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

To: All Members of the Northam Town Council

Town Clerk: Mrs Jane Mills MILCM
Telephone: 01237/474976
e-mail: townclerk@northamtowncouncil.gov.uk

You are hereby summoned to attend a meeting of the Town Council which will be held on Wednesday 25th January 2023 in the Town Hall Windmill Lane, Northam at 6.30 pm. The agenda for the meeting is set out below. Members of the public are welcome to attend the meeting

M J Mills

Jane Mills BA (Hons) Community Governance, PSLCC, MILCM
Town Clerk

Date of issue: 19th January 2023

Members are requested to switch off their mobile phones

Prayers will be said at 6.25pm for those wishing to attend
Followed by a report from the police

AGENDA

- 1 Apologies**
- 2 Chairman's announcements**
- 3 Declarations of interest**
Members are reminded that all interests must be declared prior to the item being discussed)
- 4 To agree the agenda between Part A and Part B (confidential information)**
- 5 To confirm and sign the minutes of the Town Council Meeting held December 21st 2022 (herewith)**
- 6 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B)**
 - Town Projects and Asset Management – 6th December 2022 (herewith)
 - Climate Emergency – 13th December 2022 (herewith)
 - Finance & HR- 12th December 2022 (herewith)
 - Planning – 8th December 2022 (herewith)
 - Westward Ho! Park – 22nd November 2022 (herewith)
- 7 Action Points (herewith)**

- 8 To receive and consider reports from the Town Clerk (herewith)**
Bank reconciliation as presented to Finance and HR
- 9 Public Participation**
*We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes.
A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given*
- 10 To consider a report on a 20mph zone for Appledore to be submitted to Devon County Council (information herewith)**
- 11 To ratify a decision made under Chairman's Announcements at the last meeting to open the Chamber as a warm place from Monday to Friday 9.am to 1pm**
- 12 To consider arranging information meetings regarding the May Election and becoming a Councillor**
- 13 To receive an update on the "Coronation May Fair" following the working group meeting (information at the meeting)**
- 14 To consider options for "Coronation Gifts for the schools (information herewith)**
- 15 To consider a request from Climate Emergency Committee for funding of the balance of the Northam Hall insulation to come from an alternative source.**
- 16 Correspondence:**
Email from Bideford Harbourmaster
Thank you card from King Charles III
Christmas card from Mondeville
- 17 Street Matters: All street matters forwarded by e-mail**
- 18 To receive a Police/Councillor Advocate Report**
- 19 Summary Report from County Councillor**
- 20 Summary Report from a District Member (3 minutes)**

PART B

- 21 To resolve: that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting.**
- 22 To confirm and sign the minutes of the Town Council Meeting held December 21st 2022 – Part B (herewith)**

- 23 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B)**
- Town Projects and Asset Management – 6th December 2022
 - Finance & HR - 12th December 2022
- 24 To consider a contract for gas at Northam Hall (confidential report attached)**
- 25 To resolve to readmit members of the press and public**

**Northam Town Council – Minutes of a meeting of the Town Council held on
Wednesday 21st December 2022 in the Town Hall at 6.30 pm**

Present: Cllrs Laws, (Chair), Davis, Edwards, Ford, Hames, Himan, Mrs Hodson Leather, Mrs McCarthy, Newman- Mckie, Sargent, Tisdale and Miss Woodhouse
In attendance: Mrs J Mills, Town Clerk, Mr G Langton – Deputy Town Clerk
Rev Vidamour

2212/714 Apologies

Apologies were recorded on behalf of Cllr Miss Manley,

2212/715 Chairman's Announcements

Members were advised that following receipt information from Torridge District Council, council tax for a band D property will be £101.88 year an increase for Northam of £2.00 and fourpence a month.
the Chairman also spoke about a suggestion from the Town Clerk to open the council chamber Monday to Friday 9:00 AM until 1:00 PM offering a warm place with tea and coffee making facilities for local residents. Members agreed to proceed with this and to ratify the decision at the next full council meeting.

Action point:

Ratify the decision at the next meeting (agenda item)

2212/716 Declarations of interest

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

2212/717 To agree the agenda between Part A and Part B

It was **resolved** to agree the agenda between Part A and Part B,
Proposed: Cllr Tisdale, Seconded: Cllr Mrs Hodson (all in favour)

2212/718 To confirm and sign the minutes of the Town Council Meetings held 30th of November 2022 and 7th December 2022

It was **resolved** to sign the minutes of the Town Council Meetings held 30th of November 2022 and 7th December 2022

Proposed: Cllr Leather, Seconded: Cllr Mrs McCarthy
(majority in favour 1 abstention not present at the first meeting)

2212/719 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B)

- Town Projects and Asset Management – 1st November 2022
- Climate Emergency – 15th November 2022
- Northam Neighbourhood Plan – 22nd of November 2022
- Finance & HR- 21st November 2022
- Planning – 10th and 24th November 2022

It was agreed to note and adopt the reports of minutes and resolutions

- 2212/720 Action Points**
It was agreed to note the action points. The Town Clerk was thanked for contacting DCC
- 2212/721 To receive and consider reports from the Town Clerk**
It was agreed to note the reports from the Town Clerk
- 2212/722 Public Participation**
We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
No members of the public were present
- 2212/723 To consider options regarding fencing at Burrough Farm football pitch, following receipt of further information**
After to some discussion it was **resolved** to leave the gates unlocked, installing spring loaded gates. The town Clerk will also contact Fields in Trust Requesting that the football pitch can be locked from dusk to dawn.
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson
Majority in favour with one abstention
Action Points: Arrange spring loaded gates and contact Fields in Trust
- 2212/724 To consider a request that we invite Appledore School to provide art work for display in the council chamber - climate related. (Cllr Mrs McCarthy)**
After to some discussion it was **resolved** to invite all the schools in the Town Council area to submit displays which will be shown on boards at the back of the Council Chamber, the displays will be provided two months at a time and Appledore school will be invited first with the topic of wildlife.
Proposed: Cllr Mrs McCarthy, Seconded: Cllr Newman McKie
Majority in favour with one abstention.
Action Points: Initially contact Appledore School and then the remaining schools
- 2212/725 To consider an additional proposal that the Council utilises current computer equipment to display information, progress of Council projects, meeting calendar, any relevant current Council information and also inviting local schools and other community organisations to supply material for display.**
it was **resolved** to support the above proposal
Proposed: Cllr Laws, Seconded: Cllr Mrs Hodson
(majority in favour 1 abstention)
Action Point: proceed with the proposal as above
- 2212/726 Correspondence:**
None received.

- 2212/727 Street Matters: All street matters forwarded by e-mail**
Installation dates at Bloody Corner were queried (15/11/2022 until 16/6/23) and members were advised about erosion on the coastal path.
- 2212/728 To receive a Police/Councillor Advocate Report**
Cllr Sargent advised that as a result of speedwatch 48 letters have been sent through the year to offenders. Speedwatch is currently on holiday but other areas are being investigated with the co-operation of a Police Constable(traffic) Cllr Sargent was commended for his work and thanked by all Members.
- 2212/729 Summary Report from County Councillor**
The County Councillor sent his apologies (report attached)
- 2212/730 Summary Report from a District Member (3 minutes)**
Members were advised that TDC will complete a feasibility study on hiring a cruise ship to house the homeless.
TDC Members have agreed no increase to Members Allowances for 23/24. Calls have been received querying the proposed affordable housing across 11 sites in TDC. It is anticipated only one site will be utilised and there is no decision yet made. Sully house in Bideford has been purchased by TDC to address homelessness. Double Council Tax on second homes was queried and members were advised that this will be implemented in 24/25

Minutes

Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Tuesday 6th December 2022 at 10.00am in the Council Chamber, Windmill Lane, Northam

Present: Cllrs Tisdale (Chairman), Mrs McCarthy, Miss Woodhouse, Edwards, Hames, Himan and Leather (from minute number 2212/654)

In attendance: Mrs Jane Mills – Town Clerk
Miss Tina Tucker – Admin Officer
Cllr Mrs Hodson – non-committee member

2212/651 Apologies
No apologies were received.

2212/652 Chairman's announcements
The Town Clerk advised members that the drains at Northam Hall keep backing up and we will need to get a drainage company out to conduct a survey of the drains. This will identify the actions needed to fix the problem. A thank you letter was received regarding the bench in Honey Street.
Action point: Contact a drainage company to carry out a survey of the drains.

2212/653 Declarations of interest
Members were reminded that all interests should be declared prior to the item being discussed.
There were none

2212/654 To agree the agenda as published
It was **agreed** to move Part B to follow Action Points.
Proposed: Cllr Mrs McCarthy, Seconded: Cllr Laws (all in favour)

2212/655 To confirm and sign the minutes of the Town Projects Meeting held 1st November 2022 as a correct record.
It was **resolved** to approve the minutes as presented. The minutes were signed by the Chairman.
Proposed: Cllr Tisdale, Seconded: Cllr Laws (all in favour).

2212/656 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.
No members of the public were present.

2212/657 To consider Action Points
The Town Clerk was requested to put the bus shelter (Lenards Rd) on the next agenda, to supply costs of installation and prices of the shelter.
Action point: Town Clerk to add to next agenda and seek costings.

The remainder of the action points were noted as listed.

- 2212/663** **To consider the responses from the working party to collate and report issues with white and yellow lining in the town area.**
Councillor Mrs McCarthy will report the issues discussed and supply a list that has been reported.
Action Point: Councillor McCarthy to supply a list of issues reported to Devon County Council.
- 2212/664** **To consider the play inspection reports.**
It was **resolved** to remove the multi play item from Anchor Park for safety reasons and fix all minor items.
Proposed: Cllr Laws, Seconded: Cllr Leather (majority in favour, 1 against with 1 abstention)
It was **resolved** to proceed with obtaining quotes for the repairs to Churchfields Skatepark subject to response from Torridge District Council regarding ownership of land.
Proposed: Cllr Tisdale, Seconded: Cllr Edwards (all in favour)
Action Point: to remove the multi play item, make minor repairs to other equipment as per reports and circulate to Appledore residents what preferred replacement equipment should be provided.
Contact Torridge District Council regarding ownership of land at the Skatepark.
- 2212/665** **To ratify the decision to purchase a replacement basket swing for Lords Meadow at a cost of £660.**
It was **resolved** to ratify the decision to purchase a replacement basket swing for Lords Meadow at a cost of £660 agreed at the previous meeting
Proposed: Cllr Tisdale, Seconded: Cllr Mrs McCarthy (all in favour).
Action point: to purchase a replacement basket swing for Lords Meadow.
- 2212/666** **To ratify a decision made at the last Town Projects meeting to install smart heating controls at Northam Hall, at an estimated cost of £280.**
It was **resolved** to ratify the decision made at the last Town Projects meeting to install smart heating controls at Northam Hall, at an estimated cost of £280 and request that it is paid out of the climate emergency budget.
Proposed: Cllr Tisdale, Seconded: Cllr Edwards (all in favour).
Action point: To request Climate Emergency to approve the payment.
- 2212/667** **To consider an update on SID pole locations**
It was **resolved** to accept the report
Proposed: Cllr Mrs McCarthy, Seconded: Cllr Tisdale (all in favour).
- 2212/668** **To consider plans for the annual footpath condition survey.**
It was **agreed** that councillor Hames will conduct a survey. councillor Laws will contact guided walk leaders in Westward Ho!
Action Point: To enlist the walkers help and Councillor Laws to contact walking groups.
- 2212/669** **To consider an application for permission to erect a shed on Windmill Lane allotment.**
It was **resolved** to allow the allotment holder to erect the shed on Windmill Lane to the same specifications as previously permitted.
Proposed: Cllr Mrs Hames, Seconded: Cllr Tisdale (all in favour).
Action Point: Council staff to write a letter to the allotment owner.
- 2212/670** **To consider a hedge cutting issue.**
It was **agreed** to refer this matter back to Torridge District Council
Action Point: Town Clerk to forward correspondence to Torridge District

Council and respond to the letter writer.

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- 2212/671** **To consider repairs to fencing between Burrough Farm and the swimming pool.**
It was **resolved** to go ahead with the repairs to fencing between Burrough Farm and the swimming pool.
Proposed: Cllr Mrs Leather, Seconded: Cllr Tisdale (majority in favour with one abstention).
Action Point: Go ahead with the repairs.
- 2212/672** **To consider a request from the Appledore Pilot Gig Club to increase their area of hardstanding.**
It was **resolved** to refuse the request unless a planning application has been submitted.
Proposed: Cllr Edwards, Seconded: Cllr Tisdale (all in favour)
Action Point: Town Clerk to contact the pilot gig club
- 2212/673** **To consider planting in the parks**
It was **resolved** to accept the planting plan subject to a discussion with the maintenance men on uncut grass.
Proposed: Cllr Hames, Seconded: Cllr Leather (all in favour)
Action Point: Cllr Hames discuss uncut grass issues with the maintenance men.

There being no further business the meeting finished at 12.07pm

Signed.....Dated.....

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).

Minutes of the meeting of the Finance and Human Resources Committee held in the Council Committee Room, Windmill Lane, Northam, 10.00am on Tuesday 12th December 2022

Present: Cllr Leather (Chairman), Hames, Tisdale and the Mayor (ex-officio)
In attendance: Mrs M J Mills - Town Clerk

- 2212/691 Apologies**
Apologies were received from Cllr Edwards, Himan, Mrs Hodson, and Sargent
- 2212/692 Chairman's announcements**
There were none.
- 2212/693 Declarations of interest**
Members were reminded that all interests must be declared prior to the item being discussed.
There were none
- 2212/694 To agree the agenda as published**
It was **resolved** to agree the agenda between Part A and Part B
Proposed: Councillor Laws, Seconded: Cllr Tisdale (all in favour)
- 2212/695 To confirm and sign the minutes of the meeting held 21st November 2022**
It was **resolved** to confirm and sign the minutes of the meeting held 21st November 2022
Proposed: Councillor Leather, Seconded: Cllr Tisdale (all in favour.)
- 2212/696 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. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
There were no members of the public present
- 2212/697 To consider invoices for payment and financial reports**
It was **resolved** to accept the invoices for payment and financial reports
Proposed: Councillor Leather, Seconded: Cllr Tisdale (all in favour.)
- 2212/698 To receive the reports from the Internal Auditor**
It was **resolved** to accept the reports as presented
Proposed: Councillor Leather, Seconded: Cllr Tisdale (all in favour.)
The Town Clerk was congratulated on her work with the accounts.

Northam Town Council – Minutes of the Planning Meeting held 8th December 2022 at 6.30 pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Davis (Chairman), Hames, Laws, Tisdale and Sargent.
In attendance: Guy Langton – Deputy Town Clerk

2212/681 Apologies

Apologies were recorded on behalf of Cllrs Miss Manley, Mrs Hodson and Newman-McKie.

2212/682 Chairmans Announcements:

The Chairman asked the Deputy Town Clerk to read out the letter regarding the make up of the HELAA panel, which had been circulated to members prior to the meeting. A copy is included at the end of these minutes.

2212/683 To agree the agenda as published

It was **resolved** to agree the agenda as published, with an amendment to include the review of an amended planning proposal (1/0758/2022/FUL).
Proposed: Cllr Tisdale, Seconded Cllr Laws (all in favour).

2212/684 Declarations of interest:

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

2212/685 To confirm and sign the minutes of the Planning Meeting held 24th November 2022

It was **resolved** to confirm and sign the minutes of the Planning Meeting held 24th November 2022.

Proposed: Cllr Tisdale, Seconded: Cllr Sargent (all in favour).

2212/686 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.

No members of the public were present.

2212/687 To consider the dates and pattern of future meetings of this committee.

It was **resolved** to amend the dates of planning meetings for the remainder of the civic year

to: 5th & 19th January 2023

2nd & 16th February 2023

2nd, 16th & 30th March 2023

13th & 27th April 2023.

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

2212/688 To consider a list of names of those who fell in the Great War, commemorated on the war memorial in Northam.

It was **resolved** to send a full list of the names of those that fell in the Great War as commemorated on the Northam War Memorial.

Proposed: Cllr Sargent, Seconded: Cllr Laws (all in favour).

2212/689 Torridge District Council Planning Applications:

Torridge District Council, the determining Authority, has asked for comments from the Town Council on the following Parish planning applications:

Cllr Laws declared an interest in the first item and left the room, taking no part in the discussions, nor voting on the resolution for proposal 1/0955/2022/OUTM.

i) **1/0955/2022/OUTM**

Location: Land At Grid Reference 243189 129178, Golf Links Road, Westward Ho!

Response date: 15th December 2022

Proposal: Outline application with some matters reserved (landscaping and layout) for the erection of hotel apartments and ground floor restaurant.

It was **resolved** to recommend the proposal for refusal, submitting the same reasons as for the previous proposal at this location (1/0514/2022/OUTM), the new proposal having not addressed any of the Council's concerns.

1. The proposal, which is for residential development, is contrary to Local Plan policy NOR05 (Westward Ho! Core Tourist Area), notably clauses (3) & (4) of the policy which state that key tourist sites, which a location fronting the putting green and towards the beach must be considered as, 'will be safeguarded and retained for complementary retail, leisure or entertainment use ' (NOR05 clause (3)), and that 'development that would diminish the tourist character of the resort will not be permitted' (NOR05 clause (4)).
 2. The proposal, which is for residential development, is contrary to statement (e) of Local Plan policy NOR06 (Westward Ho! Tourism and Recreation Sites) which seeks to deliver 'tourism and/or recreation facility enhancements, on the (e) Village Green and Nelson Road Car Park' (NOR06).
 3. The Council notes that the proposed development layout has changed, now including a small portion of pavement, land which would normally be considered to be owned by the highway authority, or another local authority. There is no clear reason for this amendment in the proposal and clarity is needed on the reason for this change and the ownership/title over this land before the application is determined.
- Proposed: Cllr Tisdale, Seconded Cllr Sargent (all in favour)

Cllr Laws re-entered the meeting at this juncture.

ii) **1/1085/2022/FUL**

Location: 141 Irsha Street, Appledore

Response date: 10th December 2022

Proposal: Existing wall to be raised and erection of timber shelter.

It was **resolved** to recommend the proposal for approval.

Proposed: Cllr Tisdale, Seconded Cllr Davis (all in favour)

iii) **1/1094/2022/FUL**

Location: 10 Odun Terrace, Appledore

Response date: 12th December 2022

Proposal: Proposed replacement windows.

It was **resolved** to recommend the proposal for approval.

Proposed: Cllr Tisdale, Seconded Cllr Laws (all in favour)

iv) **1/1110/2022/FUL**

Location: 49 Staddon Road, Appledore

Response date: 16th December 2022

Proposal: Extensions and alterations to include creation of first floor accommodation

It was **resolved** to recommend the proposal for approval.

Proposed: Cllr Laws, Seconded Cllr Tisdale (all in favour)

v) **1/1035/2022/OUT**

Location: Land At Grid Reference 244619 128145, Heywood Road, Northam

Response date: 16th December 2022

Proposal: Outline application for construction of 1 no. dwelling with all matters reserved except for access

It was **resolved** to recommend the proposal be refused on the grounds that:

The applicant had not submitted a heritage statement and therefore the Council could not determine the effect the proposal would have on the adjacent Grade II listed building. The Council is concerned that any development in this locality would have a detrimental effect on setting of this locally important building, contrary to the North Devon and Torridge Local Plan policy ST15 (Conserving Heritage Areas).

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

vi) **1/1112/2022/FUL**

Location: 11 Polywell, Appledore

Response date: 17th December 2022

Proposal: Proposed additional first floor and associated external works further to planning approval 1/0511/2022/HPD

It was **resolved** to recommend the proposal be refused on the grounds that:

The proposal would have a detrimental effect on the character of the street, a detrimental effect on the street scene, adjacent properties and those over the road.

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

vii) **1/1045/2022/FUL & 1/1126/2022/LBC**

Location: 5 Odun Road, Appledore

Response date: 22nd December 2022

Proposal: Demolition of existing conservatory, formation of courtyard patio and erection of summerhouse.

It was **resolved** to recommend the proposal for approval.

Proposed: Cllr Davis, Seconded Cllr Sargent (all in favour)

viii) **1/0758/2022/FUL (re-consultation)**

Location: 27, Burrough Road, Northam

Response date: 31st December 2022

Proposal: Erection of additional living accommodation in the rear garden of applicant's home (amended proposals).

The committee agreed at minute 2212/683 to include a review of the amended proposals for this application, should they change the Council's response to the original proposal, it would be included on a future agenda for consideration.

It was **agreed** that no further comments need be made.

Proposed: Cllr Tisdale, Seconded Cllr Davis (all in favour)

2212/690**Torridge District Council Planning Decisions**

It was noted that Torridge District Council, the determining Authority, had **refused permission** for the following applications with conditions as filed:

i) **1/0514/2022/OUTM**

Proposal: Outline application (including scale, appearance and access) for 9 residential units and ground floor commercial unit (Amended plans)

Location: Land At Grid Reference 243189 129178, Golf Links Road, Westward Ho!
(Northam recommended this proposal be refused permission)

ii) **1/0870/2021/FUL**
 Proposal: Demolition of existing bungalow and erection of two no. dwellings with two no. double garages (Revised Plans)
 Location: Glen Cottage, Glengarth Close, Northam, Bideford
 (Northam recommended this proposal be refused permission)

There being no further business the meeting closed at 7.23pm

Signed.....Dated.....

Copy of letter regarding the Housing and Economic Land Availability Assessment (HELAA) PANEL.

Dear Mr Rowland

Housing and Economic Land Availability Assessment (HELAA) Panel.

The composition of the Housing and Economic Land Availability Assessment (HELAA) panel was discussed at a recent meeting of the Planning Committee of Northam Town Council. As an outcome of that discussion, I have been asked to report the following comments.

The HELAA analysis is not only used to identify potential housing sites for allocation in Local Plans but can also be a material consideration in the determination of planning applications. Members of Northam Town Council therefore consider it is of primary importance that the analysis is carried out in a comprehensive manner and to achieve this the Stakeholder Panel must include not just representatives of the building industry but also representatives from the community. It is through community representatives and their knowledge of sites put forward for consideration that full consideration of each site may be carried out. Underpinning Councillors criticism of the HELAA process is their concern about recent housing developments and land allocations the Northam area.

In this respect we refer to the latest Government Guidance issued in July 2019 which states the following:

*"It is also important to involve landowners and promoters; local property agents; developers; **local communities; Local Enterprise Partnerships; businesses and their local representative organisations; parish and town councils and neighbourhood forums preparing neighbourhood plans.**" (Relevant references emphasised in bold.)*

At present the two designated 'community representatives' on the local HELAA Panel, are the Leaders of Torridge District Council and North Devon District Council. Northam Town Councillors expressed their concern that this limited representation cannot possibly be sufficient to reflect the interests of the populations of the two districts and does not accord with the Government Guidelines quoted above.

Councillors understand the Stakeholder Panel could be cumbersome if representatives of all local Councils and other community organisations attended each meeting but consider equal representation of local communities and other stakeholders essential for balance in the process. The Council suggests this would not preclude inviting relevant Parish or Town Council and other representatives to meetings when sites in their localities were being discussed. This would be an effective way of accessing the detailed local knowledge needed to make sound site allocation decisions. Alternatively these local representatives could be invited to make comments in writing prior to sites being considered at the Panel.

Northam Town Council looks forward to your response to its members' concerns and reaffirms its hope that the constitution of the Stakeholder Panel will be reviewed and revised in order to accommodate a wider community representation.

Yours faithfully,

cc. All members of the Joint Planning Policy Committee.
 Sir Geoffrey Cox MP.

Steve Hearse, Chief Executive (TDC).
 Sean Kearney, Head of Communities and Place (TDC)
 Ken Miles, Chief Executive (NDDC).

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 22nd November 2022 in the Council Chamber, Windmill Lane, Northam at 6.30 pm.

Present: Cllrs Mrs Hodson (Chairman), Laws, Leather, Mrs McCarthy, Newman-McKie, Sargent, and Tisdale
Co-opted Members – Mrs C Hutchins, and Mr S Makeig-Jones
In attendance: Mrs Jane Mills Town Clerk
Mr G Langton - Deputy Town Clerk
A member of the public

- 2211/601 Apologies**
Apologies were recorded on behalf of Cllrs Edwards, and Miss Woodhouse.
- 2211/ 602 Chairman's Announcements**
There were none
- 2211/ 603 Declarations of interest**
Members were reminded that all interests should be declared prior to the item being discussed.
- 2211/ 604 To agree the agenda as published**
It was **resolved** to agree the agenda as published
Proposed: Cllr Laws, Seconded: Cllr Tisdale (all in favour)
- 2211/ 605 To confirm and sign the minutes of the Westward Ho! Park Meeting 27th September 2022**
It was **resolved** to confirm and sign the minutes of the Westward Ho! Park Meeting held on 27th of September 2022 as a correct record.
(majority in favour one abstention not present at the meeting)
- 2211/ 606 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.
One member of the public present but did not wish to speak
- 2211/ 607 To consider the Action Points**
The action points were noted
- 2211/ 608 To receive a report on the sensory garden from the designer, Alison Bockh**
This part of the meeting with the designer was held by zoom. Following the closure of the zoom meeting, there was some discussion and
It was **resolved** to agree to the design in principle with any modifications to be made as they arise, also to prepare a schedule of work and to consult with Wain Homes regarding the "Helping Hands Initiative"
Proposed: Cllr Hodson, Seconded: Cllr Tisdale (all in favour)
Action Point: prepare a schedule of work and consult with Wain homes
- 2211/ 609 To receive an update on the Wain Homes "Helping Hands Initiative"**
This item was discussed under the previous minute

- 2211/ 610 To receive a report from the Chair of FOTWHOP**
The chair reported that the FOTWHOP treasurer had advised that there is over £5000, which has been secured towards the sensory garden. She also spoke about a number of other funding opportunities. Members congratulated FOTWHOP on their successful fundraising.
- 2211/ 611 To receive an update on the budget situation (*herewith*)**
Members were advised of the current financial situation.
- 2211/ 612 To receive an update regarding the tennis courts (LTA procurement process)**
The Lawn Tennis Association is still working on its procurement procedure but hopes the courts will be operational by next summer. This will be on the next agenda.
Action point: agenda item next meeting
- 2211/ 613 To consider removal of the fence around the tennis court**
It was **resolved** to lock the tennis courts for the foreseeable future on health and safety grounds, and to put up explanatory signage
Proposed: Cllr Leather, Seconded Cllr Laws (*majority in favour 1 abstention*)
Action point: Lock gates and put up signage
- 2211/ 614 To consider requests for:**
- Additional benches
it was **resolved** to purchase 2 benches
Proposed: Cllr Hodson Seconded: Cllr Laws (all in favour)
The cost will be met it from a district councillor grant (Cllr Laws) Which will be applied for by FOTWHOP
 - 2 tons of soil for the South East area of the Park
it was **resolved** to purchase the soil
Proposed: Cllr McCarthy Seconded: Cllr Sargent (all in favour)
 - Completion of the hotbin this was discussed under action points
 - Additional two flower beds on the South side of the park
it was **resolved** to proceed with the additional two beds
Proposed: Cllr Hodson, Seconded: Cllr Sargent (all in favour)
Action point: proceed with purchase of benches and soil and further purchases as required to complete the above works.
- 2211/ 615 To consider Fields in Trust**
This will be an agenda item at the next Full Council meeting
Action point: Agenda item for Full Council

There being no further business the meeting closed at 8.35pm.

Signed.....date.....

FULL COUNCIL ACTION POINTS JANUARY 2023

Chairman's Announcements	Ratify the decision at the next meeting (agenda item) to open the Chamber as a warm place Monday to Friday 9am to 1pm
To consider options regarding fencing at Burrough Farm football pitch, following receipt of further information	Arranged spring loaded gates and contacted Fields in Trust to enquire about closing from Dusk until Dawn. Email response agreed 1 st May to 30 th September inclusive opening at 7am and closing at 9pm. The rest of the year from 7am until 5.30pm
To consider a request that we invite Appledore School to provide art work for display in the council chamber - climate related.	Initially contact Appledore School and then the remaining schools to arrange displays, Agreed displays to be wildlife related, in progress
the Council utilises current computer equipment to display information, progress of Council projects, meeting calendar, any relevant current Council information and also inviting local schools and other community organisations to supply material for display.	Proceeding with the work



10 January 2023 (2022-2023)

Northam Town Council

Prepared by:
Name and Role (Clerk/RFO etc)

Date: 10/1/2023

Approved by: _____
Name and Role (~~RFO~~/Chair of Finance etc)

Date: _____

Bank Reconciliation at 10/01/2023

Cash in Hand 01/04/2022 289,131.66

ADD
Receipts 01/04/2022 - 10/01/2023 540,393.10

SUBTRACT
Payments 01/04/2022 - 10/01/2023 488,659.15

A Cash in Hand 10/01/2023 340,865.61
(per Cash Book)

Cash in hand per Bank Statements

Cash	10/01/2023	0.00
Nationwide Saver	10/01/2023	0.00
Northam Town Council Burrows	10/01/2023	0.00
Northam Town Council	10/01/2023	112,611.97
Cambridge Building Society	10/01/2023	56,425.31
Nationwide 95 day account	10/01/2023	86,607.35
Cambridge and Counties Bank	10/01/2023	86,160.12
Petty Cash	10/01/2023	452.86
PayPal Account	10/01/2023	0.00

342,257.61

Less unrepresented payments 1,392.00

340,865.61

Plus unrepresented receipts

B Adjusted Bank Balance 340,865.61

A = B Checks out OK

8A



Accounts

Accounts

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transfers[→ Save and pay a new payee](#)[→ Make a UK payment](#)Search
transactions[→ View statements and reports](#)[→ Manage Open Banking
consents](#)

Accounts

Your balance as of 10/01/2023 at 10:21



Approvals



Payees

[All accounts\(2\)](#)[Current\(2\)](#)[Savings\(0\)](#)[Loans\(0\)](#)Account
nickname

Sort code

Account
number

Account type

Balance

NORTHAM TOW
N COUNCIL

[REDACTED]

[REDACTED]

COMMUNITY
DIRECT**£ 112,611.97**

£ 0.00 overdraft

[⋮ Actions](#)NORTHAM TOW
N COUNCIL NO
2 ACCOUNT

[REDACTED]

[REDACTED]

COMMUNITY
DIRECT**£ 0.00**

£ 0.00 overdraft

[⋮ Actions](#)Reports &
Statements

Cheques



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Report for Full Council January 2023

Gifts for school children in the Northam Town Council Area.

For the late Queen's Jubilee last year, we provided medals for the children,

I have researched a number of options,

There are Coronation Mugs retailing at, £2.49

Wristbands available at 49p each

The company we used last year are offering medals similar to those we bought at 99p £1188.00 for 1200

They also have a coin available at 79p with a display case for 25p total £1.04.

We need to purchase 1200-1250 based on the pupil total last year at a total cost of £1248. For 1200.

The options will be available to view at the meeting

Dear Jane,

My name is Paul Brown, I am the Harbour Master for the Port of Bideford and the senior marine professional working for Torridge District Council.

I am writing to seek your help and guidance; I am working to try to understand the Port of Appledore, its governance and some of the background history. The aim of my work is not to unsettle people or to start a fight, I merely wish to gather information to inform Torridge District Council and Northam Town Council with regard to the range of obligations and duties that they might have (or not) for the Port of Appledore.

You may be aware that most ports in the UK have underpinning legislation to give them powers to operate – for Bideford there are a number of Acts of Parliament; most recently the 1988 Bideford Act and preceded by the 1925 Act which established the small Bideford Statutory Harbour Authority (SHA) area. There is also a 1987 Bideford Act which establishes Bideford as a Competent Harbour Authority (CHA) authorising it to charge ships for the provision of pilotage over a much larger area, but also with the responsibility for the maintenance of the navigational channels from the sea via both rivers up to the principal towns – Bideford and Barnstaple.

In Appledore, there is no underpinning port legislation, and it seems that since 1885, Appledore Harbour Masters have been appointed using the authority of the Northam Manor Court instead. In 1927 when the Manorial Court system was superseded by the establishment of Town or Urban Councils, it seems reasonable to assume that the administration of the Port of Appledore fell to Northam Urban / Town Council although so far, I can find no evidence of this except for one obscure reference in a 1971 local newspaper (attached above). This article celebrates that fact that Appledore has a Harbour Master again after a lapse of “several years” and cites the authority appointing the Harbour Master as the General Purposes Committee of Northam Urban Council (Chairman - Mrs Vivian Patt). It is interesting that the article also reports ongoing discussions with the Board of Trade with regard to the powers the Harbour Master may be given “for the control of craft.”

To the point of my long email (for which apologies); would you be able to help me in answering the following questions:

1. Does anyone in Northam Town Council have any role in the present day for operating, administering or regulating the Port of Appledore?
2. If not, do you know if these roles were terminated or passed to another authority – presumably TDC ? Or did they just die out / lapse over the last 50 years?
3. If the roles were formally passed to TDC, is there a document recording this fact and the responsibilities associated?

4. Does the Town Council still hold records for its General Purposes Committee back to 1971, in particular for those pertaining to the appointment of Harbour Masters and any powers that he or she might be given?
5. Does the Town Council still hold records back to 1927 when Manorial Courts were wound up in favour of Urban / Town Councils?
6. In the transfer of authority from the Manor Courts, it seems reasonable to assume that the authority to appoint a Harbour Master and his or her associated powers would be mentioned – bearing in mind that Appledore in 1927 was a significant national marine hub for commercial shipping activity, shipbuilding, docks and maintenance, and fishing. Does the Northam Town Council have a record of this document?

Finally, just to be entirely clear, I am very aware that there are some very dearly held beliefs by local people in Appledore with regard to perceptions about “ancient rights of free mooring,” “free ports” etc. My investigations have no aim to interfere with any of this, I am seeking to clearly understand the status of the Port of Appledore so that I can properly advise Torridge District Council and Northam Town Council of their rights and obligations or lack of them.

I very much hope you can help me or, at the very least, point me in the right direction.

Yours faithfully,

Paul Brown
 **Bideford Harbour Master** 
Taw and Torridge Pilot