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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

You are hereby summoned to attend a meeting of the Town Council which will be held on Wednesday 4th October 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: 28th September 2023

Members are requested to switch off their mobile phones

Prayers will be said at 6.25pm for those wishing to attend, followed by Attendance by the Internal Auditor to explain the role of the Internal Auditor and take questions from Members

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 Meetings held on:**
 - 23rd August 2023 (Part A) (*herewith*)
 - 7th September 2023 (Special meeting) (*herewith*)
- 6 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B)**
 - Finance & HR – 2nd August 2023 (*herewith*)
 - Planning – 27th July, 17th August and 7th September 2023 (*herewith*)
 - Town Projects and Asset Management – 10th August 2023 (*herewith*)
 - Climate Emergency Committee – 18th January and 27th February 2023 (*herewith*)
 - Northam Neighbourhood Plan Advisory Group – 23rd February 2023 (*herewith*)

- 7 **Action Points** (*herewith*)
- 8 **To receive and consider reports from the Town Clerk** (*Bank reconciliation and budget report to date - 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 an update from the working group for a Vision Statement, strategic plan and delivery proposals** / ...
- 11 **To consider Community Champions** (*Cllr Hames*)
- 12 **To consider a recommendation from Town Projects and Asset Management committee:**
The Council prepare a detailed asset list to assist with the work of the Town Projects and Asset Management Committee and its budgeting process, to include likely replacement timescales and costs.
- 13 **To consider an update on progress with the review of the Emergency Plan**
- 14 **To consider requesting the Northam Burrows Management Committee meet to consider a granting process.**
- 15 **To consider a request from a Councillor for CCTV to be installed at the following locations in Westward Ho!** (grid references and /// locations approximate) (*Cllr Singh*)
- Nelson Rd, outside 'Golden Sands' (grid reference 51.03986, -4.23828, [///hedge.buns.rent](#)), facing east
 - Youngaton Road, at the end of Nelson Terrace (grid reference 51.03973, -4.23746, [///ladder.boring.robot](#)), facing north
 - Westward Ho! green, first Christmas light post (grid reference 51.041215, -4.23815, [///branded.coins.pulled](#)), facing east and west
 - Golf Links Road, by Tesco's car park entrance (grid reference 51.04191, -4.23560, [///putty.conqueror.bridge](#)), facing east and west
 - Westward Ho! Park, along the main path (grid reference 51.041937, -4.234426, [///calm.regal.ordeals](#)), facing both ways.
- 16 **To consider appointment to committees:**
- Climate Emergency Committee – one vacancy
 - Northam Burrows Management Committee – one vacancy
 - Neighbourhood Plan Committee – one vacancy (for an Appledore Ward member)
 - Planning Committee – two vacancies
 - Westward Ho! Park Committee – three vacancies
- 17 **Correspondence:** None received
- 18 **To note Street Matters:** All street matters circulated by Town Clerk over email.
- 19 **To receive a summary report from the Division County Councillor**
- 20 **To receive a summary report from a District Member** (*3 minutes*)

PART B

- 21 To resolve: that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting.**
- 22 To confirm and sign the minutes of the Town Council Meeting 23rd August 2023 (Part B)**
- 23 To note and adopt the reports of Part B minutes and resolutions contained therein from Committees and Sub-Committees**
- Finance & HR – 2nd August 2023 (*herewith*)
 - Town Projects and Asset Management – 10th August 2023 (*herewith*)
- 24 To consider an update on Bone Hill car park *subject to response***
- 25 To receive an update on the installation of a “changing places” toilet facility at Westward Ho!**
- 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 23rd August 2023 in the Town Hall at 6.30 pm

Present: Cllrs Hames, (Chair), Bach, Brading, Bruins, Edwards, Ford, Himan, Mrs Hodson, Leather, Lo-Vel, Newman-McKie, Singh, Tait, and Whittaker
In attendance: Mrs J Mills Town Clerk, Mr G Langton Deputy Town Clerk
Reverend Harris
Members of the public (2)

- 2308/270 Apologies**
Apologies: None, all Members present.
- 2308/271 Chairman's Announcements**
The Chairman welcomed Cllr Brading to the Council following his recent election success and looked forward to working with him.
Members were advised that the Crowdfunder page in support of a "Changing Places toilet facility" is now live.
- 2308/272 Declarations of interest**
Members were reminded that all interests must be declared prior to the item being discussed.
- 2308/273 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 Brading, Seconded: Cllr Bach (all in favour)
- 2308/274 To confirm and sign the minutes of the Town Council Meeting held 12th July 2023 (Part A)**
It was **resolved** to sign the minutes of the Town Council Meeting held 12th July 2023 (Part A)
Proposed: Cllr Bach, Seconded: Cllr Leather (majority in favour three abstentions, not present at the meeting)
- 2308/275 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 – 21st June 2023
 - Planning – 15th June, 6th July 2023
 - Westward Ho! Park – 28th 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).
- 2308/276 Action Points**
It was agreed to note the action points
It was **resolved** to move forward with recycling the IT equipment
Proposed: Cllr Ford, Seconded: Cllr Brading(all in favour)

- 2308/277 To receive and consider reports from the Town Clerk (bank reconciliation)**
It was agreed to note the reports from the Town Clerk
- 2308/278 Public Participation**
We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given
No member of the public wished to speak.
- 2308/279 To consider suggestions for a Vision Statement and possible formation of a Working Group (Cllr Mrs Hodson fact sheet information sent 17th July 2023)**
It was **resolved** to set up a small working group to consider Vision, Strategy and Delivery.
Proposed: Cllr Mrs Hodson, Seconded: Cllr Mrs Whittaker (all in favour)
It was further **resolved** to appoint Cllr Mrs Hodson, Cllr Mrs Whittaker, Cllr Tait Cllr Lo-Vel, and Cllr Brading to the working group, to produce a separate vision and strategic intent.
Proposed: Cllr Mrs Hodson, Seconded: Cllr Bach (all in favour)
Action Point: working group meeting to be arranged, agenda item report next meeting.
- 2308/280 To consider the Finger Post at Westward Ho!**
Members were advised that contrary to advice given to NTC, the positioning of existing finger post to be replaced, is actually on land belonging to TDC. However, TDC are happy for NTC to proceed with the removal and replacement. A Licence is being prepared.
- 2308/281 To consider changes to the Climate Emergency terms of reference**
It was resolved to accept the changes to the terms of reference for the Climate Emergency Committee.
Proposed: Cllr Brading, Seconded: Cllr Bruins (all in favour)
- 2308/282 To consider a review of the Emergency Plan, with a view to including climate resilience.**
The Town Clerk was asked to circulate a copy of the emergency plan to TDC and DCC, asking if it continues to be appropriate or needs amendment. contacts will be updated to include mobile numbers and the matter will be an agenda item for the next meeting for approval
Action Point: Circulate the emergency plan to TDC and DCC, make necessary updates. Agenda item next meeting.
- 2308/283 To consider appointment to committees, Neighbourhood Plan, Westward Ho! Park and Planning (Cllr Brading)**
It was **resolved** to appoint Cllr Brading to the above positions after **resolving** to amend the Terms of Reference for the Neighbourhood Plan (6 elected members) to accommodate this.
Proposed: Cllr Ford, Seconded: Cllr Leather (all in favour)
- 2308/284 Correspondence:** There was none.

2308/285

Street Matters: All street matters forwarded by e-mail

- There was a discussion on police attendance in Westward Ho!
- No response has been received on the installation of dropped kerbs from correspondence to the County Councillor.
- Provision of dropped kerbs will be an agenda item on the next Town Projects meeting. (to include investigation into painting a disabled sign on roads where there is a dropped kerb)
- Also, Town Projects agenda, to consider installing speed strips information from DCC
- Liaise with Highways about overgrown verges
- Request moving lifebelt from the old coastguard railings to as near as possible to the slipway (Appledore) contact TDC.

Action Points: dropped kerbs follow up, request re lifeboat, speed strips

2308/286

Summary Report from County Councillor

The County Councillor was not in attendance. The Town Clerk was asked to request a written report in the event he is unable to attend future meetings.

Action Point: Write to County Councillor

2308/287

Summary Report from a District Member (3 minutes)

Cllrs gave updates:

The risk assessment on the promenade wall(Westward Ho!) is ongoing, the wall has been painted, planting on the green has been completed and looks nice.

There was a successful workshop on future strategy recently which was well attended.

Minutes

Northam Town Council – Minutes of a Special Meeting of the Town Council held on Thursday 7th September 2023 in the Town Hall at 6.30pm

Present: Cllrs Hames, (Chair), Bach, Brading, Himan, Mrs Hodson, Leather, Newman- McKie, and Singh
In attendance: Mrs J Mills, Town Clerk,
Ms T Tucker, Admin Officer

2309/318 Chairman's Announcements

There were none

2309/319 Apologies:

Apologies received from Cllrs Bruins, Edwards, Lo-Vel, Tait, and Mrs Whittaker

2309/320 Declarations of interest

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

2309/321 To agree the agenda as published

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

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

2309/322 To consider moving forward with the electric vehicle and other vehicles

It was **resolved** to proceed with the purchase of the electric vehicle subject to assurances that minor adjustments required have been completed before the balance is paid in full (pre-delivery inspection)

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

Further vehicle requirements will be incorporated into the budget planning

There being no further business, the meeting closed at 7.30pm

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

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

- Present:** Cllrs Mrs Hodson (Chair) Bach, Edwards, Himan, Tait and the Mayor (ex-officio)
- In attendance:** Mrs M J Mills - Town Clerk
- 2308/217** **Apologies:** Apologies were received from Cllrs Leather and Mrs Whittaker
- 2308/218** **Chairman's announcements**
The Town Clerk advised that repairs to the DFSK vehicle had been arranged so that the hire vehicle could be returned.
- 2308/219** **Election of Vice-Chairman**
It was **resolved** to appoint Cllr Himan as Vice-Chairman
Proposed: Councillor Mrs Hodson, Seconded: Cllr Edwards, (all in favour)
- 2308/220** **Declarations of interest**
Members were reminded that all interests must be declared prior to the item being discussed.
There were none
- 2308/221** **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
- 2308/222** **To confirm and sign the minutes of the meeting held 21st June 2023**
It was **resolved** to confirm and sign the minutes of the meeting held 21st June 2023
Proposed: Councillor Hodson, Seconded: Cllr Bach, (majority in favour 1 abstention not present at the meeting)
- 2308/223** **Action Points:** Action Points were noted
- 2308/224** **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
- 2308/225** **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)

- 2308/226 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.
- 2308/227 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
- 2308/228 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)
- 2308/229 To receive a report on electricity consumption at Northam Hall (*deferred to the next meeting*)**

Northam Town Council – Minutes of the Planning Meeting held 27th July 2023 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Bach (Chairman), Hames, Mrs Hodson, Leather, Lo-Vel and Singh (three vacancies).

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

2307/207 Apologies
Cllr Bruins submitted his apologies, which were noted.

2307/208 Chairman's Announcements:
The Chair invited Cllr Hodson to address the committee. Cllr Hodson reported that having discussed the significant changes to proposal 1/0341/2023/FUL (at 99 Atlantic Way, Westward Ho!) with the planning officer at Torridge District Council, there were no planning reasons to call the matter in to be considered by the Plans Committee at Torridge District Council.

2307/209 To agree the agenda as published.
It was **resolved** to agree the agenda as published.
Proposed: Cllr Leather, Seconded Cllr Hames (all in favour).

2307/210 Declarations of interest:
Members were reminded that all interests should be declared prior to the item being discussed.

Cllr Singh entered the meeting at this juncture (6:35pm)

2307/211 To confirm and sign previous planning committee meeting minutes.
It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 6th July 2023.
Proposed: Cllr Leather, Seconded: Cllr Hames (all in favour).

2307/212 Public Participation
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
The member of the public did not wish to address the committee.

2307/213 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:

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

- i) **1/0308/2023/FUL** Applicant: Surf Bay Leisure
Proposal: Demolition of existing Surf Bay Holiday Park reception building. Proposed mixed use new two storey reception building & holiday unit. (resubmission of 1/0308/2023/FUL)
Location: Surf Bay Leisure, Surf Bay Holiday Park, Golf Links Road, Westward Ho!
Response date: **28th July 2023** (extended from 3rd July 2023)
It was **resolved** to recommend the proposal be granted permission, subject to South West Water being satisfied with the plans for surface water drainage.
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (majority in favour).

- ii) **1/0600/2023/FUL** Applicant: Brend
Proposal: Erection of an orangery.
Location: 6 Pines Close, Westward Ho!
Response date: 29th July 2023
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour).
- iii) **1/0608/2023/FUL** Applicant: Smith & Reis
Proposal: Removal and creation of new roof extension to create a third floor and the addition of a balcony to dwelling and ground floor home office including hard and soft landscaping (Affecting a Public Right of Way) - Amended Red Edge and Description
Location: Tree Tops, Durrant Lane, Northam
Response date: 29th July 2023
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (majority in favour).
- iv) **1/0635/2023/FULM** Applicant: NG Properties SW Ltd
Proposal: Residential development of 138 dwellings consisting of 120 houses, 14 bungalows and 4 flats along with an allotment site, public open space and associated infrastructure (Variation of condition 2 of 1/0490/2020/FULM) (Amended site layout and house types)
Location: Land Between Tadworthy Road And Golf Links Road, Westward Ho!
Response date: 3rd August 2023
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour).
- v) **1/0637/2023/FUL** Applicant: Ashton
Proposal: Reserved matters application for Appearance, Landscaping, Layout, Access and Scale pursuant to planning approval 1/0123/2023/OUT (Re-submission of 1/0798/2022/REM) (Variation of condition 1 of planning approval 1/1249/2022/REM)
Location: Land At Rowena, Kingsley Road, Westward Ho!
Response date: 3rd August 2023
Cllr Hames proposed recommending the plans be refused permission on the grounds that the development would have detrimental effect on the street scene and the setting of an unlisted heritage asset, there was no seconder and the motion fell.
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Leather, Seconded: Cllr Singh (majority in favour).
- vi) **1/0616/2023/FUL** Applicant: Brant
Proposal: Single storey extension
Location: 543 Kingsley Park, Westward Ho!
Response date: 6th August 2023
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Hames, Seconded: Cllr Mrs Hodson (all in favour).
- vii) **1/0586/2023/OUT** Applicant: Davies
Proposal: Outline application with all matters reserved for 1no. dwelling
Location: Breakers View, Park Avenue, Westward Ho!
Response date: 7th August 2023
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour).

- viii) **1/0619/2023/FUL** Applicant: Maxika Homes
 Proposal: Erection of two detached dwellings with associated parking and landscaping and the provision of 4 no. car parking spaces to serve Culloden House (resubmission of 1/0001/2023/FUL)
 Location: Land At Culloden House, Fosceth Hill, Westward Ho!
Response date: 7th August 2023
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour).
- xi) **1/0644/2023/FUL** Applicant: South
 Proposal: Alterations including east side extension (Re-submission of 1/0228/2022/FUL) (Variation of condition 2 of Planning Approval 1/1221/2022/FUL) - Plans Schedule
 Location: 19 Dudley Way, Westward Ho!
Response date: 10th August 2023
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Hames, Seconded: Cllr Mrs Hodson (all in favour).
- x) **1/0662/2023/FUL** Applicant: Todd
 Proposal: Alterations to front and rear, including new roof and adjoining balcony
 Location: 27 Windmill Lane, Northam
Response date: 11th August 2023
 Cllr Hames proposed recommending the plans be refused permission on the grounds that the scale of the proposed building was on a scale that was out of keeping and would have a detrimental effect on the street scene, there was no seconder and the motion fell.
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (majority in favour).
- xi) **1/0668/2023/FUL** Applicant: Packard
 Proposal: Single-storey porch extension, single-storey rear extension, installation of 2 no. dormers, alterations to existing parking and associated landscaping
 Location: 21 Cleveland Park, Northam
Response date: 11th August 2023
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Hames, Seconded: Cllr Leather (all in favour).
- 2307/214 Torridge District Council Planning Decisions**
 It was noted that Torridge District Council, the determining Authority, had **granted permission** for the following applications.
- i) **1/0652/2022/FULM**
 Proposal: Residential development comprising the construction of 27 dwellings with associated access, estate roads, infrastructure, open space and landscaping (Amended plans and additional information)
 Location: Land At Pitt Hill, Appledore
 (Northam recommended that this proposal be granted permission)
- ii) **1/0880/2021/FULM**
 Proposal: Erection of 117 dwellings and associated works including site access
 Location: Land To The West Of Buckleigh Road, Westward Ho!
 (Northam recommended that this proposal be refused permission)

- iii) 1/0427/2023/LBC & 1/0428/2023/FUL
 Proposal: Reconstruction of chimney stack
 Location: 15 Myrtle Street, Appledore
 (Northam recommended that this proposal be granted permission)
- iv) 1/0460/2023/FUL
 Proposal: Extension replacing existing conservatory glazing and internal alterations
 Location: Wood End House, Mount Raleigh Avenue, Bideford
 (Northam recommended that this proposal be granted permission)
- v) 1/0402/2023/FUL
 Proposal: Change of use to a portion of garden to provide stationing for one touring caravan, for holiday let usage
 Location: 18 Kenwith Road, Bideford
 (Northam recommended that this proposal be granted permission)
- vi) 1/0410/2023/FUL
 Proposal: Change of use from Sui Generis to C3
 Location: Yeoldon House Hotel, Durrant Lane, Northam
 (Northam recommended that this proposal be granted permission)
- vii) 1/0391/2023/FUL
 Proposal: Erection of detached garage and raised terrace.
 Location: Yeoldon House Hotel, Durrant Lane, Northam
 (Northam recommended that this proposal be granted permission)
- viii) 1/0501/2023/FUL
 Proposal: Extension and alterations to existing dwelling.
 Location: 17 Beach Road, Westward Ho!
 (Northam recommended that this proposal be granted permission)
- ix) 1/0489/2023/FUL
 Proposal: Roof replacement and external and internal alterations.
 Location: Cross House, Fore Street, Northam
 (Northam recommended that this proposal be granted permission)
- x) 1/0262/2023/OUT
 Proposal: Outline application with some matters reserved (access, layout and scale) for the erection of 1no. dwelling
 Location: Orchard Hill House, Orchard Hill, Bideford
 (Northam recommended that this proposal be granted permission)
- xi) 1/0393/2023/FUL
 Proposal: Erection of single storey rear and side extension and installation of 4no. dormers to first floor.
 Location: St Judes, Golf Links Road, Westward Ho!
 (Northam recommended that this proposal be granted permission)

2307/215 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.

2307/216 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 7:45pm

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

Northam Town Council – Minutes of the Planning Meeting held 17th August 2023 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Bach (Chairman), Bruins, Hames, Mrs Hodson, Leather, Lo-Vel (three vacancies).

In attendance: Cllr Brading (prospective committee member)
G Langton – Deputy Town Clerk.

2308/259 Apologies
Cllr Singh submitted his apologies, which were noted.

2308/260 Chairman's Announcements:
The Chair had no announcements.

2308/261 To agree the agenda as published.
It was **resolved** to agree the agenda as published.
Proposed: Cllr Mrs Hodson, Seconded Cllr Leather (all in favour).

2308/262 Declarations of interest:
Members were reminded that all interests should be declared prior to the item being discussed.

2308/263 To confirm and sign previous planning committee meeting minutes.
It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 6th July 2023.
Proposed: Cllr Leather, Seconded: Cllr Hames (all in favour).

2308/264 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.

2308/265 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:

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

- i) **1/0647/2023/OUT** Applicant: Hampton & Murphy
Proposal: Outline application for 3no. dwellings with all matters reserved except access
Location: Lakenham Residential Care Home, Lakenham Hill, Northam
Response date: 18th August 2023 (extended from 14th August 2023)
It was **resolved** to recommend the proposal be granted permission, though concern was noted regarding the location, size and indicative built form of the property at plot 2. Its close proximity to Lakenham Cottages would mean that should it be built would have a significant detrimental affect on the amenity of the Cottages.
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (majority in favour).
- ii) **1/0682/2023/FUL** Applicant: Mcilveen
Proposal: Erection of a garden room
Location: 10 Ridgeway Court, Westward Ho!
Response date: 18th August 2023 (extended from 17th August 2023)
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour).

- iii) **1/0728/2023/FUL** Applicant: Tompkins
Proposal: Demolition of attached double garage & carport. Construction of single storey extension and erection of detached workshop/store & double carport
Location: Heywood Lodge, Heywood Road, Northam
Response date: 18th August 2023
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Hames, Seconded: Cllr Leather (all in favour).
- iv) **1/0602/2023/FUL** and **1/0603/2023/LBC** Applicant: Harries
Proposal: Part retrospective application for internal steel frame reinforcement, single storey extension and installation of PV panels
Location: The Cottage, Quayside House, Irsha Street, Appledore
Response date: 20th August 2023
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Mrs Hodson, Seconded: Cllr Leather (majority in favour).
- v) **1/0738/2023/FUL** Applicant: Graczyk
Proposal: Conversion of garage to form additional bedroom
Location: 121 Atlantic Way, Westward Ho!,
Response date: 23th August 2023
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Hames, Seconded: Leather (all in favour).
- vi) **1/0691/2023/FUL** Applicant: Squire
Proposal: Conversion of redundant storage barn to ancillary annexe
Location: Fordlands Farm, Lenwood Road, Northam
Response date: 21st August 2023
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Leather, Seconded: Cllr Lo-Vel (2 for, 4 abstained, the motion was therefore carried).
- vii) **1/0585/2023/FUL** Applicant: Waters
Proposal: Demolition of existing garage and erection of dwelling
Location: Torridge Garage, Torridge Road, Appledore
Response date: 24th August 2023
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Leather, Seconded: Cllr Bruins (all in favour).
- viii) **1/0667/2023/FUL** Applicant: Harrison
Proposal: Extension to a field building
Location: Land Adjacent To Burrows Lane, Appledore
Response date: 25th August 2023
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Hames, Seconded: Cllr Leather (all in favour).
- xi) **1/0542/2023/FUL** Applicant: Miller
Proposal: Erection of a conservatory
Location: 7 Dolphin Court, Lundy View, Northam
Response date: 25th August 2023
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Bruins, Seconded: Cllr Hames (all in favour).

- x) **1/0772/2023/FUL** Applicant: Pennington
 Proposal: Single story extension to single garage
 Location: 5 Woodland Park, Northam
Response date: 1st September 2023
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Mrs Hodson, Seconded: Cllr Leather (all in favour).
- xi) **1/0792/2023/FUL** Applicant: Brackstone
 Proposal: Retrospective application for regularisation of front wall arrangement and off street parking
 Location: Westbrook, Torridge Road, Appledore
Response date: 4th September 2023
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (all in favour).

2308/266 Torridge District Council Planning Decisions

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

- i) **1/0422/2023/FUL**
 Proposal: Demolition of 7no. holiday chalets replaced with 7no. 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)
 Location: Golden Bay Holiday Village, Merley Road, Westward Ho!,
 (Northam recommended that this proposal be granted permission)
- ii) **1/0439/2023/FUL**
 Proposal: Erection of porch and extension to garage
 Location: 16 Coral Avenue, Westward Ho!
 (Northam recommended that this proposal be granted permission)
- iii) **1/0564/2023/FUL**
 Proposal: Installation of 4 photo-voltaic solar canopies
 Location: Royal North Devon Golf Club, Westward Ho
 (Northam recommended that this proposal be granted permission)
- v) **1/0248/2023/FUL**
 Proposal: Erection of 1no. dwelling to include access and drainage arrangements (amended red edge)
 Location: Land At Grid Reference 244396 129269, Tadworthy Road, Northam
 (Northam recommended that this proposal be granted permission)

2308/267 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.

2308/268 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.

2308/269 Torridge District Council Planning Appeals

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

- i) Appeal Reference: APP/W1145/W/23/3321302
Appeal Start Date: 9th August 2023
Interested Party comments by: 13th September 2023
Proposal: Outline application for 2no. dwellings with all matters reserved except access
Location: Syringa, Northam
Appeal Initial Notification [1/0960/2022/OUT](#)

There being no further business the meeting closed at 8:00pm

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

Northam Town Council – Minutes of the Planning Meeting held 7th September 2023 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Bach (Chairman), Brading, Hames, Mrs Hodson, Leather, Lo-Vel and Singh (from minute number 2309/209)

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

2309/308 Apologies
Cllr Bruins and Cllr Lo-Vel

2309/309 Chairman's Announcements:
Cllr Bach informed the committee that he and other councillors attended a zoom training session which he recommends that it might be useful for councillors to attend.
Town Clerk has the dates, times, and links if anyone would like to attend.

2309/310 To agree the agenda as published.
It was **resolved** to agree the agenda as published.
Proposed: Cllr Brading, Seconded Cllr Leather (all in favour).

2309/311 Declarations of interest:
Members were reminded that all interests should be declared prior to the item being discussed.

2309/312 To confirm and sign the minutes of the planning meeting held 17th August 2023.
It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 17th August 2023.
Proposed: Cllr Leather, Seconded: Cllr Brading (all in favour).

2309/313 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.

2309/314 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:

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

- i) 1/0799/2023/FUL and 1/0800/2023/LBC Applicant: Mr Guerard Proposal:
Proposed rear extension and internal alterations Location: 30 Irsha Street, Appledore
Response date: 8th September 2023 (Extended from 4th September 2023)
It was **resolved** to recommend the proposal be granted permission subject to no additional soil pipe being added to the front of the building.
Proposed: Cllr Hames, Seconded: Cllr Leather (all in favour).

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ii) 1/0619/2023/FUL

Applicant: Maxika Homes

Proposal: Erection of two detached dwellings with associated parking and landscaping and the provision of 4 no. car parking spaces to serve Culloden House (resubmission of 1/0001/2023/FUL)

Location: Land At Culloden House, Fosceth Hill, Westward Ho!

Inclusion of the document confused some members of the committee regarding what was presented to them on the that evening.

It was **resolved** to write to Torridge District Council advising that confusion was caused to some members of the committee due to the incorrect inclusion of a document (1820/02 Rev Aug 2018) which was subsequently removed.

A

Proposed: Cllr Brading, Seconded: Cllr Bach (Majority in favour with 1 abstention).

At this juncture Councillor Singh arrived at the meeting

2309/209 Torridge District Council Planning Appeals

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

i) Appeal Reference: APP/W1145/W/23/3322238

Appeal Start Date: 31st August 2023

Interested Party comments by: 5th October 2023

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

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

Appeal Initial Notification 1/0514/2022/OUTM

It was agreed to note the planning appeal.

2309/315 Torridge District Council Planning Decisions

Torridge District Council, the determining Authority, has **granted permission** for the following applications with conditions as filed:

i) 1/0600/2023/FUL

Proposal: Erection of orangery

Location: 6 Pines Close, Westward Ho!

(Northam recommended that this proposal be granted permission)

ii) 1/0616/2023/FUL

Proposal: Single storey extension

Location: 543 Kingsley Park, Westward Ho!

(Northam recommended that this proposal be granted permission)

iii) 1/0526/2023/FUL

Proposal: Renovation to existing property, conversion of garage to utility space, lower ground floor extension with terrace above & erection of detached games room

Location: 1 Staddon Road, Appledore

(Northam recommended that this proposal be granted permission)

- iv) 1/0519/2023/FUL
Proposal: Retrospective use of ancillary annexe as an independent residential dwelling
Location: The Sail Loft, Meeting Street, Appledore
(Northam recommended that this proposal be granted permission)
It was agreed to note the planning decisions.

2309/316 Torridge District Council Planning Decisions
Torridge District Council, the determining Authority, has **refused permission** for the following applications with conditions as filed:

- i) 1/0637/2023/FUL
Proposal: Reserved matters application for Appearance, Landscaping, Layout, Access and Scale pursuant to planning approval 1/0123/2023/OUT
(Re-submission of 1/0798/2022/REM) (Variation of condition 1 of planning approval 1/1249/2022/REM)
Location: Land At Rowena, Kingsley Road, Westward Ho!
(Northam recommended that this proposal be refused permission)
- ii) 1/0586/2023/OUT
Proposal: Outline application with all matters reserved for 1no. dwelling
Location: Breakers View, Park Avenue, Westward Ho!
(Northam recommended that this proposal be granted permission)

It was agreed to note the refused permissions.

2309/317 Torridge District Council Planning Decisions
Torridge District Council, the determining Authority, has notified the Council that the following applications have been **withdrawn**:

- i) None have been advised.

There being no further business the meeting closed at pm

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

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Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Thursday 10th August 2023 in the Committee Room, Town Hall, Windmill Lane, Northam

Present: Cllrs Tait, (Chair), Bach, Edwards, Lo-Vel, Mrs Whittaker and the Mayor (ex-officio)

In attendance: Cllr Brading
Mrs Jane Mills – Town Clerk

- 2308/234 Apologies**
Apologies Cllr Bruins, and Cllr Mrs Hodson,
- 2308/235 Chairman's announcements**
The Chairman spoke about the community payback project scheme and the Town Clerk was asked to investigate and report back to the next meeting
Action Point; Agenda item Community Payback
- 2308/236 Declarations of interest**
Members were reminded that all interests should be declared prior to the item being discussed.
There were none
- 2308/237 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 Mrs Whittaker, Seconded: Cllr Bach (all in favour)
- 2308/238** It was **resolved** to confirm and sign the minutes of the Town Projects Meeting held June 22nd 2023 as correct record
Proposed: Cllr Lo-Vel Seconded: Cllr Hames (majority in favour 1 abstention not present at the meeting).
- 2308/239 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.
- 2308/240 To consider Action Points**
Action Points were noted
- 2308/241 To consider an updated review of projects**
It was agreed to note the review and accept subject to amendments.
Action Point: Amend review and add to next agenda.
- 2308/242 To consider an amendment to Northam Hall hirers agreement**
It was **resolved** to accept the proposed amendments regarding cancellation charges and latest times for playing music.
Proposed: Cllr Mrs Whittaker, Seconded: Cllr Hames (all in favour)
Action Point: Amend hirers agreement
- 2308/243 To consider the request from Fernbank to provide bus shelters with green roofs(sedum based) through the Town Council area**
It was **resolved** to accept the officer recommendation, which included the bus shelters being installed and maintained by the provider rather than Northam Town Council.
Proposed: Cllr Hames, Seconded: Cllr Bach (all in favour)
Action Point: Officer to proceed with Fernbank

- 2308/244 To ratify purchase of three benches**
It was **resolved** to ratify the purchase of 3 benches at a cost of £259 each ex VAT
Proposed: Cllr Edwards, Seconded: Cllr Mrs Whittaker (all in favour)
- 2308/245 To consider siting two benches at Lord's Meadow**
It was **resolved** to purchase an additional bench at a cost of £259 plus delivery excluding VAT to enable the siting of two benches at Lord's Meadow.
Proposed: Cllr Hames, Seconded: Cllr Edwards (all in favour)
Action Point: Proceed with purchase of an additional bench
- 2308/246 To ratify a decision agreed at Chairmans Announcements "to accept the lowest quote for work on lampposts in Northam Square, subject to DCC agreement" (see minutes 22/6/2023**
It was **resolved** to ratify the above decision.
Proposed: Cllr Mrs Whittaker, Seconded: Cllr Tait (all in favour)
- 2308/247 To consider Goats Hill footpath**
It was agreed that the Maintenance Men should check for encroachment on to the path following the work completed last year and the result reported back to committee.
Action Point: Maintenance Team to check the footpath, agenda item next meeting.
- 2308/248 To consider requests for dog bins**
It was **resolved** to write to TDC with requests for siting two bins on receipt of the exact positioning for the bin in Appledore, from Cllr Tait.
Proposed: Cllr Mrs Whittaker, Seconded: Cllr Lo-Vel (all in favour)
Action Point: Town Clerk to write to TDC after receiving further information from Cllr Tait
- 2308/249 To consider replacement of the ball fencing at Lord's Meadow in the budget for 2024-5**
The Town Clerk to obtain some costings for the next meeting
Action Point: Town Clerk to obtain figures and agenda item.
- 2308/250 To consider a request regarding a hall booking for charity**
It was **resolved** to make a donation, and that all future similar requests would be approached in the same manner.
Proposed: Cllr Hames, Seconded: Cllr Edwards (all in favour)
- 2308/251 To receive an update on Anchor Park**
- **Installation of play equipment and surfacing**
 - **Planting (see agenda item 8)**
 - **Correspondence**
- It was agreed to note the above, the Town Clerk was asked to check with the contractor on the remaining surface in the play area
Action Point: Town Clerk to speak to the contractor
- 2308/252 To consider requests for dropped kerbs (Cllr Ford update, and Cllr Bach)**
Requests for dropped kerbs will be raised at the next HATOC meeting.
- 2308/253 To consider speed sign issues**
Members were advised that some speed signs are not working properly but it is not viable to repair them.

2308/254 **To consider a report on allotments to include a risk assessment, tenancy agreement update and request for a noticeboard. An allotments policy will be on a future agenda**

It was **resolved** to purchase a best value noticeboard and join the National Allotment Association.

Proposed : Cllr Mrs Whittaker, Seconded: Cllr Bach, (all in favour)

It was further **resolved** that wherever possible water butts should be covered.

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

It was further **resolved** that the revised tenancy agreement and the risk assessment be accepted subject to removal of permission for bonfires and a request that any highly combustible material is not stored in sheds

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

2308/255 **To consider a review of weed control Previous decision July 2022**
(It was proposed by Cllr Leather and seconded by Cllr Edwards, that weed spraying continues as currently and is reviewed on an annual basis.
It was **resolved** to consider the weed policy on the next agenda and circulate the current policy.
Action Point: Town Clerk to agenda the above and circulate the policy.

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

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

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

2301/789 Apologies
No apologies were received.

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

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

2301/792 To agree the agenda as published
It was **resolved** to agree the agenda as published.
Proposed: Cllr Laws, Seconded: Cllr Newman-McKie (all in favour)

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

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

1. Publicising the Town Council's / Committee's work in tackling the climate emergency. Cllrs McCarthy and Newman-McKie had met with the designers. The first version of a poster was on the agenda to review.
2. Insulation at Northam Hall. It was reported that the contractor is reviewing the asbestos report for Northam Hall provided by the Council and that a provisional date of 13th and 14th March 2023 had been agreed for the installation, pending the outcome of consideration of the survey. The action is complete
3. Updating the climate action plan. The matter was on the agenda.

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

Action		Responsible	Priority	Status	End Date	Carbon Saving	Cost (£)			
5. Food	5.1 Community Orchard(s)	Climate Emergency Committee	High	Amber				Orchards have many benefits, pollinator friendly, food producing and reflecting the county's fruit-growing heritage.	The Committee will consider locations at Anchor Park, Lords Meadow and Bloody Corner for planting in the autumn.	The matter would be included on an agenda item in the new civic year for full consideration.
	6.2 Open spaces plan to increase biodiversity/climate resilience	Town Projects Committee	High	Amber				Members of the committee are drawing up plans for sustainable planting across the town area.	The TP&AM committee had resolved to adopt planting schemes for the Council's parks, to include pollinator friendly and bio-diversity promoting species.	The Committee had recommended to the Town Projects Committee a planting scheme for the Council's open spaces and planters, to include wildlife friendly and drought resistant plants. The TP committee had resolved to adopt the scheme The CEC has heard that Torridge District Council would be interested in working together to plant the gardens at Hillicliff Terrace a the northern end of Irsha St, Appledore with pollinator-friendly and drought resistant plants.
6. Biodiversity									(no update)	
7. Water	7.2 Rain water capture at Council-owned buildings	Council staff	Medium	Amber				Northam Hall complete. Plans to be drawn up to maximise rain water captured at Westward Ho! Park pavilion.		The water butt at the Town Hall would be investigated to understand why it wasn't collecting water from the roof.

9. Investments	9.1 Explore green investment opportunities.	Finance & HR committee	Low	Red				A review of the Council's on deposit holdings would be required. A recommendation to Finance & HR could be made.	(no update)	The committee resolved to recommend to the Finance and HR committee that the Council seek to review its investments, seeking to place long term deposits in sustainable funds.
10. Community Engagement	10.3 Expand NTC Emergency Plan to include climate resilience	Review committee	Medium	Red				A recommendation to Review Committee could be made.	(no update)	The matter would be included on an agenda item in the new civic year for full consideration.

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2301/796

Public Participation

No members of the public were present.

2301/797

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

The committee noted the budget and planned spending remaining for 2022-23.

It was **resolved** to request at the January 2023 Full Council meeting that the remaining cost of insulating Northam Hall, approx. 50% of the whole cost, be allocated to the wider project budget, or other suitable budget line.

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

2301/798

To consider a request from the Town Projects and Asset Management committee, following a resolution to:

Plant 60 of the 70 baskets will be planted spring/summer bedding plants and 10 baskets will be planted with perennial plants.

The top two planters of the three tied planters will be planted with spring/summer bedding plants and the bottom tier will be planted with perennial plants.

The fourteen containers and the boats will be planted with spring/summer bedding plants and a request made to Climate Emergency to approve the payment.

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

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

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

- 2301/799 To receive an update on engagement with parish schools and Bideford College.**
The Committee heard that the Council had been successful in its grant application to the Tree Council to work with the Appledore School PTA, the North Devon Biosphere and Northam Burrows Country Park on their project to Create School Micro Reserves within the North Devon Biosphere. This grant was for £699.20 and required the Council to initially meet the cost of the spending, which would be claimed back from the Tree Council.
It was resolved to delegate the signing of the grant acceptance form to the Deputy Town Clerk.
Proposed: Cllr Hames, Seconded: Cllr Mrs Hodson (all in favour).
Action: Deputy Town Clerk to sign and return the acceptance form.
Action: Deputy Town Clerk to make phone contact with the Head of 6th Form at Bideford College.
- 2301/800 To receive a report from the West Country Buzz Project Officer at the Bumble Bee Conservation Trust.**
The committee received the report, noting its valuable content and clear advice.
- 2301/801 To receive an update on the progress of the Climate Poster.**
The committee heard that Cllrs Newman-McKie and Mrs McCarthy had met with the designer to talk through the committee's requested changes.
The committee would receive a further draft of the poster in due course, for approval.
- 2301/802 To consider replacing the bicycle rack at Lords Meadow.**
It was resolved to remove the damaged bicycle rack at Lords Meadow and review the provision of cycle storage at a future meeting of the committee.
Proposed: Cllr Mrs Hodson, Seconded: Cllr Hames (all in favour).
- [Mr T Wiersma left at this juncture]*
- 2301/803 To receive an update on the work of Torridge District Council's Active Travel committee.**
The final proposals from Barnstaple, Bideford & Northam Local Cycling and Walking Infrastructure Plan (LCWIP) was awaited from Devon County Council, which would be submitted to central government for funding.

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

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

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

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

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

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

In attendance: Wendy Lo-vel (co-opted member)
Guy Langton - Deputy Town Clerk

2302/930 Apologies
Apologies were received from Cllrs Mrs McCarthy and Newman-McKie and from Mr B Bruins and Mr T Wiersma (co-opted members).

2302/931 Chairman's announcements
The Chairman noted the meeting was inquorate, so no decisions could be resolved. The information would be presented, however, to ensure committee members remained up to date.
He further reported that he had attended a teams meeting regarding central government's planning reforms, which could include carbon auditing of development proposals and policies relating to building retention and renovation rather than demolish and rebuild, as the favoured approach.

2302/932 Declarations of interest:
Members were reminded that all interests should be declared prior to the item being discussed.

2302/933 To agree the agenda as published
The agenda could not be agreed – the meeting was inquorate.

2302/934 To confirm and sign the minutes of the meeting held on 18th January 2023
The minutes could not be confirmed – the meeting was inquorate.

2302/935 To consider Action Points
It was reported that Full Council had approved the costs of planting the council's planters would be met fully within the budget of the Town Projects and asset Management Committee.
The action points were noted.
Action: Cllr Mrs Hodson to liaise with Bideford College and St Mary's primary school.

2302/936 To consider the Climate Action Plan
The committee heard the updates as presented:

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

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

2302/937

Public Participation

No members of the public were present.

2302/938

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

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

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

2302/939

To consider the final draft of the Climate Poster.

The members received the poster.

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

2302/940

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

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

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

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

Northam Town Council – Minutes of the Northam Neighbourhood Plan Advisory Group Meeting held remotely on Zoom on Thursday 23rd February 2023

Present: Cllrs Hames (Chairman), Laws and Sargent.
Non-Councillor Members: Mr G Allen.

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

2302/921 Apologies
Apologies were received from Cllr Mrs Hodson

2302/922 Chairman's announcements
The Chairman noted the meeting was inquorate, so no decisions could be resolved. The information would be presented, however, to ensure Group members remained up to date.

2302/923 Declarations of interest:
Members were reminded that all interests should be declared prior to the item being discussed.

2302/924 To agree the agenda as published
The agenda could not be agreed – the meeting was inquorate.

2302/925 To confirm and sign the minutes of the Advisory Group Meeting held 26th January 2023.
The minutes could not be confirmed – the meeting was inquorate.

2302/926 Public Participation
It was announced that members of the public were 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 would be entitled to speak once only in respect of business itemised on the agenda and should 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.

2302/927 To consider the action points.
It was noted that action points had not been included in the pack and would be presented at the next meeting.

2302/928 To receive an initial report on the feedback from the pre-submission consultation exercise and to consider plans for its collation and review.

The data was presented as follows:

Responses to the NNP Pre-submission survey (6.1.23 to 17.2.23)

i) Questionnaire: 505 responses to date – 504 will be recorded.
354 online and 151 hard copy (1 'spoiled')

There are approx. 6,500 addresses in the Northam Town area, with a copy being delivered to each.

Additional extended responses from residents: 11

Face-to-Face event attendees: 83

25 at Appledore (8.2.23)

36 at Northam (9.2.23)

22 at Westward Ho! (13.2.23)

ii) 'Section 14' (statutory and local consultee) responses:**Those with comments:**

1. North Devon AONB Partnership
2. Environment Agency
3. Torridge DC
4. NNP Health Check by Derek Stebbing
5. Everything is Somewhere
6. NHS Devon Integrated Care Board (ICB)
7. Baker Estates
8. Devon & Cornwall Police

Those making no comment:

9. Coal Authority
10. Natural England
11. Devon County Council Highways
12. SEA (by Historic England)

Those offering advice only:

13. Historic England

The Deputy Town Clerk reported that the hard-copy forms ((i) above) had not yet been entered so full details of this part of the feedback could not yet be presented. Feedback to this point though was that most had over 75% support, though support for policies HO2 (Affordable Housing) and ED2 (Tourism Attractions and Accommodation) were noticeably lower in the early stages of the analysis.

He further noted that he had not yet had time for more than a cursory glance at the more detailed feedback.

It was agreed that a working group would be arranged to review the feedback received and plan the way forward.

Action point: Deputy Town Clerk to arrange a meeting of the working group.

2302/929**To consider a list of Undesignated Heritage Assets for inclusion within the Neighbourhood Plan documents.**

The Group heard that the list had been drawn together based on strict criteria. Members of the group suggested other buildings which could be added. This list would be drawn together at the working group meeting to be arranged.

The group ended the meeting at 7.15pm.

Signed

Dated.....

FULL COUNCIL

ACTION POINTS SEPTEMBER 2023

Action Points	It was resolved to move forward with recycling the IT equipment.
To consider suggestions for a Vision Statement and possible formation of a Working Group.	A Working group meeting was arranged, agenda item report to next meeting.
To consider a review of the Emergency Plan, with a view to including climate, resilience.	Circulated the emergency plan to TDC and DCC, make necessary updates. Agenda item next meeting. No response to date
Street Matters: All street matters forwarded by e-mail. <ul style="list-style-type: none"> • There was a discussion on Police attendance in Westward Ho! • No response has been received on the installation of dropped kerbs from correspondence to the County Councillor. • Provision of dropped kerbs will be an agenda item on the next Town Projects meeting. (to include investigation into painting a disabled sign on roads where there is a dropped kerb) • Also, Town Projects agenda, to consider installing speed strips information from DCC • Request moving lifebelt from the old • coastguard railings to as near as possible to the slipway (Appledore) contact TDC. 	<p>Action all these points:</p> <p>Contacted County Councillor</p> <p>Agenda Town Projects</p> <p>Agenda Town Projects sought information, from County Councillor</p> <p>Written to TDC response awaited.</p> <p>Dropped kerbs follow up, request re lifeboat, speed strips.</p>
Summary Report from County Councillor	Town Clerk wrote to the County Councillor to request a written report if unable to attend future meetings. Response circulated.
To consider repairs to the skatepark	Proceeded as per the resolution.

<p>To consider an update on Bone Hill car park (verbal update)</p>	<p>Proceeded as per the resolution. Contacted TDC response awaited</p>
<p>To consider proposed charging for Westward Ho! Park tennis courts and an update on progress</p>	<p>Proceeded as per the resolution</p>

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Northam Town Council

8

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

Date: 6/9/23

Approved by: [Signature]
Chair of Finance Name and Role (RFO/Chair of Finance etc)

Date: 13/9/23

Bank Reconciliation at 06/09/2023			
A	Cash in Hand 01/04/2023		246,006.53
	ADD		
	Receipts 01/04/2023 - 06/09/2023		293,544.01
	SUBTRACT		539,550.54
	Payments 01/04/2023 - 06/09/2023		255,649.95
	Cash in Hand 06/09/2023 (per Cash Book)		283,900.59
B	Cash in hand per Bank Statements		
	Cash	06/09/2023	0.00
	Nationwide Saver	06/09/2023	0.00
	Northam Town Council Burrows	06/09/2023	0.00
	Northam Town Council	06/09/2023	105,864.20
	Cambridge Building Society	06/09/2023	4,652.56
	Nationwide 95 day account	06/09/2023	87,400.20
	Cambridge and Counties Bank	06/09/2023	87,728.19
	Petty Cash	06/09/2023	246.98
	PayPal Account	06/09/2023	0.00
			285,892.13
	Less unrepresented payments		1,991.54
			283,900.59
	Plus unrepresented receipts		
	Adjusted Bank Balance		283,900.59
A = B Checks out OK			

8A

Your balance as of 06/09/2023 at 14:52



Payees



Reports &
Statements



Products and
Services



Cheques



Settings



<u>All accounts(1)</u>	<u>Current(1)</u>	Savings(0)	Loans(0)
Account nickname	Sort code	Account number	Account type
NORTHAM TOW N COUNCIL			COMMUNITY DIRECT
£ 105,864.20 £ 0.00 overdraft	⋮ Actions		