



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Acting Town Clerk: Guy Langton (CiLCA, PSLCC)

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Please scan QR code for the Council's website



Prayers will be held at 6.25pm in the Council Chamber for anyone wishing to attend.

To all members of the Council:

You are hereby summoned to attend the **NORTHAM TOWN COUNCIL MEETING** on

Wednesday 24th July 2024 at 6.30pm

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

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 prior to 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.

Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability.

The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states:

Subject to subsection (2) below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states:

Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

Guy Langton

Guy Langton, Town Clerk & RFO

Date of issue: 17th July 2024

AGENDA

- 1 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)** *All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.*
- 2 Mayor's announcements**
- 3 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.*
- 4 To agree the agenda as published**
- 5 To confirm as a correct record and sign the minutes of Special Full Town Council Meetings held on:**
23rd May 2024 *(page 3)*
25th June 2024 *(pages 4-8)*
- 6 To receive a report (if any) from Devon & Cornwall Constabulary**
- 7 To receive reports (if any) from the Devon County Councillor** *(3 minutes)*
- 8 To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees** *(under separate cover)*
 - Town Project – 18th April 2024
 - Planning – 4th and 25th April, 16th May and 12th June 2024
 - Neighbourhood Plan – 28th March 2024
 - Review Committee – 11th April 2024
- 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 the action point update** *(page 9)*
- 11 To receive the Clerk's report** *(page 10)*
- 12 To receive an update from the Torridge District Officer on the Playzone Project.** *(page 13 – 27 and attached under separate cover)*
- 13 To note the joint provision of tennis Summer Camps at Westward Ho! Tennis Courts** *(page 28)*
- 14 To consider the draft meeting calendar for 2024-25 and seek to fill the vacant committee seats on the Environment & Maintenance, Planning & Development, and Review Committees** *(pages 29 - 30)*
- 15 To receive the Internal Auditor's Report for 2023-24 and consider delegating detailed scrutiny to the Finance Committee** *(pages 31 - 34 and attached under separate cover)*
- 16 To consider Council plans for the May Fair 2025 and to appoint members of the May Fair working group** *(page 35)*

- 17 To receive a report on the visit of representatives from Northam Town Council's German twin town of Helmstedt and consider the Council's responsibilities regarding Town Twinning (page 36 and verbal)**
- 18 To consider the request for support from Mr R Bailey, parliamentary advisor to Electrical Safety First (a UK charity) (pages 37 - 38)**
- 19 To consider the Council's strategy for the management of land and road verges across the parish (page 39)**
- 20 To consider Northam Town Council's engagement with Devon County Council's call for sites to be included in the Local Electronic Vehicle Infrastructure project (page 40)**
- 21 To consider offering the Council Chamber as a meeting room for the November 2024 meeting of TTVS and if a member of Northam Town Council would like to speak at one of the quarterly meetings (page 41)**
- 22 To consider re-engaging with the Surfers Against Sewage Plastic Free Communities Campaign (page 42)**
- 23 To consider the membership of interview panels for the advertised roles (Finance Assistant and General Administrator, and Parks and Buildings Manager) (page 43)**
- 24 To consider recommendations to amend committee terms of reference:**
 - a. Finance Committee – increase the quorum from 4 members of the committee to 5.**
 - b. Planning & Development Committee – include reference to Listed Buildings in the committee's delegated powers (section 8(e) of the Terms of Reference for that committee).**
- 25 To receive a summary report (if any) from Torridge District Members (3 minutes)**

Northam Town Council – Minutes of the Full Council meeting held 23rd May 2024 at 2.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Tait (Mayor), Bach, Edwards, Hames, Lo-Vel, Newman-McKie and Whittaker.

In attendance: Tina Tucker – Admin Officer.

2405/053 Apologies

Cllrs Brading, Bruins, Ford, Himan, Hodson, Leather and Singh tendered their apologies.

2405/054 Mayor's Announcements

There were none.

2405/055 To receive any dispensations and disclosable pecuniary or other interests.

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

2405/056 To agree the agenda as published.

It was **resolved** to agree the agenda as published though the meeting would be held in confidential session, excluding members of the press and public

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

2405/057 To consider the nominations for NTC community champions awards.

It was **agreed** that the awards would not be ward specific, and there could be up to 6 awards each year.

It was **proposed** that there will be three community champions for 2023-24

Proposed Cllr Hames, Seconded Cllr Edwards (majority in favour with 2 against)

It was **proposed** that the three community champions would be Martin Cox, Tom Waters and Jack Hopkins for the reasons outlined on the nomination forms.

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

There being no further business the meeting closed at 3.00pm.

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

Northam Town Council – Minutes of the Full Council meeting held 25th June 2024 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Tait (Mayor), Bach, Brading, Edwards, Hames, Himan, Hodson, Leather, Lo-Vel, Newman-McKie and Whittaker.

In attendance: Guy Langton – Acting Town Clerk
Rev. Jules Harris

Rev. Harris lead the Council in prayers before the start of the meeting.

2406/112 Apologies

No members tendered apologies in advance of the meeting.

2406/113 Mayor's Announcements

The Mayor invited Cllr Bach to address the Council regarding a visit from a delegation from one of the Council's Twin Towns. The Council heard that representatives of Helmstedt, the successor council to Northam Town's twin town, Buddenstedt, were hoping to make a brief visit to the Town on the 1st July 2024 but that firm plans had not been put in place in Northam. They hoped to meet members of the Council, though the Mayor was not available. Cllr Bach, as Deputy Mayor, agreed to attend, as did Cllr Lo-Vel.

Cllr Himan agreed to make contact with the Twinning Committee to establish what may be planned and what could be achieved within the Council's allocated £750 budget for Twinning events.

The Acting Town Clerk announced that, as had been agreed at the Annual Meeting of the Council on the 15th May 2024, member allowances would increase in line with those at Torridge District Council, rounded to the nearest pound. Torridge had agreed the increase would be 3.8%. Northam Town Council member allowance would therefore increase from £1,000 per annum to £1,039 per annum for the year 2024-25.

2406/114 To receive any dispensations and disclosable pecuniary or other interests.

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

2406/115 To agree the agenda as published.

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

Proposed Cllr Whittaker, Seconded Cllr Brading (all in favour)

2406/116 To confirm as a correct record and sign the minutes of the Annual Meeting of Northam Town Council, held on the 15th May 2024

It was **resolved** to approve the minutes as a true and correct record of the Annual Meeting of Northam Town Council, held on the 15th May 2024. They were signed by the Chair.

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

2406/117 To receive and adopt the minutes and resolutions of Committees and Sub-Committees

- Human Resources: 29th May 2024

The minutes were received and adopted.

2406/118 To note the draft minutes of the Committees and Sub-Committees

- Human Resources: 11th June 2024

The minutes were received noted.

2406/119 Public Participation

No members of the public were present.

2406/120 To consider a request from a member of the public requesting to use the Appledore carpark leased to The Seagate Hotel as an outdoor cinema in August

Cllr Tait declared an interest – she was closely involved with the RNLI, one of the benefitting charities, and so would not take part in any vote.

It was **resolved** to agree that the Council's carpark, which it leased to the Seagate Hotel, could be used for outdoor cinema screenings in the summer to raise money for the identified charities, which included the Appledore Pirates and the RNLI station in Appledore, on the understanding that the organisers provide detail of how and on what the attendees would be sitting, the plans for the outdoor eating area during the performance, a risk assessment, evidence of insurance and details of who had been consulted locally.

Proposed: Cllr Leather, Seconded Cllr Hames (majority in favour – Cllr Tait abstained having declared an interest).

Action point: Council staff to contact the organisers to seek clarity on the above mentioned points, namely: how and on what the attendees would be sitting, the plans for the outdoor eating area during the performance, a risk assessment, evidence of insurance and details of who had been consulted locally.

2406/121 To consider a partnership proposal from the Atlantic Raquet Centre

It was **resolved** to form a working group to review the possibilities, with membership to include representatives from FOTWHOP and the volunteer gardeners, with delegated responsibility for arranging the activities for the next 6 months, to report back to a suitable meeting of the Council or one of its committees.

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

Cllrs Brading, Newman-McKie and Tait volunteered to be part of this group.

Action point: Council staff to contact ARC, representatives of FOTWHOP and the volunteer gardeners and Cllrs to arrange the first meeting of the working group.

Rev. Harris left at this point (7.15pm).

2406/122 To receive and approve the Council's Annual Governance and Accountability Return (AGAR) 2023-24

The Council heard that the internal auditor had completed his annual review of the Council's Annual Governance and Return (AGAR) 2023-24, agreeing all the objectives other than (k) and (l), which were deemed out of scope. A full report would be received in due course through the Finance Committee.

It was noted that the period for the exercising of public rights would be the 30 working days comprised in the period from the 1st July to the 9th August 2024. Notices to this effect would be displayed from the 28th June 2024.

It was **resolved** to agree with the all statements in the Annual Governance Statement in Section 1 and the Annual Accounting Statements in Section 2 of the AGAR 2023-24, the Mayor signing the relevant pages.

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

Action point: Submit the completed AGAR.

Action point: display the posters outlining the period for the exercising of public rights.

Action point: Upload all document to the Council's website.

2409/123 To consider the recommendations of the Human Resources Committee

It was **resolved** to adopt all recommendations of the committee, contained within the confidential report, as follows:

Given the confidential nature of the discussion, it was **resolved** to exclude members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, subsection (2).

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

RECOMMENDATION 1:

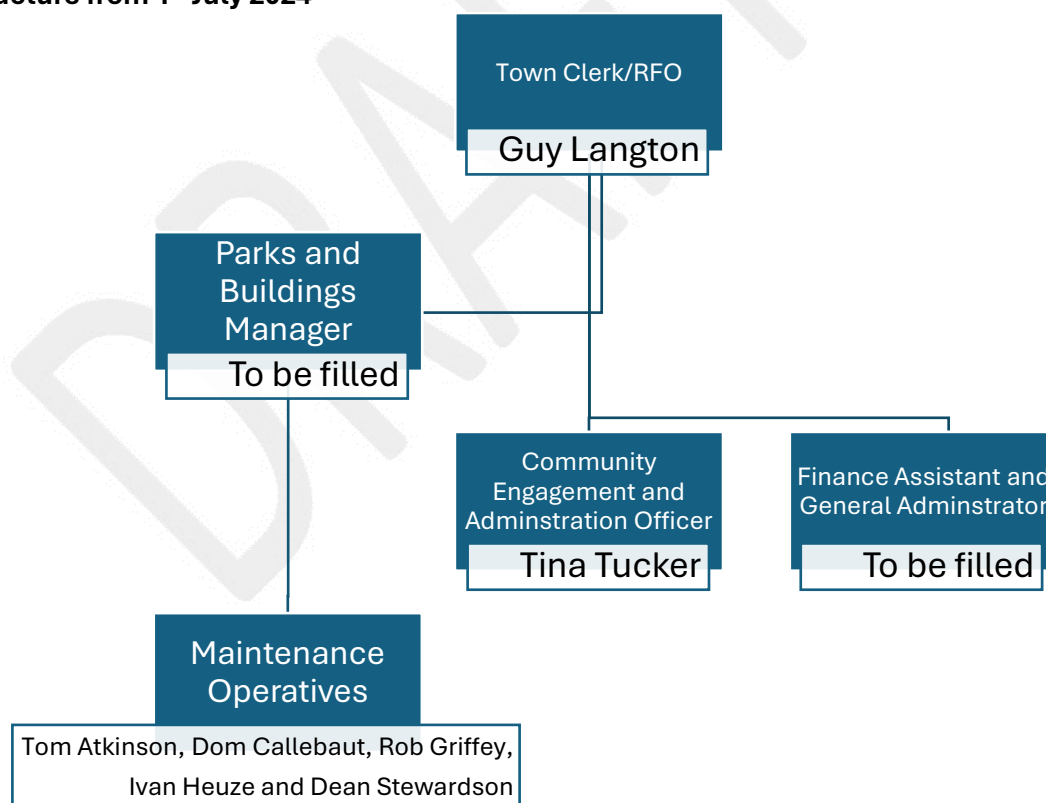
The Human Resources committee recommended that the staffing structure proposed by the Staffing Review be adopted for the Council. This structure is presented on page 2 of this report. This structure includes a Town Clerk/RFO as the senior member of the team. This role encompasses that of the Proper Officer defined in the Local Government Act 1972 (section 270(1)).

Reporting directly to the Town Clerk/RFO are three new roles:

Community Engagement and Administration Officer

Finance Assistant and General Administrator

Parks and Buildings Manager

Staffing structure from 1st July 2024**RECOMMENDATION 2:**

Paragraph 3.7 of the Staffing Review report advised:

A private discussion also took place on 17th May 2024 to consider the post of Town Clerk, currently being covered on an acting basis by the Deputy Town Clerk. There was universal agreement that when the Deputy was recruited, it was done so on the basis of ensuring a succession plan was in place to cover the anticipated retirement of the Town Clerk. Given the strong business case for confirming the Deputy into the position of Town Clerk, it was agreed as an action point that the Chairs of the Finance

and HR committees would include this on the agendas with a view of putting forward a resolution to the full Council that the Deputy Town Clerk be appointed to the Town Clerk position with immediate effect.

It was recommended that the Council confirm the appointment of the new Town Clerk/RFO with effect from the 1st July 2024 on the scale LC3 (substantive) – points 37 to 41.

RECOMMENDATION 3:

One outcome of the staffing review was that the newest members of the Maintenance Team had been appointed on less favourable terms than their three longer-serving colleagues. The Consultant advised that, as the work done is of equal worth, all members of that team should be paid the same. This does not mean that all must be advanced to the same scale point on the nationally-agreed scale (a copy of which is circulated alongside this report) but be placed in the same band – in this case LC1 (scale 6-12).

The effect of this recommendation would be to advance one member of the team from scale point 4 to scale point 8 (an increase of £1,588 or 83p per hour), in recognition of his two years' successful service with the Council; and a second member from scale point 2 to scale point 6 (an increase of £1,527 or 80p per hour), as he has served fewer years.

It was recommended that the Council confirm the new pay grade for these two employees.

RECOMMENDATION 4:

That the Council confirm the job description and person specification of the part-time Finance Assistant and General Administrator and that the role is advertised with immediate effect and a recruitment panel appointed from the members of the Human Resources Committee, supported by the Town Clerk.

RECOMMENDATION 5:

That the Council confirm the job description and person specification of the full-time Community Engagement and Administration Officer and that the role is advertised with immediate effect given the similarity of the role with the Administration Officer, the incumbent be confirmed in the new role with effect from 1st July 2024.

RECOMMENDATION 6:

That the Council confirm the job description and person specification of the full-time Parks and Buildings Manager and that the role is advertised with immediate effect and a recruitment panel appointed from the members of the Human Resources Committee, supported by the Town Clerk.

RECOMMENDATION 7:

That all new staff and those newly appointed to roles, be issued with the revised contract and that the other members of the maintenance team be consulted on them adopting the new contract.
Proposed: Cllr Hodson, Seconded: Cllr Brading (all in favour)

Action point: The Town Clerk/RFO and Chair of the Human Resources Committee to review and redraft as appropriate the Job Description and Person Specification for the Town Clerk/RFO to present to a future meeting of Full Council for approval.

Action Point: The Town Clerk/RFO and Chair of the Human Resources Committee to review and redraft as appropriate the Person Specification for the role of Community Engagement and Administration Officer.

Action point: Town Clerk/RFO to advise all current staff of the changes to the staffing structure.

Action point: Town Clerk/RFO and Chair of Human Resources to prepare advertisements and application packs for the roles to be advertised (Parks and Buildings Manager and Finance Assistant and Administration Officer).

There being no further business the meeting closed at 7:40pm.

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

Action points

15th May 2024: Police Councillor Advocate (minute 2405/017)	<p>At the Annual Meeting of the Council on the 15th May 2024, no members stepped forward to be nominated as Police Councillor Advocate. Since that meeting, Cllr Singh has made is known to the Town Clerk that he would like to be nominated.</p>
Recommendation: Consider the appointment of Cllr Singh as Northam Town Council's Police Councillor Advocate.	
23rd May 2024: Northam Community Champions	<p>The recipients of the Community Champion Awards were advised and invited to the Mayor's inauguration event.</p>
25th June 2024: To consider a request from a member of the public requesting to use the Appledore carpark leased to The Seagate Hotel as an outdoor cinema in August	<p>The Clerk contacted the organisers, seeking the information required. The organiser responded saying that there would not have been sufficient time to carry out all the required work in preparation for the event.</p>
25th June 2024: To consider a partnership proposal from the Atlantic Raquet Centre	<p>The matter is on the agenda.</p>
25th June 2024: To receive and approve the Council's Annual Governance and Accountability Return (AGAR) 2023-24	<p>The AGAR was submitted, posters advising the public of their rights were displayed and the documents uploaded to the Council's website.</p> <p>A follow-up has been received from the external auditor, requesting "<i>specific documentation applicable to Councils who hold general power of competence</i>" (including relevant minutes and copies of qualifications). The Clerk has gathered the information together and submitted it to the auditor.</p>
25th June 2024: To consider the recommendations of the Human Resources Committee	<p>All seven recommendations of the HR committee were agreed.</p> <p>The Clerk and Chair of that committee reviewed and edited the job descriptions and person specifications for both roles to be recruited.</p> <p>Adverts have been placed on the Council's website and social media pages, Torridge and North Devon District Council websites, both local Association websites (Devon and Cornwall) and the Gazette. The Parks & Buildings Manager has also been advertised on SLCC's website.</p> <p>The Clerk advised his colleagues of the changes to the staffing structure.</p>

Item 11 Clerk's report

Council finances:

On the 30th June 2024, the Council had £303,699 in its accounts.

Coop bank	£116,472
Nationwide Building Society	£91,223
Cambridge & Counties Bank	£91,117 (as at 31.03.24)
Cambridge Building Society	£4,887 (as at 31.12.23)

Note: the Cambridge & Counties Bank and Cambridge Building Society provide statements on an annual basis, at the end of the financial year and calendar year respectively.

The Council received the first of its two precept transfers of £283,916 from Torridge District Council on the last Monday in April. The second transfer of £283,916 is expected in late September.

In the first quarter, the Council has:

- paid out £320,781 in bills, staff costs and invoices (inc VAT); this includes:
 - the final payment of £10,639 for the play area at Anchor Park;
 - the first instalment of £16,770 for the new equipment and repairs at Lords Meadow;
 - £62,711 for the Changing Places Toilet (£22,132 for the equipment and installation, the majority of the remainder for the renovation and refitting of the building);
 - £411 a month to TDC for room and garage rental at the Town Hall and £993 for the Council's general insurance;
 - Approx. £21,158 per month (currently) in staff costs, including the stoppages for the Councillor allowances.
- received, in addition to the precept £40,207 income; this includes:
 - a £24,537 VAT refund;
 - £2,700 in tennis court receipts;
 - £3,000 for the Appledore carpark rental;
 - £650 gig boat space rental;
 - £6,225 of income for Council services such as Northam Hall bookings, Boat Park rentals, allotment fees etc.
 - The remainder is made up of refunds and sundry one-off items.

The Council is expecting £25,000 of grant income for the Changing Place Toilet from DHLUC/TDC and the £7,000 contribution for Northam Burrows administration staff costs.

The Council's HR committee resolved to outsource the payroll function for the Council. This process has begun and the first payroll run by DCK Accounting (a specialist provider). The monthly equivalent cost is estimated at £65.

Changing Places Toilet CPT)

The Changing Places Toilet project at Westward Ho! Park has now been completed. The Council successfully registered the CPT by the 30th June 2024 deadline, so became eligible for the £25,000 grant from DHLUC paid via TDC.

The total cost of the project was £52,803 (including a quoted cost of £585 for a timed locking mechanism, not yet installed).

The Council received £8,788 before costs from a Crowdfunding appeal (total of 53 supporters), meaning Sport England added £4,000 to the funds raised. After costs, £12,520 was raised through this method.

A combined total of £3,700 from Bideford Rotary and from Northam Relief charities.

A combined total of £4,500 from Devon County Council grants.

A combined total of £45,720 is therefore anticipated in grants (including the £25k from DHLUC/TDC).

At its meeting on the 10th July 2024, the Finance Committee resolved to meet the remaining cost of £7,083 from the Council's General Projects budget.

Council office cover – August 2024

The Officer **recommends** that, when there is only one member of staff in the Town Hall, the offices are closed to the public without appointment.

Free car parking days

At its meeting on the 10th April (minute 2404/907) the Council considered **correspondence from Appledore RNLI requesting a free car parking day 4/5/25 for their bicentenary**. It was minuted that:

*Cllr Tait outlined the Appledore RNLI Station's plans to commemorate the 200th anniversary of the Institution on Sunday 4th May 2025, requesting that Northam Town Council apply to Torridge District Council for one of its free carparking days in 2025 to be that day, and it was **resolved** to support the event in the manner requested, should the Council be able to request a free carparking day at Churchfields in Appledore.*

The Town Clerk was tasked with seeking **clarity on the locations Northam Town Council is able to request free carparking days for**.

The Town Clerk raised the matter with Sean Kearney at Torridge District Council and was advised by email on that:

There really isn't a fixed policy and it has always been agreed at the discretion of the manager, in consultation with the lead member, in years gone by.

We have generally agreed that up to two car parks within an area could be free on two days of the year at the request of the relevant Town Council.

The complication comes when the car parks are closed for events that mean they are not available for parking and so we have generally excluded Westward Ho! Main car park and Wilkeys Field from any arrangements because of the impact on the highway and the lack of available alternative parking.

The Town Clerk therefore asked if the Council could have a free day of parking at Churchfields in Appledore for the event. At the time of writing, Sean Kearney was consulting internally at TDC and a response was awaited.

Item 12 To receive an update from the Torridge District Officer on the *Playzone* Project.

Report from Adrian Avery Community Engagement Project Officer, Torridge District Council

The Council's Planning & Development Committee heard the report from Mr Avery in June 2024. At that meeting, it was resolved to recommend the presentation be made to Full Council.

Recommendation: The Council consider the report and its implications for council-provided community facilities.

Recommendation: Should the project be taken forward, request that Northam Town Council be considered as the managing body of the facility.

Torridge 'Playzone' Project

TDC has an opportunity to achieve a number of 'Playzones' within some of our communities.

What is a Playzone?

PlayZones are safe, inclusive and accessible outdoor facilities (imagine muga's) that bring communities together through recreational forms of football and a range of other sports. Have a look at the short video below and description of the project.

<https://footballfoundation.org.uk/playzones-programme>

There are four main groups facing the greatest inequalities. We want you to prioritise engaging with these groups within your place to provide opportunity and access to safe, inclusive and welcoming facilities.

- Lower socio-economic groups
- Women and Girls
- Disabled people and people with long term health conditions
- Ethnically diverse communities

The Football Foundation will fund 75% of the project costs and we have identified local organisations that could potentially fund the remaining costs and manage the facilities.

This has been identified in our EOI were:

Holsworthy - Stanhope Park - HASP (Holsworthy Area Sports Pavilion)

Torrington - Former TDC Tennis courts site behind Torrington Football Club - Torrington Football Club (leasing TDC land)

Bideford - East - The - Water - Alversidcott Road MUGA upgrade - TDC or Pollyfield

Winkleigh - Winkleigh Sports Centre

Westward Ho!/Northam - Avon Lane Park (possibly not enough space) - FOTWHOP (Friends Of Westward Ho! Park/Northam TC) or other identified area.

Following community engagement phase carried out by Active Devon which was completed by end of May 2024, the list of sites has been narrowed down to the following, with the ambition for any playzones to be completed by May 2025.

Holsworthy - Stanhope Park - HASP (Holsworthy Area Sports Pavilion)

Torrington - Former TDC Tennis courts site behind Torrington Football Club – Torrington

Bideford (East - The – Water) – Pollyfield

Northam – Leisure Centre/Northam Lions FC site

Winkleigh Sports/Community Centre

If we only achieve one playzone then that could be a bonus but I think we can achieve three. The Football Foundation will make this decision based on suitability of each identified site and available funding.

Torrington District Council are part of the lead consortium to help deliver the projects in conjunction with outcomes from the community engagement work being carried out by Active Devon.

Other organisations will include One Northern Devon (linking with their priorities), TTVS, Active Devon, Football Foundation and Parish/Town Councils.



Project Information Form (PIF)

To be completed initially by FF Delivery (Single Site PlayZones)/Programmes Team (Portfolio)

To be completed initially by FF Technical Team

To be completed by either of above

Organisation Name	Torrige Distrcit Council
Site Address	Benson Drive, Northam, EX39 1UY
Project Description	Size of pitch, 30 x 40m New build 2G Football & multisports

Football Foundation 'PlayZone' Team



Technical Project Manager or/and Executive	<Insert name>	<Insert email>
Delivery Manager	r or/and Officer Torridge District Council – Adrian.Avery@torridge.gov.uk	
PlayZones Officer	<Insert name>	<Insert email>

Smart Access Provider

Organisation Name	<Insert name>	<Insert email>
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Framework Managing Consultants

Organisation Name	<Insert name>	<Insert email>
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PlayZone Application Details



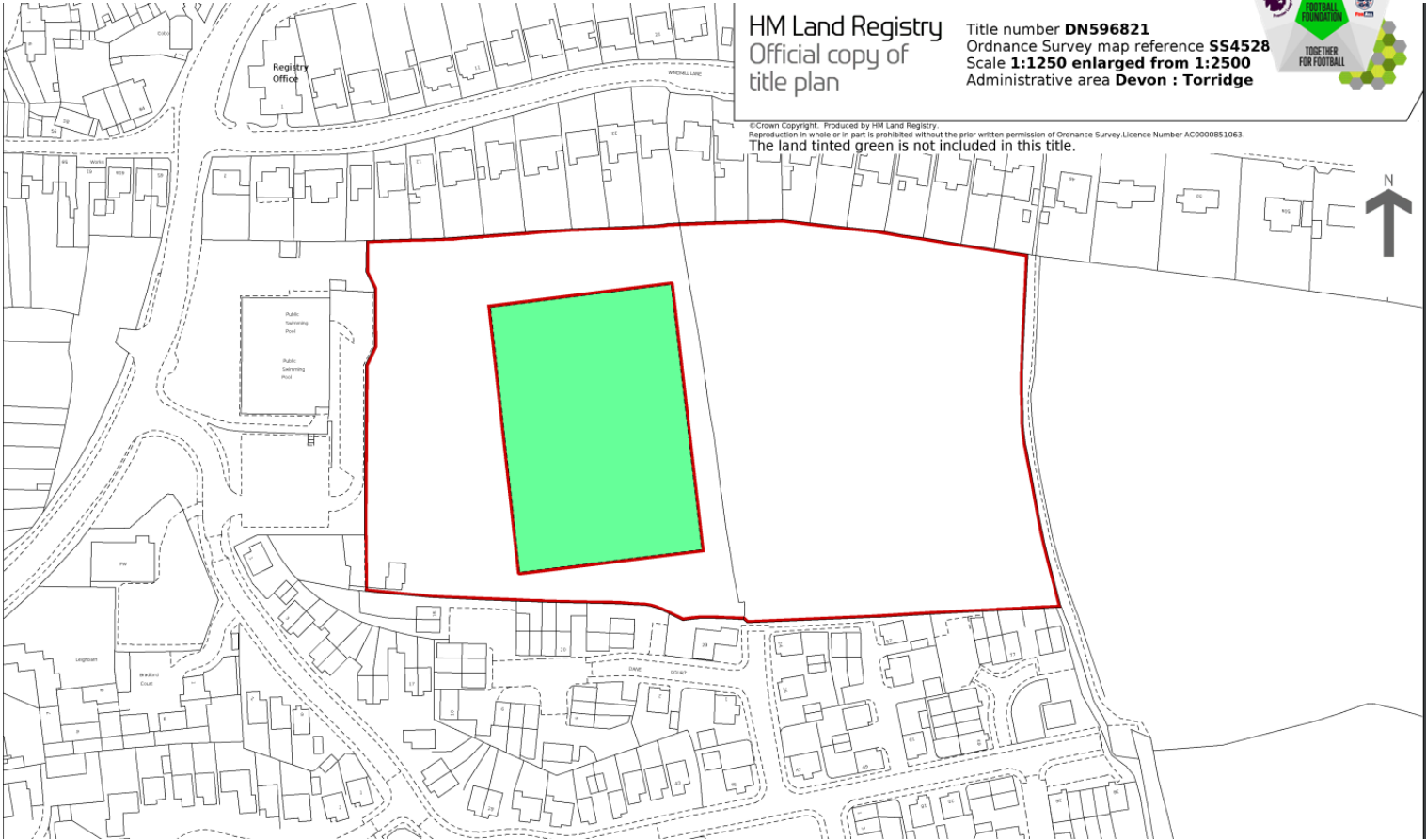
The main contact must be able to act as the legal representative for the organisation and is empowered to make all decisions and issue instructions as requested

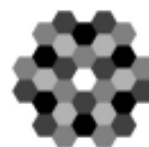
Main Contact	Seak Kearney
Position	Head of Communities and Place
Email	Sean.Kearney@torridge.gov.uk
Telephone number	01237 428708

Secondary Contact	Adrian Avery
Position	Community Engagement Project Officer
Email	Adrian.Avery@Torridge.gov.uk

Joint Applicants (if applicable)	Active Torridge
Local Planning Authority	Torridge District Council
VAT Status	<Registered (insert VAT number)/Not Registered>
Security of Tenure	<p>1. <Freehold confirm latest copies of Title Register and Title Plan from HM Land Registry have been sent to FF Yes/</p> <p>2. Can you confirm as the primary applicant and the organisation with security of tenure that to the best of your knowledge that there are no restrictions, easements, charges, deeds or any other legal matters that would affect the construction and use of a PlayZone at the proposed site for a period of 10 years (21 years if the grant amount requested is likely to exceed £250k). – <There are potential legal issues/There are no potential legal issues – No Required by Northam Town Council</p> <p>3. Can you confirm that the proposed PlayZone location is within the title boundary of the land owned by the primary applicant. Yes</p> <p>4. Lastly, can you confirm that there are access rights to and from the proposed location of the PlayZone to the nearest public footway/highway. <Yes/no</p>

Title Plan





Official copy of register of title

Title number DN596821

Edition date 05.10.2010

- This official copy shows the entries on the register of title on 05 JUN 2024 at 14:30:16.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 05 Jun 2024.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- This title is dealt with by HM Land Registry, Plymouth Office.

A: Property Register

This register describes the land and estate comprised in the title.

DEVON : TORRIDGE

- 1 (07.08.2006) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being Land lying to the east of Churchill Way, Northam, Bideford.

NOTE: The land tinted green on the title plan is not included in the title.

- 2 (07.08.2006) The land in this title has the benefit of the rights granted by a Deed dated 28 April 1986 made between (1) The National Trust For Places Of Historic Interest Or Natural Beauty and (2) Torridge District Council.

NOTE:-Copy filed under DN536397.

- 3 (12.01.2010) The land has the benefit of the rights granted by but is subject to the rights reserved by the Transfer dated 2 November 2009 referred to in the Charges Register.

- 4 (05.10.2010) The land has the benefit of the rights granted by a Deed dated 22 September 2010 made between (1) Wainhomes (South West) Holdings Limited and (2) Northam Town Council.

NOTE: Copy filed under DN494869.

B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title absolute

- 1 (12.01.2010) PROPRIETOR: NORTHAM TOWN COUNCIL of Council Chambers, Windmill Lane, Appledore, Devon EX39 1BY.
- 2 (12.01.2010) RESTRICTION: Until midnight on 1st November 2034 no disposition of the registered estate by the proprietor of the registered estate is to be registered without a certificate signed by Torridge District Council of Riverbank House, Bideford, Devon EX39 2QG

B: Proprietorship Register continued

or its Monitoring Officer that the provisions of paragraph 5 of the Schedule to a transfer dated 2 November 2009 between (1) Torridge District Council and (2) Northam Town Council have been complied with.

C: Charges Register

This register contains any charges and other matters that affect the land.

- 1 (07.08.2006) The land is subject to the following rights reserved by a Conveyance of land lying to the west of the land in this title dated 16 October 1975 made between (1) Eric Charles Griffey (Vendor) and (2) Torridge District Council (Purchaser):-

"EXCEPTING AND RESERVING to the Vendor and other the owners for the time being of the adjoining property known as Burrough Farm in fee simple all existing easements and quasi-easements enjoyed by the property"

- 2 (07.08.2006) The land is subject to the following rights granted by a Transfer of land edged lying to the south and west of the land in this title dated 23 March 1989 made between (1) Torridge District Council (Transferor) and (2) E C C Construction Limited (Transferee):-

"Together with the rights set out in the First Schedule hereto

THE FIRST SCHEDULE above referred to

(the rights benefitting the Property)

.....
..

2. A right in so far as the Transferor is able to grant the same (in common with all others having a like right) to the passage and running of water soil gas electricity telephone or other services from and to the Property through all of the sewers drains conduits gutters watercourses pipes cables and wires serving the Property as may be situated in on or under any adjoining or proximate land belonging to the Transferor (hereinafter called "the Transferor's adjoining land") which land is shown hatched blue on the plan or which may be laid or constructed in on or under the Transferor's adjoining land within a period of 80 years from the 20th February 1988 (hereinafter called "the perpetuity period")

NOTE: The Transferor's adjoining land referred to comprises the land in this title and other land.

- 3 (07.08.2006) The land is subject to the following rights granted by a Transfer of land lying to the west of the land in this title dated 21 July 1992 made between (1) Torridge District Council (Transferor) and (2) Charles David Burrell and others (Trustees):-

"TOGETHER WITH the rights (in common with others having the like rights) set out in the First Schedule for the benefit of the Trustees and their successors in title the owners and occupiers of the Property

The First Schedule

Rights Benefitting the Property

.....
..

2. A right so far as the Council is able to grant the same to the passage and running of water soil gas electricity telephone or other services from and to the Property through all service conducting media capable of serving the Property and as may be situated in on or under the Retained Land together with the right so far as the Council is able to grant the same to enter upon the Retained Land (upon reasonable notice) for the purpose of making connections to any such service conducting media which may exist or be constructed on the Retained Land

C: Charges Register continued

within the Perpetuity Period and the right also (so far as the Council can grant the same) upon reasonable notice to enter upon the Retained Land for the purpose of erecting laying or constructing and repairing cleansing maintaining or amending any service conducting media which may be necessary for the proper development of the Property.

All such rights as are referred to above being exercised so as to cause as little damage as possible to the Retained Land and any buildings erected thereon and subject to the Trustees making good all damage occasioned to the Retained Land by the exercise of such rights to the reasonable satisfaction of the Council and in any event such rights shall not be exercised so as to break open any part of the Retained Land on which any building has been constructed."

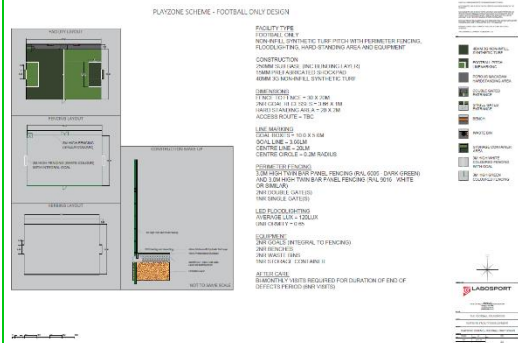
NOTE: The retained land referred to comprises the land in this title.

- 4 (12.01.2010) A Transfer of the land in this title dated 2 November 2009 made between (1) Torridge District Council and (2) Northam Town Council contains restrictive covenants.

NOTE: Copy filed.

End of register



Project Detail	Size of pitch, 30 x 40m, New build 2G, Football ONLY
Project Brief	The project is to design and construct 30 x 40m new build 2G LED Floodlit PlayZone for football in accordance with the following design and as per the Generic Employers Requirements and the Football Foundation Technical Design Guidance for PlayZones.
<p>Instruction: Insert correct standard framework design (pick one from below and delete rest or use the following SharePoint folder to insert correct design (contains same as below) \The FootballFoundation\PlayZones - Documents\Drawings with designs</p> <div></div>	



Additional Design/Project Information



RAL numbers: 3.0m high twin bar panel fencing (RAL 6005 - Dark Green)
and 3.0m high twin bar panel fencing (RAL 9016 – White)

Additional design details

- Constructed to meet BS EN 15330-1:2013 Surfaces for Sports.
- Line markings, storage, waiting area, seating and waste bins should be developed alongside each PlayZone as set out in the design sheet.
- For both site security and ball flight / retention purposes, all PlayZones should be fenced and gated in high quality, robust steel.
- LED Floodlight System as per The FA Guide to Floodlights.
- Smart Access Design considerations

Any known issues to highlight

Awaiting decision by Northam Town Council

Anticipated hours of usage

5pm – 9pm Mon – Fri & Sun, weekend mornings, Saturday afternoons,

Any additional works in scope

Pathway

Smart Access



Smart Access requirements

- <Insert details on how the system works>

Smart Access lock installation technical drawing

PlayZone Pitch Location



Preferred Location of Proposed Pitch

Red Line = Approx site boundary (as per Title Plan received)

Blue Line = Approx location of PlayZone



**Comments on
PlayZone location**

**The critical issues to consider in respect of the
optimum PlayZone location are:**

*<Here are some examples
that might be relevant —
delete/ edit / add to
these as required>*

- **Convenient location** to the site entrance with street lighting to provide safe access
- **Convenient proximity to changing rooms** and welfare accommodation.
- **Convenient proximity to management and supervision.**
- **Avoidance of unacceptable impact to residential neighbours** (noise, visual and residential amenity) or the ability to introduce impact mitigation measures.
- **Maintenance/emergency vehicle access**

**Further consideration needs to be given to
the following:**

- **Accessibility issues** – ramped access etc
- **Avoidance of unacceptable impact to any local biodiversity and ecology** or the ability to introduce impact mitigation measures.

**For more information, please email:
playzones@footballfoundation.org.uk**



Item 13 To note the joint provision of tennis Summer Camps at Westward Ho! Tennis Courts

Following a meeting of the appointed tennis working group and Tom Vinal at the tennis courts on 2nd July 2024, it was agreed that ARC would, in conjunction with Northam Town council, provide 4 Monday summer Tennis Camps for local children. The camps will run from 9.30am to 3.30pm. The courts will therefore be closed to general users until 4pm on those days. Northam Town Council will erect its larger marquee on the old 4th court to provide shade/shelter for the attendees at the camps. ARC will be provided with a key to allow the children to use the CPT for those days.

A number TDC members have identified funds from their grant pots to a total of £1,950, which has subsidised the places. A half day would cost £4.25 and a whole day (9.30 to 3.30) £8.50.

A copy of the flyer is presented here. It has been placed on all Council and community notice boards and is on the Council's website and Facebook feed. Copies have been sent to all local schools and hard copies given to each of the Northam and Appledore schools, including Bideford College.

The Town Clerk continues to work with ARC regarding other summer sessions – lead by ARC's pool of Activators – aimed at adults.

ARC ATLANTIC RACQUET CENTRE
IN PARTNERSHIP WITH
NORTHAM TOWN COUNCIL

KIDS HOLIDAY TENNIS CAMPS

**FUN-FILLED
WHOLE DAY & HALF DAY
CAMPS FOR AGES 7-16!
9AM-3.30PM**

29TH JULY **5TH AUGUST** **12TH AUGUST** **19TH AUGUST**

Activities

- ✓ An action-packed whole day or half day!
- ✓ Great games!
- ✓ Serious skills!
- ✓ Terrific teamwork!
- ✓ Friendly competition!

Westward Ho! Park Tennis Courts
Golf Links Road, Westward Ho!
Bideford EX39 1LP

Pricing
£8.50 Whole Day / £4.25 Half Day
Kindly subsidised by District Councillors representing Appledore, Northam and Westward Ho!

Email: INFO@ATLANTICRACQUETCENTRE.CO.UK
Info: ATLANTICRACQUETCENTRE.CO.UK/ARC-WESTWARD-HO

Item 14 To consider the draft meeting calendar for the rest 2024-25

It was resolved at minute 2405/013 to review the Council's meeting calendar at the 24th July meeting of the Council. As part of that resolution, it was agreed to hold all meetings during day-time hours (where possible) until the end of July 2024 with the aim of minimising the number of extra hours the Council's staff are expected to undertake during that period in the light of the limited staff numbers available.

The calendar for the rest of the year is presented overleaf (with a larger print version circulated under separate cover). Members will notice that the majority of meetings (other than the Northam Burrows Chairty Management Committee) have been scheduled to evenings, unless they clash with meetings on the Torridge District Council calendar. In the Town Clerk's opinion, whether a meeting is in the evening or day time, those hours must be worked by a member of the staff team¹. Evening meetings are, in many ways, preferable, making attendance by members of the community easier, being outside 'normal' working hours. It is also noted that a number of members of the Council also work during the day. It is hoped that, as the staff team returns to full strength and work begins to flow in a more normal way, staff attending evening meetings could start later in the day, taking their meal break before the evening meeting. The meetings scheduled for day times are highlighted in bold.

It is noted that the Town Clerk is on annual leave from the 12th to the 26th August inclusive, which would affect meetings held (Environment & Maintenance) or agendas circulated (Human Resources and Planning & Development) in those weeks.

The following changes have been made to the draft considered in May 2024:

1. Full Council returns to a monthly meeting.
2. Finance is to be held by the 2nd Wednesday of the month, to accord with the wishes of the council's payroll services provider.
3. The Town Clerk brings members' attention to the meetings highlighted in yellow:
 - a. The day after this meeting there is a meeting of the working group to shortlist the applicants for the two posts currently being recruited.
 - b. A Full Council is scheduled for the 18th December 2024, do members consider this meeting necessary?
 - c. The Annual Electors' Meeting. The Town Clerk would like to work with colleagues and members to see if attendance from the public can be increased, probably including consultation with the community. The calendar therefore shows the Grants Presentation Evening being separated from the Annual Electors meeting. The date and time of the annual electors meeting could change, following the outcome of the consultation and considerations.

The officer also notes that there are the following seats vacant on committee:

- **Environment and Maintenance:** one seat (members are Cllrs Bach, Brading, Bruins, Edwards, Hames, Lo-Vel and the Mayor).
- **Planning & Development:** two seats (members are Cllrs Bach, Brading, Hames, Lo-Vel, Newman-McKie and the Mayor).
- **Review Committee:** two seats (members: Cllrs Bach, Brading, Bruins, Edwards, Leather and the Mayor).

Recommendation: The Council approve the meeting calendar as presented, noting the Town Clerk's period of annual leave and seek volunteers to fill the vacant seats on the above mentioned committees.

¹ At the time of writing, the Town Clerk has accumulated 63hrs in TOIL, having already had 37hrs overtime payment agreed (June 2024 payroll), so has worked 100hrs in excess of his contract over the period 1st April to 12th July 2024.

Note – All meetings are to be held in the Council Chamber at Windmill Lane unless otherwise stated on this calendar or summons.

2024-25	12	24/07/2024	Full Council (6.30pm)		25/07/2024	HR Working Group (recruitment)	9.30am Plans
	13	31/07/2024	Parks & Recreation (6:30pm)		01/08/2024		
	14	07/08/2024	Finance (6:30pm)		08/08/2024	Planning (6.30pm)	
	15	14/08/2024	Environment & Maintenance (6:30pm)		15/08/2024		
	16	21/08/2024			22/08/2024		
	17	28/08/2024	Human Resources (6.30pm)		29/08/2024	Planning (6.30pm)	
	18	04/09/2024	Full Council (6.30pm)	10am Ext Overview	05/09/2024	Northam Burrows Charity Management Committee (2:30pm)	9.30am Plans
	19	11/09/2024	Finance (10:30am)	6.30pm Licencing	12/09/2024		
	20	18/09/2024	Full Council (6.30pm)	10am Standards	19/09/2024	Planning (6.30pm)	
	21	25/09/2024	Parks & Recreation (6:30pm)		26/09/2024		
	22	02/10/2024	Environment & Maintenance (6:30pm)		03/10/2024		9.30am Plans
	23	09/10/2024	Finance (6:30pm)		10/10/2024	Planning (6.30pm)	
	24	16/10/2024		6pm Ext Overview	17/10/2024		
	25	23/10/2024	Full Council (6.30pm)	10am Licencing	24/10/2024		
	26	30/10/2024	Review (6:30pm)		31/10/2024	Planning (6.30pm)	
	27	06/11/2024	Human Resources (6:30pm)		07/11/2024		9.30am Plans
	28	13/11/2024	Finance to include Grants & Budget (6:30pm)		14/11/2024		
	29	20/11/2024	Full Council (6.30pm)	10am Standards	21/11/2024	Planning (6.30pm)	
	30	27/11/2024	Parks & Recreation (6:30pm)	10am Ext Overview	28/11/2024	Finance: Grants & Budget 2nd meeting - if required.	
	31	04/12/2024	Finance (10:30am)	6.30pm Licencing	05/12/2024	Northam Burrows Charity Management Committee (2:30pm)	9.30am Plans
	32	11/12/2024	Environment & Maintenance (6:30pm)		12/12/2024	Planning (6.30pm)	
	33	18/12/2024	Full Council (6.30pm)		19/12/2024		
	34	25/12/2024			26/12/2024		
	35	01/01/2025			02/01/2025		
	36	08/01/2025	Finance (10:30am)	6pm Ext overview	09/01/2025	Planning (6.30pm)	9.30am Plans
	37	15/01/2025	Review (6:30pm)	10am Licencing	16/01/2025	Full Council: Grants & Budget (7:30pm) Preceded by Burrows Charity AGM (6:30pm)	
	38	22/01/2025	Full Council (6.30pm)		23/01/2025		
	39	29/01/2025	Parks & Recreation (6:30pm)	10am Budget	30/01/2025	Planning (6.30pm)	9.30am Plans
	40	05/02/2025	Environment & Maintenance (6:30pm)		06/02/2025		
	41	12/02/2025	Finance (6:30pm)	10am Ext Overview	13/02/2025	Northam Burrows Charity Management Committee (2:30pm)	
	42	19/02/2025	Full Council (6:30pm)		20/02/2025	Planning (6.30pm)	
	43	26/02/2025	Human Resources (10:30am)	6.30pm Licencing	27/02/2025		
	44	05/03/2025		10am Standards	06/03/2025		9.30am Plans
	45	12/03/2025	Finance (6:30pm)		13/03/2025	Planning (6.30pm)	
	46	19/03/2025	Full Council (6:30pm)		20/03/2025	Annual Electors Meeting (Late afternoon to the evening)	
	47	26/03/2025	Parks & Recreation (6:30pmn)		27/03/2025		
	48	02/04/2025	Environment & Maintenance (6:30pm)	10am Licencing 6pm Ext Overview	03/04/2025	Planning (6.30pm)	9.30am Plans
	49	09/04/2025	Finance (6:30pm)		10/04/2025	Grant Presentations (evening)	
	50	16/04/2025	Review (6:30pm)		17/04/2025		
	51	23/04/2025	Full Council (6.30pm) to include insurances for 2025-26		24/04/2025	Planning (6.30pm)	
	52	30/04/2025			01/05/2025		
2025-26	52	07/05/2025	Annual Meeting of the Council (6:30pm)		08/05/2025		

Item 15 To receive the Internal Auditor's Report for 2023-24 and consider delegating detailed scrutiny to the Finance Committee

Northam Town Council Financial Year 2023-24

Year Internal Audit
End Observations

IAC Audit and
Consultancy Ltd
Audit date: 30/04/2024 & 25/06/2024

C *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	<i>The Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015 (was last reviewed February 2023).</i>	Council to note the requirement for it to regularly review its internal control system.	High	To be considered

2	Assets included in the assets register are covered under the Councils insurance policy	Yes	<i>The Council owns a building, Blue Light Hall, it is unclear what the insurance arrangements are in respect of this building.</i>	The Council to review the insurance arrangements at the Blue Light Hall and ensure that they are in place, are adequate, and note the Council interest as owner of the building.	High	To be considered
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G *Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, or nominated committee, has reviewed and approved any changes to staff rates of pay, or terms of conditions, made during the financial year.	No	<i>From a review of records it was not possible to verify that the Council, or appropriate committee, has formally approved, or noted, the changes to staff pay resulting from the national pay award.</i>	The Council to ensure that, in future, any agreed changes to staff terms and conditions and rates of pay are formally recorded in the appropriate Minutes of the Council or relevant committee.	High	To be considered

I Periodic bank account reconciliations were properly carried out during the year.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Year End bank reconciliations have been signed and dated as evidence of independent review.	No	<i>The Year End bank reconciliations have not been signed and dated as evidence of independent review.</i>	Prior to the Council's approval of the Accounting Statements the year end bank reconciliations should be subject to review and signed and dated as evidence of this review.	Medium	To be considered

J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Audit Extended Trial Balance agrees to draft Accounting Statements	No	<i>It was noted that there was a difference of £286.87 on the Box 5 (loan payments) value. This was due to VAT being incorrectly recorded on a PWLB payment.</i>	When submitting their AGAR Accounting Statement the Box 5 value should record the total value of payments of PWLB, without adjustment for the VAT incorrectly recorded. The VAT debtors balance- the reconciling item between Box 7 and 8) should be reduced £286.87.	High	To be considered

O (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Charity accounts have been subject to Independent Examination or audit as required by legislation.	Yes	<i>The Northam Burrows Charity has been subject to Independent Examination, however the Independent Examiners Report has not been uploaded on to the Charities Commission website. It is understood that this is due to issues with online access to the Charities Commission website.</i>	The Council to ensure that the Independent Examiners report is uploaded on to the Charities Commission website.	High	To be considered

Recommendation: The Council delegate detailed consideration of the report to the Finance Committee, to report back to the Full Council in due course.

Item 16 To consider Council plans for the May Fair 2025 and to appoint members of the May Fair working group

Northam Town Council holds the Northam May Fair on the Saturday of the May Day bank holiday weekend. In 2025, that is the 3rd May.

It is noted that Appledore RNLI will be celebrating its 200th anniversary the next day – Sunday the 4th May 2025.

It is also noted that the 75th anniversary of VE Day is on the 8th May 2025, with events planned to mark the occasion across the Country. DALC is providing advice on how to take part (see below) and **Download the Guide to Taking Part**. It is suggested that this celebration form the basis of the May Fair's theme.

In previous years, the Council's May Fair preparations have been supported by a working group made up of Councillors, supported by the Town Clerk, meeting twice or three times in the run up to the event. To develop the May Fair further, this working group would benefit from meeting earlier in the year and from input from members of the public.

Recommendation: The Council appoint a May Fair 2025 working group which would meet by the end of September 2024 with delegated responsibility for deciding on the theme.



VE Day 80 – 8th May 2025 – A Shared Moment of Celebration

Bruno Peek CVO OBE OPR – Pageantmaster, provides insights into the arrangements for the upcoming VE Day 80th anniversary celebrations, and how local councils and others within their community can take part in this 'shared moment of celebration' on 8th May 2025.

On **Thursday 8th May 2025** councils are being encouraged to join in the lighting of **Beacons** and **Lamp Lights of Peace** at **9.30pm**, the raising of a unique VE Day flag at **9am** and, where possible, holding parties of celebration throughout the day in the streets, gardens at home, churches, villages, town halls, pubs, clubs, hotels and all manner of locations!

[Download the Guide to Taking Part](#)

Item 17 To receive a report on the visit of representatives from Northam Town Council's German twin town of Helmstedt and consider the Council's responsibilities regarding Town Twinning.

Excerpt from The Link – August 2024.



Representatives from Northam's Twinning Association and Town Council, led by the Deputy Mayor, Cllr Louis Bach, were delighted to meet around 40 visitors from Helmstedt's Twinning Association on the 1st July. Harald Spitzer from Helmstedt, and Keith Lane from Northam, spoke about the importance of the ties of friendship that Town Twinning provides our communities, and both expressed hopes that this friendship would strengthen and offer opportunities for groups, clubs and organisations from both towns in the future. As part of their visit our visitors were given a guided tour of our area, visiting all three wards.

Northam's Twinning Association is a small but active voluntary group and welcomes new members from across the Appledore, Northam and Westward Ho! community. Please contact the council for more information. (twinning photos credit Graham Hobbs – 1.7.24)



It is noted that annually, the Town Council has budgeted a small sum (£750 in 2024-25) to support the Council's Town Twinning activities. The cost of this year's activity (£583 for the lunch and £60 for the photography) is within that budgeted figure.

Item 18 To consider the request for support from Mr R Bailey, parliamentary advisor to Electrical Safety First (a UK charity)

Mr Bailey contacted the Council prior to the election, given the timing of this contact and the effect of the pre-election period, he contacted Councils again in early July. His first email is copied below and the remainder of his communication continues overleaf. The documents referred to by Mr Bailey are attached under separate cover.

Dear Local Council

I am writing to ask your Council to support our campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.

Let me begin by introducing myself. I am the researcher for Lord (Don) Foster (hence my email address), who has been campaigning on this issue in the House of Lords. I am also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.

As you will probably know lithium battery fires are on the increase – there have been over 1000 in the past few years, nearly 200 injuries and a dozen fatalities. Homes have been destroyed. The cost to the UK runs into £billions. You will doubtless know of examples in your area. I attach a spreadsheet of some recent fires – as you will see there have been some in your area.

Lord Foster and Electrical Safety First are promoting the attached Bill (a summary of which is included at the end of this email) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.

We have the support of many national organisations, as the attached logos show – including the National Fire Chiefs Council, the Association of Ambulance Chief Executives, the Royal Society for the Prevention of Accidents and the Royal Society for Public Health. In addition 2 coroners have called for the law to be tightened to ensure greater safety.

We are now contacting more locally based organisations, and it would be great if your Council was able to support this campaign. It would be a great boost. Please do get in touch if you require any further information.

I look forward to hearing from you,

Yours sincerely, Ron Bailey.

Clause 1 would require third party *independent* approval-testing for e-bikes, e-scooters and their batteries before entering the UK market.

Clause 2: incidents of fires and harmful fumes resulting from lithium-ion batteries in waste vehicles and landfills are increasing. There are reportedly more than 200 landfill fires annually, making up 48 percent of all fires, costing £158 million and contributing significantly to pollution. This clause requires the government to establish regulations for the safe disposal of used lithium-ion batteries.

Clause 3 addresses specific fire concerns, ensuring safer access, charging, and storage of lithium-ion batteries. While an outright ban is suggested by some, conversion kits remain a financially practical solution, especially for gig economy workers reliant on sustainable transportation. Implementing a standardised approach to kits could establish design and installation controls, mitigating foreseeable risks.

The Town Clerk considers the 3 clauses presented above to be inconsistent (clause 1 refers to e-bikes and e-scooters; clause 2 to e-cigarettes and similar devices; clause 3

appears to condone the use of conversion kits that allow e-bikes and e-scooters to exceed the current legal speed restrictions) and responded to Mr Bailey as follows:

Good morning Ron

Thank you for your email, which I read with interest and will bring to the attention of members. There was, sadly, no spreadsheet attached, though. Could you re-send it?

Could I also ask for clarity on two of the clauses, so I can advise members accordingly?

Clause 2 seems to cover the effect of lithium-ion batteries from all sources, including, for example, e-cigarettes/vapes. Evidence from many local authorities is that e-cigarettes are a significant source of unsuitably disposed of batteries, so why the focus on e-scooters and e-bikes in the rest of the email and the other 2 clauses?

The intention of Clause 3 is not clear to me. Would this clause seek to change in the law which currently restricts e-bikes to pedal assistance only, also limiting their speed and limits the use of privately-owned e-scooters to private land? The consequence of this would be to enable the use of vehicles capable of speeds over 30mph available to people of all ages and without a licence, in stark contrast to combustion-powered vehicles. Or is it suggesting the authorities turn a blind eye to those that are breaking the law?

I look forward to hearing from you.

Mr Bailey replied as follows:

Dear Guy,

Thank you for this. Here is the spreadsheet and the latest updated list of supporters.

Regarding your queries:

We have focused on ebikes and scooters for two reasons. First because that is the area on which Electrical Safety First has published an in-depth report – Battery Breakdown, and second just to start somewhere. One step at a time, if you like. I have found that that is the way to succeed in these campaigns

Clause 3 is about ensuring that conversion kits (often used by young people especially) and chargers are also safe and comply with standards.

I hope this helps. Contact me if it doesn't and I'll try again.

The most recent email from Mr Bailey is copied to the right.

Recommendation: The Council considers the matters raised and if it wishes to take a position on the Clauses 1 to 3 as described on the previous page.

Dear Local Council

NALC & SLCC SUPPORT CAMPAIGN

You may recall I emailed you a few weeks ago (see email below) regarding our campaign on the safety of lithium-ion batteries and their disposal. Many Local Councils responded to support – but very many more felt they had to wait until after the election.

I totally understand those feelings, so now I am writing again to seek your support. We will be introducing the Bill in the new Parliament as soon as possible.

I attach the latest list of logos in support and you will see that it includes the National Association of Local Councils and the Society of Local Council Clerks, as well as most county fire and rescue services (+ the National Fire Chiefs Council).

Many Councils asked me what support entailed and I am sorry for not explaining properly. It is as much or as little as you like. The only 'definite' is that you write telling me you support the campaign. So its not at all onerous. `

After that it is up to you: you may wish to put up a poster; or an article in your magazine or on your website. We may ask you to write to your MP. But, as I said, its all up to you.

I look forward to hearing from you.

All the best

Ron

PS a number of Councils pointed out that I had the wrong email address, or that the clerk had changed. I have been through my list of 10,000 addresses making alterations – but if I have missed any please accept my apologies.

Item 19 To consider the Council’s strategy for the management of land and road verges across the parish

The Town Clerk was asked by Cllr Hames to include ‘weed’ control on the Full Council agenda and to include the erection of a (sufficiently strong) fence to protect planting from the strong, cold and salty westerly winds.

Similarly, he has been asked by Cllr Hodson to include the location of planters in Westward Ho! on the Full Council agenda.

Last year, the Town Projects & Asset Management Committee asked that Council staff include a detailed review of the costings for the provision of annuals for planting tiered planters, boats (to include alternative approaches to their planting) and the growing and planning of the area’s hanging baskets in time to instruct suppliers for the 2025 season.

Members of the public have asked that the Council consider its approach to spraying weeds, trimming hedges, managing trees, traffic calming build-outs and cutting grass, amongst other matters. Notably, the Council is receiving more complaints that ‘weeds’ are being sprayed to manage them than in previous years. There remain complaints that the Council is letting ‘weeds’ grow in places they shouldn’t – such as roads, pavements and other hard surfaces but the proportion is diminishing.

It is noted that in previous years, the Council has included a review of its weed control policy at its August meeting of the appropriate committee.

It is the Town Clerk’s view, the work required to draft and prepare a comprehensive approach to the management of the Council’s land, planters and planting schemes, and the verges for which it has delegated responsibility are all linked. Any policy would need to take into account the effect of each of the approach on the other aspects of this work. The piecemeal approach that has been adopted thus far is reactive, not proactive and compounds the issues that council staff are presented with in this regard.

It is noted that the Council’s currently vacant role of Parks & Buildings Manager would have significant input into this work. Managing the Council’s Maintenance Team and scheduling their work requires a detailed knowledge of the work entailed and to understand of the Council’s policies in these matters.

Recommendation: that the matter be delegated to the Environment & Maintenance Committee.

Item 20 To consider Northam Town Council's engagement with Devon County Council's call for sites to be included in the Local Electric Vehicle Infrastructure project

Copy of email from Donna Sibley, Sustainability and Climate Officer, North Devon and Torridge Councils:

Cllr Hames informs me that Northam Town Council weren't aware that they can put forward sites to be considered for free EV chargers as part of Devon's LEVI project. It's not too late to take part, see below.

Call for sites: EV charging at Parish and Community car parks in Devon

Devon County Council (DCC) have been provisionally allocated £7m by the Department for Transport's Local Electric Vehicle Infrastructure (LEVI) fund, and are working with district councils and others to develop the project. This project will enable Devon local authorities to deliver chargepoints across the county over coming years in parish and community car parks, local authority car parks, and on-street locations.

*DCC are now seeking Parish Councils and community groups interested in hosting an Electric Vehicle charging point in a car park they own. **We understand that many Parish, Town Hall, and Community Hall car parks are owned by community trusts, and these sites will also be eligible.** If you are interested in hosting an EV chargepoint please complete the form linked below . DCC will then assess the sites and provide feedback and further details. An outline of the proposed chargepoint type, car park requirements, and proposed delivery approach is included in the link. At this stage, there is no binding commitment needed to the project by parish councils or community groups as this is only a call for sites. To find out more and complete the form, please visit:*

<https://forms.gle/Y72qpbDrm85tBGiX7>

Best wishes, Donna

The officer notes the detail in the final paragraph and has highlighted a section. The Council does not own any public car parks, nor does it own the Town Hall or the land surrounding it but does own the small car park attached that serves Northam Hall. This car park has 20 spaces, (18 plus two marked for blue-badge holders). Regularly, the Council takes 4 of these spaces for its staff or its own vehicles (if all Council vehicles are in the carpark, this can be 8 spaces plus required manoeuvring space for a van and trailer). Normally, there are 16 spaces left, 14 plus 2 for blue badge holders.

Regular class sizes are 15 attendees plus, with a capacity for the Hall of up to 100 (seated). There is already only just enough car spaces for Hall users. Installing a charge point for public use would require two spaces as most charge points can charge two EVs at the same time. Regular users of the Hall would need to be consulted to establish their views on the further loss of parking spaces available to attendees of their classes.

Recommendation: that the Council consider the request from Devon County Council and should it resolve to express an interest, undertake a consultation with Hall users as a matter of urgency.

Item 21 To consider offering the Council Chamber as a meeting room for the November 2024 meeting of TTVS and if a member of Northam Town Council would like to speak at one of the quarterly meetings

As members of the TTVS mailing group, Northam Town Council received an email from Trudi Mackie-Brown, the Community Developer (Bideford) for TTVS.

*Good Afternoon Member
Hope this email finds you well.*

We are inviting members to put their names forward be a guest speaker at our OA meetings, of which the next one is in July. I would also like to have speakers for September and December if possible. So if you are unable to make July please feel free to put yourself down for one of the other months. Dates for July will be confirmed TBC within next week - 10days.

A guest speaker is invited to present or speak for 10 mins on their subject, this can be as relaxed as you wish, a presentation, talk, demonstration. Members usually like to ask questions as well.

My other request is venues. if anyone has a venue that they could lend us for July that would be greatly appreciated. It is so difficult to find anything. Our last meeting was online, we do however all enjoy the face to face as well so please do get back to me on this. Even you're not wanting to be a speaker. We need your support for venues.

I look forward to hearing from you. Please contact me if you have any questions around either being a speaker or venues.

Kindest regards, Trudi Mackie-Brown

The officer draws members' attention to the highlighted sections.

Taking the second one first, the officer discussed the needs of TTVS, which is for a room large enough to seat 30 people with projector screen in a building with level access. The Town Hall meets these requirements. The September 2024 meeting is online but the November meeting will be in person. The date is to be confirmed.

Recommendation: that the Council make the Town Hall available to TTVS for one of their meetings each year, TTVS have no budget for room rental.

The first highlighted section is a request for guest speakers. **Do any members wish to speak, or think they know anyone who would?**

Item 22 To consider re-engaging with the Surfers Against Sewage Plastic Free Communities Campaign

Below is the body of an email sent by Emma O'Neill, the Communities Officer for Surfers Against Sewage.

Hello,

My name's Emma, and I'm the Communities Officer for the Plastic Free Communities campaign here at Surfers Against Sewage. We support a network of 600+ communities across the UK working towards the plastic free award for their community, and reducing single-use plastic locally.

Appledore was awarded Plastic Free Status in 2018, but we believe the group is no longer active, but wonder if you knew of any continued council involvement with the campaign?

We are looking to link up more communities with Plastic Free North Devon who do great work locally.

We would love to provide support and guidance if the campaign is still running. If no-one is currently running the campaign, we would love to talk to the council reps that were on their steering group, about how we could get the campaign going again locally? And if this is something the council might consider taking on, or if any other local groups would be interested. I believe a motion was passed in 2018 to support the Plastic Free Community.

Hope to hear from you, you can also call.

Many thanks, Emma.

Recommendation: The Council consider whether linking with Plastic Free North Devon and the wider community to engage with this further is something it wishes to pursue.

23 To consider the membership of interview panels for the advertised roles (Finance Assistant and General Administrator, and Parks and Buildings Manager)

The roles have been advertised as outlined in the Action Point review (page 9). The roles close at midnight on the 23rd July and interviews are scheduled to be week commencing 29th July (note – the Town Clerk is away on annual leave the 1st and 2nd of August).

At the time of writing, the Council has received one application for the Parks & Buildings Manager's role, with two further expressions of interest. For the Finance Assistant & General Administrator, 6 applications have been received.

The Council needs to appoint small interview teams for both roles. The officer suggests the members interviewing for each role are drawn from the committees that are most aligned with the work to be undertaken. The Parks & Buildings Manager role will work closely with the actions arising from the Parks & Recreation and Environment & Maintenance committees. The Finance Assistant & General Administrator role aligns most closely with the work of the Finance Committee.

Additionally, it is good practice for the Chair of the HR committee and Town Clerk to be involved in all interview, so in the case of the Finance Assistant & General Administrator, the deputy Chair of the Finance committee would be invited to interview the candidate, the Chair of the committee also Chairing the HR committee.

These small teams would also review applications for and shortlist candidates for interview for the respective roles.

The officer therefore recommends the interview panels are as follows:

Role	Interviewer panel
Parks & Buildings Manager	Chair of the Environment & Maintenance Committee Chair of the Parks & Recreation Committee Chair of the Human Resources Committee Town Clerk & RFO
Finance Assistant and General Administrator	Deputy Chair of the Finance Committee Chair of the Human Resources Committee Town Clerk & RFO

The process of interview and subsequent induction would also be drawn together by these groups. The officer recommends that the interviews for the Parks & Buildings Manager be supported by a computer-based exercise and a session (for example over lunch) where the candidates can meet the Maintenance Team and key members of the Council. The computer-based exercise could be undertaken remotely or in the Council's offices. The officer has contacted TDC seeking help with these tests.

Recommendation: That the Council appoint interview panels, with reference to the groups outlined above.

Recommendation: That the Council consider supporting the interview process for the Parks & Buildings Manager as outlined, identifying a budget (if required) for the testing and the lunch.