



**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  
Telephone and Fax: 01237 474976  
E-mail [townclerk@northamtowncouncil.gov.uk](mailto:townclerk@northamtowncouncil.gov.uk)

Cc: All Northam Town Councillors

**You are hereby summoned to attend a Climate Emergency Committee Meeting on Monday 27<sup>th</sup> February 2023 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: 21<sup>st</sup> February 2023

The following are Members of the Climate Emergency Committee:

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

All Members of the Council are entitled to attend.

Co-opted Members: Mr T Wiersma, Ms W Lo-vel and Mr B Bruins (one vacancy).



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

## AGENDA

- 1 Apologies.**
- 2 Chairman's Announcements.**
- 3 Declarations of interest**  
*Members are reminded that all interests should be declared prior to the item being discussed.*
- 4 To agree the agenda as published.**
- 5 To confirm and sign the minutes of the meeting held on 18<sup>th</sup> January 2023 (herewith).**
- 6 To consider Action Points (herewith).**
- 7 To consider the Climate Action Plan (herewith).**
- 8 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.*
- 9 To receive an update on engagement with parish schools and Bideford College (verbal).**
- 10 To consider the final draft of the Climate Poster (herewith).**
- 11 To receive an update on the work of Torridge District Council's Active Travel committee (verbal).**

**Northam Town Council – Minutes of the Climate Emergency Committee Meeting held 18<sup>th</sup> January 2022 at 6.30pm**

**Present:** Cllrs Hames (Chairman), Laws, Mrs Hodson, Mrs McCarthy and Newman-McKie

**In attendance:** Wendy Lo-vel, Bert Bruins and Tom Wiersma (co-opted members)  
Guy Langton - Deputy Town Clerk

**2301/789 Apologies**  
No apologies were received.

**2301/790 Chairman's announcements**  
The Chairman reported that Mr David Inwood has resigned as a co-opted member of the committee, saying whilst he was very impressed by the work being done, he had thought the Council's remit would be wider. The Chairman reported that he had written to Mr Inwood to thank him for his work on the committee. His replacement would be sought when the Council's committee structure was known after the election in May 2023.

**2301/791 Declarations of interest:**  
Members were reminded that all interests should be declared prior to the item being discussed.

**2301/792 To agree the agenda as published**  
It was **resolved** to agree the agenda as published.  
Proposed: Cllr Laws, Seconded: Cllr Newman-McKie (all in favour)

**2301/793 To confirm and sign the minutes of the meeting held on 13<sup>th</sup> December 2022**  
It was **resolved** to agree the minutes as recorded, which were signed by the Chairman.  
Proposed: Cllr Laws, Seconded: Cllr Newman-McKie (majority in favour, one abstention, absent from the meeting)

**2301/794 To consider Action Points**  
The action points were noted.  
**Action: Deputy Town Clerk to send copies of the correspondence with St Mary's school with Cllr Mrs Hodson.**

1. Publicising the Town Council's / Committee's work in tackling the climate emergency. Cllrs McCarthy and Newman-McKie had met with the designers. The first version of a poster was on the agenda to review.
2. Insulation at Northam Hall. It was reported that the contractor is reviewing the asbestos report for Northam Hall provided by the Council and that a provisional date of 13<sup>th</sup> and 14<sup>th</sup> March 2023 had been agreed for the installation, pending the outcome of consideration of the survey. The action is complete
3. Updating the climate action plan. The matter was on the agenda.

**2301/795 To consider the Climate Action Plan**  
The action plan was updated as follows presented at the end of these minutes:  
It was **resolved** to recommend to the Finance and Human Resources committee to

review the Council's investments and consider placing the monies in sustainable funds, provided by (for example) the Churches, Charities and Local Authorities (CCLA) Investment Management Limited.

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

DRAFT

Action		Responsible	Priority	Status	End Date	Carbon Saving	Cost (£)	15.11.2022	13.12.2022	18.01.2023
5. Food	5.1 Community Orchard(s)	Climate Emergency Committee	High	Amber				Orchards have many benefits, pollinator friendly, food producing and reflecting the county's fruit-growing heritage.	The Committee will consider locations at Anchor Park, Lords Meadow and Bloody Corner for planting in the autumn.	The matter would be included on an agenda item in the new civic year for full consideration.
6. Biodiversity	6.2 Open spaces plan to increase biodiversity/climate resilience	Town Projects Committee	High	Amber				Members of the committee are drawing up plans for sustainable planting across the town area.	The TP&AM committee had resolved to adopt planting schemes for the Council's parks, to include pollinator friendly and bio-diversity promoting species.	The Committee had recommended to the Town Projects Committee a planting scheme for the Council's open spaces and planters, to include wildlife friendly and drought resistant plants. The TP committee had resolved to adopt the scheme The CEC has heard that Torridge District Council would be interested in working together to plant the gardens at Hillcliff Terrace a the northern end of Irsha St, Appledore with pollinator-friendly and drought resistant plants.
7. Water	7.2 Rain water capture at Council-owned buildings	Council staff	Medium	Amber				Northam Hall complete. Plans to be drawn up to maximise rain water captured at Westward Ho! Park pavilion.	(no update)	The water butt at the Town Hall would be investigated to understand why it wasn't collecting water from the roof.

9. Investments	9.1 Explore green investment opportunities.	Finance & HR committee	Low	Red				A review of the Council's on deposit holdings would be required. A recommendation to Finance & HR could be made.	(no update)	The committee resolved to recommend to the Finance and HR committee that the Council seek to review its investments, seeking to place long term deposits in sustainable funds.
10. Community Engagement	10.3 Expand NTC Emergency Plan to include climate resilience	Review committee	Medium	Red				A recommendation to Review Committee could be made.	(no update)	The matter would be included on an agenda item in the new civic year for full consideration.

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2301/796

### Public Participation

No members of the public were present.

2301/797

### To receive an update on the committee's budget for 2022-23.

The committee noted the budget and planned spending remaining for 2022-23.

It was **resolved** to request at the January 2023 Full Council meeting that the remaining cost of insulating Northam Hall, approx. 50% of the whole cost, be allocated to the wider project budget, or other suitable budget line.

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

2301/798

### To consider a request from the Town Projects and Asset Management committee, following a resolution to:

*Plant 60 of the 70 baskets will be planted spring/summer bedding plants and 10 baskets will be planted with perennial plants.*

*The top two planters of the three tied planters will be planted with spring/summer bedding plants and the bottom tier will be planted with perennial plants.*

*The fourteen containers and the boats will be planted with spring/summer bedding plants and a request made to Climate Emergency to approve the payment.*

The committee discussed the matter in detail, noting that the request did not make the amount that was being requested clear, nor was the total anticipated cost. The details of the difference between the cost of planting solely with annual bedding plants and planting some baskets and planters with perennials was not clear.

It was **resolved** to decline to meet the full cost of the plants and to request information on the difference in the cost of planting solely with annual bedding plants and planting some baskets and planters with perennial plants was available. Proposed: Cllr Newman-McKie, Seconded: Cllr Mrs Hodson.

**Action: Deputy Town Clerk to request details of the difference in cost.**

- 2301/799 To receive an update on engagement with parish schools and Bideford College.**  
 The Committee heard that the Council had been successful in its grant application to the Tree Council to work with the Appledore School PTA, the North Devon Biosphere and Northam Burrows Country Park on their project to Create School Micro Reserves within the North Devon Biosphere. This grant was for £699.20 and required the Council to initially meet the cost of the spending, which would be claimed back from the Tree Council.  
 It was resolved to delegate the signing of the grant acceptance form to the Deputy Town Clerk.  
 Proposed: Cllr Hames, Seconded: Cllr Mrs Hodson (all in favour).  
**Action: Deputy Town Clerk to sign and return the acceptance form.**  
**Action: Deputy Town Clerk to make phone contact with the Head of 6<sup>th</sup> Form at Bideford College.**
- 2301/800 To receive a report from the West Country Buzz Project Officer at the Bumble Bee Conservation Trust.**  
 The committee received the report, noting its valuable content and clear advice.
- 2301/801 To receive an update on the progress of the Climate Poster.**  
 The committee heard that Cllrs Newman-McKie and Mrs McCarthy had met with the designer to talk through the committee's requested changes.  
 The committee would receive a further draft of the poster in due course, for approval.
- 2301/802 To consider replacing the bicycle rack at Lords Meadow.**  
 It was **resolved** to remove the damaged bicycle rack at Lords Meadow and review the provision of cycle storage at a future meeting of the committee.  
 Proposed: Cllr Mrs Hodson, Seconded: Cllr Hames (all in favour).
- [Mr T Wiersma left at this juncture]*
- 2301/803 To receive an update on the work of Torridge District Council's Active Travel committee.**  
 The final proposals from Barnstaple, Bideford & Northam Local Cycling and Walking Infrastructure Plan (LCWIP) was awaited from Devon County Council, which would be submitted to central government for funding.  
 TDC Active Travel Advisory Group had drawn up proposals for cycle rack locations in the district, although funding was still required.  
 The District Council is investigating a cycle route through Victoria Park. This would be part of the proposed route from Northam to Bideford Quay. The route through the Park is being considered as an alternative to a suggested route in front of Riverbank House through to the Quay.

There being no further business the meeting finished at 8:32pm.

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

## Action points February 2023

RAG rating:	Green Complete	Amber In progress	Red To start
1. Gather further information from <i>Regen</i> regarding sites they may have identified for 'power allotments'.	No response has been received. Action closed.		Closed.
2. Working with local schools on climate emergency-related projects:			
Bideford College	Deputy Town Clerk has emailed the Head of 6 <sup>th</sup> Form to request a meeting.		Ongoing.
Appledore Primary School	Hedge planting grant successful 0- date of planting to be arranged. Plans to work with Year 2 to plant plugs in line with Bumble Bee Conservancy Council advice – likely to be February/March.		Ongoing.
St George's & St Margaret's ... and ... St Mary's	The Deputy Town Clerk has made connection by email but no further progress to date. St Mary's email trail sent to Cllr Hodson.		Ongoing.
3. Publicising Northam Town Council's CEC work.	Amendments made.		Agenda.
4. Insulation at Northam Hall.	A provisional date for the installation of insulation material has been booked, given the need to find two days together, it is scheduled for 13 <sup>th</sup> and 14 <sup>th</sup> March 2023.		Ongoing.
5. Climate Action Plan	Updates noted in the minutes.		Ongoing.
6. Request from TP&AM committee to meet cost of planting	Added to TP&AM agenda, no outcome reported to deputy town clerk.		Completed.



Action		Responsible	Priority	Status	End Date	Carbon Saving	Cost (£)	15.11.2022	13.12.2022	18.01.2023	27.02.2023
1. Waste	1.1 Compost	Maintenance Team	Low	Amber							
	1.2 Food Waste Scheme with Schools	Climate Emergency Committee	Low	Red				Work undertaken with St George's and St Margaret's. No known updates from schools.	Include the matter when discussing with schools as relationships progress.		
2. Transport	2.1 Replacement of oldest current vehicle Electric vehicle for the Maintenance Team	Town Projects Committee	High	Amber				Then oldest van is in a poor state of repair, rust has eaten much of the pick-up bed away and is affecting the suspension.	To be considered at the February 2023 meeting of that committee.		
	2.2 Walks Leaflet & Website	Office staff	Low	Green	Sept 2022		Zero	Information and links have been placed on the Council's website.	Completed.		
3. Energy	3.1 Battery powered maintenance equipment	Town Projects Committee	Medium	Amber				Replace tools with battery-powered equivalents when required.			
	3.2 LED lighting at Council-owned buildings	Council staff	Low	Amber				Replacements are made with LED lights as required.			
	3.3 Hot water unit (Town Hall)	Office Staff / Torridge District Council (the building owners)	Low	Red				The staff do not have a kitchen at the hall. This type of unit could be fitted if a kitchen was ever installed.	Cllr McCarthy to research options.		
	3.4 Northam Hall insulation	Office staff	Low	Green	To be confirmed		£3,496	Awaiting installation date.	Installation date agreed as 13 <sup>th</sup> and 14 <sup>th</sup> March 2023.		
	3.5 Northam Hall heating system	Council Staff	High	Green	Dec 2022		£275		Smart heating control system installed.		
4.	4.1 Climate provisions in Northam	NNP Advisory Group.	Low	Green				Policies incorporated in the NNP draft for			

	Neighbourhood Plan (NNP)						consultation.			
	Input climate provisions in to Torridge District Council's Local Plan review.	Climate Emergency Committee	High	Green			Members of the CEC can feed the concerns of Northam Town Council into Torridge District Council.			
<b>5. Food</b>	5.1 Community Orchard(s)	Climate Emergency Committee	High	Amber			Orchards have many benefits, pollinator friendly, food producing and reflecting the county's fruit-growing heritage.	The Committee will consider locations at Anchor Park, Lords Meadow and Bloody Corner for planting in the autumn.		
<b>6. Biodiversity</b>	6.1 Non-spray weed control	Town Projects Committee & Council Staff	High	Amber			Alternative methods are being researched.			
	6.2 Open spaces plan to increase biodiversity/climate resilience	Town Projects Committee	High	Amber			Members of the committee are drawing up plans for sustainable planting across the town area.	The TP&AM committee had resolved to adopt planting schemes for the Council's parks, to include pollinator friendly and bio-diversity promoting species.		
	6.3 Verge rewilding/wild flower sowing scheme	Council staff	Medium	Amber			The first year of a 2-4 year plan has been completed. Year two will commence in the late summer/autumn of 2023.			
	6.4 Peat Free composts	Council staff	High	Amber				The Council sourced peat-free compost for its planters for the 2022 season. The same approach would be taken for the 2023 season.		

7. Water	7.1 Reduce hanging baskets/mulch planters	Councillors and Council staff	Medium	Amber				Not practical for hanging baskets to be mulched. To reduce the numbers would require approval of the Town Projects and Asset Management Committee. Planters to be included in the project suggestions at action 6.2 above.	The TP&AM committee had resolved to plant 10 hanging baskets all lower tiers of the 3-tier planters and the larger stand-alone planters with pollinator friendly, drought resistant perennials.		
	7.2 Rain water capture at Council-owned buildings	Council staff	Medium	Amber				Northam Hall complete. Plans to be drawn up to maximise rain water captured at Westward Ho! Park pavilion.			
8. Procurement	8.1 Procurement policies to be reviewed for sustainability	Councillors and Council staff through the Review Committee	Medium	Amber				The Council has introduced a policy to not purchase single-use plastics. The review committee could review the council's policies more broadly for alignment with the Climate action plan. Council's Environment Policy has been reviewed. Should be reviewed annually. Sustainable procurement is part of the policy.			

9. Investments	9.1 Explore green investment opportunities.	Finance & HR committee	Low	Red				A review of the Council's on deposit holdings would be required. A recommendation to Finance & HR could be made.			
10. Community Engagement	10.1 Public forums	Councillors and council staff	High	Red					The committee would investigate ways to proceed after the Leaflet/Poster had been finalised.		
	10.2 Publish community carbon audit	Council staff	Medium	Amber				Links provided on CEC webpage.			
	10.3 Expand NTC Emergency Plan to include climate resilience	Review committee	Medium	Red				A recommendation to Review Committee could be made.			
	10.4 Climate display boards/leaflet/posters - Displays in Library and other outlets	Climate Emergency Committee	High	Amber				Boards have been created. They could benefit from being reviewed.	Leaflet/poster being progressed.		
	10.5 Engage students	Climate Emergency Committee.	Medium	Amber				Link made with Appledore Primary School. Other primary schools written to, awaiting response. Link being pursued with Bideford College.			

# GLOBAL IMPACT, LOCAL CHANGE

The world's climate is changing, which means that sea levels are rising, the coastline is eroding and our weather is becoming more extreme. What does that mean for us – and how can we make a difference?

## NORTHAM TOWN COUNCIL'S CLIMATE RESPONSE



**REDUCE,  
REPAIR, REUSE**

### WHAT CAN WE ALL DO?

**BUY LOCALLY,  
BUY SUSTAINABLY**



**PLANT  
MORE TREES**

- encourage insects and birds!



**RE-USE  
CONTAINERS**

- Reduce plastic -



**CYCLE AND  
WALK MORE**

- Fewer car miles -



**TURN THE  
LIGHTS OFF**

- Save energy -



**UNDERSTAND YOUR  
CARBON FOOTPRINT**

- Visit our local carbon calculator to find out how!



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