

**NORTHAM BURROWS CHARITY  
TOWN HALL  
WINDMILL LANE  
NORTHAM  
DEVON  
EX39 1BY**

Secretary Mrs Jane Mills MILCM  
Telephone and Fax: 01237 474976  
E-mail [townclerk@northamtowncouncil.gov.uk](mailto:townclerk@northamtowncouncil.gov.uk)

To: all Members of the Northam Burrows Management Committee

**You are invited to attend a Northam Burrows Charity Management Committee Meeting on Tuesday 7<sup>th</sup> March 2023 at 10.00 am in the Council Chamber, Windmill Lane, Northam**  
The agenda for the meeting is set out below.

*M J Mills*

Mrs Jane Mills BA(Hons) Community Governance, MILCM, PSLCC

Secretary ON BEHALF OF THE TRUSTEES

The following are Members of the Northam Burrows Charity Management Committee: Mr Edwards, Mr Hames, Mr Laws, Mr Sargent, Mr Tisdale

Date of issue: 27th February 2023

**AGENDA**

- 1 Chairman's announcements**
- 2 Apologies**
- 3 To agree the agenda as published**
- 4 To confirm and sign the minutes of the Committee meeting held 11<sup>th</sup> November 2022 (herewith)**
- 5 To consider Action Points (herewith)**
- 6 To consider the grazing allocations (herewith)**
- 7 To consider possible changes to the current Manor Pass Application (current and proposed herewith)**
- 8 To consider renewal of agreement with the RNDGC**
- 9 To consider administration chargeback**

**Minutes of the Northam Burrows Management Committee Meeting held on Friday 11<sup>th</sup> November 2022 at 10.00.am**

**Present:** Cllrs Laws, Hames, and Tisdale  
**In attendance:** Mrs M J Mills – Secretary  
Ranger Mr M Day  
Grazier Mr Griffey

- 21/11/22 Chairman's Announcements**  
There was a discussion on grazing figures and the sheep grazier will be advised of requirements
- 22/11/22 Apologies**  
Apologies were received from Cllr Sargent, and Cllr Edwards
- 23/11/22 To agree the agenda as published**  
It was **resolved** to agree the agenda as published  
Proposed: Cllr Tisdale, Seconded: Cllr Laws (all in favour)
- 24/11/22 To confirm and sign the minutes of the Committee meeting held 17<sup>th</sup> January 2022**  
It was **resolved** to confirm the minutes of the Committee meeting held 17<sup>th</sup> January 2022  
Proposed: Cllr Tisdale, Seconded: Cllr Laws (all in favour)
- 25/11/22 To consider Action Points**  
It was agreed to note the Action Points
- 26/11/22 To consider correspondence in relation to the**
- **Manor Passes**
  - **Alpacas**
  - **Fencing**
- It was agreed to write in response to the queries about the allocation of Manor Passes Explaining that we only have 1500 allocated, which we distribute on a first come basis. With regard to Alpacas, we will write to DEFRA asking if it is acceptable for Alpacas to cross the land, they will not be grazing on it. Fencing, it was agreed to seek quotes on extending the fencing by a further 30 metres and seek agreement from Natural England.  
**Action Points:** seek quotes for extending fencing after receiving agreement from Natural England
- 27/11/22 To consider future charges for Manor Passes and recommend to the Corporate Trustee(NTC)**  
It was agreed to recommend to the Corporate Trustee an increase to £20  
Recommended by Mr Laws, (all in favour)  
**Action Point:** Recommend to Corporate Trustee an increase in the cost of Manor Passes.
- 28/11/22 To consider draft Terms of Reference to recommend to NTC as Corporate Trustee.**  
It was agreed to recommend to the Corporate Trustee that the Terms of Reference be accepted  
Recommended Mr Tisdale, (all in favour)  
**Action Point:** Recommend to Corporate Trustee acceptance of Terms of Reference

**29/11/22**      **To consider VAT registration and to recommend to NTC as Corporate Trustee.**  
It was agreed to recommend to the Corporate Trustee that on the advice of the internal auditor the charity does not register for VAT  
Recommended by Mr Laws, (all in favour)  
**Action Point:** Recommend to Corporate Trustee non registration of the Charity for VAT

**30/11/22**      **To consider purchase of a card machine specifically for use of Northam Burrows**  
Recommended by Mr Hames(all in favour)  
**Action Point:** Purchase card machine

**31/11/22**      **To consider a date for the AGM**  
It was agreed a corporate trustee meeting would be held in December

Meeting closed 11.05 am

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

Action Points for Northam Burrows  
FEBRUARY 2023

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<b>Correspondence</b>	Seek quotes for extending fencing after receiving agreement from Natural England  Waiting for response from NE
<b>Draft Terms of reference</b>	Recommended to Corporate Trustee accepted
<b>Purchase of card machine</b>	Proceeded with purchase
<b>Future Charges and VAT</b>	Recommended to Corporate Trustee an increase in the cost of Manor Passes  Recommended non registration of VAT  All accepted



# Allocation of Grazing

For Northam Burrows Committee March 2023

Stocking levels are set using the minimum and maximum figures in the appropriate period as quoted below.

	Apr-Jul		Aug-March	
	Min	Max	Min	Max
<b>Sheep</b>	152	360	508	712
<b>Horses</b>	9	32	32	45

Below is a summary of the applications received.

## Sheep

APPLICANT	MAX ALLOCATION 2023/24	MAX REQUEST FOR 2023/2024	PERIOD FOR 2023/24	
			1 <sup>st</sup> April – 31 <sup>st</sup> July	1 <sup>st</sup> August – 31 <sup>st</sup> March
Mrs D Griffey	400	400	240	400
Robert Griffey	120	120	60	120
James Griffey	120	120	60	120
<b>TOTAL</b>	<b>640</b>	<b>640</b>	<b>360</b>	<b>640</b>

## Horses

APPLICANT	MAX ALLOCATION 2023/2024	MAX REQUEST FOR 2023/2024	PERIOD FOR 2023/2024	
			1 <sup>st</sup> April – 31 <sup>st</sup> July	1 <sup>st</sup> August – 31 <sup>st</sup> March
Helen Wise	1	1	1	1
Mr M Lamey	8	8	8	8
Derek Fitzgerald	2	2	2	2
Melinda Stacey	18	18	15	18
Mrs Sheard	Did not apply			
<b>TOTAL</b>	<b>29</b>	<b>29</b>	<b>26</b>	<b>29</b>



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

Town Clerk: Mrs Jane Mills Fd Community Governance  
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e-mail [admin@northamtowncouncil.gov.uk](mailto:admin@northamtowncouncil.gov.uk)

Office Use Only

**Manor Pass Application Form 2022**  
PLEASE USE CAPITALS THROUGHOUT

7

<b>NAME</b>	
<b>ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	
<b>E-MAIL ADDRESS (REQUIRED FOR CARD PAYMENT RECEIPTS)</b>	
<b>VEHICLE REGISTRATION (ONE ONLY)</b>	

Being an inhabitant (permanent resident) of the Ancient Manor of Northam, I apply to be issued with a Manor Pass to enable me to take the above vehicle onto Northam Burrows during 2022. I have also read and agree with the conditions below and understand that should I not comply with them my pass may be withdrawn.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**You must include ALL of the following items;**

- A copy of your 2022/23 Council Tax Demand
- A copy of your Driving Licence which should show your permanent address
- A stamped self-addressed envelope

**Payment;**

- I enclose a cheque for £12 made payable to Northam Town Council

**OR**

- I wish to pay by credit/debit card. Card payments can only be accepted over the counter at the Town Hall or by telephone once your documents have been checked and approved. If you wish to apply by mail and make payment by card, please include all the documents as indicated above and we will call you to take the payment details. **Due to the changeover of financial year, card payments will not be taken until after 1<sup>st</sup> April 2022.**

When completed, please return your application to the address above. **Please note that we cannot accept cash payments.** You are responsible for the return postage for your pass and documents. Northam Town Council is not responsible for items that are lost in the post or any charges made for underpaid or missing postage. Manor Passes will only be issued through the post, your pass cannot be issued over the counter at the Town Hall regardless of how payment in made.

*Tear off here and keep conditions for your record*

**CONDITIONS**

1. Manor Passes are only issued to inhabitants (permanent residents) living within the Ancient Manor of Northam. Passes are limited to **one per household**. For the avoidance of doubt, the term household shall be construed as persons living at the same address regardless of differing surnames or relationships.
2. Passes must be displayed in the windscreen and drivers must stop at the entrance, when manned, in order that the pass may be verified with the vehicle.
3. By using your pass to enter Northam Burrows, you agree to the Park Rules and Bye-Laws. These are available to view on our website.
4. Duplicate Passes will only be issued on surrender of the original Pass.
5. Non-compliance with any of these conditions will lead to your pass being withdrawn.

Please allow up to 3 weeks for the processing of your application.  
All efforts will be made to process applications as quickly as possible.



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**Manor Pass Application Form 2023**

PLEASE USE BLOCK CAPITALS THROUGHOUT

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<b>NAME</b>	
<b>ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	
<b>E-MAIL ADDRESS</b>	
<b>VEHICLE REGISTRATION (ONE ONLY)</b>	

Being an inhabitant (permanent resident) of the Ancient Manor of Northam, I apply to be issued with a Manor Pass to enable me to take the above vehicle onto Northam Burrows during 2023. I have also read and agree with the conditions below and understand that should I not comply with them my pass may be withdrawn.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Applications for Manor Passes can only be made in hard copy and all of these items must be included:

- A copy of your 2023/24 Council Tax Demand, from Torridge District Council.
- A copy of your Driving Licence which should show your permanent address and match the address on the council tax demand.
- An envelope completed with your address **YOU DO NOT NEED TO ATTACH A STAMP.**

**Payment: (Please note that we cannot accept cash payments.)**

- I enclose a cheque for £20 made payable to **Northam Burrows.**
- OR**
- I wish to pay by credit/debit card. Card payments can made over the counter at the Town Hall, by telephone or via an emailed payment link.

\* If you wish to apply by mail and make payment by card, please include all the documents as indicated above and we will call you to arrange to take payment details. If you wish to pay by emailed link, please indicate this below.

- I wish to pay by credit/debit card via emailed payment link.

\* **Payment can only be taken once your application and documents have been checked and approved.**

When completed, please return your application to the Town Hall, at address above. Northam Town Council is not responsible for items that are lost in the post. Manor Passes will **only** be issued by post, Passes cannot be issued over the counter at the Town Hall regardless of how payment is made.

*Cut or tear off along the dotted line and keep conditions for your records.*

**CONDITIONS**

1. Manor Passes are only issued to those living within the Ancient Manor of Northam (permanent residents). Passes are limited to **one per household**. For the avoidance of doubt, the term *household* shall be construed as persons living at the same address regardless of differing surnames or relationships.
2. Passes must be displayed in the vehicle windscreen and drivers must stop at the entrance toll-gate, when manned, in order that the pass and vehicle may be verified.
3. By using your pass to enter Northam Burrows, you agree to the Park Rules and Bye-Laws. These are available to view on our website.
4. Duplicate Passes will only be issued on surrender of the original Pass.
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**Please allow up to 3 weeks for the processing of your application.  
All efforts will be made to process applications as quickly as possible.**

NEW

7

**Guy Langton**

**From:** Northam Burrows Charity <invoicing@messaging.squareup.com>  
**Sent:** 23 February 2023 10:17  
**To:** Guy Langton  
**Subject:** Your invoice was updated (#000001)



**Northam Burrows Charity**

Invoice Updated

**£20.00**

Due on 23 February 2023

[Pay Invoice](#)

**Testing 2**

Invoice #000001

23 February 2023





**THIS AGREEMENT** is made the 1st day of April

**BETWEEN NORTHAM TOWN COUNCIL** (hereinafter called the “Town Council”) of the one part and **THE ROYAL NORTH DEVON GOLF CLUB** at Westward Ho! in the County of Devon (hereinafter called “the Golf Club”) of the other part \_\_\_\_\_

**WHEREAS:**

(1) The Town Council is trustee for the inhabitants of the ancient parish of Northam in the County of Devon in relation to their rights of common over the land known as Northam Burrows which is registered under Register Unit C.L.9 in the Register of Common Land maintained by the Torridge District Council.

(2) The Town Council and the Golf Club entered into an agreement in 1984 as follows:

“The Trustees and the Golf Club agreed to consult and obtain the agreement of the Town Council as Trustees for the grazing of Northam Burrows (which agreement shall not be unreasonably withheld) before carrying out any work which may substantially affect the rights of grazing on Northam Burrows and in particular (without prejudice to the generality of the foregoing) before (a) making new greens, tees and bunkers (b) taking sand from any new area on Northam Burrows and (c) cutting the grass (other than greens and tees). For this purpose such consultation is to be effected through the representation of the Golf Club to the Town Council.

**NOW THIS DEED WITNESSETH** as follows:

That the Trustees and the Golf Club having consulted as specified in (2) above have come to the following agreement with the Town Council:

- (i) This agreement commences on the 1<sup>st</sup> April and is for a period of three years.
- (ii) The Golf Club is permitted at their discretion to cut the fairways 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 15<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> and also the practice area. Cutting on the fairways shall commence approximately 150 yards from the competition tee and be for an average width of 30 yards.
- (iii) Cutting may be carried out at any time in accordance with Natural England. Where mow has been replaced with cut or cutting this must be in accordance with the levels required by Natural England under the Ecological Management Plan.
- (iv) In consideration the Golf Club will pay to the Town Council on the 1st April ??? the sum of (£1000) and annually on the 1<sup>st</sup> April for the succeeding years. Further increases will be waived for the term of the lease.
- (v) If, for any reason, the golf course is not available to the Club for a period in excess of two weeks during the months May to August inclusive then the consideration would be reduced on a pro rata basis and an appropriate refund of the consideration would be made by the Town Council.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and  
year first before written

**SIGNED AND DELIVERED**

by the (Town Mayor)

and the (Town Clerk)

for and on behalf of the Northam Town Council in the

presence of:-

.....

**SIGNED AND DELIVERED**

by the Chairman

and the Secretary

for and on behalf of the Royal North Devon Golf Club in

the presence of:-

.....