

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 BA(Hons) PSLCC  
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 31<sup>st</sup> May 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: 23<sup>rd</sup> May 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 as published**
- 5 To confirm and sign the minutes of the Annual Town Council Meeting held 17<sup>th</sup> May 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)**
  - Westward Ho! Park – 21<sup>st</sup> March 2023 (*herewith*)
  - Planning – 13<sup>th</sup> April 2023 (*herewith*)

**7 Action Points (herewith)**

**8 To receive and consider reports from the Town Clerk (to follow)**  
*Bank reconciliation.*

**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 IT Hardware for Councillors (report herewith)**

**11 To receive the draft calendar of meetings to the end of December 2023 (herewith)**

**12 To consider appointments to committees not included in the AGM appointments (information herewith)**

**13 To consider the appointment of a representative to attend the DALC Larger Councils meetings (Usually, the Mayor with the Town Clerk)**

**14 To consider a report on replacement vehicles (herewith)**

**15 Correspondence:**

**16 Street Matters: All street matters forwarded by e-mail**

**17 Summary Report from County Councillor**

**18 Summary Report from a District Member (3 minutes)**

There was a presentation by a Guest Speaker (Lucy Willans, North Devon Biosphere and Appledore School micro-reserve, accompanied by Jeremy Cooper, Appledore School Head Teacher.

Following the presentation questions were taken.

## Minutes

**Northam Town Council – Minutes of a meeting of the Town Council held on Wednesday 26<sup>th</sup> April 2023 in the Town Hall at 6.30 pm**

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

**In attendance:** Mrs J Mills, Town Clerk, Mr G Langton – Deputy Town Clerk  
Reverend Harris  
Members of the public (1)

**2304/1109 Apologies**  
Apologies, Cllr Davis, and Cllr Ford.

**2304/1110 Chairman's Announcements**  
The Chairman thanked those giving the presentation and said it had been inspirational. He went on to say that this was the last meeting of the present Council and what an amazing year he had had as Mayor, the Queen's Jubilee, the death of the Sovereign and a new King. he thanked everyone for their support and especially the staff who had helped to see him through.

**230/1111 Declarations of interest**  
Members were reminded that all interests must be declared prior to the item being discussed.

**2304/1112 To agree the agenda between Part A and Part B**  
It was **resolved** to agree the agenda between Part A and Part B,  
After amending item 14 to read 29<sup>th</sup> March 2023  
Proposed: Cllr Tisdale, Seconded: Cllr Manley (all in favour)

**2304/1113 To confirm and sign the minutes of the Town Council Meeting held 29<sup>th</sup> March 2023**  
It was **resolved** to sign the minutes of the Town Council Meeting held 29<sup>th</sup> March 2023 after the addition at 2303/1045 of a further request that Northam Town Council should be allowed to renew the lease for Bone Hill Car Park as all the spaces are required for the Community.  
Proposed: Cllr Leather, Seconded: Cllr Tisdale (all in favour)

**2304/1114 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 – 7th March 2023
- Planning – 16th March 2023 and 30th March 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

**2304/1115 Action Points**

It was agreed to note the action points

**2304/1116 To receive and consider reports from the Town Clerk (Bank reconciliation as at year end)**

It was agreed to note the reports from the Town Clerk

**2304/1117 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*

*A member of the public wished to speak and congratulated the Council on their efforts to acquire Westward Ho! Park from TDC and the progress made since. The new play area has been well received and is used by residents from the whole of the Torridge area. Thanks, was also given for the support to the 200 club.*

**2304/1118 To consider a response from Payphones at BT regarding the kiosk in the Seagate car park.**

Following receipt of the response from BT, it was **resolved** that adoption was not an option and retention of the working telephone box was determined as essential, as a facility for Appledore.

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

**Action Point:** Contact Appledore book Festival with a response

**2304/1119 To consider renewal of the lease of the committee room.**

It was **resolved** to write to TDC with a request that due to the expansion of the Town Council duties and responsibilities, with additional staff required to fulfil the role, that the offices G14 and G15 could be offered to the Town Council at a peppercorn rent of £1 a year.

Proposed: Cllr Mrs McCarthy, seconded: Cllr Tisdale (all in favour)

**Action Point:** Town Clerk to write with the request to TDC.

**2304/1120 To consider extending the emergency hire for a further two months of a vehicle for the maintenance men.**

It was **resolved** to extend the hire of a vehicle by up to 3 months if necessary.

Proposed: Cllr Edwards, seconded: Cllr Manley. (majority in favour, 2 abstentions.

**Northam Town Council - Minutes of the Annual Meeting of the Town Council held on Wednesday 17<sup>th</sup> May 2023 at 6.30pm at the Council Chamber, Town Hall, Windmill Lane, Northam**

**Present:** Cllrs Bach, Edwards, Ford, Hames, Himan, Mrs Hodson, Leather, Lov-el, Newman-McKie, Singh, Tait, and Mrs Whittaker

**In Attendance:** Mrs J Mills - Town Clerk, Mr G Langton – Deputy Town Clerk  
Miss T Tucker - Administration Officer, Mrs P Hoskins - Administration Officer.

3 Members of the public

- 2305/001 To appoint a Chairman to officiate for item 2 on the agenda.**  
It was **resolved** having been proposed by Councillor Edwards and seconded by Councillor Mrs Whittaker that Councillor Mrs Hodson should be appointed to officiate for item 2 on the agenda. (All in favour)
- 2305/002 Election of Town Mayor and signing of acceptance of Office.**  
It was **resolved** to hold a written ballot.  
Proposed: Cllr Leather, Seconded: Cllr Newman McKie (All in favour)  
Cllr Hames was duly elected Mayor, having signed the acceptance of office, he said he was honoured to accept the office and thanked the previous Mayor Nick Laws and former Deputy Mayor Derek Sargent for their work on the Neighbourhood plan and in addition the work on speedwatch by Derek Sargent.
- 2305/003 Presentation of the symbols of office:**
- Mayoral Chain
  - Gavel
  - Keys to the Town Council Office.
- The symbols of office were duly presented
- 2305/004 Election of Deputy Town Mayor and signing of acceptance of Office.**  
Following a written ballot Cllr Ms Tait was elected Deputy Town Mayor
- 2305/005 Apologies.**  
Apologies were received from Cllr Bruins
- 2305/006 To agree the agenda as published.**  
It was **resolved** to agree the agenda as published  
Proposed: Cllr Mrs Whittaker, seconded: Cllr Newman – McKie (All in favour)
- 2305/007 To confirm and sign the minutes of the Town Council Meeting held 29<sup>th</sup> April 2023**  
Proposed: Cllr Leather, seconded: Cllr Mrs Hodson (Majority in favour 2 abstentions not present at the meeting)
- 2305/008 Declarations of interest**  
Members were reminded that all interests must be declared prior to the item being discussed.

- 2305/009 To receive reports from outgoing Committee Chairmen**  
*(Town Projects, Planning, Finance and Human Resources, Northam Neighbourhood Plan, Climate Emergency, Review Committee, Westward Ho! Park).*  
These were taken as read and noted.
- 2305/010 To resolve which members wish to receive email correspondence and which hard-copy correspondence in respect of council meetings.**  
It was **resolved** to agree that those wishing to receive e-mail correspondence in respect of council meetings is as follows:  
All Members
- Those wishing to receive hard copy correspondence in respect of council meetings is as follows:  
Cllr Edwards, Cllr Leather, Cllr Newman McKie, Cllr Singh and Cllr Ms Tait  
Proposed: Cllr Mrs Hodson, seconded: Cllr Bach (all in favour)
- 2305/011 To note Terms of Reference for committees**  
It was agreed to note the Terms of Reference for committees
- 2305/012 To receive a draft schedule of meeting dates for 2023-24.**  
Following some discussion,  
It was **resolved** that committees will now meet on a 6 week cycle with the exception of planning, which will be every three weeks, where necessary additional meetings can be scheduled.  
Proposed: Cllr Mrs Hodson, seconded: Cllr Ford (majority in favour 2 abstentions)
- 2305/013 Appointments to Committee, and to agree Review of the Council Committee Structure at the earliest opportunity**  
**Appointments to Planning Committee (9 Councillors plus the Mayor ex-officio).**  
Cllrs, Bach, Hames, Hodson, Lo-vel, and Singh (leaving 5 vacancies)
- Appointments to Finance and Human Resources Committee (7 Councillors, plus the Mayor ex-officio).** In the event that the Chair of Town Projects is not an existing member they will be appointed onto the Committee with full voting rights.  
Cllrs, Bach, Edwards, Hames, Himan, Hodson, Leather, Singh and Tait (no vacancies)
- Appointments to Review Committee (7 Councillors plus the Mayor ex-officio).**  
Cllrs, Bach, Edwards, Hames, Hodson, Leather, Newman-McKie, Singh, and Tait (no vacancies)
- Appointments to Neighbourhood Plan Advisory Group (6 councillors, 2 from each ward).**  
*Appledore (Hames and Edwards) Northam (Lo-vel and Newman McKie) Westward Ho! (Bruins and Hodson)*  
It was **resolved** to accept all the above appointments.  
Proposed: Cllr Mrs Hodson, seconded: Cllr Bach (all in favour)

It was further **resolved** to appoint all committees not listed at minute number 2305/013 at the Full Council meeting on 31<sup>st</sup> May 2023 for a period of six months and then review.

Proposed: Cllr Mrs Hodson, seconded: Cllr Ford (all in favour)

- 2305/014 To consider that “Northam Town Council resolves from the date of this meeting, until the next relevant Annual Meeting of the Council that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.**

It was **resolved** “Northam Town Council resolves from the date of this meeting, until the next relevant Annual Meeting of the Council that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.

Proposed: Cllr Leather, seconded: Cllr Ford (All in favour)

- 2305/015 To consider the appointment of the Northam Burrows Charity Management Committee (Mayor, Deputy Mayor and 5 councillors).**  
Cllrs, Bach, Bruins, Edwards, Hames, Singh, Tait, and Whittaker.

- 2305/016 To consider review of representation on or work with external bodies and arrangements for reporting back and to consider appointments to Outside Bodies.**  
It was **resolved** to appoint the following to outside bodies:  
Blue Lights Hall: Cllr Edwards,  
Taw Torridge Estuary Forum: Cllr Hames,  
Bideford Archive Management Committee: Cllr Himan and Cllr Whittaker  
Northam Leisure Centre: Cllr Bach  
Northam Community Centre: Cllr Bach  
Proposed: Cllr Whittaker, Seconded: Cllr Ford (all in favour)

- 2305/017 To appoint a Flagmaster.**  
It was **resolved** not to proceed with the appointment of a flagmaster, flags will be dealt with by the office in future.  
Proposed: Cllr Leather, Seconded: Cllr Tait (all in favour)

- 2305/018 To appoint a Police Advocate.**  
It was agreed to defer this to a future meeting for consideration

- 2305/019 To confirm appointment of cheque signatories (Mayor, Members of the Finance and Human Resources Committee, Town Clerk, Deputy Town Clerk) (two Committee Members with The Town Clerk or Deputy Town Clerk).**  
It was **resolved** to confirm cheque signatories as above.  
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour)

- 2305/020 To consider review of Standing Orders and Financial Regulations**  
It was **resolved** to accept the current Standing Orders and Financial Regulations.  
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour)

**2305/021 To review Council's and/or employees' memberships of other bodies**

- DALC/NALC
- Open Spaces Society
- Taw Torridge Estuary Forum
- Community Council of Devon and Devon Playing Fields Association (now joint)
- SLCC
- CPRE
- Freedom of Information Commissioner.

It was **resolved** to continue with all memberships

**2305/022 To note the Ellis Whittam contract in relation to HR and Health and Safety**  
(for information it was agreed in July 2022 to renew for 3 years).  
It was agreed to note the information

**2305/023 To note Northam Town Council policies.***(These can all be found on the Council's website at [Policies - Northam Town Council](#)).*  
It was agreed to note the information

**2305/024 To review Councillor Allowances (currently £1000 p.a.).**  
It was **resolved** to retain the allowances at the current level this year.  
Proposed: Cllr Newman McKie, Seconded: Cllr Tait (majority in favour, 2 against)

**2305/025 To review inventory of land and assets and office equipment and receive a report on Asset Management**  
It was agreed to note the inventory and report on asset management.

**2305/026 To note and confirm arrangements for insurance cover in respect of all insured risks**  
We are about to start the 3rd year of a three-year contract with Hiscox.  
Members noted the information and requested that insurance renewal quotes are sought at the earliest opportunity,

There being no further business, the meeting closed at 8.30 pm

Signed.....Date.....

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**Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 21<sup>st</sup> March 2023 in the Council Chamber of the Town Hall at 6.30 pm**

**Present:** Cllrs Mrs Hodson (Chairman) Mrs McCarthy, Laws, Leather, Newman-McKie, Sargent, 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.

- 2303/1023 Apologies**  
No apologies were received.
- 2303/1024 Chairman's announcements**  
There were none
- 2303/1025 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.
- 2303/1026 To agree the agenda between Part A and Part B (*confidential information*)**  
It was **resolved** to agree the agenda between Part A and Part B (*confidential information*)  
Proposed: Cllr Laws, Seconded Cllr Tisdale (all in favour)
- 2303/1027 To confirm and sign the minutes of the Westward Ho! Park Meeting 22<sup>nd</sup> February 2023 (*herewith*)**  
It was **resolved** to confirm and sign the minutes of the Westward Ho! Park Meeting 22<sup>nd</sup> February 2023 (after removing by zoom)  
Proposed: Cllr Hodson, Seconded Cllr Tisdale (all in favour)
- 2303/1028 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. Two members of the public spoke about their plans to open a Beach School. They were requesting permission to use the Park for some sessions. This will be an agenda item for the next meeting.  
**Action point Agenda item**
- 2303/1029 To consider the Action Points**  
Action Points were noted

**2303/1030 To receive an update on the Sensory Garden development**

- *To include a recommendation to Full Council to proceed with inviting a selection of appropriate contractors to submit quotes for the work.*  
Members were advised that due to a technical glitch, the submission to contracts finder was unsuccessful.  
It was **resolved** to re-advertise on contracts finder for three weeks.  
Proposed: Cllr Hodson, Seconded Cllr Tisdale (all in favour)  
It was further **resolved** to recommend to Full Council  
"That if there are fewer than 3 expressions of interest from contracts finder, the committee will invite other contractors to consider submitting quotes."  
Proposed: Cllr Hodson, Seconded Cllr Tisdale (all in favour)

**2303/1031 To receive a report from the Chair of FOTWHOP**

The Chair advised that the 200 club numbers remain unchanged at 165, the next draw will be the last for this financial year, and it would be nice if the remaining spaces could be sold. Good wishes were sent to Mr Sawyer who is recovering in hospital. An issue with the hotbin was raised and the gardeners were advised that a video received in the office may help with a solution. The gardeners were thanked for all their work with transferring plants from the sensory garden. It was suggested that the seed and sale swap event is postponed as the gardeners are preparing for their plant stall at the Mayfair. There was a discussion on the purchase of additional plants and FOTWHOP has funding for them but this will be discussed at a future meeting. The chair of FOTWHOP and the gardening representative were thanked for their reports.  
**Action point:** send get well card to Mr Sawyer.

**2303/1032 To receive an update regarding the tennis courts (LTA procurement process)**

Members were advised that the matter has been escalated to a higher level, the Deputy Town Clerk has chased up the LTA but response is still awaited.

**2303/1033 To consider regularising a response to groups and organisations wishing to use the Park and facilities.**

It was **resolved** that a draft policy will be prepared, Cllr Hodson will work with the Town Clerk and Deputy to prepare it.  
Proposed: Cllr Hodson, Seconded Cllr Newman McKie (all in favour)

**2303/1034 To consider holding a plant and seed sale/swap event**

See report from the Chair of FOTWHOP

**PART B**

- 2303/1035**    **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.**  
It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting.  
Proposed: Cllr Laws, Seconded Sargent (all in favour)
- 2303/1036**    **To confirm and sign the minutes of the Westward Ho! Park Meeting 22<sup>nd</sup> February 2023 (Pt B)**  
There were no part B minutes
- 2303/1037**    **To resolve to readmit members of the press and public**  
It was **resolved to** readmit members of the press and public  
Proposed: Cllr Hodson, Seconded Tisdale (all in favour)

There being no further business the meeting closed at 7.40pm

Signed.....Date.....

2304/1093

**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) [1/0248/2023/FUL](#) (deferred from previous meeting) Applicant: Williamson  
Location: Land At Grid Reference 244396 129269, Tadworthy Road, Northam  
**Response date: 13<sup>th</sup> April 2023 (extension requested)**  
Proposal: Erection of 1no. dwelling to include access and drainage arrangements  
It was **resolved** to recommend refusal on the grounds of poor visibility splays, lack of access impact on highways including danger to pedestrians and cyclists. This is a major thoroughfare for school children.  
Proposed: Cllr Newman-McKie, Seconded: Cllr Davis (all in favour).
- ii) [1/0258/2023/LBC & 1/0257/2023/FUL](#) Applicant: Lee  
Location: 17, The Quay, Appledore.  
**Response date: 14<sup>th</sup> April 2023**  
Proposal: Internal alterations and refurbishment with single storey rearextension.  
It was **resolved** to recommend the proposal be deferred to the next meeting of the planning committee. The committee would like a detailed report about conservation of a grade 2 listed building and the major impact of internal alterations.  
Proposed: Cllr Laws, Seconded: Cllr Tisdale (all in favour).
- iii) [1/0001/2023/FUL](#) (re-consultation) Applicant: Maxika Homes  
Location: Land At Culloden House, Fosceth Hill, Westward Ho!  
**Response date: 22<sup>nd</sup> April 2023**  
Proposal: Erection of 2no. detached dwellings with associated parking and landscaping and the provision of 4no. car parking spaces to serve Culloden House (revised plans).  
It was **resolved** to recommend refusal on the grounds as before 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 Tisdale, Seconded: Cllr Davis (all in favour).  
Cllr Hodson will call in the application.
- iv) [1/0294/2023/FUH](#) Applicant: Orme  
Location: 9 Chichester Way, Westward Ho!, Bideford  
**Response date: 27<sup>th</sup> April 2023**  
Proposal: Demolition of existing conservatory and erection of single storey extension.  
It was **resolved** to recommend the proposal be approved.  
Proposed: Cllr Tisdale, Seconded: Cllr Davis (Majority in favour with 2 abstentions).

**2304/1094 Torridge District Council Planning Decisions**

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

**i) 1/0024/2023/FUL**

Proposal: Glenside , First Raleigh, Bideford

Location: Erection of 1no. dwelling and associated external works  
(Northam recommended this proposal be granted permission)

**ii) 1/0120/2023/FUL**

Proposal: Proposed extensions and alterations

Location: 4 Kenwith Road, Bideford

(Northam recommended this proposal be granted permission)

**iii) 1/0039/2023/FUL**

Proposal: Still Waters, Torridge Road, Appledore

Location: Demolition of existing dwelling and erection of replacement dwelling.  
(Northam recommended this proposal be refused permission)

There being no further business the meeting closed at 7:00pm

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

**Northam Town Council – Minutes of the Planning Meeting held 13<sup>th</sup> April 2023 at 6.30pm in the Council Chamber, Windmill Lane, Northam.**

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

**In attendance:** Mrs J Mills – Town Clerk  
Miss T Tucker – Admin Officer

**2304/1085 Apologies**  
Cllr Miss Manley

**2304/1086 Chairmans Announcements:**  
There were none

**2304/1087 To agree the agenda as published**  
It was **resolved** to agree the agenda as published.  
Proposed: Cllr Tisdale, Seconded Cllr Hodson (all in favour).

**2304/1088 Declarations of interest:**  
Members were reminded that all interests should be declared prior to the item being discussed.

**2304/1089 To confirm and sign previous planning committee meeting minutes.**  
It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 30<sup>th</sup> March 2023.  
Proposed: Cllr Tisdale, Seconded: Cllr Laws (all in favor)

**2304/1090 To confirm and sign the special planning committee meeting minutes.**  
It was **resolved** to confirm and sign the minutes of the Special Planning Committee Meeting held 16<sup>th</sup> March 2023.  
Proposed: Cllr Tisdale, Seconded: Cllr Laws (majority in favour, 1 abstention – not present at meeting).

**2304/1091 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.*  
There were none.

**2304/1092 To receive and note amended Planning Committee meeting schedule for May 2023.** In recognition of the local elections to be held on 4<sup>th</sup> May 2023, Planning Committee meetings scheduled for the 4<sup>th</sup> and 25<sup>th</sup> May 2023 will be held on the 2<sup>nd</sup> and 24<sup>th</sup> May 2023 respectively.  
These were noted.

## FULL COUNCIL

### ***ACTION POINTS MAY 2023***

<p>To consider a response from Payphones at BT regarding the kiosk in the Seagate car park. Following receipt of the response from BT, it was resolved that adoption was not an option and retention of the working telephone box was determined as essential, as a facility for Appledore.</p> <p style="text-align: right;">Action Point: <b>Contact</b></p> <p><b>Appledore book Festival with a response</b></p>	<p>Town Clerk wrote to Appledore Book Festival with a response</p>
<p><b>To consider renewal of the lease of the committee room.</b></p>	<p>Town Clerk wrote to TDC with a request that due to the expansion of the Town Council duties and responsibilities, with additional staff required to fulfil the role, that the offices G14 and G15 could be offered to the Town Council at a peppercorn rent of £1 a year. <b>Discussions proceeding</b></p>
	<p>Town Clerk wrote to TDC regarding a possible burial ground in the Town Council area no response received to date. Chased 16/05/23 Response circulated by email</p>

# Northam Town Council



## Full Council

31<sup>st</sup> May 2023

Report author: G Langton, Deputy Town Clerk

## IT hardware for Councillors

### Introduction

1. The UK Information Commissioner's Office (ICO) has stated that, as a data controller, the Council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the council is accountable for any council business conducted involving personal data on any device or through any email account. (taken from *Fact sheet for councils: the use of personal email addresses and devices*, available at <https://ico.org.uk/media/2615578/parish-councils-own-device-fact-sheet.pdf>).
2. In order to communicate effectively and in line with the guidance from the ICO, the Council has already provided members with email addresses, each address is unique to the user, appear in the format [councillor.name@northamtowcouncil.gov.uk](mailto:councillor.name@northamtowcouncil.gov.uk).
3. The second part of the guidance relates to the use of personal devices. The Council's office-based staff all use machines maintained and supported by the Council's IT provider, CloudyIT. To ensure continuity of service and reliable integration, prices have been sought for devices as recommended by CloudyIT.



4. Training on the use of the machines and the Council's system is to be provided by CloudyIT, the exact dates are to be arranged though it is anticipated that there will be three events, covering daytime and evenings.
5. The Council has previously provided small tablets for members to use. These were brought into the council's system with CloudyIT late in 2023 but the processing power required to operate Office 365 and the age of the devices lead to them being effectively operational.
- 6.

### Recommendation

7. The Officer recommends the Council purchases devices for all of its members, with accessories as chosen (see below).
  - a. Should a specialist device be required to ensure full accessibility, this would be explored with the Council's IT provider.

### Financial Implications

8. On discussing the possible devices with CloudyIT, they recommended three types of machine:
  - a. Laptop (Dell Vostro 5410). These would cost approx. £850 each. **The total cost of the hardware would be £11,900, assuming 14 devices were purchased.**
  - b. Hybrid device (Microsoft Surface Go 3). These would be £715 each, including a suitable keyboard. **The total cost of the hardware would be £10,010, assuming 14 devices were needed.**
  - c. Tablet (Apple iPad – 9<sup>th</sup> Generation). These would be £320 each. **The total cost of the hardware would be £4,480, assuming 14 devices were needed.**
    - i. Should a keyboard cover be required (similar to that provided by TDC to its members) this would add £149 per tablet, giving a revised **total cost of the hardware would be £6,566, assuming 14 devices were needed.**
    - ii. Should a keyboard/cover not be purchased, protective covers would be needed, which can be obtained online inexpensively, approx. £10 each.

**The total cost of the hardware and cover would be £4,620, assuming 14 devices were needed.**

9. In addition to any of the options above, the devices would need to be set up and configured. **This is quoted at £2,200.** Whilst dependent on the number and type of devices purchased, should the purchase be made in two tranches, the total cost would be higher.
10. Specialist configuration of any of the devices would entail an added cost. To ascertain the exact cost, the specific details of the requirements would be needed.
11. The Council budgeted £5,000 for IT provision in its 2023-24 budget, with an earmarked reserve of £1,500, giving a total of £6,500.

**a. Should the Council resolve to purchase any equipment, the minimum cost would be for iPads without keyboard covers, totalling £4,620 (inc protective cases) plus £2,200 for the setup, a grand total of £6,820. Any shortfall would be made up from the general projects budget, which was agreed at £36,000.**

12. Already providing the members with tablets, albeit ones that are unfit for the purpose, the Council would incur no extra system maintenance costs.
13. The Council has arranged training for the members on the new devices, a cost which has already been accounted for.
14. Old devices, including the old desktop machines and monitor screens, could be passed to a charity to refurbish and distribution to individuals or projects that are unable to afford devices of their own. This could be investigated by the Council staff and reported back to a future meeting.

### **Risk Implications**

15. Council-provided IT devices would provide improved protection for the Council's electronic records and emails, for all members and staff.

Guy Langton, Deputy Town Clerk. (23<sup>rd</sup> May 2023)

# NORTHAM TOWN COUNCIL CALENDAR OF MEETINGS 2023-24

11

## Pattern of meetings:

### Wednesday

Full Council  
Westward Ho! Park  
Finance & HR  
Review

### Normally, meetings will fall every ...

6<sup>th</sup> week, from 31<sup>st</sup> May at 6.30pm  
6<sup>th</sup> week, from 14<sup>th</sup> June at 6.30pm  
6<sup>th</sup> week, from 21<sup>st</sup> June, alternating 6.30pm and 10am  
6<sup>th</sup> week, from 5<sup>th</sup> July, *start times to be confirmed\**

### Thursday

Climate Emergency  
Planning  
NNP Advisory Group  
Town Projects &AM

6<sup>th</sup> week, from 8<sup>th</sup> June at 6.30pm  
3<sup>rd</sup> week, from 15<sup>th</sup> June at 6.30pm  
6<sup>th</sup> week, from 22<sup>nd</sup> June at 6.30pm  
6<sup>th</sup> week, from 29<sup>th</sup> June at 6.30pm

*\* details to be confirmed.*

- A 6-weekly meeting pattern was agreed (for 6 months initially) at the Annual Council Meeting (AGM) on the 17<sup>th</sup> May 2023.
- This pattern allows the Council to limit its scheduled meetings to two days a week, enabling members and staff to plan more effectively.

MAY 2023			
17 <sup>th</sup>	Wednesday	6.30pm	Annual Meeting of the Council (AGM)
24 <sup>th</sup>	Wednesday	6.30pm	Planning
25 <sup>th</sup>	Thursday	6.30pm	DALC Initial Training for Council Members and staff (with members and staff of Bideford Town Council)
31 <sup>st</sup>	Wednesday	6.30pm	Full Council

JUNE 2023			
7 <sup>th</sup>	Wednesday	6.30pm	Mayor Making (6.30pm for 7.00pm)
8 <sup>th</sup>	Thursday	6.30pm	Climate Emergency
14 <sup>th</sup>	Wednesday	6.30pm	Westward Ho! Park
15 <sup>th</sup>	Thursday	6.30pm	Planning
21 <sup>st</sup>	Wednesday	6.30pm	Finance & HR
22 <sup>nd</sup>	Thursday	10.00am	Town Projects and Asset Management
29 <sup>th</sup>	Thursday	6.30pm	NNP Advisory Group

JULY 2023			
5 <sup>th</sup>	Wednesday	tbc	Review
6 <sup>th</sup>	Thursday	6.30pm	Planning
12 <sup>th</sup>	Wednesday	6.30pm	Full Council
20 <sup>th</sup>	Thursday	6.30pm	Climate Emergency
26 <sup>th</sup>	Wednesday	6.30pm	Westward Ho! Park
27 <sup>th</sup>	Thursday	6.30pm	Planning

## **NORTHAM TOWN COUNCIL CALENDAR OF MEETINGS 2023-24**

<b>AUGUST 2023</b>			
2 <sup>nd</sup>	Wednesday	10.00am	Finance & HR
3 <sup>rd</sup>	Thursday	6.30pm	NNP Advisory Group
10 <sup>th</sup>	Thursday	6.30pm	Town Projects and Asset Management
16 <sup>th</sup>	Wednesday	tbc	Review
17 <sup>th</sup>	Thursday	6.30pm	Planning
23 <sup>rd</sup>	Wednesday	6.30pm	Full Council
31 <sup>st</sup>	Thursday	6.30pm	Climate Emergency

<b>SEPTEMBER 2023</b>			
6 <sup>th</sup>	Wednesday	6.30pm	Westward Ho! Park
7 <sup>th</sup>	Thursday	6.30pm	Planning
13 <sup>th</sup>	Wednesday	6.30pm	Finance & Human Resources
14 <sup>th</sup>	Thursday	6.30pm	NNP Advisory Group
21 <sup>st</sup>	Thursday	10.00am	Town Projects and Asset Management
27 <sup>th</sup>	Wednesday	tbc	Review
28 <sup>th</sup>	Thursday	6.30pm	Planning

<b>OCTOBER 2023</b>			
4 <sup>th</sup>	Wednesday	6.30pm	Full Council
12 <sup>th</sup>	Thursday	6.30pm	Climate Emergency
18 <sup>th</sup>	Wednesday	6.30pm	Westward Ho! Park
19 <sup>th</sup>	Thursday	6.30pm	Planning
25 <sup>th</sup>	Wednesday	10.00am	Finance & HR
26 <sup>th</sup>	Thursday	6.30pm	NNP Advisory Group

<b>NOVEMBER 2023</b>			
2 <sup>nd</sup>	Thursday	6.30pm	Town Projects and Asset Management
8 <sup>th</sup>	Wednesday	tbc	Review
9 <sup>th</sup>	Thursday	6.30pm	Planning
15 <sup>th</sup>	Wednesday	6.30pm	Full Council
16 <sup>th</sup>	Thursday	6.30pm	Finance Special Meeting (Budget setting and Grant awarding)
23 <sup>rd</sup>	Thursday	6.30pm	Climate Emergency
29 <sup>th</sup>	Wednesday	6.30pm	Westward Ho! Park
30 <sup>th</sup>	Thursday	6.30pm	Planning

<b>DECEMBER 2023</b>			
6 <sup>th</sup>	Wednesday	10.00am	Finance & HR
7 <sup>th</sup>	Thursday	6.30pm	NNP Advisory Group
13 <sup>th</sup>	Wednesday	6.30pm	Full Council Special Meeting (Budget setting and Grant awarding)
14 <sup>th</sup>	Thursday	10.00am	Town Projects and Asset Management
20 <sup>th</sup>	Wednesday	tbc	Review
21 <sup>st</sup>	Thursday	6.30pm	Planning

## NORTHAM TOWN COUNCIL CALENDAR OF MEETINGS 2023-24

Meetings etc. not in scheduled meeting cycle	Week in cycle	Wednesday		Thursday		JM	GL
		Full Council (JM&GL)	no meeting planned	no meeting planned	Climate Emergency (GL)		
Burrows Management JM	1					1	1
	2	no meeting planned				1	2
Training sessions	3	Westward Hol Park (JM&GL)			Planning (GL)	0	1
Events & Special meetings	4	Finance & HR (JM)			NNP Advisory Group (GL)	1	1
	5	no meeting planned			Town Projects & AM (JM)	1	0
Bank Holidays	6	Review (JM)			Planning (GL)	1	1
						5	6

**Total meetings 49**

**Average/week 1.4**

Week	Meetings	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0	0	01/05/2023	02/05/2023	03/05/2023	04/05/2023	05/05/2023	06/05/2023	07/05/2023
1	0	08/05/2023	09/05/2023	10/05/2023	11/05/2023	12/05/2023	13/05/2023	14/05/2023
2	1	15/05/2023	16/05/2023	17/05/2023	18/05/2023	19/05/2023	20/05/2023	21/05/2023
3	2	22/05/2023	23/05/2023	24/05/2023	25/05/2023	26/05/2023	27/05/2023	28/05/2023
4	1	29/05/2023	30/05/2023	31/05/2023	01/06/2023	02/06/2023	03/06/2023	04/06/2023
5	2	05/06/2023	06/06/2023	07/06/2023	08/06/2023	09/06/2023	10/06/2023	11/06/2023
6	2	12/06/2023	13/06/2023	14/06/2023	15/06/2023	16/06/2023	17/06/2023	18/06/2023
7	2	19/06/2023	20/06/2023	21/06/2023	22/06/2023	23/06/2023	24/06/2023	25/06/2023
8	1	26/06/2023	27/06/2023	28/06/2023	29/06/2023	30/06/2023	01/07/2023	02/07/2023
9	2	03/07/2023	04/07/2023	05/07/2023	06/07/2023	07/07/2023	08/07/2023	09/07/2023
10	1	10/07/2023	11/07/2023	12/07/2023	13/07/2023	14/07/2023	15/07/2023	16/07/2023
11	1	17/07/2023	18/07/2023	19/07/2023	20/07/2023	21/07/2023	22/07/2023	23/07/2023
12	2	24/07/2023	25/07/2023	26/07/2023	27/07/2023	28/07/2023	29/07/2023	30/07/2023
13	2	31/07/2023	01/08/2023	02/08/2023	03/08/2023	04/08/2023	05/08/2023	06/08/2023
14	1	07/08/2023	08/08/2023	09/08/2023	10/08/2023	11/08/2023	12/08/2023	13/08/2023

## NORTHAM TOWN COUNCIL CALENDAR OF MEETINGS 2023-24

Week	Meetings	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
15	2	14/08/2023	15/08/2023	16/08/2023	17/08/2023	18/08/2023	19/08/2023	20/08/2023
16	1	21/08/2023	22/08/2023	23/08/2023	24/08/2023	25/08/2023	26/08/2023	27/08/2023
17	1	28/08/2023	29/08/2023	30/08/2023	31/08/2023	01/09/2023	02/09/2023	03/09/2023
18	2	04/09/2023	05/09/2023	06/09/2023	07/09/2023	08/09/2023	09/09/2023	10/09/2023
19	2	11/09/2023	12/09/2023	13/09/2023	14/09/2023	15/09/2023	16/09/2023	17/09/2023
20	1	18/09/2023	19/09/2023	20/09/2023	21/09/2023	22/09/2023	23/09/2023	24/09/2023
21	2	25/09/2023	26/09/2023	27/09/2023	28/09/2023	29/09/2023	30/09/2023	01/10/2023
22	1	02/10/2023	03/10/2023	04/10/2023	05/10/2023	06/10/2023	07/10/2023	08/10/2023
23	1	09/10/2023	10/10/2023	11/10/2023	12/10/2023	13/10/2023	14/10/2023	15/10/2023
24	2	16/10/2023	17/10/2023	18/10/2023	19/10/2023	20/10/2023	21/10/2023	22/10/2023
25	2	23/10/2023	24/10/2023	25/10/2023	26/10/2023	27/10/2023	28/10/2023	29/10/2023
26	1	30/10/2023	31/10/2023	01/11/2023	02/11/2023	03/11/2023	04/11/2023	05/11/2023
27	2	06/11/2023	07/11/2023	08/11/2023	09/11/2023	10/11/2023	11/11/2023	12/11/2023
28	2	13/11/2023	14/11/2023	15/11/2023	16/11/2023	17/11/2023	18/11/2023	19/11/2023
29	1	20/11/2023	21/11/2023	22/11/2023	23/11/2023	24/11/2023	25/11/2023	26/11/2023
30	2	27/11/2023	28/11/2023	29/11/2023	30/11/2023	01/12/2023	02/12/2023	03/12/2023
31	2	04/12/2023	05/12/2023	06/12/2023	07/12/2023	08/12/2023	09/12/2023	10/12/2023
32	2	11/12/2023	12/12/2023	13/12/2023	14/12/2023	15/12/2023	16/12/2023	17/12/2023
33	2	18/12/2023	19/12/2023	20/12/2023	21/12/2023	22/12/2023	23/12/2023	24/12/2023
34	0	25/12/2023	26/12/2023	27/12/2023	28/12/2023	29/12/2023	30/12/2023	31/12/2023



# Northam Town Council committee/group choices form 2023-24

<b>Committee / Group</b> (membership to be confirmed at Full Council 31 <sup>st</sup> May 2023)		<b>Town Projects &amp; Asset Management</b>	<b>Climate Emergency Committee</b>	<b>Westward Ho! Park</b>
Please indicate your choice by placing a <b>X</b> in the relevant box(es) on the attached form. You may choose to sit on any number of committees. (note: a committee or group quorum is normally 4 elected members)		B Bruins B Edwards P Hames* C Hodson W Lo-vel N Tait J Whittaker	P Hames* W Lo-vel Vacancy 1 Vacancy 2 Vacancy 3 Vacancy 4	P Hames* C Hodson J Whittaker Vacancy 1 Vacancy 2 Vacancy 3 Vacancy 4 Vacancy 5 Vacancy 6 Vacancy 7
	Requests for committee seat:	6	1	2
	<b>Seats available</b>	7	5	9

<b>Committee / Group</b> (membership confirmed at Annual Meeting on 17 <sup>th</sup> May 2023)		<b>Finance &amp; HR<sup>1</sup></b>	<b>Planning</b>	<b>Neighbourhood Plan</b>	<b>Review</b>	<b>Northam Burrows Management Committee</b>
Please indicate your choice by placing a <b>X</b> in the relevant box(es) on the attached form. You may choose to sit on any number of committees. (note: a committee or group quorum is normally 4 elected members)		L Bach B Edwards P Hames* J Himan C Hodson C Leather A Singh N Tait	L Bach P Hames* C Hodson W Lo-vel A Singh Vacancy 1 Vacancy 2 Vacancy 3 Vacancy 4 Vacancy 5	Appledore: P Hames B Edwards Northam: W Lo-vel S Newman-McKie Westward Ho!: B Bruins C Hodson	L Bach B Edwards P Hames* C Hodson C Leather S Newman-McKie A Singh N Tait	L Bach B Bruins B Edwards P Hames* A Singh N Tait* J Whittaker
	<b>Seats unfilled</b>	0	5	0 (2 from each ward)	0	0
	* seat on committee / group ex-officio, with full voting rights.					

<sup>1</sup> In the event the Chair of Town Projects and Asset Management Committee is not a member, they will be appointed ex-officio, with full voting rights.

Northam Town Council committee/group choices form 2023-24

External Body	Blue Lights Hall	Taw Torridge Estuary Forum	Bideford Archive Management Committee	Northam Leisure Centre	Northam Community Centre
Please indicate your choice by placing a <b>X</b> in the relevant box(es). You may choose to sit on any number of external bodies. The Council does not know the detail of their meeting schedules.	B Edwards	P Hames	J Himan J Whittaker	L Bach	L Bach
Requests for committee seat:	1	1	2	1	1
Seats available	1	1	2	1	1



# Northam Town Council committee/group choices form 2023-24

Councillor Name:				
Committee / Group (membership to be confirmed at Full Council 31 <sup>st</sup> May 2023) Please indicate your choice by placing a <b>X</b> in the relevant box(es) on the attached form. You may choose to sit on any number of committees. (note: a committee or group quorum is normally 4 elected members)	Planning	Town Projects & Asset Management	Climate Emergency Committee	Westward Ho! Park
Seats available	5 (of 9)	1 (of 7)	4 (of 5)	7 (of 9)

**Please complete this form and return it to the Town Hall as soon as possible.**

## Additional information as requested by Town Projects

Following the recent Town Projects Meeting, where Members decided to defer a decision on replacement vehicles and seek information from neighbouring councils on their vehicles, and further information on finance options, I have included the information provided to Town Projects previously and updates are shown below.

Since the Town Projects meeting, work has become necessary on both DFSK's.

Contract hire and leasing work in similar ways. With both options, you pay a fixed monthly fee to use your chosen vehicle for an agreed period of time.

However, with leasing you have the opportunity to buy the vehicle, with contract hire the vehicle is handed back.

There is a company, one of the few vehicle rental organisations that offers customers a Contract Hire option. Due to the bespoke nature of their package, it is one of the most popular choices for organisations who wish to maintain a core fleet of vehicles for the long term. At this company, they can offer their contract hire customers some of the best rates possible when the customer agrees to commit to a pre-specified period of rental.

The fleet available to their Contract Hire customers is exactly the same as that offered on all their other rental packages, with the addition that if the need arises, they can provide a fully customised fleet or even bespoke fleet to meet our needs as closely as possible.

### What is involved in their Contract Hire?

Contract Hire is a fixed agreement to hire a single vehicle or fleet of vehicles, for an agreed period of time and mileage, at a fixed monthly cost. The contract length runs from a minimum of 12 months, to a maximum of 5 years. Available with their Contract Hire agreements are the options of:

- A Maintenance Package
- A Breakdown Rescue and Replacement Vehicle Package
- GAP Insurance
- 

### What are the benefits for Northam Town Council by using Contract Hire?

When carrying and maintaining our own fleet there are always the overheads, maintenance and servicing, depreciation and disposal costs to take into consideration. These often have considerable impact on cash flow and work planning. With a Contract Hire agreement for NTC, some of the financial benefits we can experience are:

- Lower fleet running costs
- No depreciation concerns
- No disposal concerns
- Known maintenance costs

- More accurate monthly budgeting

### Leasing

If we have our own vehicle maintenance arrangements and were just looking for a straight forward, low cost, fixed price leasing arrangement, then there are companies that can tailor a package that will fit well with our needs. Their leasing agreements are best for periods of between TWO to FIVE years.

Discussions with neighbouring Councils have resulted in the following information.

Bideford have no electric vehicles.

Great Torrington has only one vehicle a small van, not electric, if the Council ever gets its own lock-up with services, it may investigate an electric vehicle.

Barnstaple has an electric Nissan van, which is satisfactory, until it needs new parts, which take months to arrive, so it is off the road for long periods. They have not been able to find larger electric vehicles, as these have not advanced as quickly as passenger electric vehicles.

### Torridge

I have enquired at Torridge but not had a response, but understand they have an electric vehicle.

Having discussed this in great depth with our Maintenance Men and the Deputy Town Clerk, we need a small to medium tipper /dropside,(tipper preferred).

We also need a small panel van for example a ford transit connect or courier and both vehicles ideally should be able to tow.

We have been in touch with leasing companies and currently there is at least a six to eight month wait and order books are currently closed for new vehicles.

Officer recommendation is for Members to decide on the type of vehicles and whether or not secondhand vehicles should be sought.

Also, whether the Council wants to lease or contract hire.



**This is the original information considered at Town Projects 4/4/23**

## **Information on replacement vehicles for Northam Town Council 2023**

### **Advantages of Electric Vans**

#### **1. Lower Running Costs**

Electric vans have considerably lower running costs in comparison to their diesel counterparts. A claim made by many such as Citroen which claims that its Berlingo Electric only costs 2-3p per mile to run on average. With this level of fuel economy, you can expect to pay £2 per 40 miles. This may have changed.

#### **2. Cheaper to Maintain**

Electric vehicles also have fewer moving parts, meaning fewer parts subject to wear and tear. They're also lighter on the brakes, also minimising maintenance costs.

#### **3. Kinder to the Planet**

Electric vans produce zero tailpipe emissions which makes them great for improving air quality and reducing dangerous CO2 and NOx emissions.

#### **4. Incentives**

There are many government backed schemes to help make this change for a cleaner and brighter future which are also available for commercial vehicles too. One example is the Government Plug-in Van Grant which offers a 20% discount on all brand new, low emission vehicles purchased through dealerships and suppliers. This discount is already applied to the prices you see when buying your new EV van which allows you to save as little as £3,000 for small electric vans and up to £16,000 for 3.5-4.25-tonne large electric vans/trucks. Businesses can also benefit from reduced tax burden, free charging and parking in some areas and help towards the cost of workplace chargers.

## 5. Positive PR

Whether you have an electric van or a full fleet, making the choice to adopt an electric vehicle will make your environmental consciousness known and generate positive brand association.

## 6. Minimising Business Risk

With growing urgency to tackle climate change and cities introducing clean air zones throughout the country, more and more businesses are making the switch to electric vehicles as a way of future-proofing their business and lowering business risk.

## 7. Easy to Drive

With only an accelerator and brake to worry about, e-vans are incredibly simple to drive. There is no need to mess around with any gears and all you need to worry about is stopping and starting. They are also very nippy because of the instant torque given by electric motors, making them ideal for driving in town. Other than the hum in the distance, new electric vans are practically silent and make for a much more pleasant driving experience.

# Disadvantages of Electric Vans

## 1. Range Frustration

Estimates state that around a third of vans never complete more than 80 miles in a day, making electric vans with a typical range of 100 miles a viable commercial solution. However, there is anxiety felt amongst many electrical vehicle drivers that have concerns that the battery power will run out before reaching the destination or a suitable charging point.

Until battery technology evolves, and range improves, van drivers covering long distance journeys will suffer from frequent interruptions of having to stop regularly and recharge.

Also, as speed is restricted it may prove problematical to go up hills in the Northam area.

## 2. Charging Challenges

There are over 35,000 charging points connectors for electric vans UK-wide while many are also owned at home and by businesses. Despite the number growing continuously, there are still gaps in the UK and especially in rural areas while competition faces motorway services - 1000 of which only offer rapid charge. To put charging times into perspective, a rapid 50kW charger can charge an electric van from 20% to 80% in 40 minutes while wallbox chargers take 7.5 hours to complete a full charge from a flat battery.

### 3. Higher Initial Outlay

Electric vans typically have higher up-front costs associated with them in comparison to conventional petrol and diesel powered alternatives which retail at a lower price. However, it is thought that as electric vehicles become more popular and government targets near that prices will become more competitive.

There is also the cost of a home or office charger to consider which offers added convenience as charging can require a great deal of time and especially if not in proximity of a rapid charger.

One way to cut costs is through leasing, however, it is wise to calculate the whole life costs which take into account the purchase price, costs to run such as fuel, tax and congestion charges as well as the cost of maintenance.

### 4. Reduced Payload

The payload of electric commercial vehicles is often the price paid through bulky components involved in the vehicle mechanics such as their batteries which eat the available space of an electric van. While large electric vans with higher payloads are available, they reduce vehicle range just as when used in cold weather or driven aggressively.

### 5. How Green?

It's clear that electric vehicles are kinder to the planet than their alternatives, especially as renewable energy is set to take over. However, critics point out that much of our energy that charges our electric vehicles still comes from gas, coal and nuclear power stations.

### 6. Depreciation

As a relatively new technology, there is not too much known about EVs and how they depreciate. While they depreciate the same way once driven out of a dealership, the residual value is not something that is known but industry experts expect this change as electric vehicles grow in popularity.

**The type of vehicle most suitable for NTC, needs to be decided, options are vans, pick-ups or dropsides. A small panel van would also be useful.**

**Having discussed this with the maintenance men, they would prefer a pick-up with tool box and tipping facilities. Ideally, we need to replace both DFSK's.**

## Advantages and disadvantages of diesel vans

The benefits of diesel vans are hard to ignore. They're cheaper to buy initially and they cover long distances daily. But it all comes down to, do you drive long miles per day? Do you need a higher maximum payload? Then it's worth taking note of what it's important to you and seeing how the advantages and disadvantages align with your business goals. There are more than [four million vans on the road](#), and most of these are fuelled by diesel. This means there must be some trusted advantages – not just because they're efficient and powerful. There's more to them than that. They're suitable for many businesses but budget, [payload and daily miles](#) should be considered and van maintenance too.

They deliver higher miles per gallon than petrol or electric vans. Although this might increase costs overall, you'll definitely be reaping the benefits of a longer running time. Diesel vans are a convenient choice for commercial vehicle fleets and van leasing.

### Advantages

**Powerful engines:** diesel vans have robust engines. They're built for longer journeys. They also provide more torque (force for rotation) and are better suited to moving heavy loads and towing.

**Higher maximum payload:** diesel vans have a higher maximum payload than their electric counterparts. So, if you're needing to deliver higher payloads across the UK, then diesel vans will provide the support you need to transport goods successfully.

**Refuelled in minutes:** not only do diesel vans cover more miles daily but they're also really easy to refuel. There's no waiting for your vehicle to charge. Within less than 10 minutes, you'll be well on your way to your next destination. Meaning flexibility and efficiency is guaranteed.

### Disadvantages

**Increased emissions:** with the diesel engines also comes an increased amount of harmful pollutants like nitrous oxides (NOx), particulate matter (PM) and carbon monoxide (CO). As a result, the Government is considering calls to ban or limit all diesel vans from travelling [through urban routes by 2050](#). Although diesel vans are powerful, they're harmful to the environment in the long run.

**Noise pollution:** if you want to deliver outside of conventional delivery times then a diesel van isn't the best option. Due to their high running pressure, they're a lot noisier than electric or petrol vehicles.

**Higher running costs:** although diesel vans are cheaper to purchase upfront initially, they are more expensive to fuel than petrol or electrical vans. The higher the purchase price of a diesel van can increase the insurance costs overall too.

If you're looking at travelling longer distances and you're looking for something reliable without a focus on budget, then diesel vans are a great choice. However, if you're looking for something for a long-term investment, lower carbon footprint and less noise pollution, you may want to consider an electric van alternative.

**Even though diesel vans are major polluters, it must be borne in mind that some components of EVs can be particularly bad for the environment, especially their batteries.**



### **Advantages of petrol vans**

Petrol vans tend to be cheaper to buy than similar diesel models.

Petrol fuel is usually cheaper.

Petrol engines can be slightly quieter.

Repair costs are typically lower.

### **Disadvantages of petrol vans**

Petrol engines are less efficient so use more fuel.

Higher CO2 emissions by 20%

They tend to depreciate faster.

Which wins?

There is no clear-cut answer to this question. For some people a diesel van is the best option, whereas for others, petrol works out better. Experts say that unless drivers do 10,000 miles a year in a used van or 6,000 miles a year in a new van, a diesel van won't work out cheaper. So, if our mileage is lower than these figures or we are only planning on keeping our van for a couple of years, we might be better opting for a petrol van. Our average mileage for each vehicle is below 6000.

There are limited options available (electric vehicles) at the present time but I attach details of the

ET Lander which we had a demo of last year.

I also attach details of the Goupil which can be adapted from the standard body, the preference would be for a combined pick-up, with tool box and tipper.

There is also a panel van the IAEC35. We had a demonstration last year; this is the least favourite option from the maintenance men.

We have also investigated the option of a small panel van, such as the Ford Transit Connect.

### **Purchase options**

Contract hire and leasing work in similar ways until the end of the agreement.

If the vehicle is leased, one can normally buy the vehicle at a reduced price.

With contract hire the vehicle is returned to the company from where it was hired.

### **NEW ETESIA ET LANDER ELECTRIC UTILITY VEHICLE**

Supply Price: £48,000.00 + VAT

4 Years Contract Hire @ £985.05 + VAT per month



All figures subject to minimal cost of funds changes until agreement is live.  
All agreements have an £175.00 + VAT document fee.  
There is a two-year warranty

### **Goupil G4**

G4-08

Outright - £29,100

5-year contract hire - £640 per month + VAT

The contract hire rates include 2 x service visits per year and cover all call outs,  
Parts and labour excluding for misuse.

In view of the fact that it would be sensible to exchange the two small vehicles, we would then need two more vehicles and following discussions with the men, it is felt that the best option would be to purchase a small panel van for example a transit connect and a pick-up with tool box and tipping facilities. This would meet all our requirements.