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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**

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To: All Members of the Climate Emergency Committee  
Cc: All Northam Town Councillors

**Date of issue: 18<sup>th</sup> January 2024**

**Notice of a meeting of the Climate Emergency Committee Meeting on Wednesday 24<sup>th</sup> January 2024 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 to the meeting.**

The following are Members of the Climate Emergency Committee: Councillors Bruins, Hodson, Lo-Vel, plus the Mayor, Cllr Hames (ex officio) who is also the Chair. There is one vacancy.  
Co-opted Members: Mr T Wiersma, (three vacancies).  
All Members of the Council are entitled to attend.

### AGENDA

- 1 Apologies.**
- 2 Announcements from the Chair.**
- 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 23<sup>rd</sup> November 2023 (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 the Climate Action Plan (herewith).**
- 8 To consider the options for updating the Energy 361 'Energy Audit' for Northam Town Council's buildings and operations. (Simple desktop review - £299 + VAT. To do a more detailed review with recommendation £495 + VAT)**



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Trustees of the Common Right

## Northam Town Council – Minutes of the Climate Emergency Committee Meeting held 23<sup>rd</sup> November 2023 at 6.30pm

**Present:** Cllrs Hames (Chair), Bruins, Hodson and Lo-Vel.

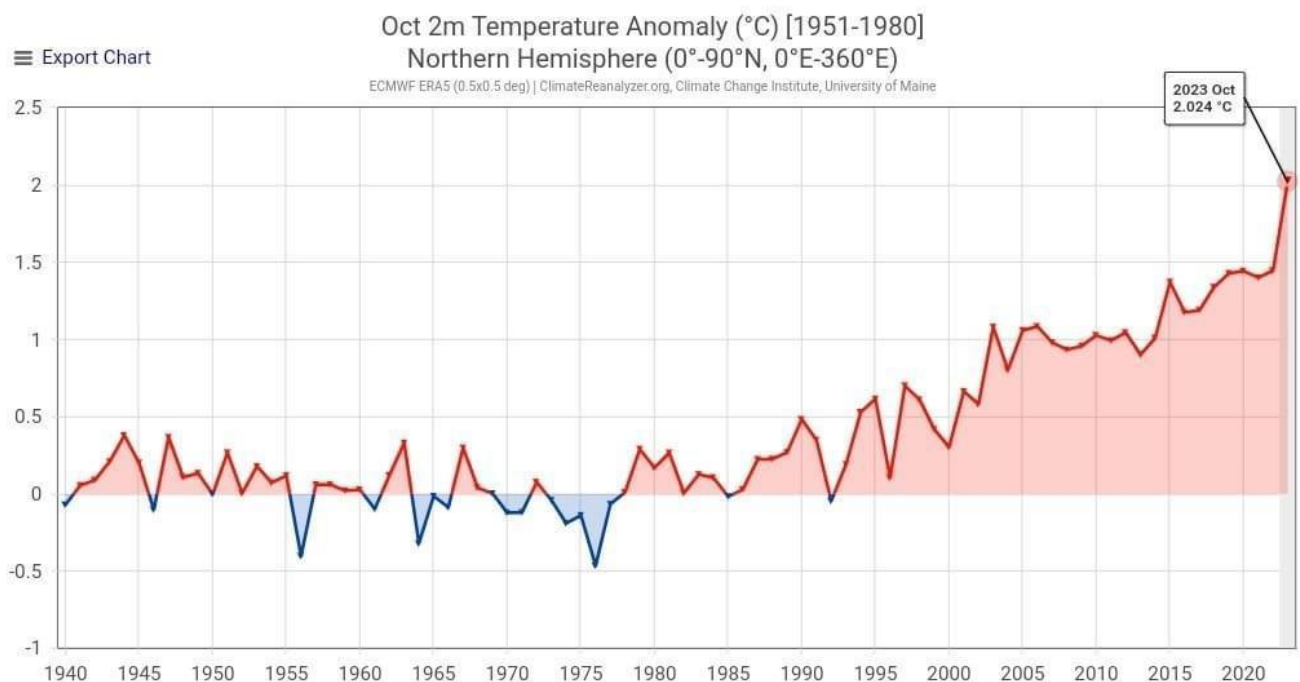
**In attendance:** Mr T Wiersma – co-opted member  
Cllr Bach – non-committee member  
Guy Langton - Deputy Town Clerk

### 2311/539 Apologies.

All members were present.

### 2311/540 Chairman's announcements

The Chairman announced that a research report from the Climate Change Institute at the University of Maine, published in October 2023 had found that the Earth's climate had warmed by 2 degrees Celsius (northern hemisphere). The image below was shared by Mr T Wiersma.



### 2311/541 Declarations of interest:

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

### 2311/542 To agree the agenda as published

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

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

### 2311/543 To confirm and sign the minutes of the meeting held on 12<sup>th</sup> October 2023

The minutes **were confirmed** as a true and accurate record of the meeting and were signed by the Chair.

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

### 2311/544 Public Participation.

No members of the public were present.

**2311/545 To consider the Climate Action Plan.**

The updated action plan follows at the end of these minutes.

It was **resolved** to:

Request the price from Energy 361 for an assessment of the Council's carbon footprint at its premises and in its operations with the same remit as the report presented to the Council in September 2010.

Have an outside stand/stall at the Northam May Fair on Saturday 4<sup>th</sup> May 2024.

**Action points:**

- Request that Town Projects and Asset Management Committee consider engaging a surveyor to undertake an inspection of Northam Hall's roof.
- GL to circulate the previous report from Energy 361 to Committee members and Cllr Bach.
- GL to complete the May Fair stall pre-booking form.

**2311/546 To receive the Budget available for the Committee for the financial year 2024-25**

The Committee heard that the budget for 2024-25 was proposed to be:

£5,000 in earmarked reserves

£5,000 to support Local Cycling and Walking Infrastructure Plan (LCWIP) and Active initiatives in the local area.

£5,000 for general expenditure.

It was noted that earmarked reserves and general expenditure could be used to support work with cross-committee working, such as improvements to Northam Hall.

**2311/547 To receive an update on the co-option of residents to the committee.**

The Deputy Town Clerk reported that there had been no interest expressed in the co-opted seats on the Committee.

Action		Responsible	Priority	Status	Updates - 12.10.2023	Updates - 22.11.2023
1. Waste	1.1 Compost	Maintenance Team	Low	Amber	GL reported that the 'Tadworthy Road' site would not be available until over 85% of the planned properties were occupied. It was noted that space had been created at the Hall where two compost containers may be placed. The need for such containers would be reviewed as the planters were emptied.	It was noted that the 85% of the 'Tadworthy Rd' development was the 118th property. It was estimated that approx. 60 properties were currently occupied. It was also noted that BTC were exercising an option on land at Caddsdow and NTC could explore access to some of the space. It was agreed to request TP&AM consider the matter.

	1.2 Food Waste Scheme with Schools	Climate Emergency Committee	Low	Amber	A meeting with St Margaret's school indicated that the schools with the Ventrus academy trust, working with a contractor, recycled food waste separately. NTC to explore where Ventrus / the contractor sends food waste after collection. GL reported he was still to contact the governing bodies and PTAs.	GL had heard back from one school, Appledore, where the food waste is gathered separately and collected by a third party contractor who takes it for bio-digestion and power production.
	3.4 Northam Hall insulation	Office staff	Low	Amber	Cllr Hames to ask Energy 361 if there are grants available to parish councils for wall insulation	Cllr Hames had not yet heard back from Energy 361. GL noted that the budget for 2024-25 included £27,500 for roof improvements at the Hall within the TP&AM budget.
5. Food	5.1 Community Orchard(s)	Climate Emergency Committee	High	Amber	Request to plant trees along Bloody Corner green space submitted. Response awaited.	GL awaited a response from the NHO, who had confirmed that the request had been received.
6. Biodiversity	6.1 Non-spray weed control	Town Projects Committee & Council Staff	High	Amber	The TP&AM committee was reviewing the matter. A weed burner had been purchased to add another method of weed control to be used.	-
	6.2 Open spaces plan to increase biodiversity/climate resilience	Town Projects Committee	High	Amber	-	-

	6.3 Verge rewilding/wild flower sowing scheme	Council staff	Medium	Amber	Ongoing. The first stage of work had been done.	CH noted that the capacity of the Maintenance Team to undertake the work at the right time of year had to be considered. GL reported that the areas done would be left to see what plants had established. Future areas would be prepared with a turf strip and seed method at the appropriate time of year.
7. Water	7.1 Reduce hanging baskets/mulch planters	Councillors and Council staff	Medium	Amber	Thought was given to the possibility of removing the planters from their locations to a storage area for the off season. This would be proposed to the relevant committee or Full Council.	The planters had been better managed for water logging in the autumn. A revised watering plan would be used in the next growing season.
8. Procurement	8.1 Procurement policies to be reviewed for sustainability	Councillors and Council staff through the Review Committee	Medium	Amber	The Review Committee has not yet met in 2023.	The Review Committee met in November and had requested that the full suite of Council policies were presented for its consideration in this Civic year.

9. Investments	9.1 Explore green investment opportunities.	Finance & HR committee	Low	Amber	F&HR were reviewing the position. Deemed complete.	It would be requested that F&HR review the position again, including the CCLA.
10. Community Engagement	10.1 Public forums	Councillors and council staff	High	Amber	A stall would be requested for Northam May Fair.	An outside stall would be requested for Northam May Fair. A request would be made for a member of the Council or one of their network to provide a 3mx3m gazebo for the day. Staffing of the stand would be agreed closer to the time. It was considered that the stand could provide the public with climate change information, alongside some creative or fun activities for younger members of the community to enjoy.
	10.3 Expand NTC Emergency Plan to include climate resilience	Review committee	Medium	Amber	No response to Full Council from the higher tier authorities at the time of the committee meeting.	The Town Clerk had heard from TDC but not DCC. It was noted that Emergency Planning was the responsibility of the County Council I the first instance, supported by the District. Parish Emergency Plans were not a duty of Parish/Town Councils, though NTC did have an emergency plan.

	10.5 Engage students	Climate Emergency Committee.	Medium	Amber	<p>The Chair of committee and Deputy Town Clerk had met with a teacher at St Margaret's School. Ongoing collaboration with Appledore School. Continued efforts to re-engage with Bideford College and make first engagement with St Mary's and St George's schools.</p> <p>CH noted that the Council would benefit from reviewing how it engaged with younger people and students locally. The budget included £10,000 to promote and pursue Youth engagement with the council and its activities. It was noted that schools, whilst keen to pursue environmental and climate change-related activities were focused on the outcomes for students from a more traditional academic standpoint, so may have limited time and resources to enable students to undertake other activities.</p>
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There being no further business the meeting finished at 8.30pm.

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

Action		Responsible	Priority	Status	Updates - 12.10.2023	Updates - 24.11.2023	Updates - 24.01.2024
1. Waste	1.1 Compost	Maintenance Team	Low	Amber	GL reported that the 'Tadworthy Road' site would not be available until over 85% of the planned properties were occupied. It was noted that space had been created at the Hall where two compost containers may be placed. The need for such containers would be reviewed as the planters were emptied.	It was noted that the 85% of the 'Tadworthy Rd' development was the 118th property. It was estimated that approx. 60 properties were currently occupied. It was also noted that BTC were exercising an option on land at Caddsdwn and NTC could explore access to some of the space. It was agreed to request TP&AM consider the matter.	N/A



	1.2 Food Waste Scheme with Schools	Climate Emergency Committee	Low	Amber	A meeting with St Margaret's school indicated that the schools with the Ventrus academy trust, working with a contractor, recycled food waste separately. NTC to explore where Ventrus / the contractor sends food waste after collection. GL reported he was still to contact the governing bodies and PTAs.	GL had heard back from one school, Appledore, where the food waste is gathered separately and collected by a third party contractor who takes it for bio-digestion and power production.	No further updates.
3. Energy	3.4 Northam Hall insulation	Office staff	Low	Amber	Cllr Hames to ask Energy 361 if there are grants available to parish councils for wall insulation	Cllr Hames had not yet heard back from Energy 361. GL noted that the budget for 2024-25 included £27,500 for roof improvements at the Hall within the TP&AM budget.	
5. Food	5.1 Community Orchard(s)	Climate Emergency Committee	High	Amber	Request to plant trees along Bloody Corner green space submitted. Response awaited.	GL awaited a response from the NHO, who had confirmed that the request had been received.	The NHO has refused the Council's request, citing the sight-lines required for the increases in traffic along the A386 Churchill Way.

6. Biodiversity	6.1 Non-spray weed control	Town Projects Committee & Council Staff	High	Amber	The TP&AM committee was reviewing the matter. A weed burner had been purchased to add another method of weed control to be used.	-	The matter is considered at Town Projects and Asset Management
	6.2 Open spaces plan to increase biodiversity/climate resilience	Town Projects Committee	High	Amber	-	-	The Council has signed up to the Bumble Bee Conservation trust 'Bumble Bee Pledge'
	6.3 Verge rewilding/wild flower sowing scheme	Council staff	Medium	Amber	Ongoing. The first stage of work had been done.	CH noted that the capacity of the Maintenance Team to undertake the work at the right time of year had to be considered. GL reported that the areas done would be left to see what plants had established. Future areas would be prepared with a turf strip and seed method at the appropriate time of year.	

7. Water	7.1 Reduce hanging baskets/mulch planters	Councillors and Council staff	Medium	Amber	Thought was given to the possibility of removing the planters from their locations to a storage area for the off season. This would be proposed to the relevant committee or Full Council.	The planters had been better managed for water logging in the autumn. A revised watering plan would be used in the next growing season.	The Officer notes that the planters are suffering in the winters, which are characterised by storms and highwind. The locations for the planters are not suitable, being exposed.
8. Procurement	8.1 Procurement policies to be reviewed for sustainability	Councillors and Council staff through the Review Committee	Medium	Amber	The Review Committee has not yet met in 2023.	The Review Committee met in November and had requested that the full suite of Council policies were presented for its consideration in this Civic year.	
9. Investments	9.1 Explore green investment opportunities.	Finance & HR committee	Low	Amber	F&HR were reviewing the position. Deemed complete.	It would be requested that F&HR review the position again.	

10. Community Engagement	10.1 Public forums	Councillors and council staff	High	Amber	A stall would be requested for Northam May Fair.	An outside stall would be requested for Northam May Fair. A request would be made for a member of the Council or one of their network to provide a 3mx3m gazebo for the day. Staffing of the stand would be agreed closer to the time. It was considered that the stand could provide the public with climate change information, alongside some creative or fun activities for younger members of the community to enjoy.	Request for stall completed.
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	10.3 Expand NTC Emergency Plan to include climate resilience	Review committee	Medium	Amber	No response to Full Council from the higher tier authorities at the time of the committee meeting.	The Town Clerk had heard from TDC but not DCC. It was noted that Emergency Planning was the responsibility of the County Council in the first instance, supported by the District. Parish Emergency Plans were not a duty of Parish/Town Councils, though NTC did have an emergency plan.	The Officer has compared the emergency plan with the UK Government's recommendation and noted where the Plan does n ot provide the required information. The matter is considered at Full Council.
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	10.5 Engage students	Climate Emergency Committee.	Medium	Amber	<p>The Chair of committee and Deputy Town Clerk had met with a teacher at St Margaret's School. Ongoing collaboration with Appledore School. Continued efforts to re-engage with Bideford College and make first engagement with St Mary's and St George's schools.</p>	<p>CH noted that the Council would benefit from reviewing how it engaged with younger people and students locally. The budget included £10,000 to promote and pursue Youth engagement with the council and its activities. It was noted that schools, whilst keen to pursue environmental and climate change-related activities were focused on the outcomes for students from a more traditional academic standpoint, so may have limited time and resources to enable students to undertake other activities.</p>	
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