



**NORTHAM TOWN COUNCIL
TOWN HALL
WINDMILL LANE
NORTHAM
DEVON
EX39 1BY**

To: All Members of the Climate Emergency Committee

Town Clerk: Mrs Jane Mills MILCM
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Cc: All Northam Town Councillors

You are hereby summoned to attend a Climate Emergency Committee Meeting on Tuesday 12th July 2022 at 6.30pm in the at the Town Hall.

The Agenda for the meeting is set out below.

Members of the public will be admitted at the start of the meeting.

M J Mills

Mrs Jane Mills MILCM
Town Clerk

Date of issue: 6th July 2022

The following are Members of the Climate Emergency Committee:

Councillors Hames, Newman-McKie, Mrs Hodson, Mrs McCarthy plus the Mayor, ex-officio (Cllr Laws).

All Members of the Council are entitled to attend.

Co-opted Members: Mr T Wiersma, Ms W Lo-vel.

AGENDA

- 1 Apologies.**
- 2 Chairman's Announcements.**
- 3 To agree the agenda as published.**
- 4 To confirm and sign the minutes of the meeting held on 14th June 2022.
(herewith)**
- 5 To consider Action Points (herewith)**
- 6 Public Participation.**
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
- 7 To consider applications for co-option to the Committee (to follow)**
- 8 To confirm the decision to meet virtually with representatives of the student body at Bideford College (verbal).**
- 8 To receive an update on Footpath Guides for the Northam area (verbal).**
- 9 To receive an update on the progress of the LCWIP (verbal).**
- 10 To receive an update on roof space insulation at Northam Hall (verbal).**
- 11 To consider the leaflet precisising the Draft Climate Action Plan
(11a herewith, 11b to follow).**
- 12 To consider the actions as listed in the adopted Climate Change Action Plan (herewith).**

Northam Town Council – Minutes of the Climate Emergency Committee Meeting held 14th June 2022 at 6.30pm

Present: Cllrs Hames (Chairman), Newman-McKie (Vice Chair), Laws and Mrs McCarthy.

In attendance: Guy Langton - Deputy Town Clerk

2206/022 Election of the Chairman of the Climate Emergency Committee.

It was proposed by Cllr Laws and seconded by Cllr Newman-McKie, that Cllr Hames be elected as Chairman, all were in favour and it was so **resolved**.

2206/023 Election of the Vice Chairman of the Climate Emergency Committee.

It was proposed by Cllr Laws and seconded by Cllr Mrs McCarthy, that Cllr Newman-McKie be elected as Vice-Chair, all were in favour and it was so **resolved**.

2206/024 Apologies

Apologies were received from Mr T Wiersma and Ms W Lo-vel (co-opted members) and Cllr Mrs Hodson.

2206/025 Chairman's announcements

The Chairman announced that co-opted member Ms Phoebe Gibb had resigned from the committee. This meant that there were two vacancies for co-opted members from the community.

It was agreed that the same procedure would be undertaken as had been used when Ms W Lo-Vel had been co-opted in January 2022. This would be ratified at the next meeting of the committee.

Action point: Deputy Town Clerk to advertise the vacancies.

Action point: Deputy Town Clerk to include the matter on the next agenda for ratification.

2206/026 Declarations of interest:

Members were reminded that all interests should be declared prior to the item being discussed.

2206/027 To agree the agenda as published

It was **resolved** to agree the agenda as published.

Proposed: Cllr Laws, Seconded: Cllr Hames (all in favour)

2206/028 To confirm and sign the minutes of the meeting held on 10th March 2022

It was **resolved** to agree the minutes as recorded.

Proposed: Cllr Laws, Seconded: Cllr Newman-McKie (all in favour).

2206/029 To consider Action Points

Regarding EV charge point locations, Cllr Laws reported there was mounting pressure from visitors to the area to have access to the planned EV charge point at Wilkies Field in Westward Ho! Torridge District Council were reporting that the third-party engaged to provide the service did not yet consider there to be sufficient demand.

It was **resolved** to recommend to Full Council that the Council write to Torridge District Council to establish the current position and to urge that Council to prioritise the installation of the planned charging points.

Proposed: Cllr Hames, Seconded: Cllr Laws.

Action point: Deputy Town Clerk to request the item be put on the next Full Council agenda.

Regarding future verge and land management plans, it was agreed that the Deputy Town Clerk would research suitable training for staff.

Action point: Deputy Town Clerk to research the established request the item be put on the next Full Council agenda.

It was **resolved** to recommend to Full Council that the Council undertake to take part in 'No Mow May' from the 2023 cutting season.

Proposed: Cllr McCarthy, Seconded: Cllr Hames (all in favour)

Action point: Deputy Town Clerk to request the item be put on the next Full Council agenda.

Regarding the planting plans for the Town Hall frontage. It was **resolved** to request that the matter be included on the Town Projects agenda in August 2022.

Action point: Deputy Town Clerk to request the item be put on the next Town Projects agenda.

The remainder of the action points were noted as presented

2206/030 Public Participation

No members of the public were present.

2206/031 To receive an update on the installation of Solar PV cells, battery storage and a vehicle charger at Northam Hall.

The committee heard that the array of 12 panels had been installed, along with the EV charger (which was locked with a code to prevent unauthorised use) and one of the two batteries specified. The remaining battery would be installed once supply issues had been resolved.

It was **resolved** that a report should be presented to an appropriate future meeting, showing the kWh fed-in/credited and the effect the installation has had on the Council's electricity costs for the Hall.

Proposed: Cllr Mrs McCarthy, Seconded Cllr Newman-McKie (all in favour).

Action point: Deputy Town Clerk to prepare the report into the effect of solar panels on electricity use at Northam Hall.

2206/031 To consider plans for the webpage.

It was **resolved** to delegate the review to Cllr McCarthy, who would liaise with the Deputy Town Clerk regarding the proposed changes.

Proposed: Cllr Hames, Seconded: Cllr Laws (all in favour).

2206/032 To confirm the decision to meet virtually with representatives of the student body at Bideford College.

The matter was deferred to the next meeting, given Cllr Mrs Hodson's apologies.

2206/033 To receive an update on Footpath Guides for the Northam area.

The committee heard that Cllr Laws had taken photographs of the routes planned. He was yet to liaise with the resident regarding the detail of the walks. It was agreed that the work undertaken by a former employee of the Council would be shared.

Action point: Cllr Hames to share the documents.

The committee discussed installing directional finger posts with estimated walk times on them, starting with the direction posts planned for Westward Ho! Park.

Action point: Deputy Town Clerk to include estimated walking times on the signage when ordered.

2206/034 To receive an update on the progress of the LCWIP.

The committee heard that the work was progressing, the next meeting of the steering group being Friday, 17th June 2022.

2206/035 To receive an update on roof space insulation at Northam Hall.

The Deputy Town Clerk reported that appointments with firms’ estimators had been arranged and that it was anticipated that estimates would be obtained in due course and a report prepared.

2206/036 To consider the Draft Climate Action Plan.

It was **resolved** that after the identified stylistic and typographic changes had been made it would be recommended to Full Council for approval.
Proposed: Cllr McCarthy, Seconded: Cllr Laws (all in favour).

2206/037 To consider the leaflet precisising the Draft Climate Action Plan.

Cllr Newman-McKie tabled a paper precisising the Draft Climate Action Plan. It was agreed to defer consideration of this paper, together with a draft leaflet supplied by Councillor Hames, to the July meeting of the committee.

2206/038 To consider plans for future projects, derived from the Action Plan.

The committee noted the current actions as outlined in the Draft Climate Action Plan. It was discussed that the below listed actions could be pursued:

- i. Timed walking direction finders.
- ii. Trough planting, including at the Northam War Memorial (if appropriate).
- iii. Promote food waste recycling at the schools across the Town Area.
- iv. Review fuel costs of the council’s vehicles against possible replacement with electric vehicles in the light of the availability of an EV charger.

There being no further business the meeting finished at 8:10pm.

Signed..... Dated.....

Action points for June 2022

RAG rating:	Green Complete	Amber In progress	Red To start
1. Drafting a Northam Town area Footpath Guide:	Cllr Laws to meet local resident in Westward Ho! and research local walks to start guide. Estimated walking times to be included on signage planned for Westward Ho! Park.	On the agenda Ongoing	
2. EV chargers	Matter to be placed on the next Full Council agenda.	Complete	
3. Working with Bideford College on climate-related matters. Cllr Hodson to liaise with the former Cadet to establish suitable dates for a Zoom meeting.	Decision to be included on the agenda for ratification.	On the agenda and ongoing.	
4. Life on the Verge	Council maintenance staff to work according to the plans, including any training or advice necessary. Yellow Rattle seeds ordered and received in anticipation of sowing in the autumn. Bulbs to be ordered. Suitable training to be researched. Planting the Town Hall frontage to be on the August TP agenda.	Ongoing. Ongoing. Ongoing. Ongoing. Request made.	
5. Draft Climate Action Plan	Amendments made and plan adopted by Full Council 29.06.2022 Cllr Newman-McKie offered to draft a summary of the Plan	Complete. On the agenda.	



6. Deputy Town Clerk to work with colleagues to coordinate future planting plans to minimise the environmental impact	Planting for 2022 was been planned on a red, white and blue theme in recognition of Her Majesty The Queen's Platinum Jubilee in June 2022.	Ongoing.
7. Insulation at Northam Hall. Deputy Town Clerk to approach organisations for up to date quotes.	Organisations contacted.	Estimates awaited from the one company that surveyed the Hall. Ongoing.
8. Solar PV – generation analysis report	<p>Smart meter installed 30th June 2022. Update to the tariff with energy provider awaited to include a 7.5p/kWh feed-in tariff.</p> <p>Briefly, meter readings submitted in 2022:</p> <p>27.06.22 = 4324 30.05.22 = 4730 26.04.22 = 4493 29.03.22 = 4292 29.02.22 = 4034 27.01.22 = 3736 05.01.22 = 3519</p> <p>Solar PV Panels commissioned on the 31st May 2022.</p>	Report to be drafted for future meeting – ongoing.

Actions included in the Climate Change Action Plan.

(copied from the action plan and presented as a list at the end.)

4. Action to Reduce Emissions

The following is a list of actions which the Council will pursue in order to achieve its net zero target by 2030, highlighting specific projects designed to have the most impact.

Waste

Northam Town Council

Prioritise re-use of materials and repair of equipment used in the Council office and workshop and by the maintenance staff in carrying out their duties; provide re-usable water bottles to staff; minimise paper use; re-use paper by printing on blank sides; increase recycling (e.g. ink cartridges), provide composting facilities for maintenance staff; reduce food waste in office and at functions, adopt a policy of no single plastic use in the Council offices and at Council functions.

Parish

Encourage increased recycling rate in Northam. Emphasise on the Council's website the priorities of re-use and repair and provide information about local repair services. Encourage the reduction of single use plastics and polystyrene surf boards. Carry out a food waste reduction campaign (e.g. in schools); investigate a community composting scheme; set up recycling for hard to recycle materials; place recycling bins in NTC open spaces.

Transport

Northam Town Council

Encourage staff and councillors to walk, cycle, use public transport and car share. Change to electric or other alternative fuel vehicles for maintenance staff. Encourage reduction in staff/councillor travel and aim to reduce guest travel distance to NTC functions e.g. Mayor's dinner; install bike racks in Westward Ho!, Appledore, Northam at NTC parks

Parish

Encourage walking, biking, bus use in parish, circulate a local footpath guide book, actively push for Kenwith Valley and other local cycle routes and investigate funding; promote car sharing, alternative transport to work places, investigate possible sites for EV charging points, promote alternatives to cars at Northam May Fair.

Energy

Northam Town Council

Install a solar/battery storage system on Northam Hall roof to provide power for the building, for EV vehicles and for battery powered equipment and introduce energy saving measures in the building (e.g. thermostats, roof and wall insulation) Replace the gas heating with heat pump system; fit LED bulbs in the Town Hall and other NTC buildings; paint walls white for reflected light, introduce a no artificial light policy in NTC buildings when there is strong sunlight; turn off decorative lighting overnight e.g. Xmas lights, use sava plugs; work with Torridge to introduce more efficient, low carbon heating at the Town Hall and in the Council chamber repair or replace draughty windows, lower ceiling and insulate walls; provide instant hot water units for beverages; a low energy computer system, turn off computers at night; change to a renewable energy electricity tariff; install smart meters in NTC buildings.

Parish

Encourage community renewable energy schemes, working with S.W. Community Energy; work with local schools including contributing funding for carbon reduction schemes, publish information on NTC website about Government and local authority insulation schemes and heating subsidies, hold energy reduction exhibition at libraries, halls, schools; negotiate bulk discounts on insulation and sustainable energy systems for households.

Planning

Northam Town Council

New-builds by Town Council to be carbon neutral (Northam Hall extension, the Pavilion at Westward Ho! Park)

Parish

Engage with Torridge District Council to ensure that obligations under the National Planning Policy Framework (NPPF) to reduce carbon emissions are being met in the Local Plan (Para 2.7 of the NPPF states that the purpose of planning is 'sustainable development'. Chapter 14, para 148 'contribute to radical reductions in greenhouse gas emissions', para 149 'Plans should take a proactive approach to mitigating and adapting...in line with the objectives of the Climate Change Act.'). Call for renewable energy provisions and energy efficient buildings as part of planning; push for tree planting for development sites and other biodiversity measures, oppose destruction of wildlife habitats, identify habitats and corridors in NTC's Neighbourhood Plan; water-saving to be incorporated in planning applications. Measures in new builds to cope with future intense rainfall and monsoon-like conditions, to include permeable paving and any play areas, rills around each house, green roofs to absorb excess water, large basin/sinks, sustainable drainage systems (SUDs) should be incorporated (and would provide wildlife habitats as well).

Food

Northam Town Council

Provide non-meat options at Council functions; any waste to go to food bank or recycled; provide alternatives to meat and fish at Council functions, promote healthy eating, create more allotment plots, source locally-produced food.

Parish

Promote local low carbon emission, organic food production and local food markets.

Biodiversity

Northam Town Council

On Council land plant more trees, sow more wildflowers, minimise grass cutting, and seek environmentally-friendly alternatives to chemical sprays including cordless power equipment. Engage with a community gardener to advise on creating and maintaining areas of biodiversity in the Parish.

Parish

Provide grants for tree planting; leave inner areas of wide verges uncut to encourage re-wilding and sow wildflower seeds at selected sites..

Water

Northam Town Council

Install water saving taps and cisterns, water butts; mulch flower beds, plant drought-tolerant shrubs in beds, hanging baskets and boats.

Parish

On website and in newsletters encourage reduction in water use, water saving.

Procurement

Prioritise re-use and repair of materials and equipment and adopt a policy of purchasing environmentally sustainable products and services, favouring local suppliers.

Investments

Move Council investments to green accounts and disengage from funds invested in fossil fuels.

5. Engaging with the Community

In the wider community, the Council aims to work with local people so that the parish as a whole can achieve significant reductions in carbon emissions and facilitate a shift to a more integrated and environmentally-aware way of living.

The Council could engage with the community through such participatory mechanisms as citizen's assemblies and open space events and should encourage initiatives which build community co-operation and resilience e.g. social enterprises, development of the local economy, local energy schemes, working with local schools to develop projects.

Northam Town Council also recognises that in the light of damaging carbon levels which have already occurred and will occur there is a need to develop with the community a climate emergency plan to enable greater resilience in the face of more extreme weather conditions. For example, it is predicted that the UK will experience periods of much more intense rainfall and monsoon-like conditions leading to flooding. More severe storm conditions and also periods of drought will also be associated with climate change.

Given the above, the following strategy is proposed:

1. Publish a carbon audit of Northam.
2. Hold public meetings in the Parish as and when possible to set out the aims of the Climate Emergency Plan, the vision and the proposed means of achieving them within the Council and in the community, and to take on board the public's responses. Hand out/deliver survey forms in the meantime to gather feedback regarding possible actions
3. Engage with all areas of the community and as a result set up an advisory, participatory and all-embracing group to work with the Council to achieve the target of net zero carbon in the community by 2030.
4. Key elements of the work of such a group would be agreement on the sort of low carbon world which is being aimed for by 2030, generation of ideas for action and ways of achieving objectives, provision of information and communication systems, mapping of networks and organizations and assembly of data regarding resources available in the community.
5. Information on available resources (human and otherwise) will be vital to build up community resilience in the face of likely climate-related events such as flooding, storm damage and drought. Such resilience could be promoted and harnessed through the creation of a Northam Emergency Plan involving the establishment of a community network of volunteers.

6. Council Actions So Far

Since declaring a Climate Emergency Northam Town Council has fulfilled the following projects:

Biodiversity

Committed to a scheme to leave selected verges in the parish partly unmown to encourage re-wilding.

Committed to sow wild flower meadows on selected verges in the parish.

Planted trees and insect friendly shrubs at Anchor Park, Westward Ho! Park, Blackies and committed to an insect friendly planting scheme outside the Town Hall

Committed to a policy to minimise and eventually dispense with chemical weed control

Data Collection

Engaged 361 Energy to do a carbon audit of the Council's property and activities.

Energy

Committed to a solar energy/battery installation at Northam Hall to provide energy for the Hall and for future heat pump system, EV vehicles and battery powered equipment.

Engaging with the Community

The Council participated in a Climate Day at Kingsley School and mounted a Climate Emergency display at Northam Library.

A Climate Survey was sent to all residents of Northam. See Appendix 2 Climate Survey and Responses

(NB Full community engagement was prevented by the Covid epidemic after March 2021.)

Planning

Incorporated policies in the draft Northam Neighbourhood Plan to combat and adapt to Climate Change and to conserve and increase biodiversity.

Procurement

Committed to a revised environment policy stating that the Council will purchase sustainable products and services whenever possible.

Transport

Installed bike racks at Lords Meadow, Anchor Park, Westward Ho! Park, Churchfields Car Park and Town Hall.

Contributed financially to and participated in the preparation of Local Cycle and Walking Infrastructure Plan covering Northam, Bideford and Barnstaple.

Identified and promoted local cycle and walking routes.

Waste

Reduced paper waste in Council offices

Committed to a policy of no single plastic use in Council offices and at Council functions

Supported a local anti-polystyrene surf board campaign

Arranged to participate in an ink cartridge recycle scheme for charity.

Provided recycling containers at play areas in Lords Meadow (pictured above with bike racks), Anchor Park and Westward Ho! Park.



Water

Committed to installing a rain water capture system at Northam Hall

Installed water fountain at Churchfields Car Park, Appledore to encourage reduction of plastic bottled water use.

- i. Timed walking direction finders.
- ii. Trough planting, including at the Northam War Memorial (if appropriate).
- iii. Promote food waste recycling at the schools across the Town Area.
- iv. Review fuel costs of the council's vehicles against possible replacement with electric vehicles in the light of the availability of an EV charger.

Example project tracker – detail to be completed

Action	Responsible	Priority	Status	Start date	End date	Notes
Area 1						
Waste						
Area 2						
Transport						
Area 3						
Energy						
Area 4						
Planning						
Area 5						
Food						
Area 6						
Biodiversity						
Area 7						
Water						



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!
 Twinned with Mondeville, France and Büddenstedt, Germany
 Office open: Monday to Friday mornings



Trustees of the Common Right

Area 8						
Procurement						
Area 9						
Investments						