

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

DEVON EX39 1BY

Cc: All Northam Town Councillors

## You are hereby summoned to attend a Climate Emergency Committee Meeting on Tuesday 14<sup>th</sup> March 2023 at 6.30pm in the Council Chamber 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: 21st 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 Trus

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 27<sup>th</sup> February 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 primary, infant and junior schools, and Bideford College (verbal).
- **10 To consider using the Climate Poster for publicity** (to follow)
- 11 To consider signage to highlight the Council's alternative land management activities (herewith)
- 12 To receive an update on the work of Torridge District Council's Active Travel committee (verbal).

#### **Minutes**

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### Northam Town Council – Minutes of the Climate Emergency Committee Meeting held 27<sup>th</sup> February 2023 at 6.30pm

Present:Cllrs Hames (Chairman), Laws and Mrs Hodson.In attendance:Wendy Lo-vel (co-opted member)<br/>Guy Langton - Deputy Town Clerk

#### 2302/930 Apologies

Apologies were received from Cllrs Mrs McCarthy and Newman-McKie and from Mr B Bruins and Mr T Wiersma (co-opted members).

#### 2302/931 Chairman's announcements

The Chairman noted the meeting was inquorate, so no decisions could be resolved. The information would be presented, however, to ensure committee members remained up to date.

He further reported that he had attended a teams meeting regarding central government's planning reforms, which could include carbon auditing of development proposals and policies relating to building retention and renovation rather than demolish and rebuild, as the favoured approach.

#### 2302/932 Declarations of interest:

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

#### 2302/933 To agree the agenda as published

The agenda could not be agreed – the meeting was inquorate.

**To confirm and sign the minutes of the meeting held on 18<sup>th</sup> January 2023** The minutes could not be confirmed – the meeting was inquorate.

#### 2302/935 To consider Action Points

It was reported that Full Council had approved the costs of planting the council's planters would be met fully within the budget of the Town Projects and asset Management Committee.

The action points were noted.

Action: Cllr Mrs Hodson to liaise with Bideford College and St Mary's primary school.

#### **2302/936 To consider the Climate Action Plan** The committee heard the updates as presented:

Act	ion	Responsible	Updates - 27.02.2023		
1. Waste	1.2 Food Waste Scheme with Schools	Climate Emergency Committee	The head teachers would be asked how food waste was handled when the Council dropped the coronation medals to each of the schools.		
2. Transport	2.1 Replacement of oldest current vehicle Electric vehicle for the Maintenance Team	Town Projects Committee	To be considered at the March 2023 meeting of that committee.		

#### Minutes

Energy	3.5 Northam Hall heating system	Council Staff	The HIVE system had occasionally failed and been re-booted or over-ridden. It had once needed professional attention since
6. Biodiversity 3.	6.2 Open spaces plan to increase biodiversity/climate resilience	Town Projects Committee	installation. 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.
8. Procurement	8.1 Procurement policies to be reviewed for sustainability	Councillors and Council staff through the Review Committee	At its 20 <sup>th</sup> Feb 2023 meeting, Finance and HR had resolved to add the phrase "with due consideration given to environmental impacts of those purchases" to the clauses, ensuring that best value and value for money are achieved in all purchases.

#### 2302/937 Public Participation

No members of the public were present.

## 2302/938 To receive an update on engagement with parish schools and Bideford College.

The Deputy Town Clerk updated the meeting with the plans for hedge planting at Appledore School, the plants were expected week commencing 27<sup>th</sup> February 2023, with the planting planned for week commencing 6<sup>th</sup> March 2023. Cllr Mrs Hodson offered to follow up with Bideford College, the Deputy Town Clerk not yet having had a response to his email.

# 2302/939 To consider the final draft of the Climate Poster. The members received the poster. Action point: The Deputy Town Clerk to prepare a report on printing the poster for the next meeting of the committee.

## 2302/940 To receive an update on the work of Torridge District Council's *Active Travel* committee.

An update would be provided to the next meeting of the committee.

There being no further business the meeting finished at 7:37pm.

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

## Action points March 2023

RAG rating:	Green Complete	Amber In progress	Red To start						
<ol> <li>Working with local schools on climate emergency-related projects:</li> <li>Bideford College Deputy Town Clerk has emailed the Head of 6<sup>th</sup> Form to Ongoing. request a meeting.</li> </ol>									
Appledore Primary School	Hedge planting grant successful 0- date of planting to be arranged. Ongoing. Plans to work with Year 2 to plant plugs in line with Bumble Bee Conservancy Council advice – likely to be February/March.								
St George's & St Margaret's and St Mary's	The Deputy Town Clerk h but no further progress t to Cllr Hodson.	5 5							
2. Publicising Northam Town Council's CEC work.	To be printed and used e	electronically	Complete (on agenda)						
3. Insulation at Northam Hall.	A provisional date for the material has been booke days together, it is sched 2023.	d, given the need to find	two						
4. Climate Action Plan	Updates noted in the min	nutes.	Ongoing.						

Act	ion	Responsible	Priority	Status	End Date	Carbon Saving	Cost (£)	15.11.2022	13.12.2022	18.01.2023	27.02.2023
Waste	1.1 Compost	Maintenance Team	Low	Amber							
1. W	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.		The head teachers would be asked how food waste was handled when the Council dropped the coronation medals to each of the schools.
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.		To be considered at the March 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.		
. 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.	The HIVE system had occasionally failed and been re- booted or over- ridden. It had once needed professional attention since
Planning	4.1 Climate provisions in Northam Neighbourhood Plan (NNP)	NNP Advisory Group.	Low	Green			Policies incorporated in the NNP draft for consultation.		installation.
4.1	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.		
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.	
Biodiversity	6.1 Non-spray weed control	Town Projects Committee & Council Staff	High	Amber			Alternative methods are being researched.		
6. Bio	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	The Committee had recommended to the Town Projects Committee a planting scheme for the Council's open spaces and

					friendly and bio- diversity promoting species.	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.
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.			

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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.	At its 20th Feb 2023 meeting, Finance and HR had resolved to add the phrase "with due consideration given to environmental impacts of those purchases" to the clauses, ensuring that best value and value for money are achieved in all purchases.
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	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	Council staff	Medium	Amber	Links provided on CEC webpage.	

audit				
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 regressed.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.



Signage used by the Bumblebee Conservancy Council to highlight planting activity. A4 signs with this image (on 3mm bonded aluminium) would be in the region of £25 each. It is suggested 2 are needed for Anchor Park but it may be worth acquiring more for future planting activity.