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The Council's policy may be viewed on the Policies page of its [website](#).



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

Town Clerk: Mrs Jane Mills MILCM  
Telephone and Fax: 01237 474976  
E-mail [townclerk@northamtowncouncil.gov.uk](mailto:townclerk@northamtowncouncil.gov.uk)

To: All Members of the Climate Emergency Committee

Cc: All Northam Town Councillors

**Notice of an informal meeting of the Climate Emergency Committee Meeting on Thursday 31<sup>st</sup> August at 6.30pm in the Council Chamber at the Town Hall.**

**The agenda for the meeting is set out overleaf.**

**Members of the public will be admitted to the meeting.**

The following are Members of the Climate Emergency Committee:

Councillors Bruins, Mrs Hodson, Lo-Vel, plus the Mayor Cllr Hames (ex officio) – two vacancies. 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 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 note the revised Terms of Reference** *(herewith).*
- 10 To consider the Climate Action Plan** *(herewith).*
- 11 To note the budget for 2023-24** *(herewith).*
- 12 To consider community engagement, including Public Forums and further engagement of students at Bideford College** *(verbal).*

**Northam Town Council – Minutes of the Climate Emergency Committee Meeting held 14<sup>th</sup> 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 18<sup>th</sup> January 2023 and 27<sup>th</sup> 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.....

**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 four Northam Town Councillors, in addition four residents of the Town Council area, plus 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 three 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 an action plan (which includes estimated costs) 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 and invite outside speakers to address the Committee and wider Council as appropriate.
- 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 - 27.02.2023	Updates - 14.03.2023	Updates - 12.06.2023	Updates - 09.08.2023
1. Waste	1.1 Compost	Maintenance Team	Low	Amber							There is no suitable location currently.	A site could be identified at the Tadworthy Road allotment site. Leaves could be collected at one or more sites for leaf mould.
	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.		This would be raised with Bideford College at a meeting with the school 6th Form in July 2023.	-
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 the TP&AM committee.	TP&AM did not receive the report. It had been requested for the Apr2023 meeting of that committee.		An EV has been rented for a month with a view to purchase.
	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.					A strimmer and battery backpack had been purchased. A 2nd battery may need to be purchased. This will be reviewed.
	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.		No suitable alternatives to a kettle had been identified. Staff are to fill the kettle with only as much water as would be needed.	As there is no kitchen at the Town Hall, this item would be held until such a facility existed.	-
	3.4 Northam Hall insulation	Office staff	Low	Amber	To be confirmed		£3,496	Awaiting installation date.	Installation date agreed as 13 <sup>th</sup> and 14 <sup>th</sup> March 2023.	The installers had encountered problems with H&S during the installation. New dates were to be agreed.	The installers did not consider it possible to install insulation above the suspended ceiling.	A way forward would be kept in review. Possible grant sources would be investigated (e.g. via Energy 361).
	Solar Panels											-
	3.5 Northam 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 over-ridden. 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.	



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.	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.		A 1,500L container has been ordered for WWHo! Park.
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 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.				
9. Investments	9.1 Explore green investment opportunities.	Finance & HR committee	Low	Amber			A review of the Council's on deposit holdings would be required. A recommendation to Finance & HR could be made.		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.			The matter should be kept under review, with specific investigation of the CCLA 'Sustainable Investment Framework', especially in the light of the Internal Auditor commenting in 2023 that 'On an annual basis, as part of the budget setting process, the Council should conduct a review of its Reserves to ensure that their purpose is identified and that they are adequate and not excessive'.	

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.			The poster had been roduced and put on display around the Parish.	To consider at 31st August agenda.	
	10.2 Publish community carbon audit	Council staff	Medium	Green			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.		The matter would be included on an agenda item in the new civic year for full consideration.		To be included on a future agenda for consideration of what actions can be taken by Northam Town Council.	To be included on a suitable Full Council agenda.	
	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.				Posters had been distributed.	-
	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.				The Mayor's Cadet for 2023-24 has invited members of the Council to meet with the student leaders at Bideford College in July 2023.	Cllrs Hames and Mrs Hodson presented to yr12 students on NTC's response to the climate emergency in July 2023. Following the presentation, the students gathered to discuss things they may do at the College and in their own lives.  To consider at 31st August agenda.	

<u>Climate Emergency</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
241	equipment							
243	contribution to LCWIP	5,000.00						5,000.00
248	Expenditure	15,000.00				246.61		14,753.39
		<b>£20,000.00</b>				<b>£246.61</b>		<b>19,753.39</b>

Cost Centre Climate Emergency

Code Number 248 Expenditure

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
42	17/04/2023			Northam Town	bacs	Signs	Mimick	S	60.00	12.00	72.00
76	14/05/2023			Northam Town	card	flower bulbs	boston bulbs	S	147.87	29.57	177.44
333	22/08/2023			Northam Town	bacs	Purchase trees	albion plants	S	38.74	7.75	46.49
339	22/08/2023			Northam Town	bacs	Purchase trees	albion plants	S			
Subtotal for Code: Expenditure									£246.61	£49.32	£295.93
Subtotal for Cost Centre: Climate Emergency									246.61	49.32	295.93

Voucher 42 was for signs for wildflower planting at Anchor Park (agreed at Town Projects)

Voucher 76 was for mixed bulbs for highway verge planting (agreed at this committee as part of Life on the Verge)

Vouchers 333 and 339 are for the same purchase of two Birch trees to replace the dead ones at the Jubilee Planting at Lords Meadow (agreed at Town Projects and out of Jubilee budget)