



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

Cc: All Northam Town Councillors

You are hereby summoned to attend a Climate Emergency Committee Meeting on Thursday 8th June 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: 2nd June 2023

The following are Members of the Climate Emergency Committee:

Councillors Bruins, Hodson, Lo-Vel, plus the Mayor Cllr Hames (ex officio)

All Members of the Council are entitled to attend.

Co-opted Members: Mr T Wiersma, (three vacancies).



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 To elect a Chair of the Committee**
- 2 To elect a Vice-Chair of the Committee**
- 3 Apologies.**
- 4 Chairman's Announcements.**
- 5 Declarations of interest**
Members are reminded that all interests should be declared prior to the item being discussed.
- 6 To agree the agenda as published.**
- 7 To confirm and sign the minutes of the meeting held on 14th March 2023**
(herewith).
- 8 To consider the Action Points** *(herewith).*
- 9 To note the Terms of Reference** *(herewith).*
- 10 To consider the Climate Action Plan** *(herewith).*
- 11 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.
- 12 To consider plans for co-opting members of the community onto the committee as per the terms of reference.**

Northam Town Council – Minutes of the Climate Emergency Committee Meeting held 14th March 2023 at 6.30pm

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

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

2303/987 Apologies

Apologies were received from Mr T Wiersma (co-opted member).

2303/988 Chairman's announcements

The Chairman had no announcements.

2303/989 Declarations of interest:

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

2303/990 To agree the agenda as published

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

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

2303/991 To confirm and sign the minutes of the meetings held on 18th January 2023 and 27th February 2023

It was resolved to confirm both sets of minutes, which were signed by the Chairman.
Proposed Cllr Mrs Hodson, Seconded Cllr Newman-McKie (all in favour).

2303/992 To consider Action Points

The Deputy Town Clerk reported that the work to install insulation at Northam Hall had encountered a problem with health and safety, the suspended ceiling not being judged to be solid enough to hold the workers. New dates would need to be identified.

The remainder of the action points were noted.

2303/993 To consider the Climate Action Plan

The committee heard the updates as presented overleaf.

It was **resolved** to request the office staff devise a process whereby the HIVE heating system at Northam Hall would be adjusted to suit the bookings on a weekly basis and be adjusted as required through the week.

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

2303/994 Public Participation

No members of the public were present.

2303/995 To receive an update on engagement with parish schools and Bideford College.

It was reported that the hedge planting had been completed at Appledore School, the grant application would be completed when all the details had been collated by the office. The day was a great success, with two councillors (Mrs McCarthy and Hames), two members of the maintenance team (Mr Callebaut and Mr Heuze) and the Deputy Town Clerk all attending to help plant the hedge whips.

The effect of the current strike action on liaising with the other schools was noted.

Action point: The Deputy Town Clerk to submit the final papers of the grant application.

Action		Responsible	Priority	Status	End Date	Carbon Saving	Cost (£)	Updates - 14.03.2023
2. Transport	2.1 Replacement of oldest current vehicle Electric vehicle for the Maintenance Team	Town Projects Committee	High	Amber				TP&AM did not receive the report. It had been requested for the Apr2023 meeting of that committee.
	3.3 Hot water unit (Town Hall)	Office Staff / Torridge District Council (the building owners)	Low	Red				No suitable alternatives to a kettle had been identified. Staff are to fill the kettle with only as much water as would be needed.
	3.4 Northam Hall insulation	Office staff	Low	Green	To be confirmed		£3,496	The installers had encountered problems with H&S during the installation. New dates were to be agreed.
	3.5 Northam Hall heating system	Council Staff	High	Green	Dec-22		£275	Setting the HIVE controls would become part of the weekly routine of the office staff, as part of the Hall booking process.
6. Biodiversity	6.2 Open spaces plan to increase biodiversity/climate resilience	Town Projects Committee	High	Amber				TP&AM had planned to plant wildflowers areas in Anchor Park. The plug plants had been purchased as advised by the Bumblebee Conservation Trust and planting would be completed by the end of March 2023. Another area would be de-turfed and seeded with a wildflower mix. These seeds would also be scattered where the plugs had been planned.
7. Water	7.2 Rain water capture at Council-owned buildings	Council staff	Medium	Amber				The possibility of adding an extra water capture container at Westward Ho! Park pavilion was discussed. This would be considered at a future meeting of the relevant committee.

- 2303/996 To consider using the Climate Poster for publicity**
It was agreed to provide posters for community and public buildings around the Town area, including (but not limited to) schools, health centre, dentist, libraries, community halls the Town Hall, Northam Burrows Centre/Café, and community and council noticeboards. It was **resolved** to print fourteen A2 posters for display around the Town area, 8 of suitable material for outdoor display, 6 for indoor. A3 and A4 versions would be printed (and laminated where appropriate) by the Council in-house.
Proposed: Cllr Laws, Seconded: Cllr Mrs Hodson. (all in favour)

- 2303/997 To consider signage to highlight the Council's alternative land management activities.**
It was resolved to print four A4-sized posters to highlight the Council's wildflower planting activity.
Proposed: Cllr Hames, Seconded: Cllr Mrs Hodson. (all in favour)

- 2303/998 To receive an update on the work of Torridge District Council's *Active Travel* committee.**
Cllr Hames reported that the current main areas under consideration were the planned cycle/mixed-use path route through Victoria Park in Bideford and links from Bideford to the Tarka Trail. He also reported that the LCWIP had been approved by the County Council's HATOC committee and would soon be considered by DCC's Cabinet.

There being no further business the meeting finished at 8.00pm.

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

Action points March 2023

RAG rating:	Green Complete	Amber In progress	Red To start
-------------	-------------------	----------------------	-----------------

1. Working with local schools on climate emergency-related projects:

Bideford College	Deputy Town Clerk has emailed the Head of 6 th Form to request a meeting.	Ongoing.
Appledore Primary School	Hedge planting grant successful 0- date of planting to be arranged.	Complete.
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.

2. Climate Action Plan	Updates noted in the minutes.	Ongoing.
------------------------	-------------------------------	----------

**NORTHAM TOWN COUNCIL
CLIMATE EMERGENCY COMMITTEE
COMMITTEE STRUCTURE AND TERMS OF REFERENCE**



To exercise on behalf of the Council powers and duties within existing policies and practices of general concerns to Northam excluding those matters specifically dealt with by another Committee.

COMPOSITION

The Committee will comprise five Northam Town Councillors, in addition four residents of the Town Council area and the Mayor (ex-officio with full voting rights)

MEMBERSHIP

The Membership of the Committee will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council for noting and adopting

QUORUM

The quorum of the committee will be 4 members

GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.

POWERS / ROLE

- Produce a costed action plan to achieve net carbon emissions by 2030, relating to the Council's buildings, and assets. To achieve significant reductions in carbon emissions in the Town Council area by 2030, and to maintain and increase biodiversity in the Council's open spaces and strive to achieve biodiversity generally within the community.
- Liaise with other councils and consult and engage with other organisations and members of the public.
- Have the power to initiate public meetings.

BUDGETARY RESOURCES

The committee has been allocated funds in the budget which can be reviewed annually and has the power to spend within that budget. If additional expenditure is required, it will have to be approved by Full Council.

Action		Responsible	Priority	Status	End Date	Carbon Saving	Cost (£)	Updates - 15.11.2022	Updates - 13.12.2022	Updates - 18.01.2023	Updates - 27.02.2023	Updates - 14.03.2023
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.		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				The 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 the TP&AM committee.	TP&AM did not receive the report. It had been requested for the Apr 2023 meeting of that committee.
	2.2 Walks Leaflet & Website	Office staff	Low	Green	Sep-22		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.	Clr McCarthy to research options.			No suitable alternatives to a kettle had been identified. Staff are to fill the kettle with only as much water as would be needed.
	3.4 Northern Hall insulation	Office staff	Low	Green	To be confirmed		£3,496	Awaiting installation date.	Installation date agreed as 13 th and 14 th March 2023.			The installers had encountered problems with H&S during the installation. New dates were to be agreed.
	3.5 Northern Hall heating system	Council Staff	High	Green	Dec-22		£275		Smart heating control system installed.		The HIVE system had occasionally failed and been re-booted or overridden. It had once needed professional attention once since installation.	Setting the HIVE controls would become part of the weekly routine of the office staff, as part of the Hall booking process.
4. Planning	4.1 Climate provisions in Northern Neighbourhood Plan (NNP)	NNP Advisory Group.	Low	Green				Policies incorporated in the NNP draft for 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 Northern 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.	The matter would be included on an agenda item in the new civic year for full consideration.	
6. Biodiversity	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.	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 OEC has heard that Torridge District Council would be interested in working together to plant the gardens at Hillcliff Terrace at the northern end of Irsha St, Applecore with pollinator-friendly and drought resistant plants.	TP&AM had planned to plant wildflowers areas in Anchor Park. The plug plants had been purchased as advised by the Bumblebee Conservation Trust and planting would be completed by the end of March 2023. Another area would be de-turfed and seeded with a wildflower mix. These seeds would also be scattered where the plugs had been planned.
	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.	The water butt at the Town Hall would be investigated to understand why it wasn't collecting water from the roof.	The possibility of adding an extra water capture container at Westward Ho! Park pavilion was discussed. This would be considered at a future meeting of the relevant committee.	

8. Procurement	8.1 Procurement policies to be reviewed for sustainability	Councillors and Council staff through the Review Committee	Medium	Amber				<p>The Council has introduced a policy to not purchase single-use plastics.</p> <p>The review committee could review the council's policies more broadly for alignment with the Climate action plan.</p> <p>Council's Environment Policy has been reviewed. Should be reviewed annually. Sustainable procurement is part of the policy.</p>		<p>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.</p>
9. Investments	9.1 Explore green investment opportunities.	Finance & HR committee	Low	Red			<p>A review of the Council's on deposit holdings would be required. A recommendation to Finance & HR could be made.</p>	<p>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.</p>		
10. Community Engagement	10.1 Public forums	Councillors and council staff	High	Red				<p>The committee would investigate ways to proceed after the Leaflet/Poster had been finalised.</p>		
	10.2 Publish community carbon audit	Council staff	Medium	Amber			<p>Links provided on OEC webpage.</p>			
	10.3 Expand NTC Emergency Plan to include climate resilience	Review committee	Medium	Red			<p>A recommendation to Review Committee could be made.</p>	<p>The matter would be included on an agenda item in the new civic year for full consideration.</p>		
	10.4 Climate display boards/leaflet/posters - Displays in Library and other outlets	Climate Emergency Committee	High	Amber			<p>Boards have been created. They could benefit from being reviewed.</p>	<p>Leaflet/poster being progressed.</p>		
	10.5 Engage students	Climate Emergency Committee.	Medium	Amber			<p>Link made with Appledore Primary School. Other primary schools written to, awaiting response. Link being pursued with Bideford College.</p>			