NORTHAM BURROWS CHARITY
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To all members of the Council:
You are invited to attend the

NORTHAM BURROWS CHARITY MANAGEMENT COMMITTEE

preceded by a **FORUM MEETING** on

Thursday 16th July 2026 at 10am

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

Membership: Cllrs Bell, Edwards, Hames, Hodson, Leather and Cllrs Newman-McKie (Mayor) and Whittaker (Deputy Mayor) ex-officio.

Questions by the public

There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council and at Committee meetings in respect of business on the agenda.
Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

Recording, photographs and filming

In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

Guy Langton
Guy Langton, Charity Secretary
Date of issue: 10/07/2026

AGENDA

1. **To receive apologies for absence**
2. **To agree the agenda as published.**
3. **To confirm as a correct record and sign the minutes of Northam Burrows Charity Management Meeting held on 28th May 2026** (p3-5)
4. **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.
5. **Chair's announcements**
6. **To receive any dispensations and disclosable pecuniary or other interests**
   Committee members are reminded that all interests must be declared prior to the item being discussed.
7. **To receive reports and observations (if any) from:**
   a. **Torridge District Council**
   b. **Royal North Devon Golf Club**
   c. **Graziers**
8. **To confirm as a correct record and sign the minutes of Northam Burrows Charity Management Meeting held on 26th March 2026** (p3-7)
9. **To receive an update on action points** (p6)
10. **To receive an update on and costs of the new access to the Burrows project from the TDC Coastal Engineer and consider whether to fund the project (p9)**
11. **To receive an update on the charge to be made for the sale of manor passes 2026** (p9)
12. **To consider grant applications** (p9-10 and p11)
13. **To note any business for future agendas** (p10 and verbal)

Minutes of the Northam Burrows Management Committee Meeting held on 28th May 2026.

Present: Cllrs Bell (Chair), Edwards, Hames (Deputy Chair), Hodson, Leather and Cllr Newman-McKie (Mayor – ex-officio).

In attendance: Cllr Bach, G Langton, Town Clerk, M Day, Burrows Ranger, M Evans, Secretary of the Royal North Devon Golf Club.

1. **To elect a Chair for the committee**
The outgoing Chair was no longer a member of the committee, so Cllr Hames, as the outgoing Deputy Chair opened proceedings by asking for any nominations for Chair. Cllr Hodson proposed Cllr Bell be Chair. This was seconded by Cllr Edwards. There were no other nominations and Cllr Bell was unanimously elected.

2. **To elect a Deputy Chair for the committee**
Cllr Bell took the Chair and asked for nominations for Deputy Chair. Cllr Edwards proposed Cllr Hames continue as Deputy Chair. This was seconded by Cllr Hodson. There were no other nominations and Cllr Hames was unanimously elected.

3. **To receive and approve apologies for absence**
Cllr Whittaker tendered her apologies.

4. **To agree the agenda as published**
It was agreed to bring the reports from stakeholder bodies forward, with the report from the RNDGC to be received first.
Proposed: Cllr Hames, Seconded: Cllr Hodson (all in favour).

5. **To receive reports and observations (if any) from:**

   d. **Royal North Devon Golf Club**
   Mark Evans, the Secretary of the Golf Club reported that the biggest problem the Club is facing is the erosion of the course by the sea, which had not been on the agenda of this committee in recent months. The effect was so great that the Club had approached Natural England for permission to move holes 6 and 7 further inland. To do this would necessitate some clearance of the land. The Club had cleared some patches of bramble growth over the winter to help maintain access for people and livestock.

   Mark Evans raised a second concern, that the burn from Basset's Bridge to the River Torridge is silting up, especially at the bridge points. The resultant seawater buildup was affecting the playing surface by damaging the grass.

   Cllr Hames thanked Mark Evans for his report, noting that brambles provide an important habitat. He went on to ask if Michael Day, the Burrows Ranger could outline the burn and bridge maintenance plan?
   Michael Day explained that the effect of the bridges on the water flow across the Burrows at high tide needed to be considered, the result of them could be positive or negative. This matter would be addressed with Torridge District Council (TDC)'s Coastal Engineer on his return from parental leave.

   e. **Torridge District Council**
   Michael Day reported that the recent hot weather had contributed to a busy start to the season, though there had been three parties on the dunes which required cleaning up after. Evidence of the participants had been reported to the police. He reported that the beach continued to have Blue Flag status.

TDC had commissioned a feasibility study into the future of the Burrows, with a focus on the likely effects of climate change. It was hoped this would inform the way forward when the current stewardship scheme ends in 2028. The stickers warning dog owners/walkers about the dangers posed to livestock and wildlife by dogs on the Burrows appeared, so far, to be having a positive impact.

Cllr Hames thanked Michael Day for his report and asked in dog waste bins could be installed on the Burrows?
Michael Day responded saying that dog waste could be disposed on in general waste bins.

Cllr Bell noted that one of the criteria for Blue Flag status was access for all and noted that crossing the pebble ridge with a wheelchair could be problematic – could a permanent solution been considered?

Cllr Hodson noted that a Bailey Bridge had been installed in the 1960s.

Michael Day noted that a permanent structure could not be installed, there not being sufficient bedrock in which to sink the foundations. In the 1960s the Bailey Bridge had been installed but required numerous significant repairs before its removal approx. five years later. Natural England would not support a fixed structure, with the likely effects on the movement of the pebbles that make up the ridge. The current sleeper trackway would be repaired again in June. Disabled access is provided at the slipway onto the beach but is unfortunately covered by the tide twice a day.

It was **agreed** to write to Torridge District Council to request an alternative access to the current, unstable sleeper track bridge be investigated and installed.
Proposed: Cllr Hodson, seconded: Cllr Hames (all in favour).

Mark Evans left at this point (10:35am)

f. Graziers' representatives
None were present.

6. Public Participation
None were present.

7. Chair's Announcements
There were none.

8. To receive any dispensations and disclosable pecuniary or other interests
Members were reminded that all interests must be declared prior to the item being discussed.

9. To confirm as a correct record and sign the minutes of Northam Burrows Charity Management Meeting held on 26th March 2026
The minutes were **confirmed** as a true and correct record and signed by the Chair.
Proposed: Cllr Hames, Seconded: Cllr Leather (majority in favour, two abstentions, not present at the meeting).

DRAFT

10. To receive an update on actions.

Action		May 2026
1	Dung beetle workshop	Burrows Ranger, with the support of Charity staff, to arrange the workshop, the ideal month being June. All Graziers had been contacted with an alternative of two Saturdays (27th June or 4th July), starting at 10:30am, with a field component at 1pm. ONGOING
2	To consider works on the Burrows. • Improving access to FollyFoot stables from the Burrows to move the horses away from the road access point at Sandymere.	The Auditor considered the work to be aligned with the Charitable Objects of the Charity (object 2). The committee would hear from the TDC Coastal Engineer at a future meeting with detail of the project and its costing to enable it to make a final decision. ONGOING
3	To consider works on the Burrows. • Installation of a new footbridge to improve crossings of the stream.	The ranger reported that the landowner was in a position to instal the necessary bridges. No further action for the Charity to consider. COMPLETE
4	Increase horse counts to 4/year, advising graziers	First count had been arranged. COMPLETE
5	Advise horse graziers of their responsibilities regarding keeping their animals on the Burrows common AND Remind graziers of the need to provide animal counts each month and to respond to emails when received.	Graziers contacted. COMPLETE
6	Remove roads that were not in the Ancient Manor or Parish of Northam, those being: Riverside Court, numbers 30 on (numbers 1 to 29 were within the Ancient Manor and Parish) Riverbank Cottages, numbers 6 on (numbers 1 to 5 were within the Ancient Manor and Parish) Newbridge Close, numbers 26 on (numbers 1 to 25 were within the Ancient Manor and Parish)	The properties are to be informed and an up-to-date list of eligible roads is to be published on the website. ONGOING

11. To consider the cost of Manor Passes and to note the accounts for Manor Passes

The Town Clerk introduced the report to members. Cllr Leather proposed the cost of a pass be increased by £5, to £25 for 2027. There was no seconder.

It was resolved to keep the cost of a Manor Pas at £20, in recognition of the pressures of the cost of living.
Proposed: Cllr Newman-McKie, seconded: Cllr Edwards (majority in favour).

Chair's initials

DRAFT

Action point: Publicise the freezing of the cost of a Manor Pass for 2027 in recognition of pressures on the cost of living.

12. To note the accounts for 2025-26

The accounts were noted as follows:

Reconciliation		2025-26					
in (= sum of 1 to 4)		**current account**	**petty cash**	**120-day**	**90-day**	**inst access**	**total**
1	balance 01.04.25	£ 130,638.21	£ 22.50	£ -	£ -	£ -	**£130,660.71**
2	transfers in	£ 11,500.00	£ 20.00	£50,000.00	£15,000.00	£50,000.00	**£126,520.00**
3	receipts	£ 31,722.53	£ -	£ 998.48	£ 252.20	£ 191.60	**£ 33,164.81**
4	grants	£ -	£ -	£ -	£ -	£ -	**£ -**
5	**total**	**£ 173,860.74**	**£ 42.50**	**£50,998.48**	**£15,252.20**	**£50,191.60**	**£290,345.52**
out (=sum of 6 to 12)							
6	VAT	£ 1,522.29	£ -	£ -	£ -	£ -	**£ 1,522.29**
7	maintenance	£ 2,443.22	£ -	£ -	£ -	£ -	**£ 2,443.22**
8	transfers out	£ 115,000.00	£ -	£ -	£ -	£11,500.00	**£126,500.00**
9	admin	£ 10,482.93	£ 5.00	£ -	£ -	£ -	**£ 10,487.93**
10	grants made	£ 39,917.80	£ -	£ -	£ -	£ -	**£ 39,917.80**
11	Refunds given	£ 40.00	£ -	£ -	£ -	£ -	**£ 40.00**
12	Square Charges	£ 570.50	£ -	£ -	£ -	£ -	**£ 570.50**
13	**total**	**£ 169,976.74**	**£ 5.00**	**£ -**	**£ -**	**£11,500.00**	**£181,481.74**
overalls							
14	uncleared payments	£ -	£ -	£ -	£ -	£ -	**£ -**
15	**outcome** (= 5 minus 13 plus 14)	**£ 3,884.00**	**£ 37.50**	**£50,998.48**	**£15,252.20**	**£38,691.60**	**£108,863.78**
16	bank balance 31.03.26	£ 3,884.00	£ 37.50	£50,998.48	£15,252.20	£38,691.60	£108,863.78
17	difference	£ 0.00	£ -	£ -	£ -	£ -	£ 0.00

Chair's initials

13. **To consider grants budget for 2026 and closing date for the application window.**
    It was **agreed** to have a flexible grant fund of around £13,690 to allow the Charity to make larger awards this year if a project was deemed suitable.
    Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)
    Action point: Note on the agenda when the grants are considered.

Cllr Hodson left the meeting at this point (11:15am)

14. **To note any business for future agendas:**
    Cllr Bell requested the effect of coastal erosion be included on future agendas.

The meeting closed at 11:25am

9 To receive an update on action points

Action		July 2026
1	Dung beetle workshop	Graziers and representatives of NTC attended the workshop on the 4th July 2026. The Charity Sec requested the slides to share with members (not yet received). COMPLETE
2	To consider works on the Burrows. • Improving access to FollyFoot stables from the Burrows to move the horses away from the road access point at Sandymere.	On the agenda ONGOING
3	Remove roads that were not in the Ancient Manor or Parish of Northam, those being: Riverside Court, numbers 30 on (numbers 1 to 29 were within the Ancient Manor and Parish) Riverbank Cottages, numbers 6 on (numbers 1 to 5 were within the Ancient Manor and Parish) Newbridge Close, numbers 26 on (numbers 1 to 25 were within the Ancient Manor and Parish)	The properties are to be informed and an up-to-date list of eligible roads is to be published on the website. ONGOING
4	Write to Torridge District Council to request an alternative access to the current, unstable sleeper track bridge be investigated and installed.	Letter sent in early July. Response awaited. ONGOING

10 To receive an update on and costs of the new access to the Burrows project from the TDC Coastal Engineer and consider whether to fund the project

At its meeting on 22nd January 2026, this committee considered a proposal to improve access to FollyFoot stables from the Burrows was installed, along with a suitable track to the stables, to move the horses away from the road access point at Sandymere.

The committee heard from the Burrows Ranger, who described the project and the reasons for it, those being:

The works will provide a track through Follyfoot's land, through the boundary and onto the Burrows, this will include This is to reduce problems with horses gathering at the main gate of Sandymere entrance. We constantly receive complaints from the public that they cannot access Northam Burrow by car or by foot with large numbers of horses gathering at the main gate on the hard standing surface. This has now become a health and safety issue with a report of a car becoming damaged.

Members of the committee visited the Burrows to view the site, after which it considered the matter again at its meeting on the 26th March 2026 and it was:

Agreed in principle that the Charity would fund an access a to a new bridge as described, with costs and other details being considered at a future meeting of this committee.

At the meeting on 28th May 2026, the committee heard that the Coastal Engineer was drawing up more detailed plans, which were expected to be available at this meeting. The Coastal Engineer has been invited to present them to this committee.

11 To receive an update on the charge to be made for the sale of manor passes 2026

Northam Town Council resolved, at the meeting of its Finance & HR committee on the 8th July 2026, to increase the charge made to the Burrows Charity in respect of staff time in administering the Burrows Manor Passes for 2026.

The increase the staffing and administrative charge in 2026 would be to £7,689 (£9,226.80 inc VAT) and apply a percentage increase each year in line with the salary increment awarded.

12 To consider grant applications

The Charity has received 19 grant applications, one more than in 2026 see table on p11. **The total requested is £57,243.08**.

The 2026 grant fund is as agreed at the previous meeting of this committee, *a flexible grant fund of around £13,690 to allow the Charity to make larger awards this year if a project was deemed suitable*.

The grant application form stated the fund would be in the region of £15,000, with no single grant award to be over £5,000. The Charity's grants policy states that the maximum single grant award made to one organisation or to one project will be ¼ of the fund.

The Charity has the following funds on 10th July 2026:

Account	Funds on 10.7.26	Available funds	Notes
Current	£5,444.03	£217.23	NTC to invoice for staffing in 2026 at £9,226.80 (inc VAT)
Instant access	£38,691.60	£34,691.60	
90-day notice	£15,252.20	£15,252.20	
120-day notice	£50,998.48	£50,998.48	

Notes on applications:

a. The Maritime Players, Appledore Do not have constitution, accounts or bank statements.
b. The Friends of Northam School were awarded 50% of their previous year's grant application.
c. The application from North Devon Hospice arrived after the deadline of the 9th July.

13 To note any business for future agendas

Members of the committee may add items for consideration on a future agenda, within the powers of the committee.

	Grant awarded 2025/26	Applicant Name	Ward	GRANT REQUEST 2026/27	Reason for Grant
1	£750	Appledore Baptist Church	Appledore	£5,000	Cost towards buying Seamans Mission
2	N/A	1st Edgehill & Torridge Scout Group	Northam	£2,000	Camping Equipment
3	£1,020	Bideford and District community archive	Northam	£340	Mini laptop and computer
4	N/A	Northam Care Trust	Northam	£5,000	Hydro pool
5	N/A	North Devon Down Syndrome Group	Parish wide	£1,200	Swimming Lessons (Bideford Based)
6	£5,400	Westward Ho! Community Association	Westward Ho!	£2,400	New toilet flooring
7	N/A	ND Forum for Autistic Spectrum Conditions ADHD	Parish wide	£1,500	Swimming Lessons (Barnstaple Based)
8	N/A	Bideford, Littleham, and Westward Ho! Cricket Club	Westward Ho!	£5,000	Pitch covers, Ground protection and installation supports
9	N/A	The Maritime Players	Appledore	£500	Hall hire, props, printing and publicity and music licence
10	£0.00	FOTWHOP	Westward Ho!	£168	Lawnmower
11	£9,500	Northam Library, Libraries Unlimited	Northam	£2,000	Security and open access infrastructure, kitchen area refurb, redecoration
12	N/A	South Western Ambulance Charity	Parish wide	£1,389	Defib to be held by a fist aid responder volunteer based in Northam
13	£0.00	Appledore Hall Trust	Appledore	£3,896.08	Remove render and repaint
14	£0.00	Northam Lions Football Club	Northam	£5,000	Ground maintenance equipment
15	£6,500	St Marys Hall	Appledore	£2,500	Upgrade the stage area
16	N/A	Northam Methodist Church	Northam	£810	new vinyl flooring for toilet area
17	£2,926.20	Friends of Northam School	Northam	£5,040	Outdoor classroom shelter
18	N/A	Bideford Amateur Rowing Club	Bideford	£5,000	lightweight 4s boat
19	N/A	The Appledore Book Festivals Schools Outreach Programme	Appledore	£2,000	Authors visiting schools
20	N/A	Exclamation Youth Theatre	Westward Ho!	£1,500	Microphones
21	N/A	North Devon Hospice	Parish wide	£5,000	General running costs
		Total	**£57,243.08**		