



Buddleigh Salterton Town Council

Town Clerk: Mrs A Gater-Wildgust
Council Offices, Station Road
Buddleigh Salterton
Devon, EX9 6RJ
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Climate Change and the Environment Committee

Terms of Reference (ToR)

Background and Commitment

In 2019, Buddleigh Salterton Town Council pledged to reduce its carbon footprint by 50% by 2030 and achieve net-zero emissions by 2050. The current Council is responsible for actively progressing toward these targets within the specified timeframes.

The [Buddleigh Salterton Neighbourhood Plan](#) (2017–2031) outlines a range of policies and actions that reflect the aspirations of local residents. Many of these fall within the remit of the Climate Change and Environment Committee and require coordinated collaboration with other BSTC committees and community groups to be successfully implemented.

Relevant Neighbourhood Plan Policies include:

Natural Environment (NE):

- NE2 – Protection of green spaces
- NE3 – Conservation of biodiversity
- NE5 – Limiting development within the coastal preservation area
- NE6 – Protection of the railway amenity wildlife corridor
- NE7 – Protection of green wedges

Community Access and Transport (CA TT):

- CA TT1 – Development of footpaths
- CA TT2 – Pedestrian safety
- CA TT3 – Traffic flow throughout the town
- CA TT4 – Parking
- CA TT8 – Bus routes
- CA TT9 – Provision of cycle routes
- CA TT10 – Electric vehicle charging points

The Town Council also plays a vital role in guiding and supporting individuals and organisations in reducing their own carbon footprints and promoting environmental stewardship across Buddleigh Salterton and its surrounding areas.

Committee Remit

The Climate Change and Environment Committee is tasked with:

- Advising all BSTC committees on reducing the Council's carbon footprint and shaping environmentally responsible decisions.



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- Producing an annual report for the Annual Town Meeting detailing progress on carbon reduction.
- Supporting and promoting sustainable transport options that reduce reliance on fossil fuels.
- Encouraging biodiversity and ecological resilience within the town.
- Supporting a network of engaged individuals and organisations to collaboratively address climate and environmental issues.

Membership and Participation

- The Committee shall comprise a minimum of four Town Councillors, appointed and recorded during a full Council meeting or the Annual Meeting.
- All members are expected to actively contribute to the Committee's work.
- All BSTC Councillors are encouraged to support the Committee's objectives and initiatives.

Meetings and Operations

- The Committee will meet as often as necessary to fulfil its responsibilities. Work may also be conducted electronically via BSTC communication channels.
- The Town Clerk is not required to attend every meeting but must be kept informed of the Committee's activities and recommendations.
- At least one formally minuted meeting will be held annually to summarise the Committee's work, identify risks, and present recommendations to the Town Council. These minutes will be recorded by the Town Clerk and entered into the official Minute Book.
- A sub-committee will be formed comprising the same members and will meet as required (face to face or electronically). The Town Clerk need not attend all meetings but must be informed of the proposals and actions of the sub-committee.

Collaboration and Liaison

Internal Liaison: Committee members will work closely with the following BSTC bodies:

- Planning Committee
- Public Hall Committee
- Community Gardens and Allotments Committee
- Finance Committee
- Foreshores and Footpaths Committee
- Budleigh Salterton Traffic and Transport Group



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External Liaison:

- All formal communications with external parties on behalf of BSTC must be conducted by the Town Clerk.
- The Committee will seek guidance and support from East Devon District Council, Devon County Council, or their successor authorities.
- A separate, independent network of individuals and organisations will be encouraged to evolve. This network may apply for Council grants like any other local organisation.

Records and Accountability

- The Committee will maintain written records of its meetings and activities, which will be submitted to the Town Council for noting at the next scheduled Town Meeting. These records will be made publicly available alongside the Council's agenda and minutes.
- The Committee is accountable to Buddleigh Salterton Town Council and must seek Council approval for any expenditure or use of resources (for example staff time).
- Proposed activities and initiatives will be presented to the Full Council for review and authorisation.

Governance

All Buddleigh Salterton Town Council Standing Orders and Policies apply to the Climate Change and Environment Committee.

Terms of Reference presented for consideration and approval on:

13th October 2025

Date for Review

May 2027