

**Minutes of the Northam Burrows Management Committee Meeting held on 21<sup>st</sup> March 2025.**

Present: Cllr Whittaker (Chair), Cllr Bach, Cllr Edwards, Cllr Leather and Cllr Tait (Mayor)

In attendance: G Langton, Town Clerk  
T Tucker, Community Engagement Officer

**1. To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllr Hames tendered his apologies.

**2. Chair's Announcements**

Cllr Whittaker reported that she had been asked about a memorial bench on the Burrows at Skern but would put that to Torridge DC as the land owners.

**3. 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.

**4. To agree the agenda as published.**

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

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

**5. To confirm as a correct record and sign the minutes of the Committee meeting held 5<sup>th</sup> December 2024**

It was **resolved** that to approve the minutes of the meeting held of the 5<sup>th</sup> December 2024 as a correct record. The minutes were signed by the Chair.

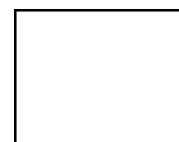
Proposed: Cllr Leather, seconded: Cllr Whittaker (all in favour)

**6. To receive the updated action points**

The action points as considered are presented below:

Action		September 2024	December 2024	March 2025
1	To consider the progress being made by the consultant	office staff to contact the consultant for a more detailed update, when available.	Awaiting the report	Awaiting the report
4	To consider revisiting and revising the grants policy and procedure	Town Clerk and Cllr Whittaker to draft a policy and process/ procedure to put before a future meeting for consideration.	Complete	
5i	To consider comments from Cllr Bach: Car parking for visitors	TDC Cllrs to speak to the Burrows Rangers about this matter.	Complete until a response is received	Meeting arranged with the Land Owner, on the agenda.
5ii	The tracks on the Burrows from the Westward Ho! and Appledore gates	TDC Cllrs to speak to the Burrows Rangers about this matter.	Complete until a response is received	

Chair's initials



Action		September 2024	December 2024	March 2025
5iii	Walking route	Contact the Rangers	Not started	NOT STARTED
5iv	The installation of more seating	include on a future agenda.	To put on the next burrows agenda	NOT STARTED
5v	Shelter for the animals	Office staff to consult the graziers.	To put on the next burrows forum	ONGOING
5vi	Trough by Westward Ho! Gate.	Source and install trough.	Incomplete. The installation is planned in the early spring 2025	ONGOING
5vii	Access to the SSSI Country Park and Burrows Centre by foot and on bicycle	TDC Cllrs to speak to the Burrows Rangers about this matter.	Complete until a response is received	Meeting arranged with the Land Owner, on the agenda.
5viii	The sleeper bridge over the pebble ridge was not accessible for all	TDC Cllrs to speak to the Burrows Rangers about this matter.	Complete until a response is received	
5ix	cycle path be installed around the Burrows SSSI Country Park, linked to the wider National Cycle and local cycling Networks?	TDC Cllrs to speak to the Burrows Rangers about this matter.	Complete until a response is received	
5x	More signage and information boards around Westward Ho!	Cllr Whittaker to arrange the meeting.	To be arranged	NOT STARTED

## 7. Public Participation

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

There were no members of the public present.

## 8. To receive an update on the issue of Manor Passes in 2025

Application forms were made available in the foyer of the Town Hall and online on Friday the 21<sup>st</sup> February 2025. The Council was open for applications on Monday 24<sup>th</sup> February, from 9am.

Despite the Council not officially accepting applications until Monday the 24<sup>th</sup>, applicants were posting applications through from Friday morning. Around 11:30pm on that day, the Town Clerk emptied the letter box of all applications submitted to that point.

The letter box was emptied again on Saturday 22<sup>nd</sup>, in the morning and evening. The same on Sunday 23<sup>rd</sup> and at 7.30am on Monday 24<sup>th</sup>.

Chair's initials



Those posting their applications before 7.30am on the 24<sup>th</sup>, were placed in the application 'queue' after 6pm on the 24<sup>th</sup>, so:

Applications received were processed in the following order:

- Those received in person or through the letter box (by 6pm) on Monday 24<sup>th</sup> Feb
  - Those received through the letterbox and collected at 7.30am Monday 24<sup>th</sup> Feb
  - Those received through the letterbox and collected at 6pm Sunday 23<sup>rd</sup> Feb
  - Those received through the letterbox and collected at 9am Sunday 23<sup>rd</sup> Feb
  - Those received through the letterbox and collected at 6pm Saturday 22<sup>nd</sup> Feb
  - Those received through the letterbox and collected at 9am Saturday 22<sup>nd</sup> Feb
  - Those received through the letterbox and collected at 11.30pm Friday 21<sup>st</sup> Feb
  - Those received in person or through the letter box on Tuesday 25<sup>th</sup> Feb.
- Etc.

It took until the end of the day on the 6<sup>th</sup> Mar to receive over 1,500 applications.

At the time of writing, the Charity had received £27,626.46 in payment for Manor Passes (and one registration change at £5) that is £28,100 less £478.54 card processing fees.

Cllr Whittaker commented that the process adopted, as described above, was fair and that there had been positive feedback in the community.

The Town Clerk reported that the officers had receive many positive comments from residents, with no concerns raised regarding the process this year. The plan was to adopt the same process in 2026.

**9. To note the date of a meeting with representatives of Torridge DC, the landowner, at the Burrows**

The meeting date was noted. All members of the committee were able to attend, if they wished. The Town Clerk and Parks & Buildings Manager would also attend.

**10. To consider the signatories for the Burrows Charity deposit accounts with Hinkley and Rugby Building Society**

It was **resolved** to include the Town Clerk, Finance Assistant and the Chair of this committee as signatories on the three accounts with Hinkley & Rugby Building Society (120-day notice; 90-day notice; and easy access).

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

**Action point: complete the application forms and submit.**

**11. To consider applications for grazing allocation 2025-26**

The committee considered the grazing requests:

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

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

<b>APPLICANT</b>	<b>MAX REQUEST FOR 2025/2026</b>	<b>PERIOD FOR 2025/26</b>	
		<b>1<sup>st</sup> April – 31<sup>st</sup> July</b>	<b>1<sup>st</sup> August – 31<sup>st</sup> March</b>
Sheep 1	200	100	200
Sheep 2	155	75	155
Sheep 3	155	75	155
<b>TOTAL</b>	<b>500</b>	<b>250</b>	<b>510</b>

Chair's initials



There being no over-application, the committee approved all sheep grazing requests. There were no new applicants.

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

<b>APPLICANT</b>	<b>MAX REQUEST FOR 2025/2026</b>	<b>PERIOD FOR 2025/2026</b>	
		<b>1<sup>st</sup> April – 31<sup>st</sup> July</b>	<b>1<sup>st</sup> August – 31<sup>st</sup> March</b>
Horse 1	10	10	10
Horse 2	2	2	2
Horse 3	22	19	22
Horse 4	1	1	1
Horse 5	3	3	3
<b>TOTAL</b>	<b>38</b>	<b>35</b>	<b>38</b>

The number of horses was over-requested for the spring/summer period by three horses. There were no new applicants.

The application 'Horse 4' was not for permanent grazing but for part of each week only. The application was therefore refused.

The two other horse numbers that were over the grazing allocation were taken one from each of the largest applications:

Applicant 'Horse 1' would be permitted 9 horses April to July and 10 horses August to March.

Applicant 'Horse 3' would be permitted 18 horses April to July and 22 horses August to March.

**Proposed: Cllr Whittaker, Seconded: Cllr Bach (all in favour)**

There being no further business, the meeting ended at 11:00am.

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

Chair's initials

