p>SCC Councillors help</p>	<p>December 2020</p>	<p>Re-Use container and Tetrapak recycling available at Felixstowe. Article published in Winter magazine 2020</p>
Monitoring Air Quality	Obtain air quality statistics evidence	Youth Forum/ Council	<ul style="list-style-type: none"> • Promote more widely via social media & magazine. 	Obtain air quality statistics evidence and investigate purchasing an Air quality measuring device	<p>June 2022</p>	<p>Report from Denise Lavender give information on air quality levels. Members had no concerns currently but when areas arise they can be alerted to monitor the following year.</p> <p>It was decided not to obtain a hand held air quality measuring device as they were not very reliable.</p>

Peewit Hill considered as a Nature Reserve	To reduce carbon footprint and increase biodiversity.	A&S	<ul style="list-style-type: none">• Consider Peewit Hill as a Nature Reserve		July 2022	Peewit Hill is a small piece of land not publicly accessible, agreed that area best left alone to retain biodiversity.
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