

**Minutes of the Review committee held on the 22nd July 2026 at 6.30pm
in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach, Hodson, Horrocks, Lo-Vel, Newman-McKie and Whittaker.

In attendance: Guy Langton (Town Clerk & RFO).

The meeting was opened by the outgoing Chair, Cllr Newman-McKie who explained that she was unable to continue as Chair as she had been elected Mayor of the Council in May 2026.

2607/175 To elect a Chair for the committee

Cllr Hodson proposed Cllr Whittaker be elected Chair of this committee. This was seconded by Cllr Newman-McKie. There being no other nominations, a vote was taken and Cllr Whittaker was elected unanimously.

Cllr Whittaker thanked the committee and took the Chair.

2607/176 To elect a Deputy Chair for the committee

Cllr Newman-McKie proposed Cllr Hodson be elected Deputy Chair of this committee. This was seconded by Cllr Bach. There being no other nominations, a vote was taken and Cllr Hodson was elected unanimously.

2607/177 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

All members were present. There were two vacancies.

2607/178 Chair's announcements

The Chair made no announcements.

2607/179 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.

2607/180 To agree the agenda as published.

It was **resolved** to agree the agenda as published.
Proposed Cllr Hodson, Seconded Cllr Lo-Vel (all in favour)

2607/181 To confirm as a correct record and sign the minutes of the Review Committee meeting held on the 5th March 2026

It was **resolved** that to approve the minutes of that meeting of the Review Committee as a correct record, they were signed by the Chair.
Proposed Cllr Hodson, Seconded Cllr Horrocks (majority in favour, 2 abstentions – not present at the meeting)

2607/182 Public Participation

There were no members of the public present.

2607/183 To consider the action point update

The action points were noted as presented overleaf.

Chair's initials

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Item	July 2026
1. Emergency planning	<p>The Town Clerk has contacted the Emergency Planning project manager from Devon Communities who emphasised the nature of the role of the Town Council in preparing for emergencies.</p> <p>The contact details and locations included in the Emergency Plan had been reviewed and published on the Council's website at Emergency Plan - Northam Town Council. The Town Clerk is attending a seminar in October presented by the Devon Community Resilience Forum and will apply any changes advised after that. The first piece of work that would be completed was a Risk Assessment, which would be put to this committee for consideration.</p> <p>Emergency Services would be advised of the Council's identified refuge buildings.</p> <p>ONGOING</p>
2. Vision Statement and action Plan	<p>A group of members and staff had met on 7th July to review progress. A second date would be arranged to complete the task.</p> <p>ONGOING</p>

2607/184 To consider the enclosed revised policies:

a) Anchor Park Agreement V1.0

It was **resolved** to recommend the document to Full Council for adoption with the below amendments to the copy provided to the committee:

2.2: The Town Council will maintain the Park as a public recreation ground for the benefit of the inhabitants of and visitors to Appledore, in the Parish of Northam and the neighbourhood without ~~distinction of sex or of political religious or other protected characteristics~~ **discrimination based on any protected characteristic.**

2.5: ~~The Town Council will impose on any person or organisation which uses the facilities in the Park those terms of hire rules and conditions (if any) as have previously been imposed by the Trustee subject to any additional terms.~~ **Any groups or organisations wanting to use the Park for events must obtain permission from the Town Council. The Town Council reserves the right to seek recompense for any damages caused by the activities of any groups or organisations that are permitted to use the Park. The Town Council fully expects organisations that seek to use the Park for their event(s) to provide their own insurance.**

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

b) Financial Regulations V1.3

It was **resolved** to recommend the document to Full Council for adoption with the below amendments to the copy provided to the committee:

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

the Clerk (or officer **formally identified as** deputising for them) under delegated authority, for any items below £1,000 excluding VAT.

the Clerk (or officer **formally identified as** deputising for them), under delegated authority, for any items within budget and below £5,000 excluding VAT,

the Clerk (or officer **formally identified as** deputising for them), under delegated authority, for repair work or other urgent work below £5,000, which will be reported to the Finance and Human Resources committee

Proposed: Cllr Whittaker, Seconded: Cllr Lo-Vel (all in favour).

Chair's initials

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c) Procurement Policy V1.2

It was **resolved** to recommend the document to Full Council for adoption with the below amendments to the copy provided to the committee:

- Clarification of the example criteria contained within the exemplar evaluation table to include 'Local company / organisation'.

Proposed: Cllr Horrocks, Seconded: Cllr Hodson (all in favour).

d) Allotment Tenancy Agreement V1.0

It was **resolved** to recommend the document to Full Council for adoption with the below amendments to the copy provided to the committee:

- Remove the word 'joint' from the first tenant details and signature box.
- Add the name of the allotment site.

It also **agreed** to provide a site map on the noticeboard at Windmill Lane allotments.

Proposed: Cllr Horrocks, Seconded: Cllr Hodson (all in favour).

e) Allotment Terms and Conditions V1.0

It was **resolved** to recommend the document to Full Council for adoption with the below amendments to the copy provided to the committee:

In the preamble:

- We ~~expect~~ **encourage** you to have your own compost area (to compost any green waste) and a means of harvesting and storing water on your plot as a matter of good practice.
- ~~You~~ **All named tenants** may only have one allotment plot administered by Northam Town Council. It also **agreed** to provide a site map on the noticeboard at Windmill Lane allotments.
- Add: **All named tenants must be residents within the parish administered by Northam Town Council.**

Paragraphs:

9. Should plot holders need to use chemicals, ~~all pesticides~~, **they** must be in date and stored **off site**, ~~used and disposed of in strict accordance with the manufacturer's instructions.~~

~~11. Spraying pesticides may only be done as a last resort. It must be confined to still days and in the early morning to protect bees and cause the least possible damage to wildlife and natural biodiversity. Neighbouring plots, gardens and water storage must not be affected by the application of pesticides.~~

Section: Water Supply, **BBQs**, Bonfires, Carpets and Rubbish

23. **BBQs**, Bonfires and the use of personal incinerators is not allowed. Any plot holder contravening these conditions will be dealt with via the termination policy.

28. Ponds must be no deeper than 60cm at the deepest part. Ponds must have shallow sloping sides, **incorporating a hedgehog ladder**. ~~and~~ **You** must ensure that the edges of the pond remain clearly visible. Ponds must not be allowed to stagnate. We recommend ponds are surrounded by a low fence or barrier. It is your responsibility to carry out a risk assessment to avoid any risk to other site users **especially including** children.

30. The allotment site is open is aspect and access to and around plots should be unrestricted. **Permanent** fences **over 1m in height** should not be erected without permission from the Council. Any officer of the Council or any person appointed by the Council (that can include a member of the Site Committee) must be permitted to enter any allotment plot for inspection purposes or to investigate complaints.

Chair's initials

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42. If the cultivation standard at any time on a plot is below the 75% required by the T&Cs, this could trigger the termination process. **The Council will exercise a degree of lenience in your first year.**

Appeal process:

An appeal hearing will be called where you will have an opportunity to present your case. The hearing will comprise an Appeal Panel of **three councillors, including at least one** of the Chair and/or Vice-Chair of the appropriate committee ~~or (either or both may be substituted by the Mayor and/or Deputy Mayor.~~ The panel may have to visit your plot before the appeal hearing. The decision of this panel is final.

Proposed: Cllr Horrocks, Seconded: Cllr Hodson (all in favour).

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

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

Chair's initials

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