

# BIDEFORD TOWN COUNCIL



Town Hall  
Bideford  
Devon  
EX39 2HS

Telephone:  
Bideford (01237) 428938

Paul Swan  
Town Clerk and Responsible Financial Officer

20<sup>th</sup> September 2024

To: Members of the Decarbonisation and Environment Committee

You are hereby summoned to attend a Meeting of the **Decarbonisation and Environment Committee** of the above-named Council to be held in the Council Chamber, on **Wednesday 4 December 2024 at 6.30 pm** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend. There is a legal right to film/record/photograph/report public meetings.

Paul Swan  
Clerk to the Council

## AGENDA

1. To receive apologies and reasons for absence.
2. To receive declarations of interest on items on the agenda and note any requests for dispensation received by the Clerk prior to the meeting. Enc.
3. Public participation session of 15 minutes duration on items on the agenda.
4. To approve the minutes of the Meeting held on 22 August 2024 as a correct record (approved and adopted at the Town Council Meeting on 19 September 2024). Enc.
5. To discuss and take recommendations on the proposal to introduce a 'Green Grants' program withing the decarbonization Committee. Enc.

6. To discuss and resolve upon making a recommendation to full council to set aside the remaining 25/26 funds for installing solar chargers and batteries at town ranger station.
7. To discuss and give feedback on progress of town climate plan.

Enc.

**DECARBONISATION AND ENVIRONMENT COMMITTEE**

**Councillors:**

Mr J McKenzie  
Mr J Gordon

Mr J Craigie  
Ms R Clarke

Mrs J Gubb

**Date of the next meeting – TBD**



## **Declaration of Interests at meetings**

- Where a matter relates to an interest in list A, the member shall not participate in a discussion or vote on the matter. He /she only need declare it if it is not already noted on the register of interests.
- Where the matter is in list A, but is a sensitive interest, the member shall not participate in a discussion or vote; the member shall disclose that there is an interest but not the nature of it.
- Where a matter relates to an interest on list B the member shall not vote and may only speak as a member of the public.
- A member only has to declare an interest in list B if it is not already on the register of interests.
- If the interest is in list B and is sensitive in nature and not already registered then the member shall disclose the interest but not the nature of it.
- Where a matter relates to the financial interest of a friend, relative or close associate (other than in list A) the member shall disclose the interest and not vote. He or she may speak but only as a member of the public.

### **List A:**

- 1 **Employment, office, trade or vocation** – carried on for profit by member or spouse or civil partner.
- 2 **Sponsorship** – any payments for the previous 12 months, other than by the Council, to assist in Council duties
- 3 **Contracts** – any current contracts between the Council and the member or his/ her spouse or civil partner or a company the member is a director or partner of.
4. **Land** – any beneficial interest in land within the area of the Council by member, spouse or civil partner.
- 5 **Licenses** - any license, alone or with others, by spouse, civil partner or member to occupy land in area of Council.
- 6 **Corporate Tenancies** - any tenancy where the Council is the landlord and the member, spouse or civil partner has a beneficial interest in the tenant.
7. **Securities** – a beneficial interest is held in a body that has land or business in the area of the Council by the member, spouse or civil partner that either exceeds £25,000 or the total share capital is in excess of one hundredth of the of the total shares issued.

### **List B:**

Any interests which relate to or is likely to affect:

1. Any body where the member has general control or management and was appointed by the Council.
2. Any body that the member is in a position of control or management and either:
  - (a) exercises functions of a public nature;
  - (b) is for charitable purposes; or
  - (c) has the purpose of influencing public opinion or policy (including political parties and trade unions)
3. Any gifts or hospitality that the member has received by virtue of his or her office in excess of £50.



## BIDEFORD TOWN COUNCIL

### Minutes of the Decarbonisation and Environment Committee Meeting held in the Council Chamber, on Thursday 3 October 2024 at 6.30 pm

**PRESENT:** East Ward: Councillor J McKenzie  
Councillor J Hellyer (Substitute)  
North Ward: Councillor J Gordon (Chairman)  
South Ward

**IN ATTENDANCE:** Mr P Swan (Town Clerk)

#### 17. APOLOGIES FOR ABSENCE

Councillor Ms Rachel Clarke; Councillor Ken Hind (North Ward); Councillor Mrs Jude Gubb (East Ward); Councillor J Craigie (East Ward)

#### 18. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

There were no Declarations of Interest.

#### 19. PUBLIC PARTICIPATION PERIOD

No members of the public present.

#### 20. MINUTES

The Minutes of the Meeting held on 22nd August 2024 were approved and signed as a correct record.

(Vote – For: 2; Against: 0; Abstention 1)

#### 21. BUDGET RESTORATION

To discuss and make recommendation to full council to restore the Decarbonisation budget to 2% of the Total Precept.

It was proposed by Councillor McKenzie, seconded by Councillor Gordon and

**RECOMMENDED TO FULL COUNCIL: That the Decarbonisation budget be restored to 2% of the Total Precept.**

22. **NEXT MEETING**

The date of the next meeting was agreed to be at the discretion of the Chair.

The Chairman thanked the Members for their attendance and support. He concluded the Meeting at 18:34.

Signature of Town Mayor:..... Date:.....

Signature of Chairman:..... Date:.....

DRAFT

Notice of Motion / Project Initiation Form – Bideford Town Council

Project Initiator and Lead:	Jack Gordon	Date:	24/11/2024
Project Description	<p><b>To discuss and make recommendations on using funds allocated to the decarbonisation committee for ‘Green Grants’</b></p> <p>This proposal recommends allocating £750 annually from the decarbonisation budget to fund ‘Green Grants’ for organisations and projects in the Bideford area. These grants would support initiatives that enhance biodiversity, reduce carbon emissions, and contribute to Bideford Town Council's (BTC) decarbonisation goals.</p> <p>The grants could be awarded yearly during existing town events, such as the Mayor’s introduction. Applicants would submit proposals detailing how the grant would be used and its alignment with BTC’s environmental objectives. The decarbonisation committee would evaluate applications and select the most deserving recipients.</p>		
Benefits	<ul style="list-style-type: none"> <li>- <b>Support Local Organisations:</b> This initiative would provide financial assistance to local groups actively working to improve biodiversity and reduce carbon emissions in Bideford.</li> <li>- <b>Leverage Additional Funding:</b> Awarded grants would likely be supplemented by recipients’ private funds, creating a multiplier effect and amplifying the impact of BTC’s investment.</li> <li>- <b>Encourage Green Innovation:</b> A grant program would promote local environmental initiatives, fostering innovation and positioning Bideford as a leader in sustainability.</li> <li>- <b>Support Future Green Energy Opportunities:</b> With upcoming projects like the White Cross offshore wind farm and X-Links power cable, this initiative could nurture local skills and expertise for the growing green energy sector.</li> </ul>		
Financial Implications	<ul style="list-style-type: none"> <li>- The total annual grant allocation would be capped at <b>£750</b> to control costs.</li> <li>- Officer time may be required to vet applications, monitor the appropriate use of funds, and manage the application process.</li> </ul>		
Officer resource required:	<ul style="list-style-type: none"> <li>• <b>Monitoring Grant Use:</b> Officers would need to ensure that funds are utilised as agreed.</li> <li>• <b>Application Management:</b> Time at decarbonisation committee</li> </ul>		

	meetings would be allocated for reviewing applications and selecting recipients.		
Risks and issues	<ul style="list-style-type: none"> <li>• <b>Ensuring Fair Allocation:</b> A clear legal framework must be established to ensure grants are awarded equitably and transparently.</li> <li>• <b>Misuse of Funds:</b> Misuse of grant money could result in reputational damage to BTC. Safeguards, including detailed selection criteria and robust follow-up processes, must be implemented to minimise this risk.</li> </ul>		
Action List	Yes / No	Name of person to complete action	Observations:
Planning Permission	No		None required
Owners Consent	No		N/A
Consultation Required	Yes		Consultation with decarbonisation committee

Please continue on separate sheet if necessary



Notice of Motion / Project Initiation Form – Bideford Town Council

Project Initiator and Lead:	Jack Gordon	Date:	17/11/2024
Project Description	<p><b>To discuss and resolve upon making a recommendation to full council to set aside funds for installing solar chargers and batteries at town ranger station.</b></p> <p>This proposal recommends allocating funds in the 2024 and 2025 fiscal years for installing solar panels and batteries at the Caddsdwn Ranger Station.</p>		
Benefits	<ul style="list-style-type: none"> <li>• <b>Carbon Reduction:</b> The installation will significantly reduce the town ranger operations' carbon footprint, advancing BTC's decarbonisation goals. Estimated annual CO2 savings could be <b>roughly 900kg a year</b>. Apart from replacing town ranger's vehicle fleet, a significantly more costly proposal, this proposal has the largest possible impact to BTC's carbon footprint.</li> <li>• <b>Cost Savings:</b> Battery-powered equipment can be charged using solar power, eliminating ongoing electricity costs and ensuring fully carbon-neutral operations.</li> <li>• <b>Leadership in Sustainability:</b> The project demonstrates BTC's commitment to sustainability, setting a positive example for local businesses and residents.</li> </ul>		
Financial Implications	<ul style="list-style-type: none"> <li>• Estimated installation cost for 4kW of solar panels: <b>£10,000–£15,000</b>.</li> <li>• Estimated cost for 5kWh of battery capacity: <b>£5,000</b>.</li> <li>• Total: <b>£15,000–£20,000</b>.</li> </ul> <p>Whilst there is a significant cost to installation, once set up, such a system will bring a reduction in energy costs to the Caddesdown station.</p> <ul style="list-style-type: none"> <li>- At 20p per kwh, such a system can save roughly £840 per year.</li> <li>- Depending on installation costs and future energy prices, the payback period for such a project can be estimated to eb around 15years.</li> </ul>		
Officer resource required:	Research and select an installer with relevant certifications (e.g., MCS-certified).		
Risks and issues	<ul style="list-style-type: none"> <li>• <b>Installation risks:</b> Minimal when performed by an accredited installer with appropriate insurance and warranties.</li> </ul>		

	<ul style="list-style-type: none"> <li>• <b>Weather variability:</b> Battery storage will help offset limitations during low-sunlight periods.</li> </ul>		
Action List	Yes / No	Name of person to complete action	Observations:
Planning Permission	No		None required
Owners Consent	No		Council owned land
Consultation Required	No		

Please continue on separate sheet if necessary