

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 	Investigate further options for making Council building energy efficient. Use 'Which' list. Calculate cost increase for budget setting.	Ongoing Ongoing Ongoing	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
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	

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. 	Investigate via Youth Forum whether more 'No Idling posters are required Invite Denise Lavender to talk with CEWG about air pollution and work in schools	November 2023 Ongoing	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 2023	
Reduce carbon emissions when attending Council business		Council F&G	<ul style="list-style-type: none"> • Promote car sharing to all Council meetings/events • Consider using technology for small meetings, conference calls / Zoom 	Line on agenda email to ask members to consider car sharing.	Ongoing Ongoing	COVID has advanced Council's aim to reduce journeys to meetings.

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 • Improve Cycle parking facilities • Encourage walking, investigate a map to identify areas to walk. 	SCC Councillors ESC Councillors Felixstowe Society	Dec 2023 Ongoing Dec 2023 Dec 2023 March 2024 Dec 2023 March 2024	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/ Survey ends 22/9/23 https://eastsuffolk.maps.arcgis.com/apps/dashboards/703053aa5eab4eb4ba62f6c8084ff6ad https://www.gojauntly.com/
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 2024	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 2023</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). CO² to be re-calculated 2023 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 Forestry Commission scheme 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 2023</p> <p>End 2024</p> <p>Ongoing</p> <p>Winter 2024 End 2024</p>	<p>Grant given to Happy Globe December 2019</p> <p>Investigate Kings Coronation Grant fund</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 Offer refills for water bottles at FTC events where possible 	Via existing Single use Plastic Policy Preliminary planning and Grant funding	Ongoing Summer 2023/24	
Usage of Paper	Investigate using recycled paper and using less paper	Staff	<ul style="list-style-type: none"> Investigate cost of recycled paper Investigate reducing paper used for meetings (already a reduction has been seen in general administration) 	Via Admin Budget	End 2023	
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/en/vironment/east-suffolk-greenprint-forum/ Continue with the wider Climate Action meeting 		2023/24 2024	

			expand invited Stakeholders. • Organise an event to promote carbon reduction.		Jan - April 2024	
Training	Awareness for Members	Clerk/ Deputy Clerk	Research workshops – possible future w/shop East Suffolk. • Investigate Carbon Literacy Course for Staff and Councillors	Budget to make CE /Environment training a priority	Ongoing By end 2023	Training sessions and information can be found at: https://www.greensuffolk.org/climatechange/course/ https://www.salc.org.uk/climateforum https://www.carbonfootprint.com/carbonacademy_sbn.html https://www.cse.org.uk/resources https://carboncharter.org/events/carbon-literacy-training-3/
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	• Build on Annual Town Meeting May 2023 having more Environmental themed stands • Consider other ways of community engagement apart from Social media and Magazine		May 2024 Ongoing	
Schools	Awareness for the younger generation	Youth Forum	• Work with Youth Forum, for 2023/4 with an environmental theme. •		Ongoing	
Consider a grant scheme for Environmental Projects	To support local initiatives to reduce Carbon Footprint	C&C	• 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	• 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.
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"> Replaced single glazed windows with double glazing at Town Hall 		Completed February 2023	Fineo Glass with 0.7 u-value used for refurbishment of windows
Used Thermal Imaging equipment	To identifies air leaks and thermal insulation inefficiencies	CEWG/A&S	<ul style="list-style-type: none"> Thermal Imaging cameras showed gap in insulation in corner of Chamber 		June 2023	Readings taken before and after windows.
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. 	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.

			<ul style="list-style-type: none"> • Roll out and promote more widely via magazine. 			
Reduce carbon emissions when attending Council business		Personnel	<ul style="list-style-type: none"> • Promote car sharing to all Council meetings/events • Hybrid equipment purchased to enable public to attend meetings from home. • Recommend to Personnel to introduce a policy regarding the Cycle to Work Scheme for staff • Consider any need for covered cycle storage 	<p>Line on agenda email to ask members to consider car sharing Map for members shared.</p> <p>Capital cost of cycles/cycling equipment upfront then paid back via salaries. Use of back passage shed</p>	<p>January 2020 to date</p> <p>Completed June 2021</p> <p>December 2019</p>	<p>COVID has advanced Council's aim to reduce journeys to meetings.</p> <p>Min#369 2020/21 provided plans for updated 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 could be a suitable place for wildflowers. Pesticides no longer used in Cemetery Peat-free compost trial held Summer 2021 but unsuccessful 	Review trial pilots	Complete Summer 2020 Trialed Summer 2021	<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 #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.	Created Jan 2020 Updates ongoing Complete & ongoing	https://www.felixstowe.gov.uk/about-felixstowe-tc/climate-emergency-declaration/
Recycling	To make it easier for Felixstowe residents to recycle	CEWG	<ul style="list-style-type: none"> Enquire with Carr Road Recycling centre 	https://www.suffolkrecycling.org.uk/reduce-your-waste/charity-shops	December 2020	Re-Use container and Tetrapak recycling available at Felixstowe.

			regarding re-use of unwanted items <ul style="list-style-type: none"> Investigate additional recycling schemes for current un-recyclable waste eg Tetrapak 	SCC Councillors help		Article published in Winter magazine 2020
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	June 2022	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. It was decided not to obtain a hand held air quality measuring device as they were not very reliable.
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.
Outdoor environmental impact reduction	To reduce carbon footprint.	A&S	<ul style="list-style-type: none"> Queen's Green Canopy – 105 trees planted March 2022 – 2nd round Nov 2022 		Dec 2022	Requestd in Winter magazine and social media for where to plant further trees – areas planted were Gosford Way Park, and Playing Field, Langley Avenue
Share best practice	To learn new ideas and resources	CEWG	2 x Climate Action meetings organised with interested Stakeholders		Oct 2022 & Sept 2023	
			<ul style="list-style-type: none"> 			