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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 15th November 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
2023

Date of issue: 9th November

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 on: 8th October 2023**
- 6 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B)**
 - Climate Emergency Committee – 31st August 2023 (*herewith*)
 - Finance & HR – 13th September 2023 (*herewith*)
 - Planning – 28th September 2023 (*herewith*)
 - Town Projects and Asset Management – 21st September 2023 (*herewith*)
 - Westward Ho! Park – 26th July 2023 (*herewith*)
 - Review Committee 20th January 2022 (*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** *(herewith)*
- 11 **To consider Community Champions** *(Cllr Hames)*
- 12 **To consider a recommendation from Westward Ho! Park committee:**
The Council considers that the Pavilion and Sensory Garden be considered as a joint project moving forward. Initially arranging a feasibility study, when TDC agree in principle that there will be no problem with the Council's proposals
- 13 **To consider the appointment of a Police Advocate**
- 14 **To consider a request re Bone Hill car park** *(Cllr Bach email forwarded)*
- 15 **To consider D Day 80 6th June 2024** *(correspondence herewith)*
- 16 **To consider a response to the TDC Strategic Plan** *(copy sent by email)*
- 17 **Correspondence:**
 - Countryside Voices (held in the office)
 - Love Devon (held in the office)
 - Allotments (held at the office)
- 18 **Street Matters: All street matters circulated by the Town Clerk, by email**
- 19 **To receive a summary report from the 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 8th October 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 – 13th September 2023 *(herewith)*
 - Town Projects and Asset Management – 21st September 2023 *(herewith)*
 - Westward Ho! Park – 26th July 2023 *(herewith)*
- 23 **To receive an update on the installation of a “changing places” toilet facility at Westward Ho!**
- 24 **To resolve to readmit members of the press and public**

The meeting commenced at 7pm following a talk by the Internal Auditor on the role of the Internal Auditor and External Auditor, he then took questions from Members
Northam Town Council – Minutes of a meeting of the Town Council held on Wednesday 4th October 2023 in the Town Hall at 6.30 pm

Present: Cllrs Hames, (Chair), Bach, Brading, Bruins, Edwards, 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
 Internal Auditor
 Reverend Tim Sutton
 Members of the public (0)

2310/378 Apologies
 Apologies: None,

2310/379 Chairman's Announcements
 The Chairman advised about the sad passing of Alderman Charles Langton a previous councillor and Mayor of Northam Town Council. He also advised that he had recently attended the Appledore Shipyard and met the Lithuanian Ambassador to the UK
 , the shipyard is building a vessel for Lithuania. He also attended celebrations at Primrose House for a lady celebrating her 100th birthday and presented her with a scroll and flowers from the council. Members were reminded about the survey by TDC and were further advised about the need to purchase a light commercial tower for working at heights at a cost of £1164. It was suggested that the Town Council apply for a free parking day at Bone Hill car park on Remembrance Sunday and members agreed that we request this.
 Members were also advised about the correspondence received from St Margaret's Church in connection with the Christmas Tree festival and they were happy to sponsor a tree as in previous years. Members were further advised of the health of the retired Beadle, who is now in a nursing home in Fremington and would welcome visitors.
Action Points: Apply for free parking day, and arrange sponsorship of a Christmas Tree

2310/380 Declarations of interest
 Members were reminded that all interests must be declared prior to the item being discussed.

2310/381 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 Brading, (all in favour)

2310/382 To confirm and sign the minutes of the Town Council Meeting held 23rd August 2023 (Part A) and 7th September 2023 (Special Meeting)
 It was **resolved** to sign the minutes of the Town Council Meeting held 23rd August 2023 (Part A)
 Proposed: Cllr Leather, Seconded: Cllr Brading, (majority in favour two abstentions, not present at the meeting)
 It was **resolved** to sign the minutes of the Town Council Meeting held 7th September 2023 (special meeting)

Proposed: Cllr Leather, Seconded: Cllr Brading, (majority in favour two abstentions, not present at the meeting)

- 2310/383 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 – 2nd August 2023
- Planning – 27th July 2023, 17th August 2023 and 7th September 2023
 - Town Projects and Asset Management 10th August 2023
 - Climate Emergency 18th January 2023 and 27th February 2023
 - Northam Neighbourhood Plan Advisory Group – 23rd February 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).
- 2310/384 Action Points**
It was agreed to note the action points.
- 2310/385** To receive and consider reports from the Town Clerk (bank reconciliation and budget report to date)
It was agreed to note the reports from the Town Clerk.
- 2310/386 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 was present.
- 2310/387 To consider an update from the working group for a Vision Statement, strategic plan and delivery proposals**
There is a further meeting arranged to produce a draft for circulation before the next Full Council Meeting.
Action Point: Draft to be prepared and circulated and placed on the Full Council Agenda
- 2310/388 To consider Community Champions (Cllr Hames)**
Following a discussion about the way forward with Community Champions it was agreed to investigate neighbouring councils and how they proceed with this, and bring a report to the next meeting.
Action Point: Proceed with investigation and prepare report for Full Council.
- 2310/389 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.

It was **resolved** to 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.

Proposed: Cllr Tait, Seconded: Cllr Mrs Hodson, (majority in favour two votes against).

Members were requested to be understanding with the staff in view of the significant additional work involved.

Action Point: Proceed with the work

2310/390 Plan To consider an update on progress with the review of the Emergency

Members were advised that the plan has been circulated to DCC and TDC with no response, this will be chased up

Action Point: Follow up with TDC and DCC

2310/391 To consider requesting the Northam Burrows Management Committee meet to **consider a granting process**.
It was agreed to call a Northam Burrows Management Committee meeting to agree procedures

Action Point: Arrange a Northam Burrows Management Committee meeting.

2310/392 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](http://hedge.buns.rent)), facing east
- Youngaton Road, at the end of Nelson Terrace (grid reference 51.03973, -4.23746, [///ladder.boring.robot](http://ladder.boring.robot)), facing north
- Westward Ho! green, first Christmas light post (grid reference 51.041215, -4.23815, [///branded.coins.pulled](http://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](http://putty.conqueror.bridge)), facing east and west
- Westward Ho! Park, along the main path (grid reference 51.041937, -4.234426, [///calm.regal ordeals](http://calm.regal ordeals)), facing both ways.

After some discussion, where Members were advised that both capital and revenue costs are extremely high and there is no evidence to support that cctv is preventative, It was **resolved** to write to the police asking for their recommendations and advice and requesting they attend a Full Council meeting urgently. It was further agreed to put the appointment of a police advocate on the next agenda.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Lo-Vel (all in favour)

Action Points: Write to the police and Police Advocate on next Agenda.

2310/393 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**

Cllr Leather agreed to serve on the Northam Burrows Management Committee and Cllr Newman McKie on Westward Ho! Park committee

2310/394 Correspondence: None received

2310/395 To note Street Matters: All street matters circulated by Town Clerk over email.

2310/396 To receive a summary report from the County Councillor

The County Councillor sent his apologies and a report which was circulated to Members.

Members were pleased to hear about the extension of yellow lines and the patch repairs at the entrance to Bone Hill car park. However, they would appreciate more detailed information regarding other DCC responsibilities regarding for example the 60 million pound deficit, children's services, social services, mobile libraries, school meals and the situation with dentists.

Action Point: Write to County Councillor.

2310/397 To receive a summary report from a District Member (3 minutes)

Cllr Bach advised of the attendance of our MP in Northam and that Torquay is the only one of 55 towns to benefit from government funding recently announced.

Cllr Mrs Hodson spoke about the coast and flooding survey from TDC and asked all to complete and submit it. She invited views from all on the corporate draft strategy.

Cllr Mrs Whittaker spoke about the planning meeting at TDC where there will be a discussion on lack of enforcement of conditions in planning, especially currently at Limers Lane.

Cllr Lo-Vel advised that TDC had had eight weeks to investigate the lack of enforcement and also advised that the previously planned road closure at Limers Lane had not taken place.

Cllr Leather advised that conditions can be varied. He also spoke about a cycle scheme to go through Victoria Park which was turned down by C & R committee at TDC.

2310/398 At this juncture it was **resolved** to extend the meeting beyond two and a half hours to complete the business.

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

Northam Town Council – Minutes of the Climate Emergency Committee Meeting held 31st August 2023 at 6.30pm

Present: Cllrs Hames (Chairman), Bruins and Mrs Hodson
In attendance: Cllr Bach (non-committee member)
 Guy Langton - Deputy Town Clerk

- 2308/296 To elect a Chair of the Committee**
 Cllr Mrs Hodson proposed that Cllr Hames continue to Chair the committee. This was seconded by Cllr Bruins. All members voted in favour and Cllr Hames was duly elected as Chair of the committee.
- 2308/297 To elect a Vice-Chair of the Committee**
 Cllr Hames proposed that Cllr Bruins be elected as vice-chair of the committee. This was seconded by Cllr Mrs Hodson. All members voted in favour and Cllr Bruins was duly elected as Chair of the committee.
- 2308/298 Apologies.**
 Apologies were received from Cllr W Lo-Vel.
- 2308/299 Chairman's announcements**
 The Chairman had no announcements.
- 2308/300 Declarations of interest:**
 Members were reminded that all interests should be declared prior to the item being discussed.
- 2308/301 To agree the agenda as published**
 It was **resolved** to agree the agenda as published.
 Proposed Cllr Hames, Seconded Cllr Mrs Hodson (all in favour).
- 2308/302 To confirm and sign the minutes of the meeting held on 14th March 2023**
 The minutes **were confirmed** as a true and accurate record of the meeting and were signed by the Chair.
 Proposed: Cllr Hames, Seconded: Cllr Hodson (all in favour)
- 2308/303 Public Participation.**
 No members of the public were present.
- 2308/304 To note the revised Terms of Reference.**
 The amended terms of reference, agreed at Full Council on 23rd August 2023, were noted and are attached to these minutes.
- 2308/305 To consider the Climate Action Plan.**
 The updated action plan is attached to these minutes.
- 2308/306 To note the budget for 2023-24.**
The budget for 2023-23 was noted as follows:

Climate Emergency		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	
241	equipment						
243	contribution to LCWIP	5,000.00					5,000.00
248	Expenditure	15,000.00				246.61	14,753.39
		£20,000.00				£246.61	19,753.39

2308/307

To consider community engagement, including Public Forums and further engagement of students at Bideford College.

It was agreed that this matter had been discussed as the action plan was reviewed at minute 2308/199.

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

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

Action		Responsible	Priority	Status	Updates - 12.06.2023	Updates - 09.08.2023	Updates - 31.08.2023
1. Waste	1.1 Compost	Maintenance Team	Low	Amber	There is no suitable location currently.	A site could be identified at the Tadworthy Road allotment site. Leaves could be collected at one or more sites for leaf mould.	GL to check the planning condition of the Tadworthy Road development regarding when the allotment site is to be available.
	1.2 Food Waste Scheme with Schools	Climate Emergency Committee	Low	Red	This would be raised with Bideford College at a meeting with the school 6th Form in July 2023.	-	GL to write to schools and their governors and PTAs to ask for their current practices. Also include a copy of the poster for their electronic noticeboards. Could NTC be involved.
2. Transport	2.1 Replacement of oldest current vehicle Electric vehicle for the Maintenance Team	Town Projects Committee	High	Amber		An EV has been rented for a month with a view to purchase.	The truck was delivered on the 16th August. So far is well received so far by the maintenance team. It tows well and copes well with the local terrain. Charging once a week at present.
3. Energy	3.1 Battery powered maintenance equipment	Town Projects Committee	Medium	Amber		A strimmer and battery backpack had been purchased. A 2nd battery may need to be purchased. This will be reviewed.	GL to get feedback from the team.
	3.3 Hot water unit (Town Hall)	Office Staff / Torridge District Council (the building owners)	Low	Red	As there is no kitchen at the Town Hall, this item would be held until such a facility existed.	-	Deemed complete.
	3.4 Northam Hall insulation	Office staff	Low	Amber	The installers did not consider it possible to install insulation above the suspended ceiling.	A way forward would be kept in review. Possible grant sources would be investigated (e.g. via Energy 361).	Cllr Hames to investigate at Energy 361.

5. Food	5.1 Community Orchard(s)	Climate Emergency Committee	High	Amber	Sites for this type of planting needed to be identified. Future sites could be identified with developers. A Parish Action Plan could help identify the sites with TDC through the planning process.	Bloody corner would be reviewed - GL to draft a report for the 31st August meeting.	GL to do asap and submit to Neighbourhood Highways Officer and carry out a services search if necessary.
6. Biodiversity	6.1 Non-spray weed control	Town Projects Committee & Council Staff	High	Amber		Annual review at TP&AM on 10th August 2023	On TP&AM Sept 2023 meeting agenda.
	6.2 Open spaces plan to increase biodiversity/climate resilience	Town Projects Committee	High	Amber	TP&AM had planned to plant wildflowers areas in Anchor Park. The plug plants had been purchased as advised by the Bumblebee Conservation Trust and planting would be completed by the end of March 2023. Another area would be de-turfed and seeded with a wildflower mix. These seeds would also be scattered where the plugs had been planned.	To be reviewed and work would be undertaken at the next suitable time (winter/spring 2024).	Planting plans to be completed winter/spring 2024. Existing wild flower areas and remaining sites to be re-turfed and prepared appropriately to ensure successful outcomes.
	6.3 Verge rewilding/wild flower sowing scheme	Council staff	Medium	Amber		-	It was noted that to continue the project, the patches identified would need to be mown and rake off the clippings at this time of the year.

7. Water	7.1 Reduce hanging baskets/mulch planters	Councillors and Council staff	Medium	Amber	-	It was noted that the lower tiers have been planted but may have been overwatered. Some are in 'wind tunnels' so are detrimentally affected. (eg 2 in Westward Ho! at the car park) - can locations be moved? Prepare management plan to minimise watering of bottom layer plants.
8. Procurement	8.1 Procurement policies to be reviewed for sustainability	Councillors and Council staff through the Review Committee	Medium	Amber	-	-
9. Investments	9.1 Explore green investment opportunities.	Finance & HR committee	Low	Amber	-	<p>The matter should be kept under review, with specific investigation of the CCLA 'Sustainable Investment Framework', especially in the light of the Internal Auditor commenting in 2023 that '<i>On an annual basis, as part of the budget setting process, the Council should conduct a review of its Reserves to ensure that their purpose is identified and that they are adequate and not excessive.</i>'</p> <p>Noted Cooperative Bank and Nationwide, where the Council invests, are among the most environmentally conscious. Monitor as new opportunities arise.</p>

10. Community Engagement	10.1 Public forums	Councillors and council staff	High	Red	The poster had been reduced and put on display around the Parish.	To consider at 31st August agenda.	Open days in Parks to demonstrate what has been done at those locations? Apple days where produce can be pressed? Members of committee to attend groups and do presentations? Noted engagement with schools on food waste (higher up in action plan). Speak to local groups (eg WI, Torridge Walk and Talk, Scouts/Guides etc)
	10.3 Expand NTC Emergency Plan to include climate resilience	Review committee	Medium	Red	To be included on a future agenda for consideration of what actions can be taken by Northam Town Council.	To be included on a suitable Full Council agenda.	Being considered through Full Council. Would consult with TDC and DCC and include the NTC plan in TDC's emergency response planning.
	10.5 Engage students	Climate Emergency Committee.	Medium	Amber	The Mayor's Cadet for 2023-24 has invited members of the Council to meet with the student leaders at Bideford College in July 2023.	<p>Cllrs Hames and Mrs Hodson presented to yr12 students on NTC's response to the climate emergency in July 2023. Following the presentation, the students gathered to discuss things they may do at the College and in their own lives.</p> <p>To consider at 31st August agenda.</p>	Need to arrange a follow up meeting at the College. GL to seek an invite before half term.

**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 four Northam Town Councillors, in addition four residents of the Town Council area, plus 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 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 an action plan (which includes estimated costs) 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.
- 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

- 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.

DRAFT

Minutes of the meeting of the Finance and Human Resources Committee held in the Committee Room, Town Hall Windmill Lane, Northam, 6.30pm 13th September 2023

Present: Cllrs Mrs Hodson (Chair), Bach, Edwards, Himan, Leather, Tait and Mrs Whittaker.

In attendance: Mrs M J Mills - Town Clerk
Guy Langton – Deputy Town Clerk

2310/ Apologies: No apologies were tendered.

2309/324 Chairman's announcements
The Chair had no announcements

2309/325 Declarations of interest
Members were reminded that all interests must be declared prior to the item being discussed.

2309/326 To agree the agenda between Part A and Part B
It was **resolved** to agree the agenda between part A and Part B.
Proposed: Councillor Hodson Seconded: Cllr Whittaker (all in favour).

2309/327 To confirm and sign the Part A minutes of the meeting held 2nd August 2023
It was **resolved** to confirm and sign the minutes of the meeting held 2nd August 2023.
Proposed: Councillor Himan, Seconded: Cllr Leather, (majority in favour, 1 abstention not present at the meeting)

2309/328 Action Points: There were no action points to present to the meeting.

2309/329 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.

2309/330 To consider invoices for payment and financial reports
The committee considered the reports. It was noted that an amount (£2,849.65 (exVAT)) had been cross-posted to cost code 3 (subscriptions and memberships), this would be corrected by the Town Clerk.
Action point: Town Clerk to correct the cross-posted amount.

The detail contained within the cost centre report was considered and it was **resolved** that the Town Clerk and her staff review the operational use of the Council's accounting software to ascertain if and how the budget columns for Payments in the net position by cost centre report may be populated, to identify where spending had been

agreed by the Council but not yet spent, starting in the 2024-25 financial year.

Proposed: Cllr Bach, Seconded: Cllr Whittaker (majority in favour).

Action Point: Town Clerk and her staff to undertake the review of the software's operation and report progress to a future meeting of this Committee.

It was noted that some Anchor Park spending was related to Charity number: 300746 (Mrs Anderson's bequest for a recreation ground), which had to be reported to the charity commission, though the detail of the charity and its status was not known by all Council members.

It was **resolved** to request the Town Clerk and her staff draft an explanation of the bequest in relation to Anchor Park and the reasons for the annual financial reports being submitted to the Charity Commission.

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

Action Point: Town Clerk and her staff to draft the paper to present to the next committee meeting.

It was reported that Cllr Himan had undertaken the quarterly review of the bank reconciliation as the nominated member for this activity, which was satisfactory.

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), noting the above resolutions and actions.

Proposed: Councillor Himan, Seconded: Cllr Bach (all in favour)

2309/331 To receive a report on banking and review investments

It was **resolved** that should the deposit interest rates for the accounts identified in the report not reduce, to transfer the Council's funds held on deposit to the higher interest bearing accounts identified in the report.

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

Action Point: Town Clerk to carry out the transfers as appropriate.

2309/332 To receive a statement on the May Fair 2023 and future plans

It was **resolved** to establish a working group to review the expenses and receipts associated with the May Fair and its operation, and plans for the May Fair in 2024. The Chair requested that expressions of interest be sought from the whole Council.

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

Action point: Expressions of interest to be sought from Councillors.

2309/333 To review charges:

Cllr Tait declared an interest, having a boat on the boat park, and took no further part in the discussion.

Service	Charge	Resolution
Appledore Boat Park	From £50	To retain the current charge
Burrough Farm Allotments	£600 per annum	To retain the current charge
Gig clubs (two clubs)	£1,050 per club us vat	To defer the decision to a future meeting
Appledore Car Park (adjoining the Seagate Hotel). The lease term ends in 2026.	£5,000 per annum	To defer the decision to a future meeting, following a review by a commercial valuer.

Northam Lions Football Club (ground and clubhouse at Burrough Farm)	£240	To retain the current charge
Windmill Lane Allotments	Allotment rent had previously been agreed to rise of 10% for the 2023-24 year (from 1 st October 2023). These charges would be retained .	
Northam Hall	Hall hire costs had been reviewed and amended for the 2023-24 financial year. These charges would be retained .	
May Fair stalls	These would be reviewed by the Working Group established in the previous minute. A decision on any changes would therefore be deferred .	

Any amendments to charges were **resolved** as identified above.

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

Action point: Town Clerk to instruct a commercial valuer in respect of the lease at the Seagate Hotel.

2309/334 To consider an amendment to Financial Regulation 4.5 regarding the current limit:

In cases of extreme risk to the delivery of council services, the Town Clerk may authorise revenue expenditure on behalf of the council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Town Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

It was **resolved** to amend Financial Regulation 4.5 as follows (amendments in **bold**):

*In cases of extreme risk to the delivery of council services, the Town Clerk may authorise revenue expenditure on behalf of the council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£5,000**. The Town Clerk shall report such action to **either the Council chairman or chairman of the Finance and Human Resources Committee** as soon as possible and to the council as soon as practicable thereafter.*

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

2309/335 To receive a report on electricity consumption at Northam Hall (deferred from the previous meeting)

The Committee heard that the Council's electricity consumption at Northam Hall had reduced since the installation of a solar PV and battery system. The power generated was used by the Hall (which was the home base of the Council's Maintenance Team) and Hall users. Excess power generated was exported to the grid. Power drawn from the grid was billed as normal and power exported was credited to the Council's account with the electricity provider. The system had been in full operation since February 2023. In comparing bills from 2023 with the previous year, it could be seen that bills had been reduced by as much as half, despite the increase in the cost of power and the standing charges levied. No money had been paid by the

Council for power used at the Hall in June or July 2023, the solar PV system generating sufficient power.

- 2309/336 To receive accounts from Northam Lions for 2021-22 and 2022-23**
The accounts were received, though it was noted that the accounts for 2021-22 had been annotated by their auditor as 2022-23 and corrected documentation would be requested. It was noted that the Council had still not received a copy of the invoice for the initial installation of the fence at Burrough Farm.
Action Points: Town Clerk to make request a copy of the invoice again from the Club and from the contractor that undertook the installation.
Town Clerk to advise the Club of the typographical error in their audited accounts.
- 2309/337 To receive accounts from Burrough Farm Allotments (current year)**
The accounts were received and noted.

DRAFT

Northam Town Council – Minutes of the Planning Meeting held 28th September 2023 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Bach (Chair), Brading, Hames, Mrs Hodson, Leather, and Lo-vel
In attendance: G Langton – Deputy Town Clerk
 Two members of the public.

2309/367 Apologies

Apologies were received from Cllrs Bruins and Singh

2309/368 Chairman's Announcements:

The Deputy Town Clerk reported that the Council and a number of the elected members had received an email from a resident of Chircombe Lane, which raised issues of possible non-compliance with the planning conditions applied to the approval of proposal 1/0906/2015/OUTM. The Planning Enforcement Team at Torridge District Council had been informed and raised enforcement case number E/23/0272/BRE.

2309/369 To agree the agenda as published.

It was **resolved** to agree the agenda as published, moving consideration of proposal 1/0838/2023/FUL to the start of the agenda, to allow the member of public's address to the committee to be fresh in their minds.
 Proposed: Cllr Mrs Hodson, Seconded Cllr Lo-vel (all in favour).

2309/370 Declarations of interest:

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

2309/371 To confirm and sign the minutes of the planning meeting held 7th September 2023.

It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 17th August 2023, deleting Cllr Lo-vel from the attendee list as she had tendered her apologies. The amended minutes were signed at the meeting

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

2309/372 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 in support of her Part retrospective application for all weather turnout and a drop curb (1/0838/2023/FUL). She outlined the background to the proposal, the uses of the land currently and the proposed uses in the future, which would remain similar, continuing as an equestrian site.

2309/373 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) **1/0838/2023/FUL**

Applicant: Miss Jobson-Scott

Proposal: Part retrospective application for all weather turnout and drop curb from existing access

Location: Land At Grid Reference 244858 129911, Northam

Minutes

Response date: 29th September 2023
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Brading, Seconded: Cllr Leather (majority in favour).

- 2309/374 To consider five street names for :
 117 New dwellings at the land off, Buckleigh Road Westward Ho! -
 Planning Ref 1/0880/2021/FULM.**
 It was **resolved** to propose seven road names to Torridge District Council, from which the District and Developer could choose their favoured five. The names were as follows:
 Escott Crescent
 Boyle Avenue
 Star Drive
 Prior Ave
 Cole Crescent
 Lilly Avenue
 Ernest Road
 Proposed: Cllr Mrs Hodson, Seconded: Cllr Hames (all in favour).
- 2309/375 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:
- ii) **1/0530/2023/FUL Re-Consultation** Applicant: Mr & Mrs Woolley
 Proposal: Single storey extension on existing property and additional floor within new roofspace. Associated alterations to parking, storage and garden area.
 Location: Petrock, Torridge Road, Appledore
Response date: 28th September 2023 (extended from 27th September 2023)
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Leather, Seconded: Cllr Brading (majority in favour, the Chair exercising his casting vote).
- iii) **1/0836/2023/FUL** Applicant: Braddicks Leisure Ltd
 Proposal: Proposed ground floor extension to existing property and first floor balcony extension and part retrospective permission for external ground floor decking - Variation of condition 1 of planning approval 1/0126/2023/FUL
 Location: The Fairway Buoy, Golf Links Road, Westward Ho!,
Response date: 30th September 2023
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Brading, Seconded: Cllr Hames (all in favour).
- iv) **1/0879/2023/FUL** Applicant: Mr Kevin Ashley
 Proposal: Erection of no.1 dwelling (Variation of condition 2 of planning approval 1/0235/2022/FUL, plans schedule)
 Location: Hillcote West, First Raleigh, Bideford
Response date: 7th October 2023
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Hames, Seconded: Cllr Leather (all in favour).

2309/376 Torridge District Council Planning Appeals

It was noted that Torridge District Council, the determining Authority, had 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: 10th 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
 Appeal Initial Notification 1/0514/2022/OUTM
- ii) Appeal Reference: APP/W1145/W/23/3322238
 Appeal Start Date: 5th September 2023
 Interested Party comments by: 10th October 2023
 Proposal: Outline application with some matters reserved (landscaping and layout) for the erection of hotel apartments and ground floor restaurant
 Location: Land At Grid Reference 243189 129178, Golf Links Road
 Appeal Initial Notification 1/0955/2022/OUTM

2309/377**Torridge District Council Planning Decisions**

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

- i) 1/0569/2023/REM
 Proposal: Reserved matters application for Appearance, Landscaping, Layout and Scale pursuant to application 1/1035/2022/OUT
 Location: Land At Grid Reference 244619 128145, Heywood Road, Northam
 (Northam recommended that this proposal be granted permission)
- ii) 1/0662/2023/FUL
 Proposal: Alterations to front and rear, including new roof and adjoining balcony
 Location: 27 Windmill Lane, Northam, Bideford, Devon
 (Northam recommended that this proposal be granted permission)
- iii) 1/0668/2023/FUL
 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
 (Northam recommended that this proposal be granted permission)
- iv) 1/0682/2023/FUL
 Proposal: Erection of a garden room
 Location: 10 Ridgeway Court, Westward Ho!
 (Northam recommended that this proposal be granted permission)



- v) 1/0738/2023/FUL
Proposal: Conversion of garage to form additional bedroom
Location: 121 Atlantic Way, Westward Ho!
(Northam recommended that this proposal be granted permission)

There being no further business the meeting closed at 7:10pm

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

DRAFT

Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Thursday 21st September 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: Guy Langton – Deputy Town Clerk

2309/342 Apologies

Apologies Cllr Bruins, and Cllr Mrs Hodson,

2309/343 Chairman's announcements

The Deputy Town Clerk brought three items to the committee's attention:

- A resident had contacted the Council with positive feedback on the planting schemes, especially in Anchor Park and more widely in Appledore.
- Cllr Bach had written to the Officers highlighting the Green Flag award scheme for local parks and green spaces, an international mark of quality, which aims to raise the standard of Parks and Green Spaces. Cllr Bach considered that a number of the Council's parks and green spaces may be eligible for inclusion. The matter would be included on the next agenda for more in-depth consideration.
- The Council had received a quote from Merry Harriers for planting for the Town's planters in 2024. The Matter would be included on the next agenda with a detailed report, including like-for-like quotes, should they be available.

Action points:

Include the Green Flag award scheme on a the next agenda, accompanied by a report.

Include planting the Council's planters on the next agenda, accompanied by a detailed report.

2309/344 Declarations of interest

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

There were none.

2309/345 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 Hames, Seconded: Cllr Mrs Whittaker (all in favour)

2309/346 It was **resolved** to confirm and sign the minutes of the Town Projects Meeting held 10th August 2023 as correct record, with the following amendments:

- At minute 2308/243, the resolution be amended to read "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 Tait, Seconded: Cllr Edwards (all in favour)

- At minute 2308/250, the resolution be amended to read "It was resolved to make a donation, and that all future similar requests would be approached in the same manner."

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

The Chair would sign the amended minutes at the next meeting.

2309/347 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.

2309/348 To consider Action Points**Action Points:**

It was agreed to include the resurfacing of Footpath 10a (Goats Hill path) would be included on the agenda for the next meeting.

To include the resurfacing of the basket swing base at Anchor Park on the agenda for the next meeting.

To seek grants of funds or materials for hedge planting at Northam Lions, contacting the Club to advise them of the Council's activity.

To include a review of the agreement with Northam Lions Football Club on the agenda for the next meeting.

The remaining action points were noted.

2309/349 To consider an updated review of projects

It was agreed to note the review and accept subject to the understood amendments, as follows: **Lords Meadow zip wire repairs** two quotes had been received for the work.

It was noted that the Council would be prudent to budget to comprehensively service and repair this item of play equipment annually.

It was **resolved** to accept the lower quote, the company offering to carry out the works for £817 (exVAT).

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

Action points:

To instruct the company to undertake the zip-wire repair.

To include likely costs of maintenance and replacement in future budgets.

Lords Meadow Jubilee Planting

2 new replacements received

We have a planting and maintenance regime based on professional guidance

The trees would be planted with a fertilizer and root promoting powder, and watering tubes would be installed at the same time, to enable more effective watering in dry weather.

Action point: Maintenance team to acquire the materials and plant the trees.

Anchor Park next phase planting

autumn by the Maintenance Men

cost dependent at the time

It was **resolved** to collate all approved planting plans for the Council's land and planters/troughs/containers.

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

Action points:

Office to provide Cllr Hames with a map image of Anchor Park.

Cllr Hames agreed to draw all approved planting plans for Anchor Park together on one map, for a clear understanding of the whole planting plan.

Cllr Hames agreed to circulate the planting plans for Lords Meadow and Burrough Farm.

Office staff to collate all planting plans into a comprehensive document.

Irsha Street Enhancement	Rejected by Torridge DC This matter was deemed completed.
White lining DCC matter	Councillor Edwards to speak to County Councillor
Appledore festoon and festive lighting	all checked and working It was noted that some light strings at Westward Ho! were not working and a warranty claim had been made to the supplier.
Appledore Blackies	completion 13th September then submitted to the Land Registry. This matter was deemed completed.
Burrough Farm Fencing, hedging, parking	still looking at locking. Feedback had been received from Northam Lions FC in the action points at item 2309/348, above.

Cllr Edwards left the meeting at this juncture (11:10am)

dog bin requests	see TDC response circulated by emailed Cllr Tait to respond other areas (the matter was on the agenda).
Weed control	Reviewed annually
Battery powered equipment	reviewed by Maintenance Team considered as required
Footpath work	survey diarised
Anchor Park new equipment	completion 10-12 weeks cost £24416.00

Action point: Office to confirm start date with the contractor.

Forthcoming:

Anchor Park & Burrough Farm hedging £4877.50 estimate
It was **resolved** to instruct the contractor to undertake the hedging work at Anchor Park only, estimated to cost £1,667.50 plus materials and travel.
Proposed: Cllr Mrs Whittaker, Seconded: Cllr Hames (majority in favour).

Action Point: Amend review and add to next agenda.

It was **resolved** to recommend that Full Council consider the preparation of 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.

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

2309/350

To consider siting two benches at Lord's Meadow

Cllr Hames to meet with a member of the Council staff team to identify suitable locations for the benches.

Action Point: Meet with Cllr Hames on site.

To consider requests for dog bins at the green at Morwenna and two other locations

It was **resolved** to write to Torridge District Council requesting they add dog waste bin emptying locations to their rounds at: Burrough Road, opposite Griggs Close. Morwenna Park Road, on the large green space.

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

Action Point: Officer to proceed at Torridge District Council.

2309/352

To consider installation of waste bins at the Council's Parks

The matter was deferred to the next agenda, to be accompanied by a full report.

Action point: Draft the report and include on the next agenda.

2309/353

To consider replacement of a bench outside the Durrant House

It was **resolved** to remove the bench and contact the Durrant House Hotel to seek a funding contribution for a replacement.

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

Action Point: Officer to instruct the Maintenance Team and make contact with the Durrant House Hotel.

2309/354

To consider an amendment to the previous decision regarding allotments

It was **resolved** to amend Allotment Terms and Conditions clause 8 to be clarified to read: The Tenant/s shall not, without the consent of the Council, erect any building on the allotment. Tenants need to ask for permission for a shed to be erected, the Council recommends that it be no bigger than 7ft x 5ft. Sheds should be positioned to not shadow neighbouring plots and no inflammable material (for example, petrol for tools) should be stored in them. Proposed: Cllr Hames, Seconded: Cllr Bach (all in favour)

2309/355

To consider the heating control system at Northam Hall

It was resolved to replace the Hive™ heating control system at Northam Hall, with a system that was not adjustable by Hall users.

Action Point: Cllr Bach and the Deputy Town Clerk to look at the system used by a local community Hall.

Cllr Edwards re-entered the meeting at this juncture (11:55am)

2309/356

To consider requests for road markings in front of dropped kerbs and speed strips

The response from the Division Councillor was noted. A follow-up letter would be written asking if routine line painting in Appledore had been scheduled in.

Action Point: Town Clerk to write to DCC member.

2309/357

To consider including a replacement of the ball fencing at Lord's Meadow in the budget for 2024-25

The matter was deferred to the next agenda, to be accompanied by a full report.

Action point: Draft the report and include on the next agenda.

2309/358

To consider a request regarding hall bookings for charity

It was **resolved** to agree to the requests.

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

Action Point: relay the decision to those making the requests.

- 2309/359 To consider installing a sign on a bench in Northam Square pointing to recycling bins.**
It was agreed that a sign would be affixed to the waste bin that is close to the bench.
Action point: Prepare and affix a suitable sign directing people to the recycling bins.
- 2309/360 To consider a request for a handrail at the bell slip**
The Committee received the email from the resident.
It was **resolved** to write to the County Solicitor, copying the Division Member to highlight the condition of the handrail. The resident would also be written to, to thank them for their correspondence and advise them of the steps the Council has taken, further, should they wish to start the local fundraising process, they were welcome to do so.
Proposed: Cllr Mrs Whittaker, Seconded: Cllr Tait (all in favour)
Action Points: Write to the County Solicitor and Division Member regarding the handrail.
Write to the resident to advise of action taken.
- 2309/361 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 purchase a weed burner lance and trolley (£149.99 incVAT) and a 13kg propane gas cylinder if required, to use alongside other weed control measures on hard surfaces as necessary in the context of protecting biodiversity.
Proposed: Cllr Bach, Seconded: Cllr Edwards (majority in favour)
- 2309/362 To consider the installation of bird boxes at Anchor Park**
It was **resolved** to install up to 10 bird and bat boxes on suitable trees at Anchor Park, the boxes were to be provided by Cllr Hames.
Proposed : Cllr Hames, Seconded: Cllr Edwards (all in favour)
- 2309/363 To receive a condition report for two amenity and recreation spaces recently acquired by Northam Town Council and consider remedial and other work as required**
In the case of both parcels on land, the Officers had completed and signed the required paperwork and passed them to the Council's solicitors for action.

Regarding the land on Torridge Road, Appledore known as 'Blackies':
It was **resolved** to erect a notice clearly stating that the desire line being used by local residents was not a public footpath nor a right of way and was being used at people's own risk.
Proposed: Cllr Tait, Seconded Cllr Mrs Whittaker (all in favour)
Action point: At 'Blackies', Clean the paths, repair damaged benches and fencing, trim back growth at path edges.

Regarding the play area and associated amenity space at Wrens Close:
Action Points: The matter would be placed on the agenda of a future meeting accompanied by a comprehensive report and estimates/quotations for the work, to enable effective budget planning. The Maintenance team would be asked to undertake the basic maintenance and repairs required to the play equipment.



Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Wednesday 26th July 2023 in the Council Chamber of the Town Hall at 6.30 pm

Present: Cllrs: Mrs Hodson, (Chairman) Bach, Bruins, Mrs Whittaker and the Mayor ex-officio
Co-opted Members – Mrs C Hutchins, Mr S Makeig-Jones and Ms Penzer

In attendance: Mrs Jane Mills (Town Clerk), Guy Langton (Deputy Town Clerk)

- 2307/190 Apologies**
Apologies none, all present
- 2307/191 Chairman's announcements**
There were none
- 2307/192 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.
- 2307/193 To agree the agenda between Part A and 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)
- 2307/194 To confirm and sign the minutes of Part A of the Westward Ho! Park meetings on 22nd June 2023 and 28th June.**
It was **resolved** to confirm and sign the minutes of Part A of the Westward Ho! Park meeting on 22nd June 2023.
Proposed: Cllr Mrs Hodson, Seconded Cllr Bruins (majority in favour, remainder abstained, not present at the meeting)
It was **resolved** to confirm and sign the minutes of Part A of the Westward Ho! Park meeting on 28th June 2023.
Proposed: Cllr Mrs Hodson, Seconded Cllr Bruins (majority in favour, remainder abstained, not present at the meeting)
- 2307/195 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.
- 2307/196 To consider the Action Points.**
It was agreed to note the Action Points

2307/197 To confirm appointment of a representative from FOTWHOP to the Committee

It was noted that Full Council had confirmed the appointment of a representative from FOTWHOP to the Committee. The Chairman welcomed the representative.

2307/198 To receive a report from the Chair of FOTWHOP

The Chair of FOTWHOP reported there had been an increase in sales of tickets for the 200 club, and thanked the Town Clerk for the additional sales that had been made. It was reported by the gardening representative, that many compliments had been received especially from visitors to the area from Nationwide. The hotbin does not seem to be working properly, the Town Clerk to contact the provider for advice.

The volunteers were thanked for their work.

Action Point: Town Clerk to contact the hotbin provider.

2307/199 To consider an update on a noticeboard for the Park

It was **resolved** to purchase option A from the quotes considered in the sum of £250.00

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

Action Point: Order noticeboard

2307/200 To consider increased water storage at the Park

It was **resolved** to purchase the large storage facility and re-purpose the two butts adjacent to the pavilion, moving them to the top of the park. Quote accepted at 323.00

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

Action Point: Order the storage facility and move the water butts.

2307/201 To consider the way forward for the proposed sensory garden

It was **resolved** to appoint a working group, Cllr Bruins, Edwards, and Hames, with Ms Penzer and Mr McKeig Jones, to progress a plan, with costings and a time-line to be presented to the next meeting. (All in favour)

2307/202 To receive an update on the "Changing Places facility)

Members received the update and noted the progress of the funding including the Crowdfunder page for the "Changing Places" facility.



Northam Town Council – Minutes of the Review Committee held in the Council Chamber, Windmill Lane, Thursday 20th January 2022 at 2pm

In attendance: Cllrs Mrs Hodson (Chairman), Laws, Leather and Tisdale
Town Clerk, Mrs J Mills

2201/1021 Election of Chairman

It was **resolved** to appoint Cllr Mrs Hodson as Chairman
Proposed: Cllr Tisdale, Seconded: Cllr Laws (all in favour)

2201/1022 Election of Vice Chairman

It was resolved to appoint Cllr Laws as Vice Chairman
Proposed: Cllr Tisdale, Seconded: Cllr Leather (all in favour)

2201/1023 Apologies

Apologies were received from Cllrs Mrs McCarthy and Edwards

2201/1024 Chairman's announcements

Future Review Committee will be required to review future meeting schedule structure and resultant changes to committee terms of reference.

2201/1025 Declarations of interest

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

2201/1026 To agree the agenda as published

It was resolved to agree the agenda as published
Proposed: Cllr Tisdale, Seconded: Cllr Laws (all in favour)

2201/1027 To confirm and sign the minutes of the previous Review Committee Meeting held on 15th April 2021 (*herewith*)

It was resolved to confirm and sign the minutes of the previous Review Committee Meeting held on 15th April 2021 as a correct record.
Proposed: Cllr Leather, Seconded: Cllr Laws (all in favour)

2201/1028 Public Participation

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. 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.

2201/1029 To consider Action Points

It was agreed to note the Action Points

2201/1030 It was **resolved** to recommend to Full Council that the following policies be adopted and all policies to be published on the NTC website

Data Protection Policy

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

Recruitment Policy

Proposed: Cllr Hodson, Seconded: Cllr Laws, (all in favour)
Subject to agreed amendments

Environment Policy

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

Social Media Policy

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

Freedom of Information (publication scheme)

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

Vexatious behaviour policy

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

Keyholder Policy

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

2201/1031 To review Recording Policy

Retention policy to be checked regarding retention of meeting recordings, it was suggested that recordings should be retained for one month following their signing at a meeting.

There being no further business the meeting closed at 3.15pm

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

FULL COUNCIL

ACTION POINTS NOVEMBER 2023

Chairmans Announcements	Applied for free parking day Remembrance Sunday, confirmed and arranged sponsorship of a Christmas Tree
To consider an update from the working group for a Vision Statement, strategic plan, and delivery proposals	Draft circulated and placed on the Full Council Agenda
To consider Community Champions (Cllr Hames)	Proceed with investigation and prepare report for Full Council. Cllr Hames information awaited
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	Proceeding with the work
To consider an update on progress with the review of the Emergency Plan	Follow up with TDC and DCC No response again from DCC, TDC response circulated 3 rd Nov to all
To consider requesting the Northam Burrows Management Committee, meet to consider a granting process.	Arranged a Northam Burrows Management Committee meeting, 15 th November.
To Consider a request from a Councillor for CCTV to be installed at various locations in Westward: <ul style="list-style-type: none"> • Golden Sands • Nelson Terrace • Westward Ho! Green • Golf Links Road • Westward Ho! Park 	Wrote to the Police requesting their attendance at a Full Council meeting, response emailed 8 th November and put an appointment of Police Advocate on next Agenda

<ul style="list-style-type: none"> • Yellow Lines • Patch repairs to Bone Hill Car Park • 	<p>Wrote to County Councillor, for detailed information regarding other DCC responsibilities:</p> <ul style="list-style-type: none"> • £60 million pound deficit • Children's services • Social services • Mobile libraries • School meals • Situation with Dentists

**WORKING GROUP FOR VISION STATEMENT,
STRATEGIC PLAN AND DELIVERY.**

Minutes 9th October 2023 2pm

Council Chamber, Town Hall

- 1 **Attending:** Cllrs Hodson, Tait, Lo-Vel and Cllr Whittaker.
In attendance: G Langton (Deputy Town Clerk)
Cllr Brading was absent.
- 2 **To continue to discuss the Strategy Objective:** The Group continued to discuss the strategic objectives of the Council. It was agreed that the Deputy Town Clerk would pull the considerations into a strategic plan document for Group consideration.
Cllr Hodson reported that the Torridge DC would be carrying out a Housing Needs Survey as part of the review of and preparatory work for the next phase of the NDAT Local Plan.

The Vision statement along with underpinning Principles and detailed Themes, objectives, strategies and actions (along with current successes) are presented in the remainder of this document. In the Table on pages 3 to 5, these elements are presented with further detail.

The group agreed to seek input from Cllr Hames regarding the detail required for the theme *Strengthen environmental protection and sustainability* and its underpinning objectives *Working towards NET zero carbon emissions in Northam Town Council activities* and *Increase and improve biodiversity*.

The Group agreed that should the current draft of the strategy be considered suitable, it would be presented to a suitable meeting of Full Council for final consideration and approval, having been shared in advance.

- 3 **To consider a Delivery Plan:** The delivery plan would come after the strategy and vision had been confirmed at full council.

NORTHAM TOWN COUNCIL

VISION STATEMENT 2023-2027



Vision for Northam Town Council 2023-2027:

Northam, Appledore & Westward Ho! is a community that values its people, heritage, open spaces, beaches, and extends a warm welcome to all visitors.

The principles underpinning the Council's vision:

Northam Town Council will continue to work prudently in responding to the needs and aspirations of its community in a representative and transparent way. Its vision has the potential to help build a more sustainable, self-reliant community of collaboration, connection and strong sense of collective purpose.

The Council will have with the capacity and the ability to deliver high quality projects and services to:

1. Build a stronger and more resilient community.
2. Strengthen environmental protection and sustainability.
3. Improve connectivity and mobility.

The Council will achieve its objectives through “Listening, consulting and involving” by:

- ✓ improving communication with our community, building on and engaging with established networks and partnerships, utilising available channels including website, social media and newsletters.
- ✓ continuing to benefit the entire community through the delivery of a range of projects.
- ✓ taking every opportunity to secure grants and funding streams to achieve best value and support the aspirations of the community.
- ✓ proactively developing partnerships with District Council, County Councils and the voluntary and community sectors to enhance the range of services and projects that the Town Council cannot achieve in isolation.

Theme	Objective	Strategy	Actions
Deliver excellent services which are efficient and effective and meet the needs of the strategic vision.	Provide an organisational and governance structure which has the capacity to service the administration of the Council.	Evaluate the roles and responsibilities of all council employees to develop a modern and sustainable organisational structure.	Engaging with our contracted employment specialists, undertake a review of Council's staff and its staffing structure.
		Review the governance and operational structure of the Council.	In conjunction with the above action, Schedule a series of Review Committee meetings to undertake this and any other tasks identified by that committee.
	Provide a well trained maintenance team to deliver a range of services across the Town Council area.	To continue to provide an excellent grounds and premises maintenance service for the Council and wider community.	Evaluate the activities and outcomes of the team alongside an agreed maintenance plan(s) for land and premises for which the Town Council has responsibility.
Build a stronger and more resilient community.	Improve community and road safety.	Maintain close links with outside bodies that are responsible for community and road safety, including (but not limited to): Devon and Cornwall Police and Crime Commissioner, Devon and Cornwall Police, Devon County Council and Torridge District Council.	<ol style="list-style-type: none"> 1. Appoint a Councillor-Police Advocate. 2. Re-establish the Speedwatch initiative locally. 3. "20's Plenty" for our schools. 4. Investigate CCTV or video coverage in and around our community. 5. Improve accessibility across the community, to include the provision of dropped kerbs as appropriate.
	Reduce the impacts of deprivation on our communities.	Respond to the cost of living crisis.	1. Work with local food banks and others to improve access for those needing assistance. Assess viability of providing transport to, or a local space for such centres. Investigate and consider the various models of provision to ensure the best fit for Northam and the wider community.
		In partnership, improve the provision of homes for rent for local families.	<ol style="list-style-type: none"> 1. Review the operation and applicability of Community Land Trusts. 2. Maximise the benefits from early engagement with the allocation of Section 106 developer contributions for our community. 2. Support, through the Planning Committee and the Northam Neighbourhood Plan, the provision of socially rented and affordable dwellings.
	Improve amenity, recreation and sporting provision across the Northam Town area.	Deliver phased, continual improvements to the facilities.	Complete the Westward Ho! Park project working with Friends of Westward Ho! Park (FOTWHOP), including: <ul style="list-style-type: none"> • the renovation the Pavilion building as a community facility, • the renovation of a sensory garden, • the completion of the tennis courts, • the completion of a changing place facility, • the provision of a hard-surface play / recreational sport area.
			<i>Devise a forward-looking plan for Anchor Park play equipment and surface replacement.</i>
			<i>Complete the re-surfacing of Wren Close play area and devise a forward-looking plan for the replacement of the equipment.</i>
			<i>Complete the repair of Lords Meadow wooden play structures and Football provision and devise a forward-looking plan for the replacement of the equipment.</i>
			<i>Deliver a timetable with reference to the asset management plan for the repair, maintenance and replacement of facilities at: Northam Hall</i>
			<i>Deliver a timetable with reference to the asset management plan for the repair, maintenance and replacement of facilities at:</i>

			<p><i>Anchor Park, Lords Meadow, Churchfields Skate Park</i> <i>Wen Close play area, Appletree gardens play area</i> <i>Ridgeway Drive play area, Burrough Farm</i> <i>'Tadworthy' amenity and allotment space on Golf Links Rd.</i></p>
	Maintain a comprehensive register of the community's assets (including buildings, structures, play equipment and street furniture)	Manage Northam Hall in a sustainable way.	Review the forward-looking plan for the replacement of the Hall roof, to include the increased coverage of Solar PV and roof-space insulation.
		Bus Shelters and street furniture.	1. With partners, maintain and improve the stock and provision of bus shelters, to include green-roofed as appropriate. 2. Maintain the provided benches, bins and recycling, dog bins.
		Allotments.	Review the provision, with reference to the guidance to provide twenty 250m ² allotments per 1,000 people.
		Burial grounds and cemeteries.	Work in partnership with others, including the burial authority and diocese to review the need and identify areas that could be used for cemetery space.
		Maintenance facilities premises.	Review the accommodation needs of the Council's Maintenance Team.
	Initiate projects to promote inclusion and inclusivity across our community	Working with partners and other agencies to reach the 'hard to reach' members of our community.	1. Initiate Youth projects, building on current activity with local schools across all ages. Engaging with schools and colleges encouraging youth participation in community issues. 2. Initiate projects to reach existing volunteer and active organisations. 3. Engaging with established providers, promote projects to reach older members of the community.
		Promote local shopping and services.	Maintain a long-term aspiration to establish a community hub in the Parish, with the potential to provide a combination of office space, workstations, coffee shop and/or rented housing. Explore, with relevant partners (working Job Centre Plus, Petroc, TDC and DCC, for example), the use of the Town Hall and Northam Hall to promote community activities, including opportunities for retraining, skills and digital technology development.
		Promote local and community events.	1. Host an annual event to celebrate the work of the entire community, their achievements, and contributions. 2. Celebrate and promote the cultural and historical heritage of our area. 3. Awards for Community Champions.
	In consultation with the community, strengthen the role of the Council and community in the planning process	Deliver the Northam Neighbourhood Plan in accordance with national and local guidance and with reference to advice received.	1. Complete the final stages of the process to <i>Make</i> the Northam Neighbourhood Plan, following a successful pre-submission consultation.
	Strengthen environmental protection and sustainability.	Working towards NET zero carbon emissions in Northam Town Council activities	Continue to deliver the Climate Emergency Action Plan.
			1. Reduce carbon emissions at the Council's building(s) to include but not limited to extending the solar array on Northam Hall, review the heating system, improve insulation. 2. Reduce carbon emissions from Maintenance activities. Increase the use of electric and rechargeable battery powered equipment is sourced to replace worn out petrol powered units. Consideration given to EV trucks when Council vehicles need to be replaced.

		Strive to influence the community to achieve Carbon Neutrality.	1. Sharing of home carbon footprint calculator, encouraging the community to consider and reduce the areas combined carbon footprint. 2. Engage with community organisations such as schools, housing associations and the private sector.
	Increase and improve biodiversity	Continue to implement a landscape and biodiversity management plan for the Council's land and properties.	1. Ensure the planting of a wide range of plants, including trees to increase the attractiveness of our open spaces and to encourage birds, insects and other wildlife. 2. Plant drought resistant varieties and species where possible.
Improve connectivity and mobility – both physical and technological.	Improved public transport services	Working with Devon County Council, Torridge District Council and service providers to increase the effectiveness of current routes.	
		Working with Devon County Council, Torridge District Council and service providers to identify new routes to support new and recent housing developments.	Seek early involvement in Section 106 and utilise other sources of funding to assist with the provision of these services.
	Improved pedestrian and cycling routes – Active Travel	Support for the Devon County Council Local Cycling and Walking Infrastructure Plan (LCWIP).	<i>Cycling:</i> Northam Town Council approved and provided funding towards the production of the Barnstaple, Bideford and Northam LCWIP.
			<i>Public Rights of Way (PROWs):</i> Northam Town Council receives funding from Devon County Council and is provided with rights to maintain local PROWs (other than the South West Coast Path).
			<i>Pavements:</i> Improve accessibility across the community, to include the provision of dropped kerbs as appropriate.
	Improved private transport infrastructure	Improved access to EV charge points and the emerging low-emission vehicle infrastructure.	Promote the installation of suitable private and public charge point infrastructure on new developments through the Section 106 developer contribution process.
		Review of local car parking.	The review is to encompass residential, on-street and in car parks.

NORTHAM TOWN COUNCIL - VISION STATEMENT



Vision for Northam Town Council 2020-2023

Northam, Appledore & Westward Ho! is a community that values its people, heritage, open spaces, beaches, and extends a warm welcome to all visitors.

Principles: To become a more inclusive Town Council emerging from the Pandemic better and stronger.

What we want to achieve to improve the quality of life for the entire Community.

Deliver the Neighbourhood Plan to ensure that Northam Town Council can influence how our area develops in a way which recognises the needs and aspirations of all our Community. We continue to make progress with this.

Deliver the Climate Emergency Action Plan to be Carbon Neutral in our buildings and to strive to influence all the community of Northam Appledore and Westward Ho! to achieve carbon neutrality by 2030 and increase biodiversity in the Council's open spaces and generally, as part of the Council's responsibilities. We have moved ahead at a fast pace with this. Our latest achievement is to instal solar panels on Northam Hall.

Ensure tree planting and flowers shrubs and vegetables are prolific within our parks and open spaces. We are currently working on these matters in Appledore Park and Lords Meadow. Westward Ho! Park has had significant planting including vegetables.

Deliver the Westward Ho! Park project working with Friends of Westward Ho! Park (FOTWHOP). We have achieved Phase 1 (the children's play area) and are now working on Phase 2 and 3, the pavilion and the tennis courts.

Consider a community Energy Scheme by utilising grant funding for a feasibility study. We are not proceeding with this as there was no appetite from larger premises that we contacted.

In partnership, deliver homes for rent for local families. Also consider a project to develop a community hub in the centre of Northam providing a combination of office space, workstations, coffee shop and/ or rented housing. These projects are very ambitions but remain on the Vision Statement.

Initiate Youth projects: Engaging with schools, encouraging youth engagement in community issues. This has yet to be achieved due to problems with Covid. The Mayor's cadet for 2021/22 was very willing to take this forward.

Promote buy/shop local to make our community more resilient and our local businesses sustainable for future years. Support and promote local festivals: May Fair, book festival, food festival, Kite festival, Sunset festival, Christmas Festivals et al. Regular farmers market. The provision of Shop Local shopping bags has been very successful. Regretfully festivals have not materialised as the previous promoter can no longer be involved. We will look to appointing someone to run them in the future.

Celebrate and promote the cultural and historical heritage of our area – develop a heritage trail, create leaflets for walks. We are working on leaflets. This matter is in progress.

Engage with partners to actively establish a network of cycle paths linking our villages and into our neighbouring town of Bideford. This is being pursued by "Active Travel". We contribute information.

Build on Covid volunteer schemes to engage with TTVS scheme to offer a telephone “Stay in touch” befriending service. Age UK has a “Silver Line” programme which matches volunteers with those wanting to chat. We will endeavour to promote this.

Maximise use of the Town Hall and Northam Community Hall to promote opportunities for retraining, skills and digital technology development working in partnership with Job Centre Plus, Petroc and DCC. This has not been progressed. Since the return from Covid Northam Hall is almost fully booked. However, this idea will be retained in the Vision Statement.

Host an annual event to celebrate the work of the entire community, their achievements, and contributions. This will be linked with the Awards for the Community Champions and will now be progressed following the reduction in Covid problems.

Awards for community champions.

How we will achieve our actions: -” Listen consult and involve.”

1. By improving communication with our community by building on networks established during the Covid emergency and engaging with our established partners that have helped in past years. Also, by continuous website development, improved use of social media and newsletters.
2. By continuing to deliver projects that benefit the entire community
3. By using the public purse, ensuring that we achieve good value. taking up every opportunity to secure outside grants and funding streams to achieve the vision of the community.
4. By developing partnerships with District and County Councils and the voluntary sector to enhance the range of services/projects that the Town Council cannot achieve in isolation.

OUR VISION has the potential to help build a more sustainable, self-reliant community of collaboration, connection and strong sense of collective purpose.’

Successfully delivered by Northam Town Council through its Vision and Strategy 2020-23:

At Westward Ho! Park, following its purchase from Torridge District Council, significant renovation and refurbishment works have been undertaken.

Phase 1 had been completed: A new children's play area has been installed, the work being completed and the play area officially opened in October 2022. Volunteer gardeners work in the parks beds and borders. Compost is collected in a *HotBin* composter. Water is provided by collecting rainwater from the buildings' roofs, with a recent addition of a 1520L container behind the pavilion.

Phase 2, the tennis courts: The Tennis Courts are being renovated, with a planned completion date of 24th November 2023. Final works to be completed in Spring 2024 but the facility will be operable in Autumn 2023.

Phase 3, the pavilion: Two strands are being pursued. Sources of funding are being actively pursued for a changing places facility, with a deadline for the opening of the facility on 31st March 2024. Scoping works continue to establish the extent of the work required on the pavilion and sensory garden.

Youth projects have been initiated, with increased engagement with young people through the schools and colleges encouraging youth engagement in community issues.

Building on Covid volunteer schemes and in response to the cost of living crisis, the Council's Chamber was advertised as a 'Warm Space' in winter 2023.

Expanding the provision of defibrillators across the Town area.

Support and promote local festivals: Festive lighting has been erected in Appledore and Westward Ho!. The May Fair has been held with great success following the hiatus during the Covid-19 pandemic. Reusable *Shop Local* bags

Delivering the Council's Climate Action Plan: Installing a 12-panel solar array with 11kWh of battery storage, installed in 2022, has been installed at Northam Hall, contributing to a reduction in energy use at the building.

Purchasing an electric powered truck for the Council's fleet, replacing the oldest of the Council's combustion engine vehicles.

Purchasing battery powered strimmer to replace a worn out petrol model.

Areas left uncut in Anchor Park have been planted with wildflower plugs, many of which have established.

Engaging with partners to actively establish a network of cycle and walking paths linking our villages and into our neighbouring town of Bideford. Providing £2,000 of the funding towards the production of the Barnstaple and Bidford Local Cycling and Walking Infrastructure Plan. Cycle parking facilities have been provided at the Council's parks and premises across the Town.

Work continues on Public Rights of Way (PROWs) across the Town area, with yearly inspections leading to an agreed maintenance program.

A Council budget identified for drop kerbs, for which licences are sought from Devon County Council.

Ensure tree planting, flowers and shrubs are prolific: The Council's planters have been planted with perennial drought-tolerant plants which attract insects and other pollinators. Water for the planters is provided, in part, from three 1520L water containers located behind Northam Hall.

Traditional hedging and hedge management has been arranged for Anchor Park to improve the hedge for wildlife and its own integrity.

Deliver the Neighbourhood Plan: The pre-submission consultation exercise has been carried out. Work towards a Plan to be submitted for adoption continues.

From: Cllr Louis Bach <councillor.bach@northamtowncouncil.gov.uk>
Sent: Wednesday, October 25, 2023 4:29 PM
To: Cllr Jane Whittaker <councillor.whittaker@northamtowncouncil.gov.uk>
Cc: Cllr Claire Hodson <councillor.hodson@northamtowncouncil.gov.uk>; Cllr Wendy Lo-vel <councillor.lo-vel@northamtowncouncil.gov.uk>; Cllr Chris Leather <councillor.leather@northamtowncouncil.gov.uk>; Jane Mills <townclerk@northamtowncouncil.gov.uk>; Guy Langton <deputytownclerk@northamtowncouncil.gov.uk>
Subject: Bone Hill Car Park - Northam

Dear Jane,

You may recall me mentioning recently that I had been approached by a local resident here in Westward Ho! Who regularly uses the Bone Hill Car Park, especially on Sundays where she and other elderly church members attend services.

She has requested that TDC reconsider the method of payment at this car park, as currently there is no option to pay by cash, only bank card, or by using an App on a mobile phone, such as..... "Ring Go" ;...and although she has a bank card, she naturally feels quite reluctant to use this in an open space, like a car park...and secondly, she has no intention of having a mobile phone, let alone an App! (Worryingly she and others feel that cash may be safer than using a card..not sure I understand the logic of that).

Anyway, I have made some enquiries at TDC, and discovered that "Bone Hill" Car Park, is the only parking site, out of all TDC,s car parks in the whole of Torridge, not to have the facility to pay by cash!

I'm not sure why this is the case, but understand that this car park has been free of charges for many years, I think some of the changes came about by the need of TDC to investigate all means of increasing revenue...which I fully understand, but surely not at the expense of elderly church users. She has requested that this car park be free of charge on Sundays.

Incidentally, on the occasions that I have used this car park which is fairly regularly, I have observed very few vehicles parked there, (Tuesday this week at 10.00am) just ten cars, while on the surrounding streets, a considerable number of vehicles, parked quite inconsiderately and in places dangerously to other highway users and pedestrians.

At least, as far as I understand, this site has for now been saved from development.

I think this is matter that should be brought to the attention of TDC, perhaps requesting that they look closely, why out of the very many car parks under their management, this is the only one not to have the option of cash payment, when realistically being in a smaller catchment area, one would have thought that cash payment would have been the first choice !

Look forward to hearing from you, with you any comments / and or suggestions?

Kind regards

Louis

Full Council

Dear Town or Parish Clerk,

DEVON & D-DAY 80 – 6TH JUNE 2024

As you are aware, we are organising D-Day 80 – 6th June 2024, throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and at the site of the British Normandy Memorial, overlooking Gold Beach in Normandy, France, one of the five Beaches landed on 80 years ago on 6th June next year. The event is in celebration and commemoration of this important occasion and will enable communities and individuals to pay their 'tribute' to those that gave so much during this campaign to help ensure the freedom we all enjoy today, with the flames from the Beacons representing the 'light of peace' that emerged from the dreadful darkness of war all those years ago.

We feel sure you will agree with me/us when we say that individuals and communities of all sizes were deeply affected in many and various ways during WWII. So, with this in mind, we would like to encourage your Town or Parish Council to take part in D-Day 80 on 6th June next year, as we would like to achieve the lighting of at least 80 Beacons per County, within England and Wales, as part of this 80th Anniversary event. We would be extremely grateful if you would be kind enough to discuss your possible involvement with your Council members, at your earliest convenience please, with the view to ensuring we achieve the lighting of this number of Beacons in your County at 9.15pm on 6th June 2024.

Those taking part will be sent the Certificate of Grateful Recognition (found on page 46 of the Guide) enabling them to frame and display it as a lasting reminder of this moment in history commemorated/celebrated. The Guide, the message from the Prime Minister encouraging local communities to take part in lighting Beacons and the logo for your use are all available to download from the D-Day 80 website – www.d-day80beacons.co.uk.

From pages 24 through to 28, you will see there are various types of Beacons that can be used on 6th June, which could be lit on town and village greens, local farms and country estates, or other locations of your choice that night. We do hope that your Town and Parish Council will take part, and look forward to hearing from you in due course and hope that your Beacon is one of the 80 within your County.

My warmest regards to you all,

Bruno Peek