



**Notes of a meeting of the Climate Emergency Advisory Group (CEAG) held on Zoom, on Monday 12 April 2021 at 7.00pm**

**Advisory Group Members Present:**

Cllr Teresa Hutton (Chairman)

Nick Hodges  
Kerry Linde  
Alex Lockton  
Kiran Sakhayani  
Karen Simpson

**Officers Present:**

Mark Smith, Chief Executive  
Matt Kirby, Director of Community Services  
Michael Weeks, Democratic and Civic Officer  
Heather Rae, Democratic Services Manager

Before the meeting started, a decision was taken with all in favour to proceed with the meeting even though there was not enough Councillors present to be quorate. It was noted that no decisions could be made, and agenda item 7 (minute 62 refers) would be moved to the next meeting of CEAG.

**56. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Ruth Lloyd, Nick Murry, Chris Ruck and Sandie Webb, and Gill Johnson

**57. DECLARATION OF INTEREST**

There were no declarations of interest

**58. CHAIRMAN'S ANNOUNCEMENTS**

- i) The Chairman thanked all group members and officers for their involvement in the past year. While initially meetings were interrupted by the COVID19 pandemic, when able the group moved to virtual meetings and progress has been made as the council moves towards being Carbon neutral.
- ii) The Chairman thanked Kiran Sakhayani for his involvement and assistance to the Town Council. This meeting being Kiran's last prior to moving away from the area.

59. **NOTES FROM PREVIOUS MEETING**

The notes of the meeting held on 15 March 2021 were approved as a correct record and all agreed will be signed at a later date.

60. **CHIPPENHAM CARBON REDUCTION ACTION PLAN**

- i) Matt Kirby confirmed the deadline date for further comments on the carbon reduction plan had past. The matrix contains a long list of potential actions. Next steps is for Matt and Alex to prioritise and refine the list. The Town Council would need to concentrate on what would be achievable, with an appropriate timeline for each refined action, which would help manage expectations.
- ii) Alex Lockton confirmed that he had finished surveying and reviewing existing plans for the Town Council buildings. Unfortunately there is no building plan for the museum and it is his recommendation that the museum is surveyed further. Next steps included calculating costs. This will include things such as heat loss per room per building and cost savings on any recommended changes to insulation materials to minimise this loss. Alex confirmed that it will be a challenge coming up with a suitable way to present his findings, that ensured any report was accessible, but he hoped that he would have a draft ready for the next meeting of CEAG in June.

61. **CLIMATE CONVERSATIONS WEBINARS**

Matt Kirby confirmed that a further meeting of those involved with putting on the climate conversation webinars should take place, and 4 May at 7pm was identified as a suitable date. Michael Weeks would circulate a zoom link to those involved. Due to the forthcoming elections in May and the subsequent meetings of Council it is hoped that the first two webinars would take place in the 3<sup>rd</sup> and 4<sup>th</sup> week of June.

62. **PUTTING PEOPLE AT THE HEART OF CLIMATE SOLUTIONS**

Due to the meeting being inquorate, it was resolved by the Chairman that this presentation by public member Karen Simpson would be moved to the next CEAG meeting.

63. **MUNICIPAL YEAR 21/22 MEETING DATES**

CEAG members noted the forthcoming meeting dates for the Municipal Year 21/22.

14 June, 26 July, 6 September, 18 October, 29 November, 10 January, 21 February & 4 April

64. **DATE/TIME OF NEXT MEETING**

The next meeting of the Climate Emergency Advisory Group will be on 14 June 2021 at 7pm on the Zoom virtual platform.

The meeting finished at 7.21pm

These notes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date