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

To: All Members of the Northam Town Council

Town Clerk: Mrs Jane Mills MILCM  
Telephone: 01237/474976  
e-mail: townclerk@northamtowncouncil.gov.uk

**You are hereby summoned to attend a meeting of the Town Council which will be held on Wednesday 26<sup>th</sup> May 2021 in the Northam Hall, Fore Street, Northam at 6.00 pm.**

**The agenda for the meeting is set out below.**

**Members of the public wishing to attend the meeting will be required to wear a face mask and socially distance. Space will be limited.**

*M. J. Mills*

Jane Mills MILCM  
Town Clerk

Date of issue: 20<sup>th</sup> May 2021

***Members are requested to switch off their mobile phones***

### **AGENDA**

- 1 Apologies**
- 2 Chairman's announcements**
- 3 Declarations of interest**  
*Members are reminded that all interests must be declared prior to the item being discussed.*
- 4 To agree the agenda between Part A and Part B (confidential information)**
- 5 To confirm and sign the minutes of the Town Council Meeting held 28<sup>th</sup> April 2021 (herewith)**
- 6 To confirm and sign the minutes of the Annual Town Council meeting held 4<sup>th</sup> May 2021 (herewith)**
- 7 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B)**
  - Town Projects and Asset Management – 11<sup>th</sup> May 2021
  - Planning – 29<sup>th</sup> April and 12<sup>th</sup> May 2021 (*herewith*)
  - Climate Emergency - 13<sup>th</sup> May 2021 (*herewith*)
  - Westward Ho! Park Committee – 19<sup>th</sup> May 2021 (*herewith*)
- 8 Action Points (herewith)**
- 9 To receive and consider reports from the Town Clerk (herewith)**

- 10 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.*
- 11 To consider a recommendation from Town Projects regarding Lords Meadow “to recommend to Full Council that Northam Town Council resolves to make a formal decision not to tender through the Contracts finder website as this contract is specialist in nature as the proposal is to provide rubberised mulch paths and areas under the equipment”**
- 12 To consider a request from Bideford Town Council to elect a representative member to join their Tourism Committee meetings**
- 13 To consider how the Cost Centre fund “Project Provision” will be administered**
- 14 To consider the adoption of the allotment site at Tadworthy Road (*report herewith*)**
- 15 To consider re-appointment of the police advocate (*Cllr Sargent is willing to stand*)**
- 16 To consider a request from St Mary’s C of E (VC) Primary School for a local authority Governor**
- 17 To consider incorporating the work of the Appledore Parking Working Group into Town Projects**
- 18 Correspondence:**
- **Countryside Voice – (*held in office*)**
- 19 Street Matters:**
- Devon County Council – Temporary prohibition of through traffic – Monday 24<sup>th</sup> May 2021 for a maximum of 5 days between the hours of 19.00 and 0700 to enable reactive patching works.
  - Devon County Council – Temporary prohibition of through traffic – Monday 28<sup>th</sup> June until Friday 2<sup>nd</sup> July 2021 (both dates inclusive) – Torridge Road, Appledore - to enable new sewer connection.
  - Devon County Council – Temporary prohibition of through traffic – Monday 9<sup>th</sup> August until Friday 13<sup>th</sup> August (both dates inclusive) – Lenwood Road, Northam 20M north of Green Pastures on Lenwood Road – to enable access to overhead network – cable renewal to restore permanent customer service plus tree cutting.
  - Devon County Council – Temporary prohibition of through traffic – Monday 20<sup>th</sup> September until Friday 24<sup>th</sup> September 2021 (both dates inclusive) – Golf Links Road, Westward Ho! – to enable renewal of communication pipe.
- 20 To receive a Police/Councillor Advocate Report**
- 21 To consider an update on NALC/DALC (*Cllr Chalmers*)**
- 22 Summary Report from a District Member (*3 minutes*)**
- 23 Summary Report from County Councillor (*3 minutes*)**

## **PART B**

- 24 To resolve:** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting.
- 25 To confirm and sign the minutes of the Town Council held on 28<sup>th</sup> April 2021**  
**Part B** (*herewith*)
- 26 To confirm and sign the minutes of the Annual Town Council held on 4<sup>th</sup> May 2021**  
**Part B** (*herewith*)
- 27 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees in Part B**
  - **Westward Ho! Park 19<sup>th</sup> May 2021** (*herewith*)
- 28 To consider a review of the temporary concession at the Seagate car park**
- 29 To consider a resolution from the Westward Ho! Park Committee**  
***“that we accept design proposal B excluding the trampoline and further negotiate for the inclusion of a springer with a back rest, additional benches and consideration of an extended maintenance agreement for two years. The cost savings achieved by reduction in provision to be used for planting and sleepers in the children’s play area with a commencement date of 7<sup>th</sup> September, subject to financial and legal approvals.”***
- 30 To consider an offer of land** (*report herewith*)
- 31 To note and acknowledge acceptance of the retirement of the Beadle**
- 32 To resolve to readmit members of the press and public**

**Northam Town Council** – Minutes of a VIRTUAL meeting of the Town Council held on Wednesday 28<sup>th</sup> April commencing at 6.00 pm.

**Present:** Cllrs Chalmers (Mayor), Davis, Edwards, Hames, Himan, Mrs Hodson, Laws, Leather, Miss Manley, Mrs McCarthy, Newman-McKie (from minute 2104/1476), Sargent, Shelley and Tisdale

**In attendance:** Mrs M J Mills - Town Clerk  
Mr G Langton – Deputy Town Clerk  
Mrs P Moores – Assistant Town Clerk  
2 members of the public

**2104/1470 Apologies**

There were no apologies.

**2104/1471 Chairman's Announcements**

The Chairman announced that this would be his last meeting as Mayor and he was looking forward to next week when the new Mayor would be chosen at the Annual Town Council meeting. The main event of the last month had been the death of the Duke of Edinburgh and he reported that wreaths had been laid at the two war memorials by himself and the Town Clerk, flags had been flown at half-mast and black armbands had been worn by Members. A minute's silence had been held at all meetings and a book of condolence had been set up on our website.

He thanked Members for giving him the opportunity of being Mayor in what had been a difficult year for everyone.

The Mayor reminded Members that there would be a meeting of the Appledore Parking Working Group tomorrow.

**2104/1472 Declarations of interest**

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

**2104/1473 To agree the agenda between Part A and Part B**

It was **resolved** to agree the agenda between Part A and Part B

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

**2104/1474 To confirm and sign the minutes of the Town Council Meeting 31<sup>st</sup> March 2021**

It was **resolved** to confirm the minutes of the Town Council Meeting held on 31<sup>st</sup> March 2021 as a correct record. The minutes will be signed at a later date.

Proposed: Cllr Tisdale, Seconded: Cllr Sargent (majority in favour, 1 abstention Member not present at the meeting)

**2104/1475 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B)**

- Neighbourhood Plan – 1<sup>st</sup> April 2021 (herewith)
- Planning – 24<sup>th</sup> March and 7<sup>th</sup> April 2021 (herewith)
- Westward Ho Park Committee – 6<sup>th</sup> April 2021 (herewith)
- Northam Burrows – 7<sup>th</sup> April 2021 (herewith)
- Climate Emergency – 8<sup>th</sup> April 2021 (herewith)
- Town Projects – 12<sup>th</sup> April 2021 (herewith)

- Review Committee – 15<sup>th</sup> April 2021 (herewith)
- Appledore Park Working Group - 15<sup>th</sup> April 2021 (herewith)

It was agreed to note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B)

Cllr Newman-McKie joined the meeting at this juncture.

**2104/1476 Action Points**

It was agreed to note the Action Points.

**2104/1477 To receive and consider reports from the Town Clerk**

It was agreed to note the reports from the Town Clerk.

**2104/1478 Public Participation**

*We welcome Parishioners speaking or making representations, asking questions or presenting petitions 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.*

A member of the public congratulated the Mayor on his work throughout the year and Council Members and staff, as a whole, for the way in which they have operated through the pandemic.

**2104/1479 To consider the result of the High Court Action on 21st April and how the Town Council should move forward.**

Members were advised of the recent result of the High Court Action which had just been notified and that Council meetings must now be held physically from 7<sup>th</sup> May. Various options of how and where to hold future meetings were discussed and it was agreed that the Town Clerk would arrange a risk assessment of the Council Chamber and look at the possibility of using other venues.

**Action Point – Town Clerk to carry out risk assessment and look at the possibility of using other venues.**

**2104/1480 To consider a proposal that the Town Clerk and other officers as necessary are given delegated authority, liaising with the Mayor, Deputy Mayor and Chair of Finance & HR to take any actions necessary for the continued running of the Council, during the coronavirus outbreak and return from lockdown, subject to decisions at item 10**

It was proposed by Cllr Chalmers and seconded by Cllr Mrs Hodson, that the Town Clerk and other officers as necessary are given delegated authority, in conjunction with the Mayor, Deputy Mayor and Chair of Finance & HR to take any actions necessary for the continued running of the Council, during the coronavirus outbreak and return from lockdown, notifying all Members of any decisions made. There were 6 votes in favour and 8 against so the proposal was defeated.

**2104/1481 To consider a request from Northam Burrows Committee that the resolution made at the Northam Burrows meeting on 7<sup>th</sup> April 2021 be endorsed by Full Council**

**“That we accept Tozers response and that Tozers now proceed to contact the Charity Commission with a view to regularising this issue”** (*explanatory email from Tozers sent 21/4/21*)

Following a discussion it was **resolved**” to accept Tozers response and that Tozers now proceed to contact the Charity Commission with a view to regularising this issue”

Proposed: Cllr Mrs McCarthy, Seconded: Cllr Leather (12 for, 1 abstention and 1 against (Cllr Edwards).

- 2104/1482 To discuss the future calendar of meetings for 2021-22**  
It was agreed that the Town Clerk will look at the calendar of meetings in conjunction with the schedule of meetings from Torridge District Council and endeavour to prepare this in time for the Annual Town Council meeting.  
**Action Point – Town Clerk to prepare calendar of meetings.**
- 21041483 Correspondence:**  
Helipad – *(held in office)*  
CPRE – Countryside voices – *(held in office)*  
Correspondence was noted.
- 2104/1484 Street Matters:**  
Devon County Council – Temporary prohibition of through traffic – Wednesday 23rd June to Friday 25th June (both dates inclusive) between the hours of 19.00 and 07.00 - Churchill Way, Northam to enable highway works. This was noted and an email will be sent to Councillors advising of the alternative route.  
Cllr Shelley raised the issue of works being carried out on the footway along Bay View Road in connection with the development at Daddon Hill. He had been advised by residents that they had not been notified of the commencement of the works and they were experiencing great difficulty when driving from their properties.  
It was agreed that the Town Clerk will contact Devon Highways and Torridge District Council Planning regarding the work.  
**Action Point – Town Clerk to contact Devon Highways and TDC Planning.**
- 2104/1485 To receive a Police/Councillor Advocate Report**  
Cllr Sargent reported that Inspector Lefort had now been appointed as the new Section Inspector. Inspector Lefort was very proactive in the area and she will be arranging for a representative to attend the Annual Town Council meeting. With regard to the Speedwatch campaign Cllr Sargent will be forwarding all the names of participants to PCSO Liz Rendle who will be commencing her checks and getting training done as soon as possible after 21<sup>st</sup> June. The traffic management report is still awaited.
- 2104/1486 To consider an update on NALC/DALC (Cllr Chalmers)**  
Cllr Chalmers advised that the main topic had been the outcome of the High Court action and he had nothing further to report.
- 2104/1487 Summary Report from a District Member (3 minutes)**  
Cllr Mrs Hodson reported that she had been re-elected as Deputy Leader of Torridge District Council at the recent Torridge AGM and the Leader, Cllr Ken James, had also been re-elected. The new Chair of Torridge was Cllr Doug Bushby and the Vice Chair was Cllr Peter Christie.  
She reported that the Public Order Protection Notice for Bideford had been extended. She stated that there had been experience of anti-social behaviour in Westward Ho! recently and she encouraged members to report such behaviour to

the Police. It would seem that we will be getting the support of street marshals in Westward Ho! and it was hoped that they will also be supplied for Appledore.

**2104/1488      Presentation to County Councillor**

Unfortunately due to ill health the County Councillor was unable to attend but the Mayor read a brief speech highlighting his service to the area for many years and a presentation certificate will be given to him at the earliest opportunity.

PART B not included here

There being no further business the meeting closed 8.10 pm

**Signed..... Dated.....**



**Northam Town Council - Minutes of the Annual Meeting of the Town Council held on Tuesday 4<sup>th</sup> May 2021 at 6pm remotely using Zoom.**

**Present:** Cllrs Chalmers (Retiring Chairman), Mrs Hodson, Miss Manley, Mrs McCarthy, Chalmers, Davis, Edwards, Hames, Laws, Leather, Newman-McKie, Sargent, Shelley and Tisdale

**In Attendance:** Mrs J Mills - Town Clerk  
Mr G Langton – Deputy Town Clerk  
Mrs P Moores - Assistant Town Clerk  
Miss T Tucker – Administration Assistant  
Acting Inspector E Lefort  
PCSO E Rendle  
3 members of the public for part of the meeting

**2105/001 Address and Welcome by the retiring Town Mayor**

The Mayor welcomed everyone to the meeting and thanked all the staff and fellow Councillors, especially his Deputy, for all their help during this especially difficult year.

**2105/002 Annual Report from the Deputy Mayor (due to Purdah regulations)**

Cllr Mrs Hodson gave the annual report which is attached to the minutes.

**2105/003 Election of Town Mayor and signing of acceptance of Office**

It was proposed by Cllr Chalmers and seconded by Cllr Miss Manley that Cllr Mrs Claire Hodson be elected as Town Mayor. There being no other nominations Cllr Mrs Hodson was duly elected (all in favour).

Cllr Mrs Hodson took the Chair. She will sign the acceptance of Office at a later date.

**2105/004 Presentation of Past Mayor badge to Cllr Chalmers**

Cllr Chalmers received the "Past Mayor" badge. Cllr Mrs Hodson thanked him for his work throughout the year.

**2105/005 Presentation of the symbols of office**

- **Mayoral Chain**
- **Gavel**
- **Keys to the Town Council Office**

*(These will be presented when we are back to normal meetings)*

Cllr Mrs Hodson thanked Members for electing her to the office of Mayor. She said she will strive to serve the community to the best of her ability. She was looking forward with excitement to meeting again with everyone under the new "normal". She reported that we will be soon be returning to face-to-face meetings.

She is hoping to be able to organise several events in the community to recognise those who have contributed during the pandemic and asked Members for nominations to enable these events to take place.

**2105/006 Election of Deputy Town Mayor and signing of acceptance of Office**

Cllr Mrs Hodson proposed that Cllr Laws be elected as Deputy Mayor, this was seconded by Cllr Tisdale. Cllr Edwards proposed that Cllr Sargent be elected as Deputy Mayor, this was seconded by Cllr Himan. There followed a secret ballot and Cllr Laws was duly elected.

Cllr Laws thanked fellow Members for electing him as Deputy Mayor and said he is looking forward to working alongside the Mayor and fellow Members. He will sign the acceptance of Office at a later date.

**2105/007 Apologies**

All Members were present.

**2105/008 To receive a Police report**

The Mayor welcomed Acting Acting Inspector Lefort and PCSO Rendle.

Acting Inspector Lefort advised that a new Inspector would be appointed at the end of June. She advised that we can email her with any specific issues. She reported that the Police will face more demands this year.

The Mayor asked what impact the forthcoming G7 would have on local policing and Acting Inspector Lefort reported that this will be one of the biggest operations in the Force's existence. There was funding by the government to try and prevent too much knock-on effect on local business. She reported that the lack of foreign holidays will have a cumulative effect in the area and more staff was being recruited on her neighbourhood team. She was confident that they will be able to manage.

Cllr Leather thanked her for dealing with an issue that he had raised.

Cllr Laws raised the issue of problems in Westward Ho! with an influx of people gathering around the centre of Westward Ho! causing disruption, particularly between the hours of 9pm and midnight. Acting Inspector Lefort reported that she had been to Westward Ho! over the Bank Holiday weekend and was surprised to find such a lot of people on the green. She had spoken to some of them. She said that a new Police Constable will be drafted in for the summer to help deal with anti-social behaviour to form part of the primary tasking for the neighbourhood teams. Cllr Sargent reported that he would be working with PCSO Rendle on the forthcoming Speedwatch campaign.

PCSO Rendle then gave a twelve-month report on crime figures for the area and Acting Acting Inspector Lefort advised that these figures are reviewed fortnightly to examine whether or not there were trends. Also some figures are duplicated as they cover a number of offences. One offender had been responsible for many crimes.

Members were asked to ensure that crime is reported correctly, not just by an e-mail to a local Officer as this will not always record the crime. She is aware of the difficulties of getting on to the 101 phone number but encouraged looking at the website and using the chat facility. There is also a facility for advising partnership intelligence.

The Mayor thanked Acting Inspector Lefort and PCSO Rendle for their contribution to the meeting.

**2105/009 Declarations of interest**

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

Cllr Chalmers declared an interest in item 24 as he is a Director of DALC.

The Mayor advised Members to ensure that their Register of Interests is current.

- 2105/010 To agree the agenda between Part A and Part B (Confidential Information)**  
It was **resolved** to agree the agenda between Part A and Part B  
Proposed: Cllr Leather, Seconded: Cllr Edwards (all in favour)
- 2105/011 To receive reports from outgoing Committee Chairmen**  
It was **agreed** to note the reports which are attached to the minutes.
- 2105/012 To review Terms of Reference for committees**  
This was noted.
- 2105/013 To review delegation to committees**  
It was agreed to note the delegation to committees.
- 2105/014 Appointments to Town Projects and Asset Management Committee**  
It was **resolved** to appoint Councillors Edwards, Hames, Himan, Laws, Leather, Mrs McCarthy and Tisdale with the Mayor (ex-officio)  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale (all in favour)
- 2105/015 Appointments to Burrows Management Committee**  
It was **resolved** to appoint Councillors Chalmers, Edwards, Hames, Laws, Sargent, Shelley and Tisdale with the Mayor (ex-officio)  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Hames (all in favour)
- 2105/016 Appointments to Planning Committee**  
It was **resolved** to appoint Councillors Newman-McKie, Davis, Hames, Laws, Miss Manley, Sargent, Shelley and Tisdale with the Mayor (ex-officio)  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Shelley (all in favour)
- 2105/017 Appointments to Finance and Human Resources Committee**  
Applications to sit on this Committee were over-subscribed. Cllr Tisdale agreed to be placed on a reserve list, subject to the appointments of the Chair of Northam Burrows and the Chair of Town Projects  
It was **resolved** to appoint Councillors Chalmers, Edwards, Hames, Himan, Laws, Leather, Sargent and Tisdale with the Mayor (ex-officio)  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Edwards (all in favour)
- 2105/018 Appointments to Review Committee**  
The Mayor advised of a shortfall of applications and envisaged there would only be 2 more meetings. A further five Members put their names forward.  
It was **resolved** to appoint Councillors Edwards, Laws, Leather, McCarthy and Tisdale with the Mayor (ex-officio)  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Edwards (all in favour)
- 2105/019 Appointments to Westward Ho! Park Committee**  
There was a shortfall in applications. Two Members put their names forward, leaving two vacancies on the Committee.  
It was **resolved** to appoint Councillors Edwards, Laws, Leather, Mrs McCarthy, Newman-McKie, Sargent and Tisdale with the Mayor (ex-officio)  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Laws (all in favour)

- 2105/020 Appointments to Climate Emergency Committee**  
 There was a shortfall in applications.  
 It was **resolved** to appoint Councillors Chalmers, Hames, Laws, Newman McKie and Shelley with the Mayor (ex-officio)  
 Proposed: Cllr Mrs Hodson, Seconded: Cllr Shelley (all in favour)
- 2105/021 Appointments to Neighbourhood Plan Working Group**  
 One Member volunteered to fill the vacancy.  
 It was **resolved** to appoint Councillors Chalmers, Hames Laws, Newman McKie, Sargent and Shelley.  
 Proposed: Cllr Mrs Hodson, Seconded: Cllr Miss Manley (all in favour)
- 2105/022 To consider review of representation on or work with external bodies and arrangements for reporting back and to consider appointments to Outside Bodies**  
 It was **resolved** to defer this item for a review and a report back to Full Council.  
 Proposed: Cllr Mrs Hodson, Seconded: Cllr Shelley (all in favour)  
**Action Point – Defer item and report back to Full Council**
- 2105/023 To confirm appointment of cheque signatories**  
 It was **resolved** to appoint the cheque signatories as listed.  
*(Mayor, Members of the Finance and Human Resources Committee, Town Clerk, Deputy Town Clerk and Assistant Town Clerk) (two Finance and Human Resources Committee Members with The Town Clerk or Deputy Town Clerk or Assistant Town Clerk)*  
 Proposed: Cllr Mrs Hodson, Seconded: Cllr Chalmers (all in favour)  
**Action Point – Advise bank of change of signatories.**
- 2105/024 To consider review of Standing Orders and Financial Regulations**  
 The Standing Orders were reviewed during the year 2020-21 and accepted at Full Council  
 It was **agreed** to note.  
  
 Cllr Edwards gave his apologies and left the meeting briefly.
- 2105/025 To review Council's and/or employees' memberships of other bodies**
- DALC/NALC
  - Open Spaces Society
  - Taw Torridge Estuary Forum
  - Community Council of Devon and Devon Playing Fields Association (now joint)
  - SLCC (including ILCM)
  - CPRE
  - Freedom of Information Commissioner
  - Revive and Thrive
- (These were reviewed following the last Annual Meeting and it was recommended to go ahead with renewing all the memberships for 2021-22)  
 It was **resolved** to renew the memberships for 2021-22 as listed.  
  
 Proposed: Cllr Mrs Hodson, Seconded: Cllr Miss Manley (all in favour)  
**Action Point – Proceed with renewals for 2020-2021**

- 2105/026 To consider renewal of the Ellis Whittam contract**  
(it was agreed at the 2019 meeting to renew for 3 years renewal options will be sought prior to 2022 renewals)  
Members noted this.
- 2105/027 To review Council's complaints procedure**  
It was **resolved** to accept the Council's Complaints procedure following review.  
Proposed Cllr Tisdale, Seconded: Cllr Mrs Hodson (all in favour)
- 2105/028 To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**  
It was **resolved** to defer this item to the first meeting of the Review Committee.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Davis (all in favour)  
**Action Point – defer item to first meeting of the Review Committee**
- 2105/029 To review the Council's policy for dealing with the press/media**  
It was **resolved** to adopt the above policy.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Laws (all in favour)
- 2105/030 To consider a review of policies**  
It was **resolved** to defer the Environmental Policy and Recruitment and Selection Policy to the first meeting of the Review committee and also the Safeguarding Protocol.  
Proposed; Cllr Mrs Hodson, Seconded; Cllr Hames (all in favour)  
It was further **resolved** to adopt the policies reviewed in February 2021 and April 2021.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Miss Manley (all in favour)
- Cllr Edwards re-joined the meeting.
- 2105/031 To review Councillor Allowances**  
It was **resolved** to keep the Councillor Allowances as existing.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale (majority in favour, 1 abstention)
- 2105/032 To review inventory of land and assets and office equipment and receive a report on Asset Management (herewith)**  
The inventory and report were noted and Members requested a re-valuation of Northam Hall which is already being arranged in conjunction with renewal of our insurance policy.  
Members also requested a report to go to the Finance and HR Committee on the generator.  
**Action Point – re-valuation of Northam Hall and report on generator**
- 2105/033 To receive a schedule of meeting dates for 2021-2022 (herewith)**  
It was **resolved** to approve the face-to-face meeting report subject to any new relaxations.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Laws (10 in favour, 4 against)

It was further **resolved** to investigate the cost of installing Wi-Fi at Northam Hall and report back to Town Projects.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Mrs McCarthy (11 in favour, 3 against)

It was further **resolved** to accept the draft calendar subject to amending the meeting on 18<sup>th</sup> May and the proviso that further alterations may be required when Torridge District Council produce their agreed calendar.

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

***Action Points – Investigate the cost of installing Wi-Fi at Northam Hall and report back to Town Projects. Accept draft calendar after amending meeting on 18<sup>th</sup> May and subsequent alterations when TDC produce agreed calendar.***

Signed.....Date.....

**Northam Town Council – Minutes of the Town Projects and Asset Management Meeting held on Monday 11<sup>th</sup> May 2021 in the Council Chamber, Windmill Lane, Northam at 10.00 am**

**Present:** Cllrs Tisdale (Chairman), Edwards, Hames, Hodson, Himan, Laws and Mrs McCarthy

**In attendance:** Mrs Jane Mills– Town Clerk, Mr G Langton – Deputy Town Clerk

**2105/037 Election of Chairman**

On a proposal by Cllr Mrs McCarthy, seconded by Cllr Mrs Hodson, Cllr Tisdale was elected as Chairman (all in favour)

**2105/038 Election of Vice Chairman**

On a proposal by Cllr Tisdale, seconded by Cllr Laws, Cllr Edwards was elected as Vice Chairman (all in favour)

**2105/039 Apologies**

Apologies were recorded on behalf of Cllr Leather

**2105/040 Chairman's announcements**

There were no Chairman's announcements.

**2105/041 Declarations of interest:**

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

**2105/042 To agree the agenda as published**

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

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

**2105/043 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.

No members of the public were present.

**2105/044 To consider a report on options for Lords Meadow**

Following a discussion on the situation at Lords Meadow, it was **resolved** that temporary repairs should be completed immediately by the maintenance men and our insurers informed that the remedial work has been completed.

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

**Action Point – Maintenance men to carry out temporary repairs.**

It was further **resolved** to recommend to Full Council that "NTC resolves to make a formal decision not to tender through the "Contracts Finder" website as this contract is specialist in nature as the proposal is to provide rubberised mulch paths and areas under the equipment.

Proposed: Cllr Tisdale, Seconded: Cllr Laws (majority in favour, one abstention)

**Action Point – Place item on Full Council agenda**



It was further **resolved** to seek costings based on the design and specification previously agreed to include rubberised mulch and to resolve any possible drainage or other issues with the costings valid for a minimum of four months to enable funding to be sought.

Proposed: Cllr Tisdale Seconded: Cllr Mrs McCarthy (all in favour)

***Action Point – Town Clerk to seek costings to include rubberised mulch and possible drainage or other issues.***

There being no further business the meeting finished at 11.15 am

Signed .....

Dated.....

**Northam Town Council – Minutes of the Zoom Planning Meeting held 29<sup>th</sup> April 2021 at 6.00 pm**

**Present:** Cllrs Davis (Chairman), Chalmers, Hames, Manley, Newman-McKie, Shelley and Tisdale

**In attendance:** Mr G Langton – Deputy Town Clerk  
Mrs P Moores – Assistant Town Clerk

**2104/1494 Apologies**

Apologies were recorded on behalf of Cllr Laws

**2104/1495 Chairman’s announcements**

The Chairman thanked the members and Officers for the work they had undertaken over the last twelve months. The members thanked the Chairman for his kind words.

**2104/1496 Declarations of interest**

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

**2104/1497 To agree the agenda as published**

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

Proposed: Cllr Shelley, Seconded: Cllr Manley (all in favour)

**2104/1498 To confirm and sign the minutes of the Planning meeting held 7<sup>th</sup> April 2021**

It was **resolved** to confirm the minutes of the Planning meeting held 7<sup>th</sup> April 2021 as a correct record. They will be signed at a later date.

Proposed: Cllr Davis, Seconded: Cllr Tisdale (6 members were in favour, 1 abstained)

**2104/1499 Public Participation**

*It was noted that 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*

**2104/1500 To consider the proposed naming of 10 properties off Torrridge Road, Appledore (associated planning proposal [1/0750/2019/REMM](#)) as ‘Tides Reach’.**  
(herewith)

The Committee noted that the inclusion of this item was a typographic error and that their resolved, made at the previous meeting, had been submitted to the Officer at Torrridge District Council.

**2104/1501 Torrridge District Council Planning Applications:  
Torrridge District Council, the determining Authority, has asked for comments from the Town Council on the following planning applications:**

*It was formally noted that participation of the Councillors who are also members of Torrridge District Council in both the debate and subsequent vote (in respect of any of the applications below, were preliminary) was on the basis that the views expressed were based on information made available at the time to the Town Council. The District Councillors were reserving their final views on the applications until they were in full possession of all the relevant arguments for and against.*

[1/0332/2021/FULM](#)

Location: Land Adjacent To Kingsley Court, Kingsley Road, Westward Ho!  
 Applicant: Atlantic Way Westward Ho Ltd  
 Proposal: Erection of 22no. flats (Use Class C3) with associated works, including car park and vehicular access from Atlantic Way (Variation of condition 2 and removal of conditions 3, 4, 5, 6, 7 & 8 of planning permission

[1/0730/2018/FULM](#)

It was **resolved** to recommend to Torridge District Council that this application be rejected on the following grounds:

The revised design of the windows to the northern elevation, increasing their size and therefore prominence, was out of keeping with the character of the area. Similarly, to reiterate the Council's comments on the original proposal, the size and bulk of the proposed development are out of character for the immediate and wider area. Finally, the Council noted that the lack of permeable paving for the parking area had been a concern for the Flood and Coastal Risk Management Team. The Council echoes the comment and wishes the proposer to clarify why the permeable paving had been removed from the scheme.

Proposed: Cllr Hames, Seconded: Cllr Chalmers (4 in favour, 3 against)

[1/0300/2021/FUL](#)

Location: The Willows, Oxmans Lane, Northam  
 Applicant: Ms & Mr Escle & Walshaw  
 Proposal: Conversion and alterations to first floor of barn to provide annexe accommodation for ancillary use to the main property

It was **resolved** to recommend to Torridge District Council that this application be approved.

Proposed: Cllr Hames, Seconded: Cllr Tisdale (All in favour)

[1/0373/2021/FUL](#)

Location: Ridgeway, Golf Links Road, Westward Ho!  
 Applicant: Mrs A Snow

Proposal: Alterations to dwelling including re-roofing

It was **resolved** to recommend to Torridge District Council that this application be approved.

Proposed: Cllr Tisdale, Seconded: Cllr Hames (All in favour)

[1/0342/2021/FUL](#)

Location: 2 Westcroft Terrace, Irsha Street, Appledore  
 Applicant: Heeley Shields Property Management  
 Proposal: Creation of dormer to front elevation, alterations to rear elevation including a Juliet balcony and flue.

It was **resolved** to recommend to Torridge District Council that this application be approved.

Proposed: Cllr Tisdale, Seconded: Cllr Hames (5 in favour, 1 against, with 1 abstention)

[1/0393/2021/FUL](#)

Location: Buckleigh House 133 Bay View Road Northam  
 Applicant: Mr & Mrs Champion  
 Proposal: Proposed double garage

It was **resolved** to recommend to Torridge District Council that this application be approved.

Proposed: Cllr Shelley, Seconded: Cllr Manley (all in favour)

**DRAFT Minutes**[1/0403/2021/FUL](#)

Location: 27 Irsha Street, Appledore  
 Applicant: Mr and Mrs Jenkins  
 Proposal: Single Storey Rear Extension

It was **resolved** to recommend to Torridge District Council that this application be approved.

Proposed: Cllr Shelley, Seconded: Cllr Manley (5 in favour, 1 abstention)

**2104/1502 Torridge District Council Planning Decisions**

Members **noted** that Torridge District Council, the determining Authority, had approved the following applications with conditions as filed:

[1/0117/2021/FUL](#)

Location: 4 Tadworthy Road, Northam  
 Proposal: Demolition of existing detached garage & erection of two storey side extension and single storey rear extension.  
*(Northam recommended approval)*

[1/1134/2020/FUL](#)

Location: Appletree Cottage, Chope, Road Northam  
 Proposal: Alterations & extensions to existing dwelling  
*(Northam recommended approval)*

[1/0054/2021/DIS](#)

Location: Land At Torridge Road Torridge Road Appledore Devon  
 Proposal: Discharge of conditions 4,6 and 7 of application 1/0750/2019/REMM (Acoustic Screening, Surface Water Management, Surface Water Drainage)  
*(Northam noted the discharge of conditions.)*

[1/0132/2021/TRE](#)

Location: Appletree Cottage, Chope, Road Northam  
 Proposal: Alterations & extensions to existing dwelling.

[1/0150/2021/FUL](#)

Location: Proposed extensions and alterations to dwelling  
 Proposal: 34 College Close, Westward Ho!  
*(Northam recommended approval)*

[1/0006/2021/FUL](#)

Location: 10 Pitt Avenue, Appledore  
 Proposal: Loft conversion including dormer with extensions and alterations.  
*(Northam recommended approval)*

[1/0163/2021/ADV](#)

Location: Land At Wooda Road, Pitt Lane, Appledore  
 Proposal: Retrospective application for V-gantry sign advertising a housing development  
*(Northam recommended approval)*

[1/0227/2021/FUL](#)

Location: Daddon View, Daddon Hill, Northam  
 Proposal: Variation of condition 2 (Construction Materials) of application 1/0188/2020/FUL  
 Proposed Dwellings  
*(Northam noted the variation)*

**DRAFT Minutes**

1/0134/2021/FUL

Location: Merry Meeting, Mount Raleigh, Avenue Bideford  
Proposal: Extensions to dwelling and erection of detached garage  
*(Northam recommended approval)*

1/0200/2021/FUL

Location: 21 Swanswood Gardens Westward Ho!  
Proposal: Side extension above existing garage with dormer roof  
*(Northam recommended refusal)*

There being no further business the meeting finished at 18:35pm

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

**Northam Town Council – Minutes of the Planning Meeting held 12<sup>th</sup> May 2021 at 6.00 pm**

**Present:** Cllrs Davis (Chairman), Hames, Hodson, Laws, Manley, Newman McKie, Sargent, Shelley and Tisdale

**In attendance:** Mr G Langton – Deputy Town Clerk  
Cllr H McCarthy – non-committee member

**2105/045 Election of the Chairman of the Planning Committee.**

It was **resolved** to elect Cllr K Davis as Chairman of the Committee.  
Proposed: Cllr Tisdale, Seconded: Cllr Manley (all in favour)

**2105/046 Election of the Vice Chairman of the Planning Committee**

It was **resolved** to elect Cllr P Hames as Vice Chairman of the Committee.  
Proposed: Cllr Davis, Seconded: Cllr Tisdale (all in favour)

**2105/047 Apologies**

Apologies were recorded on behalf of Cllr Laws

**2105/048 Chairman's announcements**

There were none.

**2105/049 Declarations of interest**

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

**2105/050 To agree the agenda as published**

It was noted that there were some typographical errors on the agenda at item 8 as published, which the Deputy Town Clerk advised would be corrected in these minutes. A missing paper related to agenda item 7 had been published on the Council's website and was tabled at the meeting.  
It was **resolved** to agree the agenda with the noted corrections.  
Proposed: Cllr Laws, Seconded: Cllr Tisdale (all in favour)

**2105/051 To confirm and sign the minutes of the Planning meeting held 29<sup>th</sup> April 2021**

It was **resolved** to confirm the minutes of the Planning meeting held 29<sup>th</sup> April 2021 as a correct record. They would be signed at a later date.  
Proposed: Cllr Tisdale, Seconded: Cllr Manley (8 members were in favour, 1 abstained)

**2105/052 Public Participation**

*It was noted that 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*

**2015/053 To note the letter of consultation to residents re Chichester Development Plans for NOR02 – Land west of Buckleigh Road (*herewith*)**  
The Committee noted that, in relation to planning proposals across the Town Council area, the Town Council could undertake proactive work with Torridge District Council through the District Ward members to focus the detail of section 106 and highways agreements entered into with the developers. These could include affordable housing, health provision, leisure and play, cycleways and pavements, and environmental matters. The intention would be to maximise the benefit for all residents across the Northam Town area, new and existing.

**2105/054 Torridge District Council Planning Applications:**  
Torridge District Council, the determining Authority, has asked for comments from the Town Council on the following planning applications:

**1/0435/2021/FUL**

**Location: Treesides, Durrant Lane, Northam, Bideford**

**Applicant: Mr & Mrs Clements**

**Proposal: Chalet Style Bungalow and integral garage.**

It was **resolved** to recommend to Torridge District Council that this application be **approved**.

Proposed: Cllr Tisdale, Seconded: Cllr Manley (7 in favour, 1 against, with 1 abstention)

**GE/0319/2021**

**Location: Cornborough Road, Nr Buckleigh Road, Westward Ho!**

**Applicant: British Telecom**

**Proposal: Removal of Payphone**

It was **resolved** to recommend to Torridge District Council that this application be **refused** on the following grounds:

This was the only remaining public access payphone in the area, an area notorious locally for intermittent mobile phone signal reception. The location was a focal point for the local community, with 5 roads connecting close by, the site of a number of vehicle accidents. This would be compounded by the number of houses to be erected south of the location as part of Torridge District Plan policy NOR02.

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

**1/0461/2021/FUL**

**Location: High Ho, 34 Dudley Way, Westward Ho!**

**Applicant: Mr Clements**

**Proposal: Proposed dormer**

It was **resolved** to recommend to Torridge District Council that this application be **approved**.

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

**1/0472/2021/REMM**

**Location: Atlantic Flatlets, 7 Atlantic Way, Westward Ho!**

**Applicant: Mr B King**

**Proposal: Reserved matters application for the demolition of existing bedsits and the erection of 16 flats pursuant to application 1/1106/2016/OUTM**

It was noted that as part of the response to Covid-19, planning expiry dates had been extended across the board so the plans developers and householders were not adversely affected.

It was **resolved** to submit to Torridge District Council to the below **comments** regarding this application:

Northam Town Council would like it noted that whilst it was in favour of the original outline proposal as approved, most especially the detail of the Section 106 agreement in relation to affordable housing, for which there was locally a significant need, it could **not be in favour** of the detail of the proposals included in this reserved matters application.

The Town Council believes that the design of the building must be revisited and revised to ensure it would be more in keeping with the local street scene. The proposed structure was considered monolithic in design, which would have a significant negative effect on the nearby listed buildings, contrary to TDC Local Plan policy DM07: Historic Environment. The Town Council would be approaching the Ward Member to call this proposal before the Torridge District Council Plans Committee.

Proposed: Cllr Hodson, Seconded: Cllr Tisdale (7 in favour, 2 against)

#### **2105/055 Torridge District Council Planning Decisions**

Members **noted** that Torridge District Council, the determining Authority, had approved the following applications with conditions as filed:

1/0168/2021/FUL

Location: 1 Hillcliff Terrace, Irsha Street, Appledore

Proposal: Provision of 2 new dormer windows and internal alterations  
(*Northam recommended approval*)

1/0208/2021/FUL

Location: 3 Clevelands Park, Northam

Proposal: Part retrospective construction of Double Garage (Resubmission of application 1/0409/2015/FUL) (*Northam recommended approval*)

1/0203/2021/FUL

Location: Marshwood, Pitt Lane, Appledore

Proposal: Replacement and extension of existing decking  
(*Northam recommended approval*)

1/0289/2021/TRE

Location: The Oak Tree, Heywood Road

Proposal: Works to tree covered by Tree Preservation Order- (Trimming and Pruning)  
(*Northam recommended approval*)

1/0265/2021/FUL

Location: 84 J.H.Taylor Drive, Northam

Proposal: Two storey extension (Variation of Condition 2 of planning permission 1/0394/2019/FUL) (*Northam recommended approval*)

There being no further business the meeting finished at 18:55pm

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



**Northam Town Council – Minutes of the Climate Emergency Committee Meeting held 13<sup>th</sup> May 2021 at 10am**

**Present:** Cllrs Hames (Chairman), Hodson, Laws, Newman McKie and Shelley.

**In attendance:** Mr G Langton – Deputy Town Clerk.  
Tom Wiersma – co-opted member.

**2105/056 Election of a Chairman of the Committee**

It was **resolved** to elect Cllr P Hames as Chairman of the Committee.  
Proposed: Cllr Shelley, Seconded: Cllr Laws (all in favour)

**2105/057 Election of a vice Chairman of the Committee**

It was **resolved** to elect Cllr S Newman-McKie as Vice Chairman of the Committee.  
Proposed: Cllr Laws, Seconded: Cllr Hodson (all in favour)

**2105/058 Apologies**

Apologies were received from Cllr Chalmers, A Hills and P Gibb.

**2105/059 Chairman's announcements**

The Chairman noted that residents were not regular attendees at the committee meetings, and that two co-opted members had again had to apologise. The Committee considered the benefit of changing the start time to 6pm.

It was **resolved** to amend the start time of the meeting to 6pm, starting with the June 2021 meeting.

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

**2105/060 Declarations of interest:**

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

**2105/061 To agree the agenda as published**

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

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

**2105/062 To confirm and sign the minutes of the meeting held on 8<sup>th</sup> April 2021**

It was **resolved** to confirm the minutes of the Climate Emergency meeting held 8<sup>th</sup> April 2021 as a correct record. They were signed by the Chairman.

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

**2105/063 To consider Action Points**

The Committee noted the action points as presented.

**2105/064 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*

**2105/065 To consider supporting the northern Devon Local Cycling and Walking Infrastructure Plans (LCWIP) alongside Bideford and Barnstaple.**

The Chairman introduced the item, noting the commitment made by Barnstaple Town Council, and North Devon and Torridge District Councils. The Committee felt that it would benefit the Town to work with its close neighbours and district partners on such an exercise, especially as it would not preclude the Town Council from pursuing local initiatives of a similar nature.

It was **resolved** to support the LCWIP, should Torridge District Council confirm that TDC Officers may direct funds from the Local Plan revision budget to help fund this work, and offer to commit up to £2,000 to help fund the project from this committee's budget.

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

**2105/066 To consider the letter to be sent to residents of Chircombe Lane regarding a possible cycle route connecting Northam to Bideford, and beyond.**

The Committee considered the draft letter, noting changes that could be made at the first paragraph to make the proposed route suitable for more forms of transport than cycles, and at the fourth paragraph to widen the possible change of use from simply footpath to bridleway. The inclusion of a map was welcomed.

It was **resolved** to circulate the letter subject to the changes suggested at the first and fourth paragraphs, to include the mention of all non-vehicular transport and to change the designation from footpath.

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

**2105/067 To consider drafting a Northam Town area Footpath Guide.**

The Committee considered ways forward, including contacting local walking groups, walk leaders and other organisations to establish what was already available. The Committee considered researching an App to host walks and routes, linking to the work on guided walks at the Northam Burrows.

**Action point: Cllr Hames to make contact with local groups.**

**Action point: Deputy Town Clerk to research App development and liaise with the Ranger at Northam Burrows.**

**2105/068 To consider a project to decorate the recycling bins at Churchfields car park.**

The Committee considered the matter, including the ownership of the recycling bins. As Torridge District Council were the owners, the matter would be brought up with that authority by a Ward Councillor.

**2105/069 To consider installing recycling bins in Northam Town Council owned parks and open spaces.**

The Deputy Town Clerk reported that the Maintenance Team would collect up to 40L of recycling a week in each of the parks. This would be supplemented by recyclable's that members of the public were already placing in the litter bins.

The Committee noted that the Westward Ho! Park Committee was also considering installing litter and recycle bins.

It was **resolved** to request the Officer revise the previously submitted report to focus on smaller recycle bins, include 'character' bins and submit to both committees.

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

**2105/070 To consider the Councillor Report regarding Projects in the Draft Climate Plan.**

The Committee considered the detail of the report from Cllr Shelley, noting that actions across a number of Committees and Working Groups at the Council could be drawn together to achieve stated aims.

**Action point: Deputy Town Clerk to research Microsoft Projects as a tools to record Council Projects.**

It was **resolved** to include a standing items on future agendas to enable reports of progress against the areas of action detailed in the report.

**2105/071 To consider redrafting a Northam Town Council Environment Policy****2105/072 To include a Sustainable Procurement Policy.**

It was **resolved** to defer the above 2 items to a future meeting of the Committee.

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

**Action Point: Deputy Town Clerk to circulate the Environmental Policy.**

**2105/073 To consider the Northam Hall Survey.**

The Committee considered the plans to improve the insulation at the Hall, and to seek to provide sustainable energy to the national grid by making use of the roof for solar PV panels. It was noted that if the roof was to be replaced in the short term, it may be beneficial to combine the projects.

It was **resolved** to seek three quotes for the installation of roof and cavity wall insulation at the Hall.

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

It was **resolved** to seek three quotes for the provision and installation of solar PV panels, battery storage and an EV charge point at Northam Hall.

Proposed Cllr Hames, Seconded Cllr Hodson (all in favour).

**2105/074 To consider Life on the Verge.**

The Committee considered the paper. Disappointment was noted at the lack of detail regarding the proposed location for rewilding at Silford Cross, especially as the County Council has a policy to promote such verge rewilding schemes.

**Action point: Deputy Town Clerk to seek more detail on the exact location at Silford Cross.**

- 2105/075 To receive an update on the Northam Climate App.**  
The item was deferred as the member responsible was not present.

There being no further business the meeting finished at 12pm

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

**Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Wednesday 19<sup>th</sup> May at the Northam Hall, Fore Street, Northam at 6.00 pm**

**Present:** Cllrs Mrs Hodson (Chairman), Edwards, Laws, Leather, Mrs McCarthy, Newman-McKie and Tisdale  
Co-opted Members – Mrs C Hutchins and Mr S Makeig-Jones

**In attendance:** Mrs Jane Mills – Town Clerk  
Mr G Langton – Deputy Town Clerk

**2105/076 To appoint a Chairman**

On a proposal by Cllr Laws, seconded by Cllr Tisdale it was **resolved** to appoint Cllr Mrs Hodson as Chairman (majority in favour, 1 abstention)

**2105/077 To appoint a Vice Chairman**

On a proposal by Cllr Mrs Hodson, seconded by Cllr Newman-McKie, it was **resolved** to appoint Cllr Mrs McCarthy as Vice Chairman (all in favour)

**2105/078 Apologies**

Apologies were recorded on behalf of Cllr Sargent, Mrs M Jones and Mr P Sawyer

**2105/079 Chairman's announcements**

The Chairman thanked everybody who had attended the previous night's presentation.

**2105/080 Declarations of interest**

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

**2105/081 To agree the agenda as published**

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

**2105/082 To confirm and sign the minutes of the Westward Ho! Park Committee meeting held on 27<sup>th</sup> April 2021**

It was **resolved** to confirm the minutes of the Westward Ho! Park Meeting held on 27<sup>th</sup> April 2021 as a correct record. They will be signed at a later date.  
Proposed: Cllr Laws, Seconded: Cllr Tisdale (all in favour)

**2105/083 Public Participation**

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

No members of the public were present.

There being no further business the meeting finished at 8.00 pm

Signed .....

Dated.....

## **FULL COUNCIL**

### ***ACTION POINTS FOR MAY 2021***

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**To consider the result of the High Court assessment and Action on 21st April and how the other Town Council should move forward.**

Town Clerk carried out risk looked at the possibility of using Venues.

**To discuss the future calendar of meetings for 2021-22**

Town Clerk prepared draft calendar of meetings

**Street Matters and TDC carried out on the Road**

Town Clerk contacting Devon Highways Planning regarding works being footway along Bay View

# ANNUAL TOWN COUNCIL

## ACTION POINTS FROM 4<sup>TH</sup> MAY 2021

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*All these are in progress*

**To consider review of representation on or work with external bodies and arrangements for reporting back and to consider appointments to Outside Bodies**

Defer item and report back to Full Council

**To confirm appointment of cheque signatories**

Advise bank of change of signatories

**To review Council's and/or employees' memberships of other bodies**

Proceed with renewals

**To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

Defer to first meeting of Review Committee

**To review inventory of land and assets and office equipment and receive a report on Asset Management (*herewith*)**

Re-valuation of Northam Hall and report on generator

**To receive a schedule of meeting dates for 2021-2022**

Investigate cost of installing Wi-Fi at Northam Hall and report back to Town Projects  
Amend draft calendar meeting on 18<sup>th</sup> May  
And subsequent alterations when TDC

produce

agreed calendar



# Northam Town Council



## Full Council

26<sup>th</sup> May 2021

Report author: G Langton, Deputy Town Clerk

## The offer of adoption of land at Tadworthy Road

### Introduction

1. As part of the S106 allocation agreed for planning proposal 1/0490/2020/FULM. This proposal is for a residential development of 138 dwellings, with an allotment site, public open space and associated infrastructure at the land Between Tadworthy Road and Golf Links Road, Westward Ho!
2. Any transfer of land would come with conditions and a commuted sum.
3. Maps locating the site and of the site are on the last page of this report.
4. The officer notes that the S106 agreement is due to be signed in June 2021.

### Recommendation

5. The Committee consider the offered transfer of land and associated sum.

### Benefits

6. The Council would gain control of land that provides allotments for the community, in a village where there are currently no such facilities.
7. The Council could have the opportunity to hold events on the green space at the land.

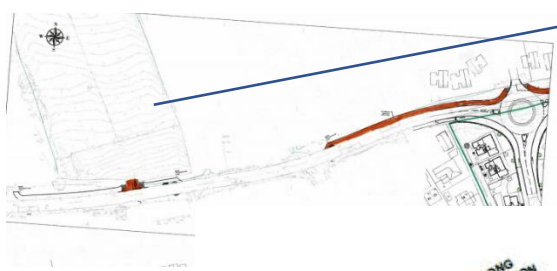
8. The Council could seek to maintain the land in way it determines most appropriate for its use and setting.
9. The Council would own and control an access to the Northam Burrows Country Park.
10. The Council could manage the non-allotment land, possibly in collaboration with the Northam Burrows Ranger, for improved biodiversity, and have input to the landscape ecological management plan, which is to be agreed with the developer and then implemented in respect of the biodiversity area.
11. Whilst there would be conditions that we will be included on the decision notice requiring details such as boundary treatments, access arrangements, lighting etc to be agreed prior to this open space being developed, which would fall to the developer to submit, there would be an opportunity for the Town Council being involved in the details.

### **Financial Implications**

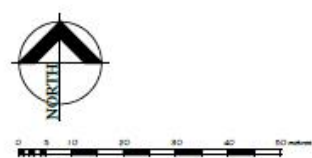
12. The land would be transferred with an associated commuted sum of £28,361, calculated as a 10-year sum for land maintenance.
13. The Council could gain an extra income from letting the allotments, though an extra cost in administering them is also noted.

### **Risk Implications**

14. There may be an increased insurance premium and risk as the Council would own and maintain more land than currently.
15. There may be a risk that the land costs more to maintain to the standard expected by the Town Council than is received in the commuted sum.



Location of the site.



- Rev. G 30.10.20 Areas of mixed scrub and hedgerows shown.
- Rev. F 23.10.20 Upper level allotments replaced with 'kick-around' area.
- Rev. E 12.06.20 Tables removed from PQS. Dimensions omitted.
- Rev. D 06.06.20 Northern end of site labelled PQS.
- Rev. C 03.06.20 Number of water supplies corrected.
- Rev. B 27.06.20 Position of long section shown. Width of site in two positions shown.
- Rev. A 26.06.20 Field shown terraced with approximate levels. Banking added. 12no. allotments resized.

|   |  |
|---|--|
| <b>PROJECT</b>  |  |
| HOUSING DEVELOPMENT<br>TADWORTHY ROAD - GOLF LINKS ROAD<br>WESTWARD HO! |  |
| <b>DRAWING TITLE</b>  |  |
| ALLOTMENTS SITE + KICK-AROUND AREA<br>LAYOUT FOR 12 ALLOTMENTS          |  |
| DRAWING NO:<br>19021 - P.33   |  |
| REV<br>G  |  |

All dimensions to be checked on site and verified before construction or manufacture of any elements. Any discrepancy to be reported in writing to the Architect immediately if it is discovered.

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SCALE 1 to 1000 @ A4

DATE May 2020

DRAWN BY agp

CHECKED BY



Figure 1: Plan of the site submitted by the developer.