



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

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

Town Clerk: Mrs Jane Mills MILCM  
Telephone and Fax: 01237 474976  
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**You are hereby summoned to attend a Climate Emergency Committee Meeting on Thursday 13<sup>th</sup> May 2021 at 10.00am 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: 7<sup>th</sup> May 2021

The following are Members of the Climate Emergency Committee:  
Councillors Newman-McKie, Chalmers, Hames, Laws and Shelley plus the Mayor, ex-officio (Cllr Mrs Hodson).

All Members of the Council are entitled to attend.

Co-opted Members: Ms P Gibb, Ms A Hill, Mr T Wiersma.

**AGENDA**

- 1 Election of a Chairman of the Committee**
- 2 Election of a vice Chairman 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**



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!  
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- 7 To confirm and sign the minutes of the meeting held on 8<sup>th</sup> April 2021**
- 8 To consider Action Points *(herewith)***
- 9 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*
- 10 To consider supporting the northern Devon Local Cycling and Walking Infrastructure Plans (LCWIP) alongside Bideford and Barnstaple.**
- 11 To consider the letter to be sent to residents of Chircombe Lane regarding a possible cycle route connecting Northam to Bideford, and beyond. *(herewith)***
- 12 To consider drafting a Northam Town area Footpath Guide.**
- 13 To consider a project to decorate the recycling bins at Churchfields car park.**
- 14 To consider installing recycling bins in Northam Town Council owned parks and open spaces.**
- 15 To consider the Councillor Report regarding Projects in the Draft Climate Plan. *(herewith)***
- 16 To consider redrafting a Northam Town Council Environment Policy**
- 17 To include a Sustainable Procurement Policy. *(herewith)***
- 18 To consider the Northam Hall Survey. *(herewith)***
- 19 To consider Life on the Verge. *(herewith)***
- 20 To receive an update on the Northam Climate App.**

**Minutes of the Climate Emergency Committee held on Thursday 8<sup>th</sup> April 2021 at 10.00 am by Zoom**

**Present:** Cllrs Hames (Chairman), Chalmers, Mrs Hodson, Newman-McKie and Shelley  
Co-opted members – Ms A Hill and Mr T Wiersma  
**In attendance:** Mrs M J Mills – Town Clerk, Mr G Langton – Deputy Town Clerk  
Cllrs Mrs McCarthy and Tisdale

**2104/1394 Apologies**

There were no apologies.

**2104/1395 Chairman's announcements**

Reports will be circulated of the meeting recently attended by the Deputy Town Clerk. The Climate Emergency Committee needs to consider an Environmental Policy. This will be developed and will be an agenda item for consideration at the next meeting and will then be presented to Full Council.

**Action Point – Committee needs to consider Environmental Policy. Place matter on next agenda. Re-circulate copy of carbon plan. Also Deputy Town Clerk to circulate report on meeting he attended.**

**2104/1396 Declarations of interest**

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

**2104/1397 To agree the agenda as published**

It was **resolved** to agree the agenda as published.  
Proposed: Cllr Shelley, Seconded: Cllr Hames (all in favour)

**2104/1398 To confirm and sign the minutes of the meeting held 11<sup>th</sup> March 2021**

It was **resolved** to confirm and sign the minutes of the meeting held 11<sup>th</sup> February 2021 as a correct record. They will be signed at a later date.  
Proposed: Cllr Hames, Seconded: Cllr Shelley (majority in favour, 2 abstentions not present at the meeting).

**2104/1399 To consider Action Points**

It was **agreed** to note the action points.

**2104/1400 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*  
No members of the public were present.

**2104/1401 To consider a Sustainable Procurement Policy**

This will be included in the Environmental Policy/Carbon Plan (Cllr Hames)

**2104/1402 To consider a response from the Westward Ho! Park Committee regarding wildflower meadow**

Members were advised that the area behind the tennis courts, which is a slightly banked area can be gated and a wildflower meadow created. It was

suggested that Cllr Hames liaises with the Volunteer Community gardeners. Westward Ho! Park Committee were also happy for a bike rack to be installed and consideration given to recycling bins. A contribution from the Climate Emergency budget will be welcomed.

**2104/1403 To consider Northam Sustainability App update**

Ms Hill and Cllr Chalmers have had a meeting with Petroc and had a discussion about marketing. It may be necessary to involve another group to look at marketing. Ms Hill advised she needs help from other people to prepare a project plan, nothing has been circulated yet through the college because of the Covid restrictions. Cllr Chalmers had nothing further to add.

**2104/1404 To consider Life on the Verge**

This has been put forward as a project to Town Projects. Maps have been sent out suggesting verges which could be left uncut. Life on the Verge looked at the site by the Golf Club and other areas which have been sent to the Neighbourhood Highways Manager. It was suggested that we invite the Neighbourhood Highways Manager to the next meeting to discuss "Life on the Verge". If he is unable to attend Members would like a detailed response. It was **resolved** to explore two areas, one at Northam and one at Silford. Proposed: Cllr Chalmers, Seconded: Cllr Shelley (all in favour)

**Action Point – Invite Neighbourhood Highways Manager to the next meeting and if unable to attend ask for a detailed response.**

**2104/1405 To consider an update on the Kenwith Valley and other cycle routes**

The Chairman had recently attended an Active Travel meeting. Cllr Chalmers and Cllr Laws are setting up a meeting later in the month with the Mayor of Barnstaple and other relevant parties and will report back.

It was **resolved** to support the Local Cycling and Walking Infrastructure Plan in principle, as a group, and investigate financial contributions. (Cllr Hames)

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

Members were further advised that a letter to Sir Geoffrey Cox MP with regard to support for Chircombe designation had been sent. The Town Clerk was asked to follow up a response.

Members were advised that a member of the North Devon cycling campaign is investigating the historical designation of the path as a bridlepath. Cllr Hames will draft a letter to residents and circulate it for comments.

Members were also advised of the "Quiet Lanes" app which is not currently supported by Devon County Council.

**Action Point – Follow up the letter to Sir Geoffrey Cox MP**

**2104/1406 To consider bike rack quotes (report herewith)**

Members had received an amended report showing the costings for more robust racks. It was **resolved** to purchase four units, non-galvanised, from company (d)

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

**Action Point – Proceed with purchase.**

**2104/1407 To consider recycling bins**

In principle members agreed with the idea of animal designed recycling bins but the Town Clerk will check with the maintenance men on how much litter is created in the parks before a final decision is made on the purchasing.

**Action Point – Town Clerk to check with the maintenance men.**

There being no further business the meeting closed at 12.10 pm

Signed..... Date.....

## 8 To consider Action Points

### May 2021

Town Clerk to seek a response from the County Council Highways Officer regarding suitable locations for 'Life on the Verge'.

The Highways Officer responded offering land a Silford Cross for a test area to trial various approaches to its management. Below is an annotated list of other NTC suggested locations.

To consider a Sustainable Procurement Policy

On the agenda.

To consider Northam Sustainability App

On the agenda.

To consider the installation of recycling bins at NTC owned open spaces and Understand the amount of recycling waste collected by Maintenance Men.

On the agenda. Detail to follow.

To follow up with Sir Geoffrey Cox MP regarding letter sent.

No response as yet.

**11 To consider the letter to be sent to residents of Chircombe Lane regarding a possible cycle route connecting Northam to Bideford, and beyond. (herewith)**

**DRAFT LETTER TO RESIDENTS OF CHIRCOMBE LANE**

Dear Sir/Madam

Following Northam Town Council's declaration of a Climate Emergency and its commitment to reduce carbon emissions in Northam Parish we are keen to encourage cycling and walking as alternatives to car use and we have discussed a number of possible cycle/walking routes which would link various parts of the Parish to Bideford and further afield, forming, we hope, part of an overall plan for Barnstaple, Bideford and Northam.

One of the proposed routes is from the junction of Churchill Way and Heywood Road to follow the existing cycle path to Limer's lane and then down that Lane to turn right along Chircombe Lane to reach Bank End. The route would then run parallel to the river through to the main Bideford car park and on to the Quay.

This route would form a valuable strategic link with Bideford and we are hoping it can be extended across the Long Bridge, past Brunswick Wharf and then join the Tarka Trail along which the main centres of Torrington, Barnstaple, Braunton and Ilfracombe could be reached.

We are writing to you as a resident of Chircombe Lane to ask for your support for the part of the route proposed to go along this lane. At present the lane is a designated public footpath but to make it a cycle path the Council would have to apply to Devon County Council to designate it a bridleway.

We very much hope that you will support this application which if successful would produce positive benefits to the area in terms of reducing carbon emissions, providing a safe transport link to Bideford, improving public health and benefitting the local economy.

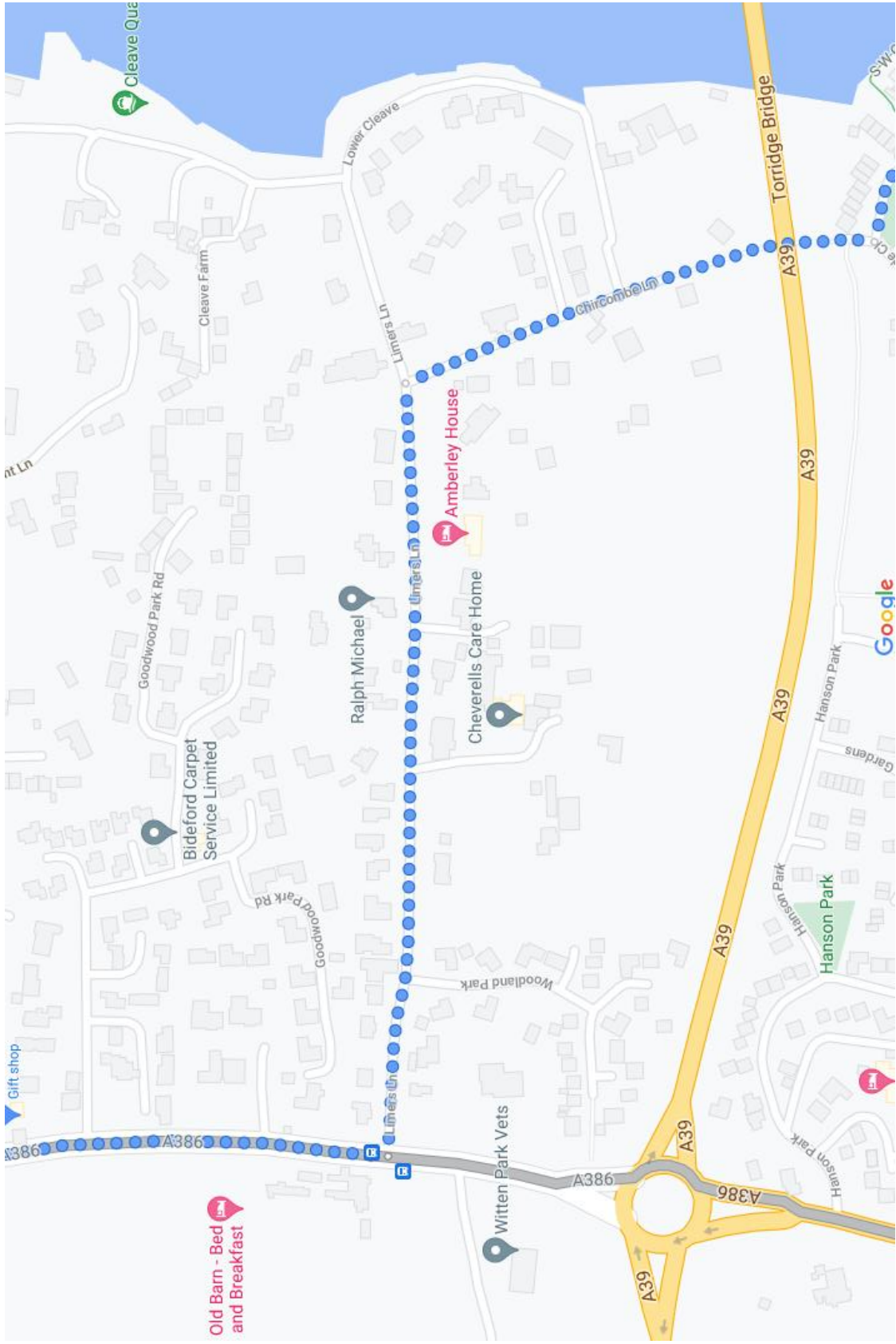
We would be grateful if you could send us your view by returning the form below to the Council, addressing it to The Town Clerk, Town Hall, Windmill Lane, Northam EX39 1BY or emailing it to [townclerk@northamtowncouncil.gov.uk](mailto:townclerk@northamtowncouncil.gov.uk). Please return by .....

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I support/ do not support the proposal to apply to make Chircombe Lane a bridleway.

Name

Address





## **18 To consider Northam Town Council Sustainable Procurement Policy**

### **Northam Town Council Sustainable Procurement Policy**

Our Sustainable Procurement Policy is part of the Council's wider policy on procurement which fundamentally seeks to drive a culture of securing good value for money from our contracting activities and one that ensures best outcomes for residents and customers.

Sustainable Procurement means improving the efficiency of our commercial spend to deliver major social and environmental benefits within the local community and nationally; to the extent that we can use our purchasing power, either unilaterally or by combining with other public sector organisations, to influence the supply market. Furthermore, it is the process that takes account of the economic, social and environmental impacts of our purchased goods, services and works on people and communities whilst still delivering value to these communities.

Within this policy we are making it clear that we intend to significantly improve our contracting approach and change the way we engage with the market. Whilst there are situations where contracting with a 'big' supplier to deliver a service will provide better control and process efficiencies, we also recognise that contracting with smaller, medium size organisations can enhance quality of service and provide better options for service users. It is for this reason that we are strengthening our commitment to work more closely with local and SME suppliers and we seek to deliver more innovative solutions through this approach

Before making a purchasing decision the Council will always assess the need for making the purchase, aiming to avoid unnecessary consumption and if a purchase is then deemed necessary to then investigate the possibilities of re-use, repair or recycling.

The Council's Sustainable Procurement Policy is based on three main themes – Environmental, Economic and Social Sustainability - and will conform to the following principles:

#### **Environmental:**

- Reduce carbon emissions and mitigate the impacts of climate change
- Increase the proportion of renewable energy and the use of energy efficient products
- Increase the percentage of reused, recycled and sustainable or ethically sourced materials, resources and products
- Reduce the percentage of waste to incineration
- Reduce water use
- Promote biodiversity
- Promote food and agricultural practices that enhance the health and welfare of people and animals

#### **Economic:**

- Promote use of local products and services
- Create job opportunities for local people, including NEETS, and increase the number of apprentices in employment
- Address the issue of worklessness through providing training and job opportunities
- Engage effectively with the third sector, SMEs, and HE and FE institutions
- Influence the supply chain to deliver sustainable procurement

**Social:**

(This policy follows the principles of the Ethical Trading Initiative (ETI) Base Code, which was founded on the conventions of the International Labour Organisation (ILO) and is an internationally recognised code of labour practice.)

- Freedom of association and the right to collective bargaining
- No discrimination is practised;
- Employment is freely chosen;
- Working conditions are safe;
- Good health is promoted;
- Working hours are not excessive;
- Wages meet at least national legal standards;
- Regular employment is provided;
- Training is provided;
- Clear dispute procedures are in place;
- Child labour is eliminated;
- No inhumane treatment is allowed;
- Acting with integrity and transparency

19 To consider Life on the Verge.

1. Three locations that may be suitable for the project, subject to landowner and resident agreement.



2. The remaining areas are cut by the land owner, or adjacent land owner between the cuts done by the Council Maintenance Team.

3. Six areas already left for wildflower growth by the Maintenance Team



Areas north of Hanson Pk, cut once at start of season then left for wild growth apart from 1 mower width from kerb.



On left, cut for visibility. On right, one mower width cut the rest is left.

