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

To: All Members of the Northam Town Council

Town Clerk: Mrs Jane Mills BA(Hons) PSLCC  
Telephone: 01237/474976  
e-mail: [townclerk@northamtowncouncil.gov.uk](mailto:townclerk@northamtowncouncil.gov.uk)

**You are hereby summoned to attend a meeting of the Town Council which will be held on Wednesday 23rd August 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: 17<sup>th</sup> August 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 Full Town Council Meeting held 12<sup>th</sup> July 2023 (Part A)**
- 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)**
  - Finance and HR – 21<sup>st</sup> June 2023 (*herewith*)
  - Planning – 15<sup>th</sup> June, 6<sup>th</sup> July 2023 (*herewith*)
  - Westward Ho! Park – 28<sup>th</sup> June 2023 (*herewith*)
- 7 Action Points (*herewith*)**
- 8 To receive and consider reports from the Town Clerk (*Bank reconciliation herewith*)**

**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 suggestions for a Vision Statement and possible formation of a Working Group (Cllr Mrs Hodson fact sheet information sent 17<sup>th</sup> July 2023)**
- 11 To consider the Finger Post at Westward Ho! (liaise with TDC, see email circulated)**
- 12 To consider changes to the Climate Emergency terms of reference (herewith)**
- 13 To consider a review of the Emergency Plan, with a view to including climate resilience. Emergency Plan attached; some contact details will need to be checked)**
- 14 To consider appointment to committees, Neighbourhood Plan, Westward Ho! Park and Planning (Cllr Brading)**
- 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)**

## **PART B**

- 19 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.**
- 20 To confirm and sign the minutes of the Town Council Meeting 12<sup>th</sup> July 2023 (Part B)**
- 21 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)**
  - Finance and HR – 21<sup>st</sup> June 2023 (*herewith*)**
  - Westward Ho! Park – 28<sup>th</sup> June 2023 (*herewith*)**
- 22 To consider repairs to the skatepark (*confidential quote herewith*)**
- 23 To consider an update on Bone Hill car park (*verbal update*)**
- 24 To receive an update on the installation of a “changing places” toilet facility**
- 25 To consider proposed charging for Westward Ho! Park tennis courts and an update on progress (*press release herewith*)**
- 26 To resolve to readmit members of the press and public**

**Northam Town Council – Minutes of a meeting of the Town Council held on Wednesday 12<sup>th</sup> July 2023 in the Town Hall at 6.30 pm**

**Present:** Cllrs Hames, (Chair), Bach, Bruins, Edwards, Himan, Leather, Newman-McKie, Singh (from minute number 2307/167), Tait, and Whittaker  
**In attendance:** Mrs J Mills Town Clerk, Mr G Langton Deputy Town Clerk  
Reverend Vidamour  
Mayor's Cadet and Bideford College representative  
Members of the public (2)

**2307/160 Apologies**

Apologies were received from Cllr Mrs Hodson and Cllr Lo-Vel

**2307/161 Chairman's Announcements**

The Chairman welcomed Cllr Mrs Whittaker, following her illness and sent best wishes to Cllr Mrs Hodson for a speedy recovery. He advised Members of a fruitful meeting with Bideford College Students in relation to Climate Emergency, welcomed his cadet to the meeting and thanked him for his involvement with the visit to the college.

**2307/162 Declarations of interest**

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

**2307/163 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

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

**2307/164 To confirm and sign the minutes of the Town Council Meeting held 31<sup>st</sup> May 2023 and 22<sup>nd</sup> June 2023 (Part A)**

It was **resolved** to sign the minutes of the Town Council Meeting held 31<sup>st</sup> May 2023 and 22<sup>nd</sup> June 2023 (Part A)

Proposed: Cllr Leather, Seconded: Cllr Newman-McKie (majority in favour one abstention, not present at the meetings)

**2307/165 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 – 14<sup>th</sup> March 2023
- Finance and HR – 20<sup>th</sup> March 2023
- Northam Neighbourhood Plan – 23<sup>rd</sup> February 2023
- Planning – 27<sup>th</sup> April, 24<sup>th</sup> May 2023
- Town Projects – 4<sup>th</sup> April 2023
- Westward Ho! Park – 25<sup>th</sup> April, 22<sup>nd</sup> June 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).

**2307/166 Action Points**

It was agreed to note the action points

At this juncture Cllr Singh arrived at the meeting.

- 2307/167 To receive and consider reports from the Town Clerk (bank reconciliation)**  
It was agreed to note the reports from the Town Clerk
- 2307/168 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*  
The Mayor's Cadet spoke briefly about the 6<sup>th</sup> form college student's projects and plans in relation to climate emergency and the environment
- 2307/169 To ratify the following items agreed at Chairman's Announcements**  
Members were advised that the proposed road closure at Limers Lane will be between 8am and 4pm, but it is expected to be shorter than that, also residents and emergency vehicles will be allowed access. It was agreed to write to DCC advising that so long as both conditions were met, NTC has no objections.
- Members agreed to rent 10 spaces in Bone Hill car park, for the duration of the works in Northam Square, and members of the public will be requested to limit their parking time, to enable residents to visit the local shops.
- A further announcement confirmed an opportunity to send in an expression of interest to the community ownership fund in order to help with funding of Westward Ho! pavilion.
- It was **resolved** to ratify the above items  
Proposed: Cllr Leather, Seconded: Cllr Edwards (all in favour)
- 2307/170 To consider amended Terms of Reference as recommended by the Westward Ho! Park Committee**  
It was **resolved** to accept the amended Terms of Reference as recommended by the Westward Ho! Park Committee.  
Proposed: Cllr Leather, Seconded: Cllr Bach (majority in favour 1 abstention)  
**Action Point:** Amend terms of reference.
- 2307/171 To consider accepting the appointment of a FOTWHOP representative to Westward Ho! Park Committee and an Appledore resident representative to the Neighbourhood Plan group**  
It was **resolved** to accept the appointment of a FOTWHOP representative to Westward Ho! Park Committee and an Appledore resident representative to the Neighbourhood Plan group.  
Proposed: Cllr Bruins, Seconded: Cllr Bach (all in favour)
- 2307/172 To consider amendments to Standing Orders deletion of Addendum. REMOTE MEETINGS PROTOCOL AND PROCEDURES AMENDMENTS TO STANDING ORDERS (This was added for the duration of the pandemic and is no longer required)**  
It was **resolved** to delete the Addendum.  
Proposed: Cllr Mrs Whittaker, Seconded: Cllr Edwards (majority in favour 1 abstention) **Action Point:** Amend Standing Orders

- 2307/173**      **To consider a request to discuss the sea wall at Westward Ho! (Cllr Singh)**  
a) **To complete the sea wall for safety reasons as people can fall and hurt themselves especially young children.**  
b) **To clean and paint the wall at the sea front as it looks very dirty and unappealing.(Photos circulated by e-mail)**  
After some discussion it was **resolved** to write to TDC requesting a full Health and Safety evaluation and the installation of yellow lines along the promenade.  
Proposed: Cllr Mrs Whittaker, Seconded: Cllr Newman McKie (all in favour)  
**Action Point:** Write to Torridge District Council
- 2307/174**      **To consider creation of a working group to update the Vision Statement for the term of the new Council.**  
It was agreed that Members would look at the current Vision Statement and bring ideas to the next meeting, there will be an agenda item  
**Action Point:** Agenda item next Full Council.
- 2307/175**      **To consider a date for the attendance of the Internal Auditor (to provide an outline of his role, suggested date Full Council in October)**  
It was **resolved** to invite the Internal Auditor to the Full Council meeting in October.  
Proposed: Cllr Leather, Seconded: Mrs Whittaker, (all in favour)  
**Action Point:** Agenda item October Full Council and advise Auditor
- 2307/176**      **To confirm membership of committees**  
Members agreed to note.
- 2307/177**      **Correspondence:**  
**To consider correspondence from “Together Again”**  
It was **resolved** to write offering support, and suggesting funding could be sought by the Westward Ho! Community Association through our grants process.  
**Devon Voice – Newsletter – Spring 2023.** Noted  
**Action Point:** Respond to “Together Again”
- 2307/178**      **Street Matters: All street matters forwarded by e-mail**  
Concerns have been raised regarding entrance and exit to the new site “Amberley” at Limers Lane, this has been raised with TDC’s relevant department
- 2307/179**      **Summary Report from County Councillor**  
This was circulated by email, the County Councillor sent his apologies
- 2307/180**      **Summary Report from a District Member (3 minutes)**  
Cllr Bach advised he has reported on the wall issues at Westward Ho! and as a new member has attended lots of training.  
Cllr Leather (Lead Member for Waste) attended a waste meeting at Tavistock and spoke of govt proposals for waste.  
Other Members were unable to report back as meetings attended were ‘Part B’ and thus confidential.

**Minutes of the meeting of the Finance and Human Resources Committee held in the Committee Room, Town Hall Windmill Lane, Northam, 2<sup>nd</sup> August 2023**

- Present:** Cllrs Mrs Hodson (Chair) Bach, Edwards, Himan, Tait and the Mayor (ex-officio)
- In attendance:** Mrs M J Mills - Town Clerk
- 2308/207**                    **Apologies:** Apologies were received from Cllrs Leather and Mrs Whittaker
- 2308/208**                    **Chairman's announcements**  
The Town Clerk advised that repairs to the DFSK vehicle had been arranged so that the hire vehicle could be returned.
- 2308/209**                    **Election of Vice-Chairman**  
It was **resolved** to appoint Cllr Himan as Vice-Chairman  
Proposed: Councillor Mrs Hodson, Seconded: Cllr Edwards, (all in favour)
- 2308/210**                    **Declarations of interest**  
Members were reminded that all interests must be declared prior to the item being discussed.  
There were none
- 2308/211**                    **To agree the agenda between Part A and Part B**  
It was **resolved** to agree the agenda between part A and Part B after deferring item 13 to the next meeting  
Proposed: Councillor Hodson Seconded: Cllr Edwards (all in favour)  
**Action Point:** place item 13 on the next agenda
- 2308/212**                    **To confirm and sign the minutes of the meeting held 21<sup>st</sup> June 2023**  
It was **resolved** to confirm and sign the minutes of the meeting held 21<sup>st</sup> June 2023  
Proposed: Councillor Hodson, Seconded: Cllr Bach, (majority in favour 1 abstention not present at the meeting)
- 2308/213**                    **Action Points:** Action Points were noted
- 2308/214**                    **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
- 2308/215**                    **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 Himan Seconded: Cllr Bach (all in favour)



- 2308/216 To receive a report on bank interest**  
It was **resolved** to continue with the completion of the change of signatories and bring a full report to the next meeting covering, penalties and access and all relevant information for available accounts.  
Proposed: Councillor Mrs Hodson, Seconded: Cllr Edwards, (all in favour)  
It was further **resolved** to open an instant access account with the Co-op Bank.  
Proposed: Councillor Mrs Hodson, Seconded: Cllr Himan, (all in favour)  
**Action Points:** Town Clerk to complete change of signatories and agenda a full report on bank accounts. Also open a Co-op instant access account.
- 2308/217 To consider opening hours for the office**  
It was proposed by Cllr Tait and seconded by Cllr Edwards that office opening hours should be extended to 9am to 4pm.  
Votes were two in favour of the proposal and four against, so the motion failed
- 2308/218 To appoint a Councillor from the Finance Committee to independently review the Bank reconciliation on a quarterly basis**  
It was **resolved** to appoint Cllr Himan to review the bank reconciliation on a quarterly basis.  
Proposed: Councillor Mrs Hodson, Seconded: Cllr Edwards, (all in favour)
- 2308/219 To receive a report on electricity consumption at Northam Hall (*deferred to the next meeting*)**



**Northam Town Council – Minutes of the Planning Meeting held 15<sup>th</sup> June 2023 at 6.30pm in the Council Chamber, Windmill Lane, Northam.**

**Present:** Cllrs Hames (in the chair), Bruins, Mrs Hodson, Leather, Lo-vel and Singh, (five vacancies).

**In attendance:** G Langton – Deputy Town Clerk.  
Two members of the public.

**2306/067 Apologies**  
Cllr Bach submitted his apologies, which were noted.

**2306/068 Chairmans Announcements:**  
The Vice Chair was in the chair for the meeting, given the Chair's absence.

**2306/069 To agree the agenda as published.**  
It was **resolved** to agree the agenda as published, though item 2306/063(x), the consideration of the amended plans for 1/0345/2023/FUL, would be taken first.  
Proposed: Cllr Hames, Seconded Cllr Leather (all in favour).

**2306/070 Declarations of interest:**  
Members were reminded that all interests should be declared prior to the item being discussed.

**2306/071 To confirm and sign previous planning committee meeting minutes.**  
It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 24<sup>th</sup> May 2023.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Lo-Vel (majority in favour, one abstained – not present at the meeting).

**2306/072 Public Participation**  
*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*  
One member of the public addressed the committee, declaring herself the owner of the land on which permission for a beach hut was sought at Merley Road. She brought the committee's attention to the style of beach hut that were adjacent to hers, being similar to the one proposed. She also noted that the brand and model of building proposed was identical to one that had stood close by to her site for many years. Finally, she noted that the amended plans included shutters.

Cllr Singh entered at this juncture.

**2306/073 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:

x) **1/0345/2023/FUL** Applicant: D Taylor  
Location: Hut 12, Merley Road, Westward Ho!  
**Response date:** 1<sup>st</sup> July 2023  
Proposal: Erection of replacement beach hut and picket fence.  
It was **resolved** to recommend the proposal be approved.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Leather (all in favour).

- i) **1/0399/2023/FUL** Applicant: W Carter  
Location: Cleave Hollow, Durrant Lane, Northam  
**Response date:** 16<sup>th</sup> June 2023 (response date extended from 11<sup>th</sup> June 2023)  
Proposal: Replacement first floor extension.  
It was **resolved** to recommend the proposal be approved.  
Proposed: Cllr Leather, Seconded: Cllr Singh (all in favour).
- ii) **1/0393/2023/FUL** Applicant: D Holmes  
Location: St Judes, Golf Links Road, Westward Ho!  
**Response date:** 16<sup>th</sup> June 2023 (response date extended from 12<sup>th</sup> June 2023)  
Proposal: Erection of single storey rear and side extension and installation of 4no. dormers to first floor  
It was **resolved** to recommend the proposal be approved.  
Proposed: Cllr Leather, Seconded: Cllr Hames (three in favour, three abstentions. The resolution was passed).
- iii) **1/0402/2023/FUL** Applicant: L Sellick  
Location: 18 Kenwith Road, Bideford  
**Response date:** 16<sup>th</sup> June 2023  
Proposal: Change of use to a portion of garden to provide stationing for one touring caravan, for holiday let usage.  
It was **resolved** to recommend the proposal be approved. The committee commented that the proposal was to place the touring caravan close to an existing tree and noted that this tree should not be trimmed or felled without recourse to the planning authority, should it interfere with the use of the caravan as a holiday let.  
Proposed: Cllr Leather, Seconded: Cllr Lo-Vel (all in favour).
- iv) **1/0410/2023/FUL** Applicant: Odun Grange  
Location: Yeoldon House Hotel, Durrant Lane, Northam  
**Response date:** 17<sup>th</sup> June 2023  
Proposal: Change of use from Sui Generis to C3  
It was **resolved** to recommend the proposal be approved.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Leather (all in favour).
- v) **1/0391/2023/FUL** Applicant: J Kidston  
Location: Garth, Diddywell Road, Appledore  
**Response date:** 17<sup>th</sup> June 2023  
Proposal: Erection of detached garage and raised terrace.  
It was **resolved** to recommend the proposal be approved.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Leather (all in favour).
- vi) **1/0422/2023/FUL** Applicant: C Hall  
Location: Golden Bay Holiday Village, Merley Road, Westward Ho!  
**Response date:** 16<sup>th</sup> June 2023  
Proposal: Demolition of 7 (seven) holiday chalets replaced with 7 (seven) holiday chalets, change of use of existing chalet to general storage building and refuse storage unit, creation of 2 x refuse storage units (Variation of condition 2 of Planning Application 1/1103/2021/FUL)  
It was **resolved** to recommend the proposal be approved.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Bruins (all in favour).

- vii) **1/0248/2023/FUL** (re-consultation) Applicant: M Williamson  
 Location: Land At Grid Reference 244396 129269, Tadworthy Road, Northam  
**Response date: 16<sup>th</sup> June 2023**  
 Proposal: Erection of 1 (one) dwelling to include access and drainage arrangements (amended red edge)  
 It was **resolved** to recommend the proposal be approved.  
 Proposed: Cllr Leather Mrs Hodson, Seconded: Cllr Bruins (majority in favour, one abstention).
- viii) **1/0428/2023/FUL & 1/0427/2023/LBC** Applicant: A Baxter  
 Location: 15 Myrtle Street, Appledore  
**Response date: 23<sup>rd</sup> June 2023**  
 Proposal: Reconstruction of chimney stack.  
 It was **resolved** to recommend the proposal be approved.  
 Proposed: Cllr Mrs Hodson, Seconded: Cllr Leather (all in favour).
- ix) **1/0460/2023/FUL** Applicant: K Beer  
 Location: Wood End House, Mount Raleigh Avenue  
**Response date: 29<sup>th</sup> June 2023**  
 Proposal: Extension replacing existing conservatory glazing and internal alterations.  
 It was **resolved** to recommend the proposal be approved.  
 Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour).

#### 2306/074 **Torridge District Council Planning Decisions**

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

- i) **1/0299/2023/FUH**  
 Proposal: Erection of single storey rear extension and extension of existing dropped kerb.  
 Location: 28 Richmond Park, Northam  
 (Northam recommended approval)
- ii) **1/0126/2023/FUL**  
 Proposal: Proposed ground floor extension to existing property and first floor balcony extension and part retrospective permission for external ground floor decking  
 Location: The Fairway Buoy, Golf Links Road, Westward Ho!  
 (Northam recommended approval)
- iii) **1/0294/2023/FUH**  
 Proposal: Demolition of existing conservatory and erection of single storey extension  
 Location: 9 Chichester Way, Westward Ho!  
 (Northam recommended approval)
- iv) **1/1290/2022/LBC**  
 Proposal: Roof replacement and external and internal alterations  
 Location: Cross House, Fore Street, Northam  
 (Northam recommended approval)
- v) **1/0300/2023/FUL**  
 Proposal: Extension to dwelling as previously approved 1/0221/2020/FUL  
 Location: 21 Kenwith Road, Bideford  
 (Northam recommended approval)

- vi) 1/0166/2023/FUL  
Proposal: Erection of 8no. holiday lodges, replacement manager's dwelling and associated works  
Location: Pig On The Hill, Westward Ho!  
(Northam recommended approval)
- vii) 1/1195/2022/LBC & 1/1194/2022/FUL  
Proposal: Conversion of garage and extension to create dependent annexe, creation of parking area and erection of solar photovoltaic panels  
Location: Bude House, Odun Road, Appledore  
(Northam recommended approval)
- viii) 1/0326/2023/FUL  
Proposal: Extension and alterations to existing dwelling including new garage and driveway (re-submission of application 1/0071/2023/FUL) - (Amended red edge, northern boundary)  
Location: Fordlands, Heywood Road, Northam  
(Northam recommended approval)

**2306/075 Torridge District Council Planning Decisions**

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

- i) None were advised.

**2306/076 Torridge District Council Planning Decisions**

It was noted that Torridge District Council, the determining Authority, had informed the Council that the following applications have been **withdrawn**.

- i) None were advised.

There being no further business the meeting closed at 7:15pm

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

**Northam Town Council – Minutes of the Planning Meeting held 6<sup>th</sup> July 2023 at 6.30pm in the Council Chamber, Windmill Lane, Northam.**

**Present:** Cllrs Bach (Chairman), Bruins, Mrs Hodson, Leather and Singh (three vacancies).

**In attendance:** G Langton – Deputy Town Clerk.

**2307/150 Apologies**

Cllrs Hames and Lo-Vel submitted their apologies, which were noted.

**2307/151 Chairmans Announcements:**

There were none.

**2307/152 To agree the agenda as published.**

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

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

**2307/153 Declarations of interest:**

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

**2307/154 To confirm and sign previous planning committee meeting minutes.**

It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 15<sup>th</sup> June 2023.

Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (majority in favour, one abstained – not present at the meeting).

**2307/155 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.

**2307/156 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) **1/0489/2023/FUL** Applicant: Nockles

Location: Cross House, Fore Street, Northam

**Response date:** 7<sup>th</sup> July 2023 (extended from 2<sup>nd</sup> July 2023)

Proposal: Roof replacement and external and internal alterations.

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

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

Cllr Singh entered at this juncture (6.40pm)

ii) **1/0341/2023/FUL (re-consultation)** Applicant: Johns

Location: 99 Atlantic Way, Westward Ho!

**Response date:** 7<sup>th</sup> July 2023 (extended from 22<sup>nd</sup> June 2023)

Proposal: Erection of single storey extension with balcony above and alterations.

It was **resolved** to note the changes only.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Bruins (majority in favour).

- iii) **1/0262/2023/OUT (re-consultation)** Applicant: Rowson  
Location: Orchard Hill House, Orchard Hill  
**Response date: 7<sup>th</sup> July 2023** (extended from 23<sup>rd</sup> June 2023)  
Proposal: Outline application with some matters reserved (access, layout and scale) for the erection of 1 dwelling.  
It was **resolved** to recommend the proposal be approved.  
Proposed: Cllr Leather, Seconded: Cllr Bach (majority in favour).
- iv) **1/0501/2023/FUL** Applicant: Pizani  
Location: 17 Beach Road, Westward Ho!  
**Response date: 7<sup>th</sup> July 2023** (extended from 6<sup>th</sup> July 2023)  
Proposal: Extension and alterations to existing dwelling  
It was **resolved** to recommend the proposal be approved.  
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour).
- v) **1/0526/2023/FUL** Applicant: Lockwood  
Location: 1 Staddon Road, Appledore  
**Response date: 7<sup>th</sup> July 2023**  
Proposal: Renovation to existing property, conversion of garage to utility space, lower ground floor extension with terrace above & erection of detached games room.  
It was **resolved** to recommend the proposal be approved.  
Proposed: Cllr Bach, Seconded: Cllr Leather (all in favour).
- vi) **1/0530/2023/FUL** Applicant: Woolley  
Location: Petrock, Torridge Road, Appledore  
**Response date: 7<sup>th</sup> July 2023**  
Proposal: Single story extension on existing property and additional floor within new roof space. Associated alterations to parking, storage and garden area.  
It was **resolved** to recommend the proposal be refused on the grounds that:  
The scale of the proposal would amount to overdevelopment of the site. Located with a view towards the Appledore Conservation area, the street scene would be detrimentally affected by the proposal, which would effectively replace a garden with a substantial structure. The increased ridge height exacerbates this situation. Similarly, the proposal would have a detrimental effect on the amenity of the neighbouring properties.  
Further the Council noted with concern that the proposal would have an effect on the utility provision for this and neighbouring properties. For example, South West Water had not been approached regarding the potential effect of the proposal on a sewer which runs under the property and power, telecoms and other cables cross the garden of the property, so would need to be relocated for both this property and its neighbours.  
Proposed: Cllr Bach, Seconded: Cllr Leather (all in favour).
- vii) **1/0564/2023/FUL** Applicant: Royal North Devon Golf Club  
Location: Royal North Devon Golf Club, Westward Ho!  
**Response date: 13<sup>th</sup> July 2023**  
Proposal: Installation of 4 photo-voltaic solar canopies.  
It was **resolved** to recommend the proposal be approved.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Bach (all in favour).



- viii) **1/0439/2023/FUL** Applicant: Humphries  
 Location: 16 Coral Avenue, Westward Ho!  
**Response date: 15<sup>th</sup> July 2023**  
 Proposal: Erection of porch and extension to garage.  
 It was **resolved** to recommend the proposal be approved.  
 Proposed: Cllr Leather, Seconded: Cllr Bruins (all in favour).
- ix) **1/0519/2023/FUL** Applicant: Ellam  
 Location: The Sail Loft, Meeting Street, Appledore  
**Response date: 23<sup>rd</sup> July 2023**  
 Proposal: Use of ancillary annexe as an independent residential dwelling.  
 It was **resolved** to recommend the proposal be approved.  
 Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour).
- x) **1/0569/2023/REM** Applicant: Hilton  
 Location: Land At Grid Reference 244619 128145, Heywood Road, Northam  
**Response date: 23<sup>rd</sup> July 2023**  
 Proposal: Reserved matters application for Appearance, Landscaping, Layout and Scale pursuant to application 1/1035/2022/OUT.  
 It was **resolved** to recommend the proposal be approved, subject to the Environmental Protection Officer receiving and being satisfied with proposals to deal with foul water and percolation testing in accordance with BS6297.  
 Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour).
- xi) **1/0608/2023/FUL** Applicant: Smith & Reis  
 Location: Tree Tops, Durrant Lane, Northam  
**Response date: 23<sup>rd</sup> July 2023**  
 Proposal: Alterations and extensions to dwelling including hard and soft landscaping (Affecting a Public Right of Way)  
 It was **resolved** to recommend the proposal be approved.  
 Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour).

## 2307/157 Torridge District Council Planning Decisions

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

- i) **1/0384/2023/FUL**  
 Proposal: Extension and alterations to existing dwelling  
 Location: 28 Richmond Park, Northam  
 (Northam recommended approval)
- ii) **1/0423/2023/FUH**  
 Proposal: Conversion of existing garage to living accommodation  
 Location: 28 Amyas Way, Northam  
 (Northam recommended approval)
- iii) **1/0261/2023/FUL**  
 Proposal: Retrospective planning permission for the use of The Wing (the annexe) as a holiday let  
 Location: Cross House, Fore Street, Northam  
 (Northam recommended approval)
- iv) **1/0399/2023/FUL**  
 Proposal: Replacement first floor extension  
 Location: Cleave Hollow, Durrant Lane, Northam  
 (Northam recommended approval)



- v) 1/0417/2023/LBC  
Proposal: Regularisation of repair and refurbishments works to property  
Location: 32 Market Street, Appledore  
(Northam recommended approval)
- vi) 1/0252/2022/OUTM  
Proposal: Outline application for the erection of up to 400 dwellings, amenity open space, footpath links, associated landscaping and infrastructure works with all matters reserved except access (Affecting a Public Right of Way)  
Location: Land Off Cornborough Road, Westward Ho!  
(Northam recommended approval)
- vii) 1/0351/2023/FUL  
Proposal: Change of Use from bar (Sui Generis) to Surf Shop (Class E).  
Location: The Small Bar, 32 Nelson Road, Westward Ho!  
(Northam recommended approval)
- ix) 1/0345/2023/FUL  
Proposal: Erection of replacement beach hut and picket fence.  
Location: Hut 12, Merley Road, Westward Ho!  
(Northam recommended approval)

**2307/158 Torridge District Council Planning Decisions**

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

- i) None were advised.

**2307/159 Torridge District Council Planning Decisions**

It was noted that Torridge District Council, the determining Authority, had informed the Council that the following applications have been **withdrawn**.

- i) None were advised.

There being no further business the meeting closed at 8:10pm

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

**Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Wednesday 28<sup>th</sup> June 2023 in the Committee Room of the Town Hall at 6.30 pm**

**Present:** Cllrs: Mrs Hodson, (Chairman) Bach, Bruins, and the Mayor ex-officio  
Co-opted Members – Mrs C Hutchins, Mr S Makeig-Jones  
**In attendance:** Mrs Jane Mills (Town Clerk), Guy Langton (Deputy Town Clerk)  
Ms Penzer

- 2306/122 Election of a Chairman**  
This was completed at the previous special meeting.
- 2306/123 Election of a Vice-Chairman**  
This was completed at the previous special meeting
- 2306/124 Apologies**  
Apologies were received from Cllr Mrs Whittaker.
- 2306/125 Chairman's announcements**  
The Chairman welcomed the proposed FOTWHOP representative, This will be a future agenda item. It is hoped a further representative can be found as per the terms of reference. The signage at Westward Ho! Park has been completed.  
**Action Point:** agenda item future meeting
- 2306/126 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.
- 2306/127 To agree the agenda as published**  
It was **resolved** to agree the agenda as published after deleting items 1 and 2  
Proposed: Cllr Mrs Hodson, Seconded Cllr Bach (all in favour)
- 2306/128 To confirm and sign the minutes of Part A of the Westward Ho! Park meeting on 25<sup>th</sup> April 2023.**  
It was **resolved** to confirm and sign the minutes of Part A of the Westward Ho! Park meeting on 25<sup>th</sup> April 2023.  
Proposed: Cllr Mrs Hodson, Seconded Cllr Hames (majority in favour, remainder abstained, not present at the meeting)
- 2306/129 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.  
No members of the public were present.
- 2306/130 To consider the Action Points.**  
It was agreed to note the Action Points

2306/131

**To consider the terms of reference of the committee to include the arrangements for resident representation.**

It was **resolved** to recommend to Full Council the following amendments to the Terms of Reference.

Proposed: Cllr Hodson, seconded: Cllr Bruins. (all in favour)

- **Membership: delete:** “to be appointed initially until the annual council meeting in May 22, when members will be reappointed,” and **replace:** with “will be reappointed annually”
- **Meetings:**  
**Delete:** “Committee meetings will revert to the conventional cycle of monthly meetings”  
**Replace with:** “will be convened on a six weekly basis”
- **Quorum:**  
Amend quorum to 3 from 4
- **Specific Delegated Powers**  
**“Delete:** The committee will have responsibility for a delegated budget including all monies from the PWLB” (now discharged)
- **Role**  
**Delete:** “To deliver the business plan presented to Torridge District Council to support the acquisition of the park and the pavilion”  
**Amendment in red: to read,** “To lead and instigate community consultation and consider feedback during the process of preparing the detailed project plans and reviewing them.  
For project now read projects.  
Final new paragraph “To Ensure full compliance with any conditions imposed or contained within a contract”  
**Action Point:** Agenda for Full Council

2306/132

**To receive a report from the Chair of FOTWHOP.**

Members were advised that the FOTWHOP AGM was held on 12<sup>th</sup> May 2023 and was reasonably well attended. More gardener volunteers have been recruited and a committee meeting will be held soon.

The final funds from Amazon Smile have been received £14.71. Please register with Easy fundraising, this has already generated £98 of funds. Northam Town Council can register when making purchases.

There are 141 members of the 200 club, it was suggested that endeavours should be made by the next meeting to bring the membership up to the 200.

It was further suggested that local businesses could be visited and asked for their support. Thanks was given to the “Woolly Surfer café” for their support. There is approximately £9000 in the fund at present but some of that is ring-fenced.

The gardeners were pleased to receive a donation of hand-tools. Volunteer hours worked in April and May well 177.5 mainly watering. A water butt has split and needs replacing, It was suggested is that the water company could be asked if they have any availability. there is a lot of blackthorn growing at present and help was requested with its removal by the maintenance men. Concern was expressed about the amount of broken glass in the area. the Chairman thanked FOTWHOP for the reports

- 2306/0133 To receive an update/ report on the tennis courts at Westward Ho! park**  
Members were advised that at a special Full Council meeting the recommendation by the Westward Ho! park committee was accepted to progress the agreement with the Lawn Tennis Association for 3 courts and heavy duty fencing adjacent to the play area. If the agreement is signed by the beginning of July work could start on the courts in September.  
it was **resolved** to set up a working group for the delivery of the project, to include councillors Bach and Mrs Hodson and co-opted Member Mrs Hutchins.  
Proposed: Cllr Mrs Hodson, seconded: Cllr Bach (all in favour)
- 2306/134 To consider a noticeboard for the Park**  
It was agreed to seek costings for a wall mounted noticeboard and put this on the next agenda.
- 2306/135 To consider the way forward for the proposed sensory garden**  
Members considered whether to look at a Sensory Garden or quiet space.  
It was agreed that the site need clearing, apart from the willow, funding will be required.  
It was agreed to hold a site meeting to re-familiarise members with what is there. It was agreed to meet on Monday 10<sup>th</sup> July at 10.00am and place the matter on the next agenda for consideration.  
**Action Point:** Agenda next meeting

## SPECIAL FULL COUNCIL ACTION POINTS AUGUST 2023

<b>To consider amended Terms of reference as recommended by the Westward Ho! Park Committee</b>	Amended Terms of Reference
<b>To consider amendments to Standing Orders deletion of Addendum. REMOTE MEETINGS PROTOCOL AND POCEURES AMENDMENTS TO STANDING ORDERS (This was added for the duration of the pandemic and is no longer required).</b>	Amended Standing Orders
<b>To consider a request to discuss the sea wall at Westward Ho! (Cllr Singh)</b> a) To complete the sea wall for safety reasons b) To clean and paint the sea wall at the sea front	Town Clerk wrote to TDC response forwarded by email
<b>To consider creation of a working group to update the Vision Statement for the term of the new Council.</b>	Agenda Item for next Full Council
<b>To consider a date for the attendance of the Internal Auditor (to provide an outline of his role, suggested date Full Council in October)</b>	Agenda item October Full Council and advise Auditor
<b>To consider correspondence from "Together Again" Devon Voice – Newsletter- Spring 2023</b>	Responded to "Together Again" Subsequent email from Jane Elliott advising no longer part of the company

<b>To reconsider renewal of the committee room (current lease expired)</b>	Town Clerk contacted TDC and renewed the lease
<b>To consider a report from the Working Group on replacement vehicles</b> That the council hire, for a period of one month, a Nextem Orca with the option to purchase at the end of the hire period for a total cost of £25,200	Proceeded with recommendation from the working group. Vehicle has arrived
<b>To consider a report on the implication of the titles of land and property held by the council</b>	Proceeded with the recommendation from the working group
<b>To consider disposal of old IT equipment</b>	Proceeded with sale and scrapping devices
<b>To consider installation of a “changing places” toilet facility</b>	Proceeded with seeking funding



27 July 2023 (2023-2024)

**Northam Town Council**

Prepared by: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

Bank Reconciliation at 27/07/2023			
Cash in Hand 01/04/2023			246,006.53
ADD			
Receipts 01/04/2023 - 27/07/2023			282,285.84
			528,292.37
SUBTRACT			
Payments 01/04/2023 - 27/07/2023			219,335.74
A	Cash in Hand 27/07/2023 (per Cash Book)		308,956.63
Cash in hand per Bank Statements			
Cash	27/07/2023	0.00	
Nationwide Saver	27/07/2023	0.00	
Northam Town Council Burrows	27/07/2023	0.00	
Northam Town Council	27/07/2023	136,141.60	
Cambridge Building Society	27/07/2023	4,652.56	
Nationwide 95 day account	27/07/2023	87,400.20	
Cambridge and Counties Bank	27/07/2023	87,728.19	
Petty Cash	27/07/2023	604.66	
PayPal Account	27/07/2023	0.00	
			316,527.21
Less unrepresented payments			7,890.58
			308,636.63
Plus unrepresented receipts			320.00
B	Adjusted Bank Balance		308,956.63
A = B Checks out OK			



# Setting a vision statement for your council.

A vision statement is one of the many ways to aid a connection between councils and their constituents.

## Creating a Vision Statement

Creating a council vision statement can be a tricky task, especially when working across party lines. Statements give councillors and constituents a sense of direction, hope for the future, and something to look forward to for their wards. A vision statement creates a baseline for the planned achievements of the council, as well as an avenue for dialogue between the councillors and their constituents.

It is important to keep in mind the audience that the vision statement is being created for. It is for the council, to keep yourselves in check, while it is also for the constituents to hold the council accountable for its actions and goals. A vision statement's purpose is to connect the organisation with the needs of the wards the council is representing. It is a chance for the council to connect with the members of the community, much like a campaign slogan.

### Things to keep in mind when writing your vision statement

#### 1. Long term and Future Focused

Look forward about 5-10 years, where do you want to see your council in the future? What do you want the council to look like?

#### 2. Ambitious and Inspiring

Shoot for the stars, but do so in a way that is realistic, credible and achievable.

#### 3. Clear and Concise

Your mission statement should be accessible to councillors and constituents. It should not have language only known to councillors and should be written using Plain English. Who is likely to vote for you if they do not understand what your goals are?

#### 4. Confident and conversational

After reading your vision statement, constituents should be able to ask questions, and begin a debate with their councillors about the mission. It should clearly state goals without obscure language.

#### 5. Purpose

Focus on the "why" of your agenda and vision rather than who or what, this is helpful in defending your choices against controversy and getting voters on board.

## Useful Tools



The Intent versus Impact model facilitates understanding by identifying the distinctions between the way people perceive their own actions (the intent) and the way others interpret those actions (the impact). Often, when communication breaks down, a gap exists between Intent and Impact and unintended consequences occur. It is helpful to consider how clear your intent is when you share your vision.

### Council Vision Statements - examples



***Towards a fairer Islington*** - We're determined to make Islington fairer. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.



***Vision for Leeds - 'Best city in the UK'***- that is the key aim of the Vision for Leeds 2011-2030. It means:

*Leeds will be fair, open and welcoming*

*Leeds' economy will be prosperous and sustainable*

*all of Leeds' communities will be successful*



## NORTHAM TOWN COUNCIL CLIMATE EMERGENCY COMMITTEE COMMITTEE STRUCTURE AND TERMS OF REFERENCE

To exercise on behalf of the Council powers and duties within existing policies and practices of general concerns to Northam excluding those matters specifically dealt with by another Committee.

### COMPOSITION

The Committee will comprise ~~five~~four Northam Town Councillors, in addition four residents of the Town Council area, ~~plus~~and the Mayor (ex-officio with full voting rights).

### MEMBERSHIP

The Membership of the Committee will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.

### MEETINGS

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

### MINUTES

Minutes will be presented to the next available ordinary meeting of the Town Council for noting and adopting

### QUORUM

The quorum of the committee will be ~~4~~three members

### GENERAL

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.

### POWERS / ROLE

- ~~• Produce a costed action plan to achieve net carbon emissions by 2030, relating to the~~
- ~~• Council's buildings, and assets. To achieve significant reductions in carbon emissions in the Town Council area by 2030, and to maintain and increase biodiversity in the Council's open spaces and strive to achieve biodiversity generally within the community.~~
- Produce an action plan (which includes estimated costs) to achieve net carbon emissions by 2030, relating to the Council's buildings, and assets.

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- To achieve significant reductions in carbon emissions in the Town Council area by 2030, and to maintain and increase biodiversity in the Council's open spaces and strive to achieve biodiversity generally within the community.
- Liaise with other councils and consult and engage with other organisations and members of the public and invite outside speakers to address the Committee and wider Council as appropriate.-
- Have the power to initiate public meetings.

#### **BUDGETARY RESOURCES**

The committee has been allocated funds in the budget which can be reviewed annually and has the power to spend within that budget. If additional expenditure is required, it will have to be approved by Full Council.



**NORTHAM TOWN  
COUNCIL  
MAJOR INCIDENT  
EMERGENCY PLAN**

**January 2021**

## Content

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## Introduction.

a. There is no Statutory requirement for Northam Town Council to produce, or be involved in any Emergency Plan, however Devon County Council (DCC) and Torridge Emergency Planning Officers, encourage Parishes, such as ours, to consider how they would respond in the event of an Emergency situation developing.

DCC sees Parish Council responsibilities in Emergency situations as follows.

- Undertake local risk assessment
- Prepare community plan
- Document resources and key contacts
- Validate and maintain an up-to-date plan
- Activate plan when required

It is also considered good practice for Parish and Town Councils to appoint an Emergency Planning Group, (NTCEG), who would produce and manage their Emergency Plan. Northam Town Council has appointed such a group (NTCEG), however, the Mayor and Deputy Mayor will take a leading role if such an emergency were to occur.

The Emergency Plan (EP) will be designed to assist the emergency services in the early stages of such an emergency. It will also assist County and District Councils.

### b. What is an Emergency or Major Incident.

Any event or circumstance which may happen without warning, that causes or threatens death or injury, disruption to the community, or damage to property or to the environment, on such a scale that the effect cannot be dealt with by the emergency services or local authorities as part of their normal day to day activities.

There are no boundaries for this and the scale of such an incident could be local, district or county wide.

### c. Purpose of the EP

The plan has been designed to enable NTC to identify the immediate actions which it considers necessary in the immediate aftermath of an emergency. These actions will assist the community in reducing the negative impacts which could happen until further assistance is forthcoming.

The EP identifies the first call out of the NTCEG. It identifies a rendezvous point, where initial command will take place. It identifies places of containment should evacuation be necessary and other places where injured persons can be taken if needed. It identifies a suitable holding place for bodies to be taken, and more.

The EP is not intended to replace any other plans already in place with Police Fire or Ambulance Services, or those in place by DCC or TDC.



## Definition of an Emergency;

Any event or circumstance which may happen without warning, that causes or threatens death or injury, disruption to the community, or damage to property or to the environment, on such a scale that the effect cannot be dealt with by the emergency services or local authorities as part of their normal day to day activities.

There are no boundaries for this and the scale of such an incident could be local, district or county wide.

Such incidents are as follows.

Floods

Heavy snow causing major disruption

Other severe weather

Electricity or gas failure

Major road accident

Major fire or building collapse

Terrorist incident

Aircraft incident

Hazardous vapour

Pandemic

Environmental impact incident

Any other incident causing major disruption

## Why do we need an Emergency Plan?

All Parish, Town, District and County Councils should have in place, a procedure for dealing with those incidents which can have serious consequences to their communities.

This could range from death and injury, loss of infrastructure including homes, power, roads and more. Enforced isolation/quarantine, especially involving older persons living alone, also those who are vulnerable due to severe health problems.

It could be a relatively short-lived emergency, or one which is spread over a long period of time, involving all Emergency Services such as Police, Fire and Ambulance Services.

In addition, it may involve, Red Cross, Women's Voluntary Service and other organisations to assist with evacuation, homelessness, etc. etc.

The Police, Fire and Ambulance Service will have in place their own Emergency Plans for such events, and they will have practised these plans, and of course, they will have total control of the incident. However, it is important that they have the support of the local authorities for the various needs that a Major Incident can demand.

This could be simply local knowledge, right through to identified premises for evacuation and/or for bodies to be taken.

They would need Rendezvous Points (RVP) identified within the various Parishes where they could set up a control unit away from the main incident. Northam Hall, (now Wi-Fi enabled). Northam Town Hall, (Wi-Fi enabled). Kingsley Hall, Westward Ho! (Wi-Fi enabled). Blue Lights Hall, Appledore (not Wi-Fi enabled) Community Hall, Appledore, (Wi-Fi enabled) St Mary's Hall Appledore, (Wi-Fi enabled).

Local Councillors should be in a position to immediately identify their respective roles and location of their nearest RVP, in order that they can supply local knowledge to the other organisations involved. This can save valuable time in getting what is required to scenes of incidents and getting to premises above, opened up quickly.

Devon County Council have in place an extensive EP which encompasses a large area, however, a local EP would be of great benefit to DCC and indeed to Torridge District Council.

## Aims of the Plan

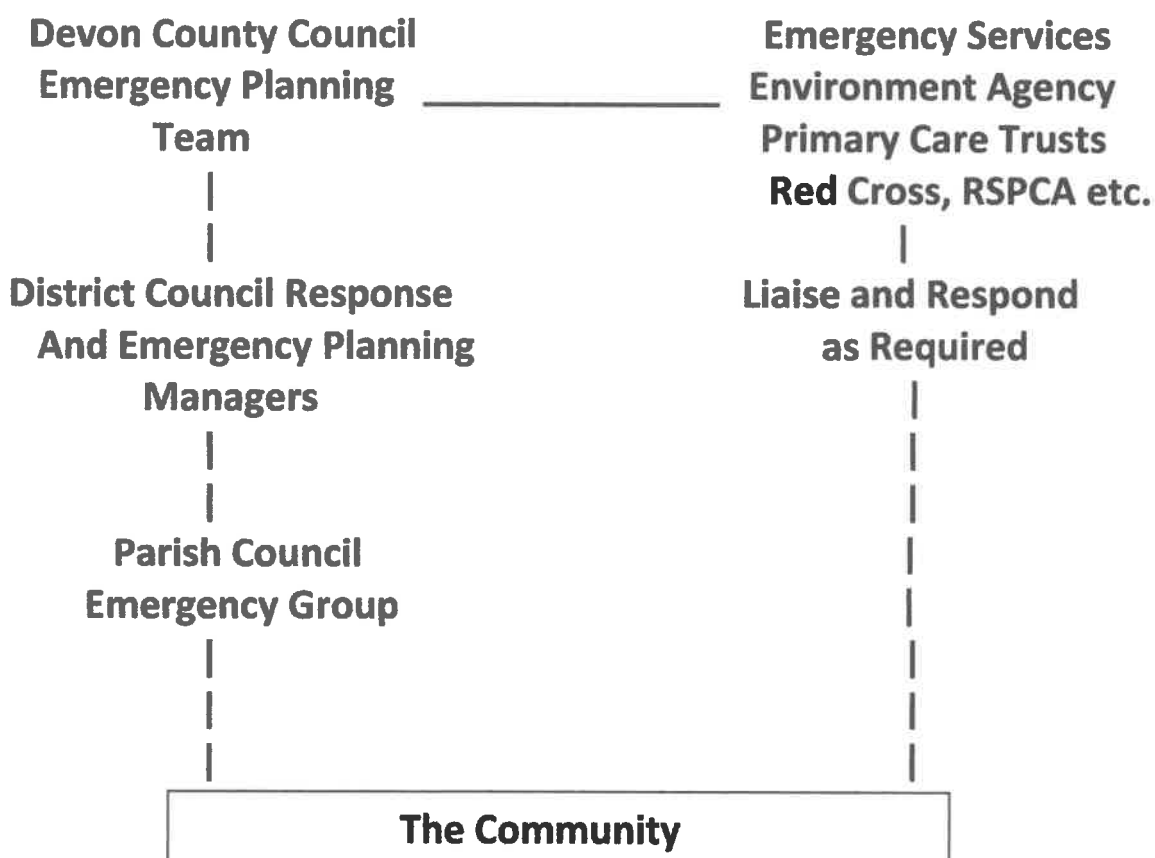
It is extremely important that the community can react to an emergency and identify the procedures that are required to assist the control of the problem.

## Objectives

- \*We should be in a position to identify the risk to the community and apply the relevant response.
- \*We should be able to identify vulnerable people in the community.
- \*We should identify resources in the community able to assist during the emergency.
- \*We should be able to provide key information for the Emergency Services.

## Devonshire Countywide Emergency Planning Structure.

Below is a plan of how this structure ties in with the Parish Emergency Group;



## **Types of Emergency**

- \*Flooding**
- \*Heavy Snow**
- \*Severe Weather**
- \*Electricity, Water or Gas Failure**
- \*Road Traffic Collision**
- \*Major Fire/ Building Collapse**
- \*Explosion**
- \*Terrorism**
- \*Aircraft Crash**
- \*Hazardous Chemicals**
- \*Disease**
- \*Marine Emergency**

All of the above are self-explanatory and can vary in size and density.

Some will be dealt with by the Emergency Services in their entirety, requiring no help from any other party.

**Contact List/ Keyholder Contacts;**

- A. Northam Hall, Atlantic Way, EX39 1AW**  
**Mrs J. Mills (Town Clerk) 07955736632**  
**Mrs P Moores (Assistant Town Clerk) 07851506643**
  
- B. Appledore Community Hall, New Quay Street EX39 1LU**  
**Penny Haynes 07917222773**  
**Mr Tommy Waters, 01237474838/ 07890588786**
  
- C St. Marys Church Hall, Churchfields Road, Appledore EX39 1RL**  
**Ms Linda Smith, 01237422808/ 07803160050**  
**David Foster 07810575247**  
**Stuart May 01237476400**
  
- D Blue Lights Hall, Vernons Lane, Appledore EX39 1QU**  
**Joan Murphy 01237 423884**  
**Ann Scambler 01237 477627**
  
- E Kingsley Hall, Westward Ho! EX39 1JR**  
**Mrs Linda Mountjoy 07483229033**  
**Mr Harry Bartlett, 07517791694**

Northam Hall would be the first choice because of its elevated location; however, much would depend on where and what the emergency was.

At present there is no communication system available, but mobile telephones are always an excellent substitute to a landline, and there are good connections to most mobile phone companies.

Obviously, a quick decision on which hall to be used would be required and this should not present too much of a problem.

## **Activation of the Plan**

The Plan will be activated when an emergency has occurred, in which it is obvious that the normal response by the Emergency Services will be overwhelmed, or where the Emergency Services are unable to gain access to the scene or require additional support.

The Plan will also act as a device to provide monitoring and a warning tool for events that may be anticipated, such as severe weather.

It is anticipated that the NTCEG will be alerted by the Police.

The NTCEG member first notified will then alert other NTCEG members to the situation. This will be carried out using the cascade system, ie. The list of NTCEG contacts in descending order.

The Chairperson will make a detailed assessment of the situation and try to establish the extent and type of support the NTCEG can supply.

The NTCEG will meet at the nominated RVP to discuss the emergency. This meeting place will be decided at the time but would normally be the Town Hall at Windmill Lane. A second RVP should be nominated in case the Council Office is too close or part of the emergency. IT IS VITAL THAT THE TOWN CLERK OR KEYHOLDER BE INFORMED IMMEDIATELY.

## **The Town Council Emergency Group**

**1. The Town Clerk**

Mrs Jane Mills

Contact number 01237 474976 or 07955 736632

**2. The Chairperson**

Councillor Peter Hames

Contact number 01237 421065

**3. The Deputy Chairperson**

Councillor Ms Niki Tait

Contact number 01237 423163

**4. Chair of Finance and Human Resources**

Councillor Mrs Claire Hodson

Contact number 07866562113

In the absence of the Emergency Services, the NTCEG will lead the community response and act as a central point for information and communication for the community.

The NTCEG will take charge of any situation until the Emergency Services arrive and they then will take overall command of any situation.

The Chairperson and Deputy Chairperson will appraise the various Commanders of the situation and remain with the Command Centre for as long as is required by those Commanders.



Tea, coffee, biscuits, and other items will be purchased as required and the purchaser reimbursed, it is not anticipated that the NTCEG would be responsible for providing any additional catering provision.

## **Debriefing**

Following any Major Incident, it is vital that a debrief takes place whereby all parties can discuss the events and our reaction to those plans which were put into action.

It may well be that parts of the Plan would have to be updated. Experience is a great teaching aid.

The Mayor should therefore call a meeting of those members who form the Emergency Group; following that meeting a Full Council Emergency Meeting should take place in order that all Councillors can reflect and take any action deemed necessary.