

Following the Local Government and Accountability Act 2014 the Council now has a policy on filming and recording of Local Council and Committee meetings which will be on view in the Council Chamber or Committee Room as appropriate. Those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings. Those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Members of the public may not wish to be recorded and the Chair of the meeting will ensure insofar as is possible that any request not to be recorded will be respected.



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 29th March 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: 23rd March 2023

Members are requested to switch off their mobile phones

Prayers will be said at 6.25pm for those wishing to attend

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 22nd February 2023**
- 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)**
 - **Climate Emergency – 18th January & 27th February 2023 (herewith)**
 - **Finance and HR – 16th January & 20th February 2023 (herewith)**
 - **Planning – 2nd February, 16th February and 2nd March 2023 (herewith)**
 - **Town Projects – 7th February 2023 (herewith)**
 - **Westward Ho! Park – 17th January and 28th February 2023 (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 request from Appledore Book Festival to adopt the red phone box in the car park adjoining the Seagate Hotel**
- 11 To receive an update on Bone Hill car park and Windmill Lane car park**
- 12 To consider a request to TDC that there is additional provision for a burial ground in the Town Council area**
- 13 To consider Town Council land holdings (report herewith)**
- 14 To consider a recommendation from Westward Ho! Park Committee**
"That if there are fewer than 3 expressions of interest from contractors, the committee will invite other contractors to consider submitting quotes."
- 15 Correspondence:**
Southwest Water (herewith)
CPRE(held in office)
- 16 To consider if Northam Town Council wishes to contribute to the Mental Health Provision Consultation, North Devon and Torridge (information herewith)**
- 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 January 25th 2023 Part B (herewith)**
 - **Finance and HR – 16th January & 20th February 2023 (herewith)**
 - **Town Projects – 7th February 2023 (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)**
- 24 To resolve to readmit members of the press and public**

- 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 request from Appledore Book Festival to adopt the red phone box in the car park adjoining the Seagate Hotel**
- 11 **To receive an update on Bone Hill car park and Windmill Lane car park**
- 12 **To consider a request to TDC that there is additional provision for a burial ground in the Town Council area**
- 13 **To consider Town Council land holdings** (*report herewith*)
- 14 **To consider a recommendation from Westward Ho! Park Committee**
"That if there are fewer than 3 expressions of interest from contractors, the committee will invite other contractors to consider submitting quotes."
- 15 **Correspondence:**
Southwest Water (*herewith*)
CPRE(*held in office*)
- 16 **To consider if Northam Town Council wishes to contribute to the Mental Health Provision Consultation, North Devon and Torridge** (*information herewith*)
- 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 January 25th 2023**
Part B (*herewith*)
- **Finance and HR – 16th January & 20th February 2023** (*herewith*)
 - **Town Projects – 7th February 2023** (*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)**
- 24 **To consider a contract for gas at Northam Hall** (*updated 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 22nd February 2023 in the Town Hall at 6.30 pm**

Present: Cllrs Laws, (Chair), Davis, Ford, Hames, Himan, Mrs Hodson, Leather, Mrs McCarthy, Miss Manley, Newman- Mckie, Tisdale and Miss Woodhouse.

In attendance: Mrs J Mills, Town Clerk, Mr G Langton – Deputy Town Clerk
Reverend Vidamour and John Kidd (Fuel Youth Appledore)

John Kidd gave a brief talk on Fuel Youth Appledore and explained how the club works and the age groups it caters for.
He then took questions and was thanked by the Mayor for the work he is doing and for attending the Council Meeting.

2302/899 Apologies

Apologies were recorded on behalf of Cllr Edwards, and Sargent

2302/900 Chairman's Announcements

Members were advised that Appledore Shipyard will be doing significant work on a defence vessel in the near future.

2302/901 Declarations of interest

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

2302/902 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 Leather, Seconded: Cllr Tisdale (all in favour)

2302/903 To confirm and sign the minutes of the Town Council Meeting held 25th January 2023

It was **resolved** to sign the minutes of the Town Council Meeting held 25th January
Proposed: Cllr Leather, Seconded: Cllr Tisdale
(majority in favour 3 abstentions not present at the meeting)

2302/904 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

- **Planning – 5th and 19th January 2023**
- **Town Projects 9th January 2023**

It was agreed 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

2302/904 Action Points

It was agreed to note the action points

- 2302/905 To receive and consider reports from the Town Clerk (Bank reconciliation as presented to Finance and HR)**
It was agreed to note the reports from the Town Clerk
- 2302/906 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 questions were received
- 2302/907 To consider a further request from Appledore Fire Station to fund the cost of a cabinet to go on the Fire Station, to re-house the defibrillator which the Fire Brigade has at the station.**
It was **resolved** to fund the cost of a cabinet for the defibrillator.
Proposed: Cllr Mrs McCarthy, Seconded: Cllr Tisdale (all in favour)
Action point: Advise Appledore fire station that the Town Council will fund the cost of a cabinet.
- 2302/908 To ratify a decision made under Chairman's Announcements at the last meeting to accept the Heads of Terms for Blackies**
It was **resolved** to ratify a decision made under Chairman's Announcements at the last meeting to accept the Heads of Terms for Blackies.
Proposed: Cllr Leather, Seconded: Cllr Miss Manley (all in favour)
- 2302/909 To consider that the council makes a one-off donation towards the Turkey Syria Earthquake appeal.**
After some discussion three proposals were received
Councillor Mrs McCarthy proposed a donation of £200 this was seconded by councillor Hames.
A further proposal from Councillor Newman-McKie was that councillors organised a fundraising event which members of the public could support if they wished. This was seconded by Councillor Miss Woodhouse
There was a further proposal by Miss Manley that a forthcoming event organised for the end of March for the mayor's charity, should be split three ways to include a donation to the earthquake charity, this was seconded by councillor Hodson. The last proposal was voted on first with 10 votes in favour and 2 against, this proposal was carried. At this juncture Councillor Newman-McKie withdrew her proposal. Councillor McCarthy's proposal was then voted upon with 3 votes in favour, 7 against and 2 abstentions, this proposal fell.
Action Point: Arrange for the Mayor's Charity Event proceeds to be split three ways
- 2302/910 Correspondence:**
There was no correspondence

- 2302/911 Street Matters: All street matters forwarded by e-mail**
A Member raised the issue of the appalling state of Atlantic Way due to the development at Tadworthy Rd. The Town Clerk will write to the relevant authority. Concerns were raised about problems with Buckleigh Rd and children having to walk to school, when there is no footway, again the Town Clerk will write to the relevant authority. A recent notification regarding a road closure for Northam Square was queried and more information will be sought.
Action Points: Write to relevant authorities regarding queries.
- 2302/912 To receive a Police/Councillor Advocate Report**
Cllr Sargent had submitted his apologies but advised that the Speedwatch Campaign is temporarily suspended, due to issues with insurance but it is hoped it will be up and running again in the near future.
- 2302/913 Summary Report from County Councillor**
The County Councillor sent his apologies, he submitted a report which will be circulated to Members
- 2302/914 Summary Report from a District Member**
Members advised there is a planning meeting next week about planning reform. TDC has set their Council Tax and will be charging double council tax on second homes from 2024.
The three sites of Active Torridge are performing well.

Northam Town Council – Minutes of the Climate Emergency Committee Meeting held 27th February 2023 at 6.30pm

Present: Cllrs Hames (Chairman), Laws and Mrs Hodson.

In attendance: Wendy Lo-vel (co-opted member)

Guy Langton - Deputy Town Clerk

2302/930 Apologies

Apologies were received from Cllrs Mrs McCarthy and Newman-McKie and from Mr B Bruins and Mr T Wiersma (co-opted members).

2302/931 Chairman's announcements

The Chairman noted the meeting was inquorate, so no decisions could be resolved. The information would be presented, however, to ensure committee members remained up to date.

He further reported that he had attended a teams meeting regarding central government's planning reforms, which could include carbon auditing of development proposals and policies relating to building retention and renovation rather than demolish and rebuild, as the favoured approach.

2302/932 Declarations of interest:

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

2302/933 To agree the agenda as published

The agenda could not be agreed – the meeting was inquorate.

2302/934 To confirm and sign the minutes of the meeting held on 18th January 2023

The minutes could not be confirmed – the meeting was inquorate.

2302/935 To consider Action Points

It was reported that Full Council had approved the costs of planting the council's planters would be met fully within the budget of the Town Projects and asset Management Committee.

The action points were noted.

Action: Cllr Mrs Hodson to liaise with Bideford College and St Mary's primary school.

2302/936 To consider the Climate Action Plan

The committee heard the updates as presented:

Action		Responsible	Updates - 27.02.2023
1. Waste	1.2 Food Waste Scheme with Schools	Climate Emergency Committee	The head teachers would be asked how food waste was handled when the Council dropped the coronation medals to each of the schools.
2. Transport	2.1 Replacement of oldest current vehicle Electric vehicle for the Maintenance Team	Town Projects Committee	To be considered at the March 2023 meeting of that committee.

3. Energy	3.5 Northam Hall heating system	Council Staff	The HIVE system had occasionally failed and been re-booted or over-ridden. It had once needed professional attention since installation.
6. Biodiversity	6.2 Open spaces plan to increase biodiversity/climate resilience	Town Projects Committee	The Committee had recommended to the Town Projects Committee a planting scheme for the Council's open spaces and planters, to include wildlife friendly and drought resistant plants. The TP committee had resolved to adopt the scheme. The CEC has heard that Torridge District Council would be interested in working together to plant the gardens at Hillcliff Terrace at the northern end of Irsha St, Appledore with pollinator-friendly and drought resistant plants.
8. Procurement	8.1 Procurement policies to be reviewed for sustainability	Councillors and Council staff through the Review Committee	At its 20 th Feb 2023 meeting, Finance and HR had resolved to add the phrase "with due consideration given to environmental impacts of those purchases" to the clauses, ensuring that best value and value for money are achieved in all purchases.

2302/937

Public Participation

No members of the public were present.

2302/938

To receive an update on engagement with parish schools and Bideford College.

The Deputy Town Clerk updated the meeting with the plans for hedge planting at Appledore School, the plants were expected week commencing 27th February 2023, with the planting planned for week commencing 6th March 2023.

Cllr Mrs Hodson offered to follow up with Bideford College, the Deputy Town Clerk not yet having had a response to his email.

2302/939

To consider the final draft of the Climate Poster.

The members received the poster.

Action point: The Deputy Town Clerk to prepare a report on printing the poster for the next meeting of the committee.

2302/940

To receive an update on the work of Torridge District Council's Active Travel committee.

An update would be provided to the next meeting of the committee.

There being no further business the meeting finished at 7:37pm.

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

Northam Town Council – Minutes of the Climate Emergency Committee Meeting held 18th January 2023 at 6.30pm

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

In attendance: Wendy Lo-vel, Bert Bruins and Tom Wiersma (co-opted members)
Guy Langton - Deputy Town Clerk

2301/789 Apologies
No apologies were received.

2301/790 Chairman's announcements
The Chairman reported that Mr David Inwood has resigned as a co-opted member of the committee, saying whilst he was very impressed by the work being done, he had thought the Council's remit would be wider. The Chairman reported that he had written to Mr Inwood to thank him for his work on the committee. His replacement would be sought when the Council's committee structure was known after the election in May 2023.

2301/791 Declarations of interest:
Members were reminded that all interests should be declared prior to the item being discussed.

2301/792 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)

2301/793 To confirm and sign the minutes of the meeting held on 13th December 2022
It was **resolved** to agree the minutes as recorded, which were signed by the Chairman.
Proposed: Cllr Laws, Seconded: Cllr Newman-McKie (majority in favour, one abstention, absent from the meeting)

2301/794 To consider Action Points
The action points were noted.
Action: Deputy Town Clerk to send copies of the correspondence with St Mary's school with Cllr Mrs Hodson.

1. 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.
2. 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
3. Updating the climate action plan. The matter was on the agenda.

2301/795 To consider the Climate Action Plan
The action plan was updated as follows presented at the end of these minutes:
It was **resolved** to recommend to the Finance and Human Resources committee to review the Council's investments and consider placing the monies in sustainable funds, provided by (for example) the Churches, Charities and Local Authorities (CCLA) Investment Management Limited.
Proposed: Cllr Hames, Seconded: Cllr Mrs Hodson (all in favour).

Action	Responsible	Priority	Status	End Date	Carbon Saving	Cost (£)	15.11.2022	13.12.2022	18.01.2023
5. Food	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.	The matter would be included on an agenda item in the new civic year for full consideration.
6. Biodiversity	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.	The Committee had recommended to the Town Projects Committee a planting scheme for the Council's open spaces and planters, to include wildlife friendly and drought resistant plants. The TP committee had resolved to adopt the scheme. The CEC has heard that Torridge District Council would be interested in working together to plant the gardens at Hillcliff Terrace a the northern end of Irsha St, Appledore with pollinator-friendly and drought resistant plants.
7. Water	Council staff	Medium	Amber				Northam Hall complete. Plans to be drawn up to maximise rain water captured at Westward Ho! Park pavilion.	(no update)	The water butt at the Town Hall would be investigated to understand why it wasn't collecting water from the roof.

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.	(no update)	The committee resolved to recommend to the Finance and HR committee that the Council seek to review its investments, seeking to place long term deposits in sustainable funds.
10. Community Engagement	10.3 Expand NTC Emergency Plan to include climate resilience	Review committee	Medium	Red			A recommendation to Review Committee could be made.	(no update)	The matter would be included on an agenda item in the new civic year for full consideration.

Minutes

2301/796

Public Participation

No members of the public were present.

2301/797

To receive an update on the committee's budget for 2022-23.

The committee noted the budget and planned spending remaining for 2022-23. It was **resolved** to request at the January 2023 Full Council meeting that the remaining cost of insulating Northam Hall, approx. 50% of the whole cost, be allocated to the wider project budget, or other suitable budget line.
Proposed: Cllr Mrs Hodson, Seconded: Cllr Laws (all in favour).

2301/798

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.

The committee discussed the matter in detail, noting that the request did not make the amount that was being requested clear, nor was the total anticipated cost. The details of the difference between the cost of planting solely with annual bedding plants and planting some baskets and planters with perennials was not clear.

It was **resolved** to decline to meet the full cost of the plants and to request information on the difference in the cost of planting solely with annual bedding plants and planting some baskets and planters with perennials plants was available. Proposed: Cllr Newman-McKie, Seconded: Cllr Mrs Hodson.

Action: Deputy Town Clerk to request details of the difference in cost.

2301/799 To receive an update on engagement with parish schools and Bideford College.

The Committee heard that the Council had been successful in its grant application to the Tree Council to work with the Appledore School PTA, the North Devon Biosphere and Northam Burrows Country Park on their project to Create School Micro Reserves within the North Devon Biosphere. This grant was for £699.20 and required the Council to initially meet the cost of the spending, which would be claimed back from the Tree Council.

It was resolved to delegate the signing of the grant acceptance form to the Deputy Town Clerk.

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

Action: Deputy Town Clerk to sign and return the acceptance form.

Action: Deputy Town Clerk to make phone contact with the Head of 6th Form at Bideford College.

2301/800 To receive a report from the West Country Buzz Project Officer at the Bumble Bee Conservation Trust.

The committee received the report, noting its valuable content and clear advice.

2301/801 To receive an update on the progress of the Climate Poster.

The committee heard that Cllrs Newman-McKie and Mrs McCarthy had met with the designer to talk through the committee's requested changes.

The committee would receive a further draft of the poster in due course, for approval.

2301/802 To consider replacing the bicycle rack at Lords Meadow.

It was **resolved** to remove the damaged bicycle rack at Lords Meadow and review the provision of cycle storage at a future meeting of the committee.

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

[Mr T Wiersma left at this juncture]

2301/803 To receive an update on the work of Torridge District Council's Active Travel committee.

The final proposals from Barnstaple, Bideford & Northam Local Cycling and Walking Infrastructure Plan (LCWIP) was awaited from Devon County Council, which would be submitted to central government for funding.

TDC Active Travel Advisory Group had drawn up proposals for cycle rack locations in the district, although funding was still required.

The District Council is investigating a cycle route through Victoria Park. This would be part of the proposed route from Northam to Bideford Quay. The route through the Park is being considered as an alternative to a suggested route in front of Riverbank House through to the Quay.

There being no further business the meeting finished at 8:32pm.

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

Minutes of the meeting of the Finance and Human Resources Committee held in the Council Committee Room, Windmill Lane, Northam, 18.30 Monday 16th January 2023

Present: Cllr Leather (Chairman), Hames, Hodson, Sargent, Tisdale and the Mayor (ex-officio)

In attendance: Mrs M J Mills - Town Clerk
Cllr Mrs McCarthy

2301/759 Apologies

Apologies were received from Cllr Edwards, and Himan,

2301/760 Chairman's announcements

There were none.

2301/761 Declarations of interest

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

There were none

2301/762 To agree the agenda as published

It was **resolved** to agree the agenda between Part A and Part B

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

2301/763 To confirm and sign the minutes of the meeting held 12th December 202

It was **resolved** to confirm and sign the minutes of the meeting held 12th December 2022

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

2301/764 Action Points: were noted.

2301/765 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

2301/766 To consider invoices for payment and financial reports

It was **resolved** to accept the invoices for payment and financial reports, (bank reconciliation, list of payments and receipts, net position by cost code, including budget figures.

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

Minutes of the meeting of the Finance and Human Resources Committee held in the Council Committee Room, Windmill Lane, Northam, 10.00 20th February 2023

Present: Cllr Leather (Chairman), Edwards, Hames, Himan, Hodson, Sargent, Tisdale and the Mayor (ex-officio)

In attendance: Mrs M J Mills - Town Clerk
Cllr Mrs McCarthy

- 2302/883 Apologies**
No Apologies, all present
- 2302/884 Chairman's announcements**
There were none.
- 2302/885 Declarations of interest**
Members were reminded that all interests must be declared prior to the item being discussed.
There were none
- 23012/886 To agree the agenda as published**
It was **resolved** to agree the agenda between Part A and Part B
Proposed: Councillor Sargent, Seconded: Cllr Tisdale (all in favour)
- 2302/887 To confirm and sign the minutes of the meeting held 16th January 2023**
It was **resolved** to confirm and sign the minutes of the meeting held 16th January 2023
Proposed: Councillor Tisdale, Seconded: Cllr Sargent, (majority in favour 1 abstention, not present at the meeting.)
- 2302/888 Action Points:** were noted.
- 2302/889 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
- 2302/890 To consider invoices for payment and financial reports**
It was **resolved** to accept the invoices for payment and financial reports, (bank reconciliation, list of payments and receipts, net position by cost code, including budget figures.
Proposed: Councillor Leather, Seconded: Cllr Laws (all in favour)
- 2302/891 To consider a review of Financial Regulations (no current updates received)**
It was **resolved** to accept the Current Financial Regulations as there are currently no alterations.
Proposed: Councillor Himan, Seconded: Cllr Leather, (all in favour)

2302/892 To receive an update on the Practitioner's Guide 22/23
The update was noted

2302/893 To consider reviews

- **Risk review** It was **resolved** to accept the risk review
- Proposed: Councillor Tisdale: Seconded Cllr Leather (all in favour)
- **Investment Strategy**
It was **resolved** to accept the Investment Strategy with the addition of "with due consideration given to environmental impacts of those purchases" to the clause, Ensuring that best value and value for money are achieved in all purchases.
Proposed: Councillor Hames: Seconded Cllr Edwards (all in favour)
- **Internal Control (*herewith*)**
It was **resolved** to accept the Internal Control as presented
Proposed: Councillor Leather: Seconded Cllr Sargent (all in favour)
Action Points: Cllr Hames will investigate green options for investments.
The Town Clerk was asked to check on interest rates available to the Council

Northam Town Council – Minutes of the Planning Meeting held 2nd February 2023 at 6.30 pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Davis (Chairman), Mrs Hodson, Laws, Newman-McKie and Sargent.
In attendance: Guy Langton – Deputy Town Clerk
Cllr Mrs McCarty (non-committee member).

2302/848 Apologies

Apologies were recorded on behalf of Cllrs Miss Manley and Hames.

2302/849 Chairmans Announcements:

The Chairman made no announcements.

2302/850 To agree the agenda as published

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

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

2302/851 Declarations of interest:

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

2302/852 To confirm and sign previous planning committee meeting minutes.

It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 19th January 2023.

Proposed: Cllr Laws, Seconded: Cllr Sargent (majority in favour, one abstention – absent from the meeting).

2302/853 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.

2302/854 Planning Appeals Torridge District Council, the determining Authority, has notified the Council that the following appeals have been lodged with the Department of Communities and Local Government against the refusal of Planning Permission.

It was **noted** that Torridge District Council, the Planning Authority, had received the below listed planning appeals.

i) Appeal Reference: **APP/W1145/W/22/3308151**

Proposal: Outline application for 2 no. dwellings with some matters reserved - Resubmission of Planning Application 1/0103/2021/OUT

Location: Land At Alpha Place, Appledore, Devon

TDC Planning reference **1/0096/2022/OUT**

2302/855 To receive a letter from Mr Ian Rowland, Senior Planning Policy Officer at Torridge District Council in response to the concerns raised regarding the composition of the HELAA Panel.

The committee received the comprehensive letter, noting its contents and welcoming the confirmation that local people would be consulted as part of the process, albeit in the latter stages.

2302/856 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:

- i) **1/0012/2023/FUL** Applicant: Mr Heard & Ms Hallett
Location: 5 Fairway, Appledore, Bideford, Devon
Proposal: Erection of extension and alterations to create first floor and detached garage
It was **resolved** to recommend the proposal be approved.
Proposed: Cllr Newman-McKie, Seconded: Cllr Laws (majority in favour).
- ii) **1/0025/2023/FUL** Applicant: Mrs Wooley
Location: Driftwood, Myrtle Street, Appledore, Bideford
Proposal: Replacement of all windows and doors, and retrospective permission for Juliet balcony.
It was **resolved** to recommend the proposal be approved.
Proposed: Cllr Sargent, Seconded: Cllr Davis (all in favour).
- iii) **1/0024/2023/FUL** Applicant: Mr & Mrs Fearnley
Location: Glenside, First Raleigh, Bideford, Devon
Proposal: Erection of 1no. dwelling and associated external works.
It was **resolved** to recommend the proposal be approved.
Proposed: Cllr Mrs Hodson, Seconded: Cllr Davis (all in favour).
- iv) **1/1194/2022/FUL & 1/1195/2022/LBC** Applicant: Mr Hughes
Location: Bude House, Odun Road, Appledore, Bideford
Proposal: Conversion of garage and extension to create dependent annexe, creation of parking area and erection of solar photovoltaic panels
It was **resolved** to recommend the proposal be approved, noting that the design of this dependent annexe sought to enhance the street scene.
Proposed: Cllr Newman-McKie, Seconded: Cllr Sargent (all in favour).
- v) **1/1164/2022/FUL** Applicant: Northam Care Trust
Location: Northam Lodge, Heywood Road, Northam, Bideford
Proposal: Erection of training hub room
It was **resolved** to recommend the proposal be approved, though it was noted that there was no fire exit identified on the plans. The committee considered that the unit would benefit from one.
Proposed: Cllr Laws, Seconded: Cllr Sargent (all in favour).
- vi) **1/0039/2023/FUL** Applicant: Mr & Mrs Walton
Location: Still Waters, Torridge Road, Appledore, Bideford
Proposal: Demolition of existing dwelling and erection of replacement dwelling.
It was **resolved** to recommend the proposal be refused on the grounds that the proposed development and associated parking would have a detrimental impact on the public highway and on-road parking in the immediate vicinity.
Proposed: Cllr Newman-McKie, Seconded: Cllr Laws (all in favour).
Action: Deputy Town Clerk to contact the Torridge District Council ward members advising them of the committee's request this proposal be called in.

- vii) **1/0065/2023/FUH** Applicant: Mr Atkins
Location: 10 Francis Drive, Westward Ho!, Bideford, Devon
Proposal: Erection of a separate garden room, extension to patio and replace part of garden fence.
It was **resolved** to recommend the proposal be approved.
Proposed: Cllr Laws, Seconded: Cllr Sargent (all in favour).
- viii) **1/0058/2023/FUL** Applicant: Mr Dark
Location: 32 Fordlands Crescent, Bideford
Proposal: Erection of 1no. dwelling.
It was **resolved** to recommend the proposal be approved, though it was noted that strict conditions would need to be applied, should permission be granted, regarding the parking of vehicles related to the construction of the dwelling to mitigate any issues with highway traffic flow.
Proposed: Cllr Laws, Seconded: Cllr Sargent (all in favour).
- ix) **1/0001/2023/FUL** Applicant: Maxika Homes
Location: Land At Culloden House, Fosceth Hill, Westward Ho!
Proposal: Erection of 2no. detached dwellings with associated parking and landscaping and the provision of 4no. car parking spaces to serve Culloden House.
It was **resolved** to recommend the proposal be refused on the grounds that the proposed development would have a detrimental effect on the street scene, and represent overdevelopment of Atlantic Road, which is fronted on the southern side mostly by gardens and parking access to the properties above. The proposal would also have a visual impact on the street scene, which is currently of large, Victorian buildings.
Proposed: Cllr Laws, Seconded: Cllr Sargent (majority in favour).
- x) **1/0071/2023/FUL** Applicant: Mr Sullivan
Location: Fordlands, Heywood Road, Northam
Proposal: Extension and alterations to existing dwelling including new garage and driveway.
It was **resolved** to defer consideration of the proposal to the next meeting of the committee, on the 16th February 2023, when further reports and responses may have been lodged with the planning authority.
Proposed: Cllr Davis, Seconded: Cllr Newman-McKie (all in favour).

2302/857 Torridge District Council Planning Decisions

It was noted that Torridge District Council, the determining Authority, had **granted permission** for the following applications.

- i) **1/1155/2022/FUL**
Proposal: Proposed extension and alterations (Affecting a Public Right of Way) - Variation of condition 2 in relation to application 1/0808/2020/FUL - Design of extension.
Location: Yeoldon House Cottage, Durrant Lane, Northam, Bideford
(Northam recommended this proposal be granted permission)

- ii) **1/1152/2022/FUL**
Proposal: Demolition of existing storage building and replace with the erection of 2-bed single storey dwelling and retention of existing workshop (unaltered) - Variation of condition 2 of Planning Approval 1/0126/2021/FUL - Design of dwelling
Location: Land And Buildings Diddywell Road, Appledore, Devon,
(Northam recommended this proposal be granted permission)
- iii) **1/1110/2022/FUL**
Proposal: Extensions and alterations to include creation of first floor accommodation
Location: 49 Staddon Road, Appledore, Bideford, Devon
(Northam recommended this proposal be granted permission)
- iv) **1/1045/2022/FUL & 1/1126/2022/LBC**
Proposal: Demolition of existing conservatory, formation of courtyard patio and erection of summerhouse
Location: 5 Odun Road, Appledore, Bideford, EX39 1PT
(Northam recommended this proposal be granted permission)
- v) **1/0785/2022/FUH**
Proposal: Replace existing conservatory with a single storey extension
Location: 45A Hanson Park, Northam, Bideford, Devon
(Northam recommended this proposal be granted permission)
- vi) **1/1035/2022/OUT**
Proposal: Outline application for construction of 1 no. dwelling with all matters reserved except for access
Location: Land At Grid Reference 244619 128145, Heywood Road, Northam, Devon
(Northam recommended this proposal be refused permission)

2302/858 Torridge District Council Planning Decisions

It was noted that Torridge District Council, the determining Authority, had **refused permission** for the following applications.

- i) **1/0905/2022/LBC**
Proposal: Installation of 3no. rooflights to the front elevation
Location: 5 Odun Road, Appledore
(Northam recommended this proposal be granted permission)

There being no further business the meeting closed at 8.10pm

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

Northam Town Council – Minutes of the Planning Meeting held 16th February 2023 at 6.30 pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Davis (Chairman), Mrs Hodson, Laws, Newman-McKie and Tisdale.

In attendance: Guy Langton – Deputy Town Clerk

2302/874 Apologies

Apologies were recorded on behalf of Cllrs Miss Manley and Sargent.

2302/875 Chairmans Announcements:

The Chairman made no announcements.

2302/876 To agree the agenda as published

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

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

2302/877 Declarations of interest:

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

2302/878 To confirm and sign previous planning committee meeting minutes.

It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 2nd February 2023.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Laws (majority in favour, two abstentions – absent from the meeting).

2302/879 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.

2302/880 To consider the request from *everything is somewhere* to meet with the Council.

It was **resolved** to agree to offer a timed (45 minute) meeting to ***everything is somewhere*** to hear their plans for Richmond Dock in Appledore. This meeting would be prior to a scheduled meeting of the Planning Committee and in line with Council protocol, this meeting would be open to the public (as observers).

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

Action: Deputy Town Clerk to contact *everything is somewhere*.

2302/881 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:

i) **1/0031/2023/FUL**

Applicant: Mr & Mrs Heaman

Location: Grandmas, Chircombe Lane, Northam

Proposal: Replacement garage

It was **resolved** to recommend the proposal be approved.

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

- ii) **1/0290/2022/LBC** Applicant: Mrs Nockles
 Location: Cross House, Fore Street, Northam
 Proposal: Roof replacement and external and internal alterations.
 It was **resolved** to recommend the proposal be approved.
 Proposed: Cllr Newman-McKie, Seconded: Cllr Hames (majority in favour).
- iii) **1/0123/2023/OUT** Applicant: Mr Ashton
 Location: Land At Rowena, Kingsley Road, Westward Ho!
 Proposal: Outline application with all matters reserved for 1 no. dwelling (Variation of condition 4 of Planning Application 1/1142/2021/OUT) - Amendment to wording.
 It was **resolved** to recommend the proposal be approved.
 Proposed: Cllr Laws, Seconded: Cllr Tisdale (majority in favour).
- iv) **1/0120/2023/FUL** Applicant: Mr Payne & Ms Clark
 Location: 4 Kenwith Road, Bideford
 Proposal: Proposed extensions and alterations.
 It was **resolved** to recommend the proposal be approved.
 Proposed: Cllr Newman-McKie, Seconded: Cllr Tisdale (majority in favour).
- v) **1/0071/2023/FUL** Applicant: Mr Sullivan
 Location: Fordlands, Heywood Road, Northam
 Proposal: Extension and alterations to existing dwelling including new garage and driveway.
 It was **resolved** to recommend the proposal be refused, on the grounds that:
 The planned installation of a flat roof, combined with the increased height of the party wall, would have a detrimental affect on the amenity of the neighbouring properties, the proposal being overlooking and overshadowing. This is contrary to Local Plan 2031 policies DM01 (Amenity Considerations) and DM25 (Residential Extensions and Ancillary Development). Further, the plans for the garage would have a detrimental visual impact on the house, an unlisted heritage asset, contrary to policy DM07 (Historic Environment). The scale of the proposed garage is, contrary to policy DM04 (Design Principles). The associated driveway would diminish the amenity value of the lawn.
 Proposed: Cllr Hames, Seconded: Cllr Tisdale (all in favour).
Action: Deputy Town Clerk to request the TDC Ward members to review the proposal with a view to calling it in.

2302/882 Torridge District Council Planning Decisions

It was noted that Torridge District Council, the determining Authority, had **granted permission** for the following applications.

- i) **1/0764/2022/FUL**
 Proposal: Retrospective application for the widening of an existing access and installation of electric roller door
 Location: 19 North Street, Northam
 (Northam recommended this proposal be refused permission)
- ii) **1/1221/2022/FUL**
 Proposal: Alterations including east side extension (Re-submission of 1/0228/2022/FUL)
 Location: 19 Dudley Way, Westward Ho!
 (Northam noted this proposal)

iii) **1/1236/2022/FUL**

Proposal: Proposed wc/shower/wash building

Location: Skern Lodge, Appledore

(Northam recommended this proposal be granted permission)

iv) **1/1245/2022/FUL**

Proposal: Proposed first floor extension, a new porch, and a rear canopy along with reconstruction of the existing garage

Location: 4 Scott Avenue, Appledore

(Northam recommended this proposal be granted permission)

v) **1/1128/2022/FUL**

Proposal: First floor extension & alterations to existing bungalow

Location: 24 Highfield, Northam

(Northam recommended this proposal be granted permission)

There being no further business the meeting closed at 7:28pm

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

Northam Town Council – Minutes of the Planning Meeting held 2nd March 2023 at 6.30 pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Davis (Chairman), Mrs Hodson, Miss Manley, Newman-McKie and Tisdale.

In attendance: Guy Langton – Deputy Town Clerk
One member of the public.

2303/958 Apologies

Apologies were recorded on behalf of Cllrs Laws and Sargent.

2303/959 Chairmans Announcements:

The Chairman made no announcements.

2303/960 To agree the agenda as published

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

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

2303/961 Declarations of interest:

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

2303/962 To confirm and sign previous planning committee meeting minutes.

It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 16th February 2023.

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

2303/963 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.

The member of the public addressed the committee on the street naming at item 2303/965. In his view, the name should reflect the history of the area and he provided the committee with options and the reasons these may or may not prove acceptable to the District Council.

2303/964 To receive an update following the request from *everything is somewhere* to meet with the Council.

The Deputy Town Clerk reported that the owners of Richmond Dock and their agents would attend a meeting with the Planning Committee on the 16th March 2023, to start at 6.30pm and last no more than 40 minutes. This allowed the scheduled planning committee to start immediately after, at 7.15pm.

It was noted that the meeting would be held in line with the Council's protocol, so be open to the public as observers.

It was agreed that should the public want specific questions to be asked, they do this by contacting their ward member in advance of the meeting.

Action: Deputy Town Clerk to publicise the meeting.

2303/965 To consider the name of a new street in Northam (TDC Planning Reference: 1/0064/2020/REM)

After considering the possible names provided by members, the member of the public and from the District Council, it was **resolved** to suggest the road be named 'Bramley Close' in recognition of its previous use as a Bramley apple orchard. Proposed Cllr Miss Manley, Seconded: Cllr Mrs Hodson (all in favour).

2303/966 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:

- i) **1/0131/2023/FUL** Applicant: Mr Bushby
 Location: 36 Fairlea Crescent, Northam, Bideford, Devon
 Response date: 5th March 2023
 Proposal: Erection of front garden wall and gate
 It was **resolved** to recommend the proposal be approved.
 Proposed: Cllr Davis, Seconded: Cllr Newman-McKie (all in favour).
- ii) **1/0124/2023/FUL** Applicant: SDT Consultancy Ltd
 Location: Development Plot, Land At Grid Reference 244769 129162, Lakenham Hill, Northam
 Response date: 9th March 2023
 Proposal: Proposed dwelling
 (Variation of condition 2 of Planning Approval 1/0649/2020/FUL)
 (Variation of condition 1 of Planning Approval 1/0538/2022/FUL)
 It was **resolved** to recommend the proposal be approved.
 Proposed: Cllr Newman-McKie, Seconded: Cllr Tisdale Hames (all in favour).
- iii) **1/1164/2022/FUL (re-consultation)** Applicant: The Northam Care Trust
 Location: Northam Lodge, Heywood Road, Northam, Bideford
 Response date: 9th March 2023
 Proposal: Erection of training hub room (Amended Location Plan)
 It was **resolved** to recommend the proposal be approved.
 Proposed: Cllr Tisdale, Seconded: Cllr Davis (majority in favour).
- iv) **1/0153/2023/FUL** Applicant: Mr McEldon
 Location: Koversada, Diddywell Road, Appledore, Bideford
 Response date: 16th March 2023
 Proposal: Erection of detached dwelling and detached garage
 (Variation of condition 2 of Planning Application 1/0271/2022/FUL)
 It was **resolved** to note the proposal, making no further comments.
 Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale (all in favour).

2303/967 Torridge District Council Planning Decisions

It was noted that Torridge District Council, the determining Authority, had **granted permission** for the following applications.

- i) **1/1261/2022/FUL**
 Proposal: Conversion of existing outbuilding to dwelling (Removal of condition 3 of permission 1/1192/2007/FUL)
 Location: Buck House, Chircombe Lane, Northam, Bideford
 (Northam recommended this proposal be refused permission)

- ii) **1/1114/2022/FUL**
 Proposal: Proposed single storey extension & erection of double garage
 Location: 11 Cornborough Road, Westward Ho!, Bideford, Devon
 (Northam recommended this proposal be granted permission)
- iii) **1/1225/2022/FUL**
 Proposal: Demolition of single storey extension and erection of two storey side extension and alterations
 Location: Merlewood, Southwood Drive, Bideford, Devon
 (Northam recommended this proposal be refused permission)
- iv) **1/1226/2022/FUL**
 Proposal: Change of use from agricultural field to dog exercise field and equestrian grazing (Variation of condition 3 of planning permission 1/0957/2021/FUL) - extension to opening hours
 Location: Land At Grid Reference 245265 130328, Burrows Lane, Appledore, Devon
 (Northam recommended this proposal be granted permission)
- v) **1/1298/2022/FUL**
 Proposal: Demolition of existing bungalow & construction of an apartment building containing two apartments (Variation of conditions 2 & 4 of planning permission 1/0094/2019/FUL)
 Location: Land At Grid Reference 243198 129126, Nelson Road, Westward Ho!, Devon
 (Northam recommended this proposal be granted permission)

2303/968

Torridge District Council Planning Decisions

It was noted that Torridge District Council, the determining Authority, had **refused permission** for the following applications.

- i) **1/0955/2022/OUTM**
 Proposal: Outline application with some matters reserved (landscaping and layout) for the erection of hotel apartments and ground floor restaurant
 Location: Land At Grid Reference 243189 129178, Golf Links Road, Westward Ho!,
 (Northam recommended this proposal be refused permission)
- ii) **1/1251/2022/FUL**
 Proposal: Demolition of existing Surf Bay Holiday Park reception building.
 Proposed mixed use new two storey reception building & holiday unit.
 Location: Surf Bay Leisure, Surf Bay Holiday Park, Golf Links Road, Westward Ho!
 (Northam recommended this proposal be granted permission)

There being no further business the meeting closed at 6:52pm

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

Minutes**Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Tuesday 7th February 2023 in the Council Chamber, Windmill Lane, Northam**

Present: Cllrs Tisdale (Chairman), Edwards, Hames, Laws, and Leather
In attendance: Mrs Jane Mills – Town Clerk

2302/859 Apologies

Apologies were received from Cllr Mrs McCarthy and Cllr Himan

2302/860 Chairman's announcements

The Chairman spoke about how delighted he was that the Welcome to Westward Ho! sign has been restored following the theft of the previous sign. He inquired about the situation with footpaths and was advised that the council has requested an extension to the end of February to submit the returns. The Town Clerk advised members that the drain report for Northam Hall has just been received and due to the age and condition of the drainage it is recommended that the drain be replaced. The Town Clerk will bring full information to the next Full Council meeting. Members were further advised that Torridge District Council was happy to provide a new five year- lease of the skate park at a peppercorn rent and to waive the legal costs. Members agreed to proceed with the lease and commence repairs to the skate park. This will be an agenda item to be ratified at the next meeting.

Action Points: Confirm lease renewal and proceed with skatepark repairs, agenda item to ratify next meeting, Drain at Northam Hall on Full Council.

2302/861 Declarations of interest

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

There were none

2302/862 To agree the agenda between Part A and Part B

It was **resolved** to agree the agenda

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

2302/863 To confirm and sign the minutes of the Town Projects Meeting held 9th January 2023 as correct record.

It was **resolved** to confirm and sign the minutes of the Town Projects Meeting held 9th of January 2023 as correct record.

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

2302/864 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.

2302/865 To consider Action Points

The Action Points were noted (Town Clerk to chase Stagecoach re bus shelter)

2302/866 To consider replacement finger posts at Westward Ho!

It was proposed by Cllr Leather and seconded by Cllr Laws that subject to receipt of the locality grant that the Town Council proceeds with the purchase of the finger post example and costings shown on page one of the report. There was a further proposal by Cllr Edwards, seconded by Cllr Hames that this is deferred to a future meeting, when full details and costings could be presented.

There were two votes in favour of Cllr Edwards proposal, and three against, the proposal fell.

There were three votes in favour of the first proposal and two votes against so this proposal will proceed.

Action point: proceed with ordering the fingerpost subject to receipt of the locality grant.

2302/867 To consider a request from Appledore Pilot Gig Club

It was **resolved** to go ahead and grant permission subject to there being no restrictions in any of the covenants.

Proposed: Cllr Leather, Seconded: Cllr Laws (majority in favour, one abstention).

Action point: Town Clerk to check covenants and confirm permission subject to no restrictions

2302/868 To review the terms and conditions of Appledore Boat Park

It was **resolved** to accept the terms and conditions as presented

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

2302/869 To receive an update on play park repairs following the ROSPA inspection (Appletree Gardens/Ridgeway Drive) but did not feel it was necessary to have additional inspections (except those done by the maintenance men) through the year

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 17th January 2023 in the Council Chamber, Windmill Lane, Northam at 6.30 pm.

Present: Cllrs Mrs Hodson (Chairman), Laws, Leather, Mrs McCarthy, Newman-McKie, Sargent, Tisdale and Miss Woodhouse

Co-opted Members –Mr S Makeig-Jones

In attendance: Mrs Jane Mills Town Clerk

Mr G Langton - Deputy Town Clerk

2301/771 Apologies

Apologies were recorded on behalf of Cllrs Edwards, Mrs McCarthy and the Chair of FOTWHOP

2301/772 Chairman's Announcements

There were none

2301/773 Declarations of interest

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

2301/774 To agree the agenda as published

It was **resolved** to agree the agenda as published after moving Chairman's Announcements to Part B

Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)

2301/775 To confirm and sign the minutes of the Westward Ho! Park Meeting 22nd of November 2022

It was **resolved** to confirm and sign the minutes of the Westward Ho! Park Meeting held on 22nd of November 2022 as a correct record.

Proposed: Cllr Leather, Seconded: Cllr Laws

(majority in favour one abstention not present at the meeting)

2301/776 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 present.

2301/777 To consider the Action Points

The action points were noted: The town Clerk was asked to restore the signage relating to the closure of the tennis courts and to arrange removal of the tennis nets

Action points: signage to be restored and nets to be removed

2301/778 To receive an update on the Fields in Trust application

Members were advised that Fields in Trust have been approached with regard to an application. This cannot be finalised until the Land Registry confirm the documentation. Our solicitors are dealing with the matter and will advise the Town Council on receipt of the documents.

Action point: agenda item when more information is available

- 2301/779 To receive an update on the Wain Homes “Helping Hands Initiative”**
Members were advised that the office has been unable to contact the relevant person, further approaches will be made to Wain Homes and this will be an agenda item, next meeting
Action point: agenda item next meeting
- 2301/780 To receive a report from the Chair of FOTWHOP**
A report was received and circulated from the chair of FOTWHOP, a copy is attached to the minutes. A gardener’s report advised that up to the end of December a total of 721 hours volunteer work has been recorded. It has recently been too wet to do much work at the park, however, the daffodils are starting to show. A wheel needs replacing on the wheelie bin. The gardeners were thanked for the Christmas decorations.
- 2301/781 To receive an update on information from the surveyor on the pavilion**
The surveyor sent a drawing of a proposed floor plan.
It was **resolved** to defer a decision on the pavilion until the new council is elected but to gather information including covenants on the building and utility issues and possible options moving forward.
Proposed: Cllr Laws, Seconded: Cllr Tisdale (all in favour)
Action point: prepare a report for the new Council.
- 2301/782 To receive an update regarding the tennis courts (LTA procurement process)**
Members were advised that a contractor has been appointed and the LTA are endeavouring to arrange a site meeting, it was emphasised that some members and staff should be present at the meeting. Also, it is hoped that the work will be completed by the summer and this should be conveyed to the LTA.
Action point: Contact LTA regarding the site visit and the need for the work to be completed by the summer.
- 2301/783 To consider the play inspection report for Westward Ho! Park (sent by e-mail)**
Members requested that future play inspection reports for Westward Ho! Park should be circulated to the committee and placed on an agenda and the response from Kompan should be brought to the next committee meeting.
Action point: Contact Kompan for an urgent response to the Council’s email.
- 2301/784 To consider improved signage from the centre of Westward Ho! To the Park**
It was agreed to defer this matter until completion of the work on the tennis courts.
At this juncture Cllr Tisdale gave his apologies and left the meeting.

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 28th February 2023 in the Council Chamber of the Town Hall at 6.30 pm

Present: Cllrs Mrs Hodson (Chairman) Mrs McCarthy, Newman-McKie, Tisdale and Miss Woodhouse.

In attendance: Co-opted Members – Mrs C Hutchins, Mr S Makeig-Jones
Mr G Langton – Deputy Town Clerk.
Two members of the public.

2302/941 Apologies

Apologies were received from Cllrs Edwards and Laws.

2302/943 Chairman's announcements

The Chairman reported that drug-abuse paraphernalia had been found in the play-train at Westward Ho! park. This had been reported to the police and a crime number received. It had also been brought to the attention of Northam Town Council's councillor police advocate.

The Police and Crime Commissioner had been written to by the meeting Chair highlighting issues with antisocial behaviour experienced by retail staff and shoppers in the village centre. This matter has also been brought to the attention of Torridge District Council.

2302/944 Declarations of interest

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

No member declared an interest in any item.

2302/945 To agree the agenda as published

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

Proposed: Cllr Tisdale, Seconded: Cllr Miss Woodhouse (all in favour)

2302/946 To confirm and sign the minutes of the Westward Ho! Park Committee meeting held on 17th January 2023

It was **resolved** to confirm the minutes of the Westward Ho! Park Meeting held on 17th January 2023 as a correct record. They were signed by the Chair.

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

2302/947 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. Neither person present wished to address the committee.

2302/948

To consider Action Points

Action points were noted as follows:

Applying to dedicate the Park with Fields in Trust: the application would be made once the Title had been received from the Land Registry.

The Wain Homes 'Helping Hands' initiative was not considered to be appropriate for work at the Sensory Garden. The committee heard that under procurement rules, a project could not be sub-divided to keep the costs below £25,000 and so not require publication on the government's contracts finder. Should a suitable project present itself, Wain Homes would be contacted again.

Then remainder of the action points were noted.

2302/949

To receive an update on the Sensory Garden development

The Committee noted the circulated paper, showing the detail of the project and plans as it appears on the contracts finder website.

2302/950

To receive a report from the Chair of FOTWHOP

The Chair of FOTWHOP reported that there were now 165 numbers sold in the 200 club. The numbers would be available to buy again for the new draw year, from May 2023.

It was noted that FOTWHOP had received three grants for work at the Sensory Garden. One was specifically for the design, for which an invoice would be raised for the attention of the FOTWHOP Chair.

Action point: Office to check the detail and raise the invoice.

It was reported that further requests from outside groups and organisations had been made to use the park for their activities. It was noted that similar requests had also made regarding use of the pavilion.

Action point: Add an agenda item to the next meeting to regularise the Council's approach to such requests.

The volunteer gardeners reported that the HotBin composter enclosure had been installed but still needed a lock and the HotBin itself putting in place.

It was further reported that two new beds had been cut, which were being used as nursery beds for the plants retained from the sensory garden area. Plants had been purchased by and donated to the volunteer gardeners, which would be planted in the sensory garden once the work was complete. The possibility of holding a plants and seed sale/swap event was discussed.

Action point: Include consideration of a plant and seed sale/swap on the agenda for the next meeting of the committee.

2302/951

To receive an update regarding the tennis courts (LTA procurement process)

The committee heard that the procurement process was ongoing at the LTA. A contractor based in Kidderminster had been appointed, though it was understood the courts had not yet been visited.

A request had been made for a detailed update to be provided in advance of the March 2023 meeting of this committee.

Action point: include the matter on the March 2023 agenda.

2302/952 To consider an update on the play inspection report for Westward Ho! Park

The committee heard that the Town Clerk had initially contacted Kompan in January 2023, arranging to meet with their representatives onsite. Kompan cancelled this meeting but then attended site without contacting the Council. A detailed response was received by the Town Clerk, providing a response to each issue highlighted in the inspection report, including advice from Kompan's Claims Department that the issue with the roundabout was being investigated as potential manufacturing error.

The committee noted the report listing the remedial work undertaken by the Council's maintenance team upon receipt of the report. The committee considered that more detailed internal inspections may be required.

It was **resolved** that for the Westward Ho! Park play area, a maintenance inspection log be developed that reflected the inspection regime required by the guarantee documentation provided by Kompan and that all required tools were purchased, if not already possessed by the Council.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale

Action point: Recommend that the Town Projects and Asset Management Committee consider revising the internal maintenance reporting and recording process.

2302/953 To consider directional signage for Westward Ho! Park

It was **resolved** to order the pair of signs directing people to the park (with the addition of the word 'walk' and a walking stick figure).

Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale

Action point: Office to amend the design and order the signs.

It was **resolved** to revise the design of the sign directing people to the village centre, replacing the image with local services symbols (teacup, knife and fork and ice-cream cone).

Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale

Action point: Office to amend the design and order the signs.

2302/954 To consider an update on the condition of the tennis court fencing

The committee heard that given the state of the fencing and the damage being caused by exposure to the elements, it was being removed. This work would be completed by the end of week commencing 7th March 2023 and was at no cost to the Council beyond operational

FULL COUNCIL

ACTION POINTS MARCH 2023

To consider a further request from Appledore Fire Station to fund the cost of a cabinet to go on the Fire Station, to re-house the defibrillator which the Fire Brigade has at the station.	Advise Appledore fire station that the Town Council will fund the cost of a cabinet. Done, cabinet agreed, purchase will be April
To consider that the council makes a one-off donation towards the Turkey Syria Earthquake appeal.	Arranged for the Mayor's Charity Event proceeds to be split three ways for the bingo night.
Street Matters: All street matters forwarded by e-mail.	Written to relevant authorities regarding queries. Responses attached for 2, Northam Square cannot deal further until TTRO is received
To consider a contract for gas at Northam Hall (updated confidential report attached).	Arranged a contract with British Gas.
To consider the report on drains at Northam Hall and the price for the work (subject to receipt of quotes).	Proceeded with the required works at Northam Hall.

Dear Jane

Unfortunately, because of the rural nature of much of our network, it is common that many of our roads do not have footways.

You have not said if there is a specific section of Buckleigh Road that is raising concern, but I understand that the main issue is that secondary school children are walking to Bideford College as they are not eligible for free school transport.

I have received the following information from the local Highway Development Manager, which I hope will therefore be useful.

Through new housing developments in the area, a new footway and cycleway will be created between Westward Ho! and Bideford, built in part by the developers and in part by the County Council. This will take many years to complete, but the widening of Buckleigh Road and provision of a path between Silford Cross and the junction of Buckleigh Road with the road to Abbotsham should happen this year, subject to housebuilder Vistry gaining relevant permissions. A path onwards from there to Bideford via the Kenwith Valley is being investigated by County Council Engineers, but its construction is reliant on section 106 payments being made by large housing developments across Bideford and Northam, and negotiations with private landowners for acquisition of land will also be required.

With kind regards,
Meg Booth
Director, Climate Change, Environment & Transport
Devon County Council
01392 383000

Dear Jane Mills,

I wish to update you on the outcome of the above investigation.

The condition of Atlantic Way has been monitored over several days. The roadway, although occasionally having a small amount of wet mud on the road has shown signs of being swept. I have spoken with one of the site managers and the entrance to the site closest to Atlantic Way has been recently resurfaced and should reduce further instances of mud on the road. The site manager also said that they are maintaining sweeping the roadway at the end of each day and more often if they are aware it is necessary.

For your information it is Devon County Council Highways Departments standing information that mud on the road causing dangerous road conditions is a police matter.

At this time the Council will not be taking any further action in this matter, I will however continue to monitor the roadway on a regular basis. This case is now closed.

Kind regards,

Grant McGill Planning Enforcement Officer
Torridge District Council Riverbank House, Bideford, EX39 2QG
Phone 01237 428715
Email grant.mcgill@torridge.gov.uk

Northam Town Council

8

Prepared by:

M. S. W. T. Clerk/RFO

Date:

14/3/2023

Name and Role (Clerk/RFO etc)

Approved by:

J. H. R. RFO/Chair of Finance etc

Date:

20/3/23

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 14/03/2023			
A	Cash in Hand 01/04/2022		289,131.66
	ADD		
	Receipts 01/04/2022 - 14/03/2023		562,619.29
			851,750.95
	SUBTRACT		
	Payments 01/04/2022 - 14/03/2023		585,025.51
A	Cash in Hand 14/03/2023 (per Cash Book)		266,725.44
B	Cash in hand per Bank Statements		
	Cash 14/03/2023	0.00	
	Nationwide Saver 14/03/2023	0.00	
	Northam Town Council Burrows 14/03/2023	0.00	
	Northam Town Council 14/03/2023	38,147.87	
	Cambridge Building Society 14/03/2023	56,425.31	
	Nationwide 95 day account 14/03/2023	86,607.35	
	Cambridge and Counties Bank 14/03/2023	86,160.12	
	Petty Cash 14/03/2023	387.54	
	PayPal Account 14/03/2023	0.00	
			267,728.19
	Less unrepresented payments		1,158.75
			266,569.44
	Plus unrepresented receipts		156.00
B	Adjusted Bank Balance		266,725.44
A = B Checks out OK			



Accounts



Payment and transfers



Search transactions



Approvals



Payees



Reports & Statements



Products and Services



Cheques



Settings



COUNCIL

Your balance as of 14/03/2023 at 12:06

[Make A Payment](#)

[Download Statements](#)

£ 38,147.87

Available balance

[How your available balance works](#)

+

Current balance

£ 38,147.87

Overdraft limit

£ 0.00

Excluded from your available balance

Remaining overdraft

£ 0.00

Account number

[REDACTED]

Sort code

[REDACTED]

Account type

COMMUNITY DIRECT

Name

NORTHAM TOWN COUNCIL

Nickname

NORTHAM TOWN COUNCIL

[See more account details](#)

+

[Last 30 days transactions](#) [Older transactions](#) [Upcoming transactions](#)

[Search Transactions](#)

Download

Northam Town Council



Full Council

29th March 2023

Report author: G Langton, Deputy Town Clerk

Town Council Land Holdings.

Introduction

1. The Transparency Code for Smaller Authorities (2014)¹ places a duty to publish certain information. Part of the information to be published annually are the local authority land and property holdings.
2. According to the Code details of all land and building assets parish/town councils should publish details of all public land and building assets as follows:
 - a. description (what it is, including size/acreage)
 - b. location (address or description of location and map)
 - c. owner/custodian (e.g. the council manages the land asset on behalf of a charity)
 - d. date of acquisition (if known)
 - e. cost of acquisition (or proxy value), and
 - f. the land's present use.
3. Land title registers list the covenants and easements (access rights across or through the land) associated with any land parcel.

Work to be carried out (next steps)

4. Acquire the land titles and registers for all Council-owned land, unless already held on file. These could be official copies of the register, or copies of the documents that are publicly accessible, for a fee.

¹ [SI/SR Template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/644441/SI-SR_Template.pdf)

5. Official copies would entail engaging a solicitor to acquire the titles. The work would therefore entail an additional fee.
 - a. For at least one parcel of land, the allotments at Windmill Lane, there is no land parcel identified at the Land Registry, for further details see appendix 2. In these situations, it is the officer's experience that professional support would be needed to establish the land title.
6. Publish the details as required above on the Town Council's website.

Financial Implications

7. Land titles and official registers can be acquired from the Land Registry for £3 per document. Two documents are required for each title and there are at least nine that are not currently accessible on Town Council electronic files.
 - a. The cost to acquire the documents for these directly from Land Registry would be approx. £54, should more be available that in current apparent, this could increase. A budget of £100 would be appropriate.
 - b. The establishing the exact parcel would be most readily achieved by accessing the relevant mapping layer of the Council's mapping software, when received.
8. Land titles that are not readily available or identifiable would be best placed in the hands of a legal specialist. The Council keeps a legal firm on retainer and the officer asked for an estimate of the cost that establishing title would entail.
 - a. In response, the officer was told *"As an estimate based on the information we have currently, we believe our fees would be between £1750 - £2250 plus VAT and disbursements. The specific sum of fees will depend on how readily available you are able to produce the necessary documents and the Land Registry"*.
 - b. Currently only one piece of land parcel would need to be approached in this way.
9. For those parcels being transferred or purchased, the Title and register should come as part of the transfer information and would be requested electronically as well as hard copy.

Recommendation

10. The Council resolve to meet the requirements of the Transparency Code for Smaller Authorities (2014) and publish details of its land and property holdings, allocating a budget of £3,000 to acquire the land titles.
11. Once acquired, the land parcels would be published on the Council's website.

Appendix 1 – Northam Town Council Land and Property Holdings

Village	Land	Status of possession	Title on file	e-copy?
Northam	1. Bone Hill		DN721173	x
	2. Burrough Farm		Title not on file.	x
	3. Burrough Farm pitch	Dedicated King George V field. Registered owner on title	DN596827	✓
	4. Windmill Lane allotments	No land parcel identified at Land Registry.		n/a
	5. Lords Meadow		DN690442	x
	6. Appletree Gardens play area		DN673505	x
	7. Wren Close play area and amenity space	Transfer from Wainhomes in progress	Title not yet in NTC's possession.	n/a
	8. Northam Hall	Registered owner on title	DN436349	x
	9. Community Centre Toilet		Title not on file.	x
	10. Anchor Park	Mrs Anderson's Bequest (Charity number: 300746).	DN617469	x
Appledore	11. Boat Park	Leased – not understood to be a land parcel.	n/a	n/a
	12. Blue Lights Hall and 2 Vernons Lane	Registered owner on title	DN540149	x
	13. 'Blackies'	Transfer from Torridge District Council in progress.	Title not yet available, though it is DN528644	n/a
	14. Churchfields Skatepark	Leased – not understood to be a land parcel.	n/a	n/a
	15. Carpark west of Seagate Hotel	Leased to Seagate Hotel and gig club.	Title not on file.	x
Westward Ho!	16. Westward Ho! Park (including pavilion and tennis courts)	Transfer in progress from Torridge District Council	Title not yet in NTC's possession.	n/a
	17. Ridgeway Drive play area		DN362976	x
	18. Land at 'Tadworthy Road' and the associated allotment and amenity space	Transfer to be made on completion of development public open space.	Title not yet in NTC's possession.	n/a

Northam Town Council
Northam Hall
Bay View Road
Northam
Bideford
Devon
EX39 1BY

69406 010656 0026 E 40400



Our water resources are precious

Re Supply Point ID (SPID): 3027929976W14

Thank you for everything you've been doing to save water since last summer. That hot, dry weather feels a long time ago now, but the weather continues to bring unusually low levels of rain, with only 22% of average rainfall in February falling in your area.

Our reservoirs recharge over the winter period, relying on our wonderful British weather. The impact of climate change on our region however is being seen with unusual rain patterns, and therefore less rain that we would hope for to fill up the reservoirs.

Roadford reservoir - the main reservoir from which we supply water to your business - is just under 60% full at the moment. Rainfall would normally have refilled the reservoir to over 90% at this time of year and we need your ongoing support to ensure we are using the water we have wisely.

Now more than ever we need your help to Save Every Drop

Our water is precious and we rely on the water cycle to provide everyone in our region with the clean, reliable supply they need. By taking small steps to Save Every Drop you can make an extraordinary difference.

We are offering useful tips and free simple to fit water saving devices designed specifically for your premises and the way you use your water. And as much of the water we use is heated, this provides you with not only saving on your water bill but also on your energy bills. We are also offering:

- Free leak repairs on your underground pipework and plumbing
- Free water audits, including on the spot leak repairs and instant interventions
- A chance to get funding to support your schemes to reduce water consumption and save on your bills for the long term through our innovation fund.

To discover the full range of support available visit www.southwestwater.co.uk/watersaving.

And we're doing our bit too

We take our responsibility to every customer extremely seriously. As well as working around the clock to manage water resources we are:

- Fixing more leaks than before - we continue to focus on finding and fixing as many leaks as we can; we have brought in additional resource from our sister company, Bristol Water, to help this effort and fix leaks in an average of 3.6 days to minimise any water that is wasted
- Investing in additional supplies - we now have a disused quarry Hawks Tor operational as a water source and have agreed additional permits to abstract water with the Environment Agency, whilst still protecting the environment around us
- Investment plans for 2 desalination plants to provide further resilience and climate-independent sources of water.

Thank you for all your help and support



Laura Flowerdew
Chief Customer and Digital Officer

This is an urgent message, and we are anxious to get it to as many parish councillors as possible immediately so we would really appreciate your sending it on immediately to all those councillors for whom you act.

Response to the DCC consultation 22 February – 8 April 2023
Mental Health Services in North Devon and Torridge

We are sure you are aware that the incidence of mental ill health is rapidly rising across the country and North Devon and Torridge are by no means exempt from this. We have an increasing problem made worse by the reduction in government funding to Devon County Council and although I hesitate to say this, a lack of information, understanding and therefore fully informed concern, at County level, for those affected.

In Autumn 2021, SOHS informed you about the DCC proposed closure of four mental health support centres, providing 'drop-in' vital support for those suffering mental ill health, known as the Link Centres (LCs). They are sited in Ilfracombe, Barnstaple, Bideford and Holsworthy, but serving the much wider community.

DCC partnered this announcement with the statement that potential closure was not a cost-cutting exercise but proposed in order to improve services. They held a public consultation. Many of the service users were unable to access this online but of those who did the overwhelming majority wanted the LCs to remain open.

The LCs have been operating since 1992, providing a safe, comfortable, non judgemental space for people, very satisfactorily for many years. Service users have a wide spectrum of problems, from chronic mental illness to drug and alcohol dependency, suffering from low mood, depression and anxiety and loss of confidence. This was exacerbated during Covid lockdown periods, where their isolation was ignored, even with a monthly phone call from link centre staff. They have very limited help and are often too scared or disturbed to consult their GP. At the LCs, staffed with trained health professionals, they were provided with the practical help they need, as individuals and in group sessions.

One of the LCs crucial values lies in the 'drop-in' facility they offer. Service users can 'drop-in' at any time they are open, without the need to make appointments. What is not mentioned in the present consultation document is that for many of these people, home visits and the proposed sessions in their own town or village hall or other 'local' place is the last thing they want. The LCs provided the anonymity, and privacy from prying eyes, which they seek, but they also provide freedom of time at which to visit, and the comfort and reassurance that others in a similar situation to themselves, can provide in this safe reliable place.

Furthermore, the recovery services, including resocialization, monitoring of medication, increasing personal care skills and alternative therapy support will be lost.

Save Our Hospital Services (SOHS), has challenged these potentially harmful decisions about mental healthcare, on behalf of and with Service Users. We corresponded with both service users and officers in DCC about this closure. For many service users the LCs have literally been life saving, some spoke about their own closeness to suicide and that of others. The LCs also provided a vital opportunity to get away from their often difficult or painful home life.

DCC, it has now become very clear, is in fact motivated by lack of funding. After all these months they have now decided that closure, with a dispersal of some

funding to other forms of mental health care, is as much as they can do. SOHS, and the service users, are convinced that the alternatives on offer are a very poor substitute for what was an excellent, and remarkably inexpensive (notably in terms of what it saved other public services like A&E, Primary Care, Ambulance and Police).

We write now to ask that you respond to the consultation here

https://forms.office.com/pages/responsepage.aspx?id=qzehjWjLP0S7S5I_d_1b-0WNMfyfHctFhi8YLeEyy19UN1YxRFEwTTVZR0RZMVFPNloxMU1JQ0U1QS4u

You will find the document full of what appear to be reasonable arguments for closure and alternative provision. But the government's arrangements and standards of care are not clearly demonstrated in 3rd sector contract arrangements. The arguments are addressed, and found wanting, in the attached documents, which you may find useful.

I am afraid time is limited but we very much hope you will consider the matter and express your disagreement with the proposals put forward. The stronger the better, but a mere 'no' to the closure, in a personal e-mail, would indeed make a difference.

I am also writing to Secretary of State Steve Barclay, cc'd to our local MPs, deploring the state of mental healthcare in North Devon and Torridge and demanding that councils are issued with adequate funding to retain these vital havens for those whose suffering is not only a cause of great distress to themselves but potentially (that is without the intervention of the LCs) a huge drain on NHS resources, especially A&E and Primary Care, and a shame on society. If you have time to write to him and Geoffrey Cox or Selaine Saxby yourself please do so.

Rosemary Haworth Booth