



NORTHAM BURROWS CHARITY
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To all members of the Council:

You are invited to attend the

NORTHAM BURROWS CHARITY MANAGEMENT COMMITTEE

Thursday 23rd October 2025 at 10am

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

Membership: Cllrs Edwards, Hames (deputy Chair), Leather, Tait (Chair) and Whittaker, and Cllrs Bach (Mayor) and Newman-McKie (Deputy Mayor) ex-officio.

Questions by the public

There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council and at Committee meetings in respect of business on the agenda.

Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

Recording, photographs and filming

In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

Guy Langton

Guy Langton, Town Clerk

Date of issue: 08/10/2025

AGENDA

- 1. To receive apologies for absence**
- 2. Chair's announcements**
- 3. To agree the agenda as published.**
- 4. 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.
- 5. To receive any dispensations and disclosable pecuniary or other interests**
Committee members are reminded that all interests must be declared prior to the item being discussed.
- 6. To confirm as a correct record and sign the minutes of Northam Burrows Charity Management Meeting held on 24th July 2025 (p3-5)**
- 7. To receive an update on action points (p5)**
- 8. To agree the dates of 2026 Manor Pass issuing (p6)**
- 9. Look at date and thoughts for the grant award ceremony (p7)**
- 10. Update on arrangements for a Dung Beetle workshop for Graziers from the Burrows Ranger, if available (p7)**
- 11. Update on Natural England consultation from Torridge District Council (the Landowner) (p7)**
- 12. To consider an insurance policy for the Burrows Charity (p7)**
- 13. Accounts feedback for the 2025 round of Manor Pass sales (p8)**

Minutes of the Northam Burrows Management Committee Meeting preceded by a **Forum Meeting** on held on **21st March 2025**.

Present: Cllr Edwards, Hames (Deputy Chair), Cllr Leather and Cllr Tait (Chair) and Whittaker, Cllr Bach (Mayor) and Newman-McKie (Deputy Mayor), both ex-officio

In attendance: G Langton, Town Clerk; Miss T Tucker, Community Engagement Officer; I Rawle, Parks and Buildings Manager

1. To receive and approve apologies for absence

There were no apologies.

2. To agree the agenda as published.

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

Proposed: Cllr Newman-McKie, seconded: Cllr Whittaker (all in favour)

3. Public Participation

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes. There were 3 graziers present, Ron, Robert and Daphne Griffey, the Manager of Royal North Devon Golf Club and The Burrows Ranger present

4. To receive reports and observations from:

a. Torridge District Council, Ranger of the Burrows

With summer under way it is being a busy season with the summer events programme started.

At the projects meeting it was discussed that funding could be used to replacing bridges between Sandymere and Appledore, contribution towards travel for schools to visit, installation of recycle bins and supporting a cycling route through Appledore, more signage through the villages to direct visitors to Northam Burrows

A response from the consultant's report was delayed due to Natural England. A final report has been received and is going to Torridge District Council first of which the meeting is taking place tomorrow.

Action Point – to put on the next agenda

b. Royal North Devon Golf Club, The Manager

We held a Cambridge match of which over 100 people attended.

He raised concerns of flooding on the Burrows and becoming more frequent and the burn is starting to become unstable due to the excessive amount of water. Cllr Whittaker asked the club if they could attend a full council meeting to do a presentation for the councillors to learn how important the Golf club is and how it is run.

Action Point – To invite RNDGC to a future full council meeting to give a presentation

14. To discuss the need for an extended stock fence at the Skern with the Graziers' representatives

The graziers explained why the fence needs extending due to the fact that the sheep will not walk on soft mud therefore the extension will stop the sheep from escaping off the burrows. The graziers also requested to have a kick back installed at the end of the fence.

It was **proposed** by Cllr Whittaker that the works can go ahead and do not exceed above £3000

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

Action Point – Parks and Buildings Manager to go ahead with the works needed

6. To receive any items from the Graziers' representatives

Concerns were raised by the graziers about the on going issue with dogs off leads, this request will

need to go to Torridge of which a Torridge councillor can raise. Cllr Leather suggestion to look at possibly redesigning the leaflet and distributing to holiday parks and cottages.

Action Points: To put on a future agenda

Arrange an information session for graziers and other interested members of the committee regarding the use of wormers and the effects on insect life.

Cllr Edwards, Graziers, representative of the Golf Club and representative from Torridge District Council left the meeting 11:05am. Cllr Edwards returned to the meeting at 11:10

7. Chair's announcements

There were none

8. To receive any dispensations and disclosable pecuniary or other interests

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

Cllr Newman-McKie declared an interest in grant 10, at item 13. Members agreed they would declared at the time of the grant discussed.

9. To confirm as a correct record and sign the minutes of Northam Burrows Charity Management Meeting held on 4th June 2025

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

10. To receive an update on action points

These were noted

Action	June 2025	July 2025
1 To consider the progress being made by the consultant	Awaiting the report. The draft was with the Officer at Torridge District Council.	Awaiting the report. The draft was with the Officer at Torridge District Council. ONGOING
2 Update the Management Committee on the Linear Coastal Defence meetings, held at TDC (6 th June and 16 th July 2025)		Representatives of local interested groups (including Northam TC) were invited to a consultation event held at TDC on 16 th July 2025. The event heard that the Coastal Engineers were considering 3 options for the improvement of coastal defences at Westward Ho! The detail will be shared with all members of Northam TC when it is available. COMPLETE
3 Amend the Charity Grants Policy Advertise grants and prepare forms.		Policy amended. Grants advertised, 18 applications received – on the agenda. COMPLETE

11. To consider the letter received from Professor Bilton, University of Plymouth

It was **proposed** to circulate the information received to all graziers and arrange a workshop.

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

Action Point – Forward all information received to the graziers and arrange a workshop.

12. To consider the cost of Northam Burrows Manor Passes and providing protective wallets for the passes

It was **proposed** not to provide protective wallets for Manor Passes

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

Cllr Leather **proposed** that the cost of the Manor Passes should be increased £21, there was no seconder, the motion fell. Cllr Newman-McKie **proposed** that the cost of the Manor Passes remain £20. This was seconded by Cllr Edwards (majority in favour with 1 against).

13. To consider grant applications

The council **agreed** to shortlist the applications and then grant funds to each of the shortlisted applications.

Grant No	Applicant Name	Ward	GRANT REQUEST 2025/26	Grant awarded by Charity Management Committee	Notes	Difference	Proposed By	Seconded By
1	Appledore Baptist Church	Appledore	£ 750.00	£ 750.00		£ -	CL	JW
2	Appledore and Instow Regatta	Appledore	£ 1,000.00	£ -		£ 1,000.00		
3	The Voice (community radio)	Out of Parish	£ 4,980.00	£ -	Community Interest Company	£ 4,980.00		
4	Friends of Northam School	Northam	£ 5,852.40	£ 2,926.20		£ 2,926.20	PH	LB
5	Bideford and District Community Archive	Northam	£ 1,020.00	£ -		£ 1,020.00		
6	1st Edgehill and Torridge Scout Group	Out of Parish	£ 1,000.00	£ -		£ 1,000.00		
7	Appledore Community Band	Appledore	£ 9,979.45	£ -		£ 9,979.45		
8	St Marys Hall	Appledore	£ 6,500.00	£ 6,500.00		£ -	BE	JW
9	Northam Library - Librarys Unlimited	Northam	£ 9,500.00	£ 9,500.00		£ -	SN	JW
10	Westward Ho! Mens Shed	Westward Ho!	£ 528.00	£ 528.00		£ -	JW	PH
11	Bideford Town Band	Out of Parish	£ 1,000.00	£ -		£ 1,000.00		
12	St Margarets Church	Northam	£ 9,979.45	£ 8,000.00		£ 1,979.45	CL	JW
13	Westward Ho! Community Association	Westward Ho!	£ 5,400.00	£ 5,400.00		£ -	BE	JW
14	The Westward Ho! Petanque Club	Westward Ho!	£ 980.00	£ -		£ 980.00		
15	Appledore Hall Trust	Appledore	£ 9,979.45	£ -		£ 9,979.45		
16	Appledore Primary School	Appledore	£ 7,316.72	£ 6,313.60		£ 1,003.12	CL	PH
17	FotWhop	Westward Ho!	£ 1,600.00	£ -		£ 1,600.00		
18	Northam Lions Football Club	Northam	£ 8,000.00	£ -		£ 8,000.00		
Total			£ 85,365.47	£ 39,917.80		£ 45,447.67		
Grant Fund	£39,917.80		£ 45,447.67	£ -				

It was **proposed** that grant numbers 4 and 16 should receive the same percentage as each other

Proposed: Cllr Newman-McKie, seconded: Cllr Whittaker (3 in favour, 4 against) therefore the motion was not carried

It was **proposed** to make the grant awards as listed above

Proposed: Cllr Leather, seconded: Cllr Hames (all in favour)

Item 10**To receive an update on action points**

Action		July 2025	September 2025
1	To consider the progress being made by the consultant	Awaiting the report. The draft was with the Officer at Torridge District Council. ONGOING	Awaiting the report. The draft was with the Officer at Torridge District Council. ONGOING
2	Make grant awards		Grants paid to recipients. COMPLETE
3	Dung beetle workshop		On the agenda. COMPLETE
4	Fence extension – Skern		COMPLETE

8. To agree the dates for the 2026 Manor Pass applications

In 2025, the applications were made available from the Friday before the in-person applications started. A significant number were received before applications opened on the following Monday. For reasons of fairness, the applications were processed in the order outlined to this committee in March 2025. The same approach will be adopted in 2026, as outlined below.

It is recommended that Manor Pass application forms be made available in the foyer of the Town Hall and online from 8am on Friday the 20th February 2026. In person applications will be taken from Monday the 23rd February 2026, with those applications posted through the letter box over the weekend processed after the applications received on the Monday -m the first day applications would be received.

Applications received will therefore be processed in the following order:

1. Those received in person or through the letter box (by 6pm) on Monday 23rd Feb 26
2. Those received through the letterbox and collected at 7am Monday 23rd Feb 26
3. Those received through the letterbox and collected at 6pm Sunday 22nd Feb 26
4. Those received through the letterbox and collected at 9am Sunday 22nd Feb 26
5. Those received through the letterbox and collected at 6pm Saturday 21st Feb 26
6. Those received through the letterbox and collected at 9am Saturday 21st Feb 26
7. Those received through the letterbox and collected at 6pm Friday 20th Feb 26
8. Those received in person or through the letter box (by 6pm) on Tuesday 24th Feb 26, Etc.

In 2025, the Charity made use of the Town Council's franking facility, with the Council recharging the postage cost. This saved the Charity money and made the Council's franking machine more cost effective – hard copy letters being sent less often than when it was leased.

Recommendations:

Make application forms available from 8am on the 20th February 2026

Issue Manor Passes from week commencing 23rd February 2025
Make use of the Council's franking facility and meet the costs as in the previous year.

9. Look at date and thoughts for the grant award ceremony

Committee is asked to help arrange a grants awards event for the 8 recipients of the Burrows Grants 2025. The Men's Shed have agreed to prepare 8 plaques to be given to the recipients, all of whom received their grants in early September 2025.

The Officers suggest that the event is held at the Burrows, in the café (which would bear a cost) or in the Burrows Centre (with TDC's permission).

Recommendation: The committee agree the date and arrangements for the event.

10. Update on arrangements for a Dung Beetle workshop for Graziers from the Burrows Ranger

The Burrows Ranger has received an estimate from a specialist regarding running a workshop at the town hall for the graziers and members.

The 3-hour session would involve a presentation and Q&A session and he has offered an afternoon interactive walk for free if graziers/members would be interested. Cost would be £350 plus £49 travel expenses (£399 total).

Detail from the specialist:

This includes bringing my own projector, screen and hardware, presenting / discussions between 1000-1300, arrival c.1 hour before and up to 1 hour wrap up after, travel time (c. 3.5hours), 1 day slide preparation including custom information on Northam specifically. Presentation will start with an introduction to dung beetles, their benefits, evidence of impacts of treatment regimes, options for treatment change and how it saves cash (I usually charge for different topic modules but will do this as an all in one for you with no extra charge)

I'm very appreciative of your positivity on this subject - so, if you would like an interactive walk I will do that for no extra charge. I believe it will fuel the interest of the keen ones who hopefully will over time assist with convincing others....

Recommendation: The committee agree to engage the specialist and arrange the training day.

11. Update on Natural England consultation from Torridge District Council (the Landowner), if available

Following a meeting with the Senior Leadership Team at Torridge District Council, the Burrows Ranger has been advised to report the findings of the feasibility study to the Burrows Charity Group & graziers, then on the same day deliver a report to the TDC Community and Resources committee. **The meetings will take place on the 17th November 2025, time to be agreed.**

12. To consider an insurance policy for the Burrows Charity

NTC's Town Clerk has ascertained that the Northam Burrows Charity is not covered by the Council's insurance policy and cannot be added to the Council's policy because of the nature of the charitable functions of the Northam Burrows Charity.

The Town Clerk has discussed the matter with other insurers, the advice is to keep the policy with the same broker and insurer as the Town Council is the organisation that undertakes the administrative and operational work for and on the Burrows, should any be required.

Seeking a quote from the Council's current insurer, the premium would be £380.75/yr.

Recommendation: The committee take out an insurance policy and prepare a risk assessment.

13. Accounts feedback after the 2025 round of Manor Pass sales

The Charity's funds at 30th September were as follows:

120-day notice account	£50,000 3.5% interest
90-day notice account	£15,000 2.9% interest
Easy-access account	£13,500 1.75% interest
Total on deposit	£78,500 (Interest added November each year)
Current account	£391.67 zero interest
Total funds	£78,891.67

Headline detail:

Income:	£30,531	(manor passes, reg changes and grazing. Note: Golf Club yet to be invoiced for 2025-26)
Expenditure:	£2,067	(stationery, franking)
Admin recharge:	£8,400	(£7,000 plus VAT annually)
Burrows facilities:	£2,443	(water trough, Skern fence)
Grants awarded:	£39,917.80	(across 8 groups)

Detailed accounts will be presented to the AGM in early 2026.