



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
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Cc: All Northam Town Councillors

You are hereby summoned to attend a Climate Emergency Committee Meeting on Wednesday 18th January 2023 at 6.30pm in the 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: 12th January 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, Mr B Bruins and Mr D Inwood.



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!
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Office open: Monday to Friday mornings



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 13th December 2022**
(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 the committee's budget for 2022-23** *(herewith).*
- 10 **To consider a request from the Town Projects and Asset Management committee, following a resolution to:**
Plant 60 of the 70 baskets will be planted spring/summer bedding plants and 10 baskets will be planted with perennial plants.
The top two planters of the three tied planters will be planted with spring/summer bedding plants and the bottom tier will be planted with perennial plants.
The fourteen containers and the boats will be planted with spring/summer bedding plants and a request made to Climate Emergency to approve the payment.
- 10 **To receive an update on engagement with parish schools and Bideford College**
(verbal).
- 11 **To receive a report from the West Country Buzz Project Officer at the Bumble Bee Conservation Trust** *(herewith).*
- 12 **To receive an update on the progress of the Climate Poster** *(verbal).*
- 13 **To consider replacing the bicycle rack at Lords Meadow** *(herewith)*
- 14 **To receive an update on the work of Torridge District Council's Active Travel committee** *(verbal).*

Northam Town Council – Minutes of the Climate Emergency Committee Meeting held 13th December 2022 at 6.30pm

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

In attendance: Wendy Lo-vel, Bert Bruins and David Inwood (co-opted members)

Guy Langton - Deputy Town Clerk

2212/704 Apologies

Apologies were received from Cllr Mrs Hodson and Mr Wiersma.

2212/705 Chairman's announcements

The Chairman reported that the planting plans had been put to the Town Projects and Asset Management Committee at its December 2022 meeting. That committee resolved that ten of the Council's hanging baskets would be planted with pollinator-friendly perennials, as would the lowest tiers of all three-tier planters and the larger stand-alone planters. The remainder of the hanging baskets, the boats and troughs at the 'Welcome' signs would be planted with annuals, with an emphasis on those plants being pollinator-friendly.

It was also reported that the Chairman and Deputy Town Clerk had met with a local representative from the Bumble-Bee Conservancy Council, who would be sharing advice on suitable planting schemes.

2212/706 Declarations of interest:

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

2212/707 To agree the agenda as published

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

Proposed: Cllr Laws, Seconded: Cllr Newman-McKie (all in favour)

2212/708 To confirm and sign the minutes of the meeting held on 15th November 2022

It was **resolved** to agree the minutes as recorded, which were signed by the Chairman.

Proposed: Cllr Laws, Seconded: Cllr Newman-McKie (all in favour)

2212/709 To consider Action Points

The action points were updated as follows:

1. Budget proposals 2023-24: At budget-setting meeting of the Finance and Human Resources committee, it had been agreed to remove the funding to support the purchase/lease of an electric vehicle for the Council's maintenance team. The budget going into 2023-24 would therefore be £17,000 comprising:
£3,000 for Planting trees, shrubs perennials and native annuals
£3,000 for Community engagement (publicity, information and events)
£5,000 for publicising and signing cycle routes and the LCWIP roll out
£6,000 for Sundry project items within the adopted Climate Action Plan.
2. Gather further information from Regen regarding sites they may have identified for 'power allotments', the Deputy Town Clerk had contacted the organisation but as yet had received no reply.
3. Working with local schools on climate emergency-related projects. Members of the committee had met with staff and pupils at Appledore school, it was considered a successful visit and the committee hoped that this would be the start of a continuing relationship.

4. Publicising the Town Council's / Committee's work in tackling the climate emergency. Cllrs McCarthy and Newman-McKie had met with the designers. The first version of a poster was on the agenda to review.
5. Insulation at Northam Hall. It was reported that the contractor is reviewing the asbestos report for Northam Hall provided by the Council and that a provisional date of 13th and 14th March 2023 had been agreed for the installation, pending the outcome of consideration of the survey. The action is complete
6. Updating the climate action plan. The matter was on the agenda.

2212/710 Public Participation

No members of the public were present.

2212/711 To receive an update on engagement with parish schools and Bideford College

The committee heard that the visit to Appledore School had been a success. Further joint work was planned chipping Christmas Trees from the St Margaret's Church Tree Festival and planting plug plants at Anchor Park later in the spring term. The Deputy Town Clerk reported that the Tree Council grant had been applied for to support the School's hedge planting initiative, and outcome was expected in advance of the next meeting of the committee.

Action point: Deputy Town Clerk to liaise with Appledore School to arrange suitable dates for the joint events.

Cllr Hodson reported by email that Bideford College head of 6th Form had asked if some dates for a meeting could be suggested. This would be followed up so the Council could strengthen the link with students at the College.

Action point: Deputy Town Clerk to liaise with Bideford College to arrange suitable dates for the events.

The Deputy Town Clerk reported that he had been in contact with staff at St Margaret's, St George's and St Mary's schools and would follow this up after the Christmas break.

Action point: Deputy Town Clerk to contact St George's, St Margaret's and St Mary's.

2212/712 To receive and consider the first draft of the Climate Emergency Poster

The committee discussed the poster design, noting typographical and stylistic changes that were required. The committee also considered some content would need amending. An annotated copy is attached to these minutes for clarity.

It was **agreed** to arrange a second meeting with the designers to discuss the changes required.

Proposed: Cllr Newman-McKie, Seconded: Cllr McCarthy (All in favour).

Action point: Deputy Town Clerk to arrange the meeting with the designers.

2212/713 To receive and note the updated action tracking list and consider the benefits of including the action list as a standard item, outside the normal action points update.

The committee considered the action tracker, updating it as presented below.

It was **agreed** to include the tracker as a standing item for future meetings.

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

Action points January 2023

RAG rating:	Green Complete	Amber In progress	Red To start
1. Gather further information from <i>Regen</i> regarding sites they may have identified for 'power allotments'.	Request made. Awaiting reply.		Ongoing.
2. Working with local schools on climate emergency-related projects:	Agenda (10).		Ongoing.
Bideford College	Cllr Hodson to liaise with senior leaders at Bideford College and report back the next meeting.		Ongoing.
Appledore Primary School	Hedge planting grant applied for. Plans to work with Year 2 to plant plugs in line with Bumble Bee Conservancy Council advice – likely to be February/March.		Ongoing.
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.		Ongoing.
3. Publicising Northam Town Council's CEC work.	Cllrs McCarthy and Newman-McKie met with representatives of Roots Creative to discuss the required amendments.		Agenda (12).
4. Insulation at Northam Hall.	A provisional date for the installation of insulation material has been booked, given the need to find two days together, it is scheduled for 13 th and 14 th March 2023.		Ongoing.

Action		Responsible	Priority	Status	End Date	Carbon Saving	Cost (£)	15.11.2022	13.12.2022	18.01.2023
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.	
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.	
	2.2 Walks Leaflet & Website	Office staff	Low	Green	Sept 2022		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.	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 th and 14 th March 2023.	
	3.5 Northam Hall heating system	Council Staff	High	Green	Dec 2022		£275		Smart heating control system installed.	
4. Planning	4.1 Climate provisions in Northam 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 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.	
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.	
	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.		
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.		
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 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.	
	10.2 Publish community carbon audit	Council staff	Medium	Amber				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.		
	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.	
	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.		
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Climate Emergency Budget position

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Below is a table as presented to Finance and HR Committee, giving the current net position of the Climate Emergency Budget (as at 10th Jan 2023).

Climate Emergency		Bal. B/Fwd.	Receipts		Payments		Current Balance	
Code	Title		Budget	Actual	Budget	Actual	Budget	
241	equipment				275.00			-275.00
243	contribution to LCWIP							
248	Expenditure	15,000.00			11,933.66			3,066.34
		£15,000.00			£12,208.66			2,791.34

The detail of the payments and receipts is:

Cost Centre Climate Emergency

Code Number	241 equipment										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
675	20/12/2022			Northam Town	bacs	Payment - Equipment.	Steve Arnold	S	-275.00	-55.00	-330.00
Subtotal for Code: equipment									£-275.00	£-55.00	£-330.00
Code Number	248 Expenditure										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
109	08/05/2022			Northam Town	bacs	Payment - trees	Wyevale	S	-456.50	-91.30	-547.80
136	31/05/2022			Northam Town	CARD	Payment - water connectors	Amazon	S	-5.74	-1.15	-6.89
137	31/05/2022			Northam Town	card	Payment - water connectors	Amazon	S	-18.17	-3.63	-21.80
139	31/05/2022			Northam Town	card	Payment - Signs	DX Designs	S	-51.38	-10.28	-61.66
179	12/06/2022			Northam Town	CARD	Payment - Equipment.	SMDD	S	-56.48	-11.30	-67.78
186	12/06/2022			Northam Town	card	Payment - Sundries	Amazon	S	-45.82	-9.17	-54.99
214	15/06/2022			Northam Town	bacs	Payment - solar installation	Generation Solar	S	-6,052.50	-1,210.50	-7,263.00
234	04/07/2022			Northam Town	card	Payment - yellow rattle seeds	habitat aid	S	-54.58	-10.92	-65.50
378	23/08/2022			Northam Town	bacs	Payment - deposit insulation	mitchell dickinson	S	-1,456.60	-291.32	-1,747.92
520	23/10/2022			Northam Town	card	Payment - Plants	Lavender world	X	-309.22		-309.22
567	10/11/2022			Northam Town	bacs	Payment - solar installation	Generation Solar	S	-3,026.67	-605.33	-3,632.00
613	05/12/2022			Northam Town		Payment - Posters	Roots Creative	S	-400.00	-80.00	-480.00
Subtotal for Code: Expenditure									£-11,933.66	£-2,324.90	£-14,258.56
Subtotal for Cost Centre: Climate Emergency									-12,208.66	-2,379.90	-14,588.56

There is spending already/ planned

1. Mitchel and Dickinson (Northam Hall Insulation) Balance payment (exVAT)	£1,456.60
2. Roots Creative (Poster) Balance payment (approx.)	£400.00
3. Planting baskets and 3-tier planters across the parish as agreed at Town Projects & Asset Management	c.£1,250
4. Planting in line with Bumble Bee Conservancy Trust report at Anchor Park	c.£500
5. Hedge/tree planting project with Appledore School (the Council will need to make the purchases then claim the grant back, should it be successful)	c.£700
Possible further spending totals at least	£3,606.60

The remaining budget for 2022-23 (£2,791.34 less £3,606.60) gives a committee budget overspend of **£815.26.**

Northam Town Council



Climate Emergency Committee

18th January 2023

Report author: G Langton, Deputy Town Clerk

Project initiator: Cllr P Hames

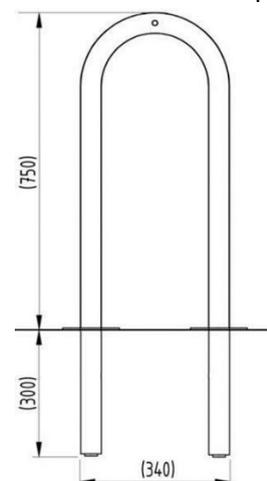
Installation of cycle racks at Lords Meadow.

Introduction

1. The Council installed surface-mounted cycle racks at Lords Meadow (see fig. 2 overleaf), along with other locations across the parish.
2. At Lords Meadow, they have been damaged, possibly by inappropriate use. The rack hoops have been pushed apart. The rack would now prove hard to repair – one of the three hoops has already been removed.
3. In discussion with the committee Chairman, it was agreed to look at the pricing of cycle racks to be sunk into the ground, as per this picture (right).

Recommendation

4. Given the likely cost of the project and its current budgetary position, the Committee delay the work until the new financial year.



Benefits

5. The racks, if installed offset to each other, would be harder to push apart. The hoops are narrower, so could easily be installed diagonally offset (see image right).

Financial Implications

6. The cost of each rack is approx. £55 per hoop. Two hoops would therefore be £110. The installation would require the hire of a pneumatic drill and a post-hole borer, the location being a hard surface.

Hire of drill and borer is approx. £200 per 24hrs, for both items. There would also be a cost for materials, approx. £50.

The total estimated cost is £55 + £55 + £200 + £50 = approx. £360

7. In all cases, any new equipment would have to be added to the Council asset register and insured, the cost implication of this is unknown but in the Officer's experience liable to be minimal.

Risk Implications

8. Any new equipment would have to be added to the Council asset register and insured.

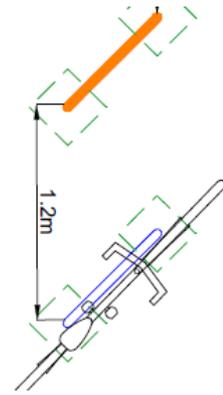


Figure 2: The cycle rack at Lords Meadow - taken 11.01.2022