

**Northam Town Council – Minutes of a meeting of the Town Council held on Wednesday 28<sup>th</sup> February 2024 in the Town Hall at 6.30 pm**

**Present:** Cllrs Hames, (Chair), Bach, Brading, Edwards, Ford, Himan, Hodson, Leather, Lovel, Newman-McKie, Singh, Tait and Whittaker.  
**In attendance:** Mrs J Mills Town Clerk, G Langton Deputy Town Clerk  
 County Cllr McGeough Reverend Vidamour 2 members of the public

**2402/770 Apologies**

Apologies: All present

**2402/771 Chair's Announcements**

The Chairman announced the death of Cllr Peter Christie, who, he said had made an invaluable contribution to the history of the area, a true person of the locality, and will be remembered fondly. Members were also advised that street licences are now issued by TDC and not County. Members were advised that TDC is seeking a Member from the Town Council to join the Standards Committee. Cllr Brading put his name forward.  
**Action Point:** Notify TDC that Cllr Brading has offered his services.

**2402/772 To receive a presentation from the Community Engagement Officer (TDC)**

The Officer had circulated a report prior to the meeting. He spoke about "Space" formerly DCC Youth Service, which has premises in Bideford. Also, about training and engaging with parents and schools. Youth Shelters were discussed but can cause problems. He advised seeking experienced people to establish what is required. It was explained that the funding reserve the Council has created was part of the "Vision" for the future.  
 It was **resolved** to create a task and finish group to note evidence and bring information back to Full Council.

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

The task and finish group will be Cllr Hodson, Cllr Bach and Cllr Brading and the Community Engagement Officer will be invited to meetings.

**Action Point:** arrange a meeting of the group.

**2402/773 Declarations of interest**

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

**2402/774 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 after bringing forward the County Councillor report to follow this item.

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

**2402/775 To receive a summary report from the County Councillor**

Cllr McGeough read through the report he had previously circulated and took questions.

**2402/775 To confirm and sign the minutes of Full Town Council Meeting held on 17th January 2024 and Special Full Council meeting held on 25th January 2024**

It was **resolved** to confirm and sign the minutes of the Town Council Meeting held 17<sup>th</sup> January 2024 after adding Cllr Newman-McKie to those present.

Proposed: Cllr Leather, Seconded: Cllr Bach (majority in favour, one abstention not present at the meeting,)

It was **resolved** to confirm and sign the minutes of the Town Council Meeting held 25<sup>th</sup> January 2024

Proposed: Cllr Bach, Seconded: Cllr Leather, (majority in favour, one abstention not present at the meeting,)

**2402/776 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be noted and adopted under Part B**

**Climate Emergency Committee – 24th January 2024**

**Finance & HR – 6th December 2023**

**Planning – 11th January and 1st February 2024**

**Town Projects and Asset Management – 14th December 2023**

**Westward Ho! Park – 10th January 2024**

### Review Committee 3rd January 2024

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 noted and adopted under Part B)

- 2402/777 Action Points** It was agreed to note the action points.
- 2402/778 To receive and consider reports from the Town Clerk (Bank reconciliation and budget report to date but not yet presented to Finance & HR)**  
It was proposed by Cllr Edwards and seconded by Cllr Tait that this information should go to Finance and HR committee before being brought to Full Council.  
Votes were three in favour, eight against and three abstentions.  
The motion was defeated.
- 2402/779 Public Participation**  
**We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes.**  
**A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.**  
A member of the public spoke about youth issues and will supply NTC with further information on contacts, they also spoke about the parking charges introduced at the swimming pool and expressed concerns.
- 2402/780 To consider seeking clarification on the distribution of the council tax collected from second homes in the NTC area.**  
Members were advised that no decision has yet been reached by TDC and Members will be informed as soon as there is news.
- 2402/781 To consider a proposal that Northam Town Council becomes a member of the Northern Devon Railway Alliance (Cllr Hames)**  
It was resolved that this Council joins the Northern Devon Railway Development Alliance as a founding member.  
Proposed: Cllr Hames, seconded: Cllr Bach, (majority in favour 3 votes against)  
**Action Point:** Notify the group of the Town Council decision.
- 2402/782 To note that minute 2401/688 25th January 2024 for the total price of the contract included a sum of £18443.70 payable directly to Astor Bannerman for the equipment and fitting thereof, all figures exclude VAT.**  
Members agreed to note this agenda item.
- 2402/783 To consider a recommendation From Finance and HR that up to £5000 is provided to the Changing Places toilet facility from Projects Provision.**  
It was resolved to accept the recommendation from Finance and HR committee that up to £5000 is provided to the Changing Places Toilet Facility from Project Provision.  
Proposed: Cllr Brading, Seconded Cllr Bruins, (all in favour)  
**Action Point:** Transfer funds as necessary.
- 2402/784 To consider how the Town Council wishes to move forward with planting around the fencing of the football pitch at Burrough Farm.**  
It was proposed by Cllr Ford and seconded by Cllr Leather that an Escalonia hedge is planted against the fencing outside and is maintained by NTC.  
Votes were three in favour, eight against and three abstentions, so the proposal was not carried.  
It was further proposed that a mixed native hedge be planted and maintained by NTC and allowed to grow to 4-5 feet high.  
Votes were six in favour, five against and three abstentions, so the proposal was carried.  
**Action Point:** arrange planting and maintenance and notify Northam Lions

- 2402/785 To consider recommendations from Review Committee (herewith)**
- that 6 weekly Full Council meetings should continue.
  - that Blackies should be included in the Parks committee detail and consideration of external contracts be included under Finance'
  - that following the above amendments, including the revised calendar the document should be submitted to Full Council.
  - subject to acceptance, Cllrs are invited to join a working group to update terms of reference and a scheme of delegation.

It was resolved to accept the recommendations from Review Committee.

Proposed: Cllr Hodson, seconded: Cllr Leather, (majority in favour, one abstention)

- 2402/786 To consider a request from Torridge Pilot Gig Club to have a free parking day at Churchfields car park on 14<sup>th</sup> July 2024 for their regatta.**

It was resolved to refuse the application but to advise the gig club to approach TDC for help and to contact their local TDC councillors for funding assistance.

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

**Action Point:** Notify Torridge Gig Club their application has been refused and advise them to approach TDC for help and to contact their local TDC councillors for funding.

- 2402/787 Correspondence: none has been received**

- 2402/788 Street Matters: All street matters circulated by the Town Clerk by email**

Members raised a number of issues, 3 street lights in Irsha street have been removed, a request that car park charges at Bone Hill could be reduced (Town Clerk to check email re receipts information from TDC). There is a new residents permit from TDC with a 25% discount. It was commented that it would be nice if NTC could re-lease the car park. The budget working group set the charges and it was felt all car parking issues should be reviewed.

Visibility problems are arising, turning from Sandymere Road into Lakenham Hill because vehicles are parking both sides of it, and although there are double yellow lines no parking tickets seem to be issued. Dropped kerbs had been an agenda item on Full Council and Members were advised that if £1000 was spent applying for licences, there was no guarantee that the applications would succeed and if refused, money would not be refunded. It was requested that the matter is brought to Full Council again with a report on costings, options, and consultation.

This was proposed by Cllr Hodson, seconded by Cllr Edwards, (majority in favour, one abstention)

Concerns were also expressed about the number of street lights that are not working, are they old lights or new, and if new is the procurement suitable.

Parking at the Torridge Pool was also discussed. Charges were instigated at the request of Active Torridge but TDC Cllrs had not been informed.

**Action Points:** The Town Clerk was asked to write to DCC regarding parking on Lakenham Hill, and to request information on the street light issues. Also to contact TDC regarding Bone Hill car park.

- 2402/789 To receive a summary report from a District Member (3 minutes)**

Cllr Ford called for transparency regarding the car parking at the Maritime Museum.

Cllr Leather had nothing to report.

Cllr Lo-Vel expressed concern about Climate issues.

Cllr Bach advised that at the next TDC Full Council meeting Members are expected to adopt the LGA code of conduct with some revisions.

He advised that planning consent for 51 Atlantic Way had been refused and expressed concern about loss of parking at Brunswick Wharf.

Cllr Hodson advised she will be attending a TDC meeting (planning) at which SWW will be in attendance.

At this juncture it was resolved to extend the meeting beyond 2 and a half hours  
Proposed Cllr Whittaker, seconded: Cllr Tait, (all in favour)

**Minutes****Minutes of the meeting of the Finance and Human Resources Committee held in the Chamber, Town Hall Windmill Lane, Northam, 9.30am 31<sup>st</sup> January 2024**

- Present:** Cllrs Hodson (Chair), Bach, Edwards, Leather, Tait and the Mayor (Peter Hames) ex-officio
- In attendance:** Mrs M J Mills - Town Clerk
- 2401/706** **Apologies:** Cllr Himan and Cllr Whittaker
- 2401/707** **Chairman's announcements**  
There were none
- 2401/708** **Declarations of interest**  
Members were reminded that all interests must be declared prior to the item being discussed.
- 2401/709** **To agree the agenda between Part A and B (confidential matters)**  
Members were reminded that all interests must be declared prior to the item being discussed.  
Proposed: Cllr Hodson, seconded: Cllr Leather (All in favour)
- 2401/710** **To confirm and sign the minutes of the meeting held 6<sup>th</sup> December 2023 Pt A**  
Proposed: Cllr Leather, seconded: Cllr Tait (all in favour)  
**and 16<sup>th</sup> November 2023**  
Proposed: Cllr Leather, seconded: Cllr Bach (all in favour)
- 2401/711** **Action Points**  
It was agreed to note the Action Points
- 2401/712** **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. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. 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
- 2401/713** **To consider invoices for payment and financial reports**  
To include review: reconciliation, lists of payments and receipts, budget information to date and list of outstanding invoices.  
It was **resolved** to accept the invoices for payment and financial reports.  
Proposed: Cllr Hodson, seconded: Cllr Tait (All in favour)
- 2401/714** **To consider applications for funding (requests herewith)**  
It was **resolved** to make a grant to SS Freshspring of £100 subject to receipt of a completed application form and all required documentation meeting requirements when presented to the next F&HR meeting.  
Proposed: Cllr Bach, seconded Cllr Edwards (All in favour)

It was further **resolved** to make a grant to the Methodist Church of £500 subject to receipt of a completed application form and all required documentation meeting requirements when presented to the next F&HR meeting

**Action Points:** send application forms to SS Freshspring and the Methodist Church. Agenda next meeting  
Cllr Bach gave his apologies and left the meeting

2401/715

**To consider reviews**

- **Risk review**  
This was referred to Review Committee
  - **Investment Strategy**  
This will be considered after presentations have been received
  - **Internal Control**  
Copies of HR reports from Worknest requested & meeting numbers tbc
- Action Point:** Request Deputy TC for copies, check meeting numbers.

2401/716

**To receive information on Worknest**

Members requested to see reports on visits to NTC

2401/717

**To consider a recommendation to Full Council that the balance of the Changing Places toilet facility is funded from projects provision.**

It was **resolved** to recommend to Full Council that up to £5000 is provided to the Changing Places toilet facility from Projects Provision.

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

**Action Point:** Recommendation to Full Council agenda.

2401/718

**To consider exploring the benefits of NTC joining with other local authorities and organisations in offering a Town Lottery.**

Town Clerk to send out the links to the presentation she attended. In depth information required.

**Action Point:** Town Clerk to send links to the presentation and agenda in the future.

**Minutes of the meeting of the Finance and Human Resources Committee held in the Chamber, Town Hall Windmill Lane, Northam, 6.30pm 6<sup>th</sup> March 2024**

**Present:** Cllrs Hodson (Chair), Bach, Edwards, Himan, Leather, Tait, Whittaker and the Mayor (Peter Hames) ex-officio

**In attendance:** Mrs M J Mills - Town Clerk

**2403/802 Apologies:** All Members present.

**2403/803 Chairman's announcements**

The Chair requested that hard copy of agendas are supplied to all committee members in future.

**Action Point:** Hard copy of future agendas to be sent to all committee members.

**2403/804 Declarations of interest**

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

**2403/805 To agree the agenda between Part A and B (confidential matters)**

It was **resolved** to agree the agenda between Part A and B (confidential matters)

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

**2403/806 To confirm and sign the minutes of the meeting held 31<sup>st</sup> January 2024 Pt A**

It was **resolved** to confirm and sign the minutes of the meeting held 31<sup>st</sup> January 2024 Pt A

Proposed: Cllr Leather, seconded: Cllr Bach (majority in favour, one abstention, not present at the meeting.)

**2403/807 Action Points**

It was agreed to note the Action Points

**2403/808 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. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. 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.

**2403/809 To consider invoices for payment and financial reports**

To include reconciliation, lists of payments and receipts, budget information to date and list of outstanding invoices.

It was **resolved** to accept the invoices for payment and financial reports.

Proposed: Cllr Leather, seconded: Cllr Himan (All in favour)

**2403/810 To consider applications for funding**

It was **resolved** to make a grant to SS Freshspring of £100

after receiving a completed application form and all required documentation

Proposed: Cllr Leather, seconded Cllr Whittaker (majority in favour one abstention)

It was further **resolved** to make a grant to the Methodist Church of £500

after receiving a completed application form and all required documentation

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

- 2403/811 To note reviews and actions requested**
- **Risk review**  
This was referred to Review Committee
  - **Investment Strategy**  
This will be considered after presentations have been received.
  - **Internal Control**  
Copies of HR reports from Worknest requested. Cllr Tait requested a check on the number of Full Council meetings held during the Financial Year, The Town Clerk confirmed that the figure in the report was correct.
- It was **resolved** to note the reviews and actions requested.  
Proposed: Cllr Hodson, seconded Cllr Leather (all in favour)
- 2403/812 To consider a request from Climate Emergency Committee**
- Reviewing procurement policies for sustainability
  - Review of sustainable investment opportunities
- It was agreed that both items be referred to Review Committee in the first instance.  
**Action Point:** Refer items to Review Committee.
- 2403/813 To consider the Staff Handbook as reviewed by Worknest.**
- It was agreed to defer this item to the next meeting. Members to be provided with details of the changes from the current handbook.  
**Action Point:** Provide Members with details of changes from the current handbook agenda next meeting.
- 2403/814 To consider the purchase of trench covers £205 each (minimum 3 per order)**
- It was **resolved** to purchase trench covers at a cost of £615.00.  
Proposed: Cllr Leather, seconded Cllr Whittaker (all in favour)  
**Action Point:** proceed with purchase of trench covers.

**Northam Town Council – Minutes of the Northam Neighbourhood Plan Advisory Group Meeting held on Wednesday 22<sup>nd</sup> November 2023**

**Present:** Cllrs Hames (Chair), Brading, Bruins, Hodson and Lo-Vel.  
Non-Councillor Members: Ms E Bartleman, Mr G Allen, Mr N Arnold.

**In attendance:** Mr G Langton – Deputy Town Clerk.

**2311/530 Apologies**  
No apologies had been received.

**2311/531 Chairman's announcements**  
There were no announcements from the Chairman.

**2311/532 Declarations of interest:**  
Members were reminded that all interests should be declared prior to the item being discussed.

**2311/533 To agree the agenda as published**  
It was **resolved** to agree the agenda.  
Proposed: Cllr Hodson, Seconded: Cllr Brading. (All in favour).

**2311/534 To confirm and sign the minutes of the Advisory Group Meeting held on 26<sup>th</sup> October 2023**  
The minutes were **confirmed** as a true and correct record.  
Proposed: Cllr Hames, Seconded: Cllr Brading. (All in favour). The minutes were signed by the Chair.

**2311/535 Public Participation**  
It was announced that members of the public were 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 would be entitled to speak once only in respect of business itemised on the agenda and should 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.

**2311/536 To receive and consider the updated Neighbourhood Plan, Appendices and associated documents.**  
The Chair thanked Mr Arnold for all the work he had carried out preparing the documents for this meeting. In addition to the agreed documents (the basic conditions statement and consultation statement), Mr Arnold had drafted the remaining suite of documents that would support the Northam Neighbourhood Plan through its submission and examination process. The list of documents prepared was:

- i. A document list for the Northam Neighbourhood Plan
- ii. Northam Parish Heritage Assessment
- iii. Northam Neighbourhood Plan Community Engagement Strategy
- iv. Northam Neighbourhood Plan Record of Community Engagement
- v. Executive Summary



- vi. Consultation Statement
- vii. Equality Impact Statement
- viii. Basic Conditions Statement
- ix. Statement of Conformity with EU Obligations and Legislation (the former SEA/HRA Screening reports and it may become part of the Basic Conditions Statement.)

The Group reviewed the submitted documents noting that recent events would necessitate some editorial changes, specifically the change of title for the North Devon Coast AONB to the North Devon Coast National Landscape. A similar approach would need to be taken for other documents that would change the basis or evidence for the emerging Neighbourhood Plan.

It was **resolved** to approve the draft of the Northam Neighbourhood Plan, Appendices and supporting documents.

Proposed: Cllr Brading, Seconded: Cllr Hodson. All in favour

**Action points:**

- NA to redraft the Plan, Appendices and Supporting Documents as appropriate in response to changes in the nomenclature of the North Devon Coast AONB and submit a list of other corrections and editorial notes.
- GL to carry out the corrections as identified currently in the documents' *editorial notes* and in response to the above action in the documents currently approved.

**2311/537**

**To note the next steps in the preparation of the Northam Neighbourhood Plan.**

The Group noted that the Plan had progressed through the first eight steps of the 11 identified, as follows:

*Completed stage:*

- Step 1 – Designate a Neighbourhood
- Step 2 – Publicise Neighbourhood Area
- Step 3 – Parish/town Council prepare Neighbourhood Plan
- Step 4 – Building evidence for your plan
- Step 5 – Developing a vision, key aims and objectives
- Step 6 – Writing the Neighbourhood Plan
- Step 7 – Strategic Environmental Assessment Directive (SEA) Requirements
- Step 8 – Pre-submission Consultation

*Current stage:*

- Step 9 – Editing and Submission of Neighbourhood Plan

This would be supported by the 9 documents listed in the previous minute and the Appendices.

*Stages to start:*

- Step 10 – Publication Consultation and Independent Examination (which includes a minimum 6-week consultation period)

On submission of the Neighbourhood Plan and the associated documents stated above, the District Council checks that the submitted documents satisfy the legal requirements before the Neighbourhood Plan is subject to a minimum 6 week public consultation.

During the consultation period, the District Council will arrange to appoint an Independent Examiner and submit the Neighbourhood Plan and the associated documents along with the representations received for independent examination. Please note: During the examination, the Examiner will test that the Neighbourhood Plan fulfils the Basic Conditions. The Examiner will issue a report which must be published and considered. The District Council must consider the Examiner's report and refer the Plan to public referendum or refuse the plan.

#### Step 11 – Referendum and Adoption

In reaching a decision, the Council will publish a decision statement and make arrangements to organise a public referendum. Not less than 28 days before the date of the referendum, the District Council must publish on their website and make available an information statement and specified documents in relation to the referendum. This information must be available throughout the referendum period. Where a referendum results in a majority yes (over 50% plus 1) the Council must make (adopt) the Neighbourhood Plan as soon as possible, it then becomes part of the Local Plan for the District.

**2311/539**

#### **To consider costs for proofreading, document design and map production.**

It was resolved to engage professionals to assist with the work on the Neighbourhood Plan as follows:

Engage the Council's mapping provider (*Pear Technology*) to prepare the maps as identified (below) at the quoted cost (approx. £1,700)

Engage a designer (*gfivedesign*) to design the document(s) and create a dedicated website at the quoted cost (approx. £2,750)

Proposed: Cllr Brading, Seconded: Cllr Hodson. All in favour

#### **Action point:**

- GL to contact proof readers with the entire document list for revised pricing.

#### **Required Maps.**

##### *Main Body:*

1. The Neighbourhood Plan Area

##### *Appendices:*

2. App3: Local green spaces - Rectory Gardens
3. App3: Local green spaces - Marshford Allotments
4. App3: Local green spaces - Blackies
5. App3: Local green spaces - Cricket Ground, Westward Ho!
6. App3: Local green spaces - 'Humpty Dumpty Hill'
7. App3: Local green spaces - Westward Ho! Park
8. App3: Local green spaces - Escarpment woodland between Bay View Road and Atlantic Way
9. App3: Local green spaces - Anchor Park
10. App3: Local green spaces - Backfield Village Green, Appledore
11. App3: Local green spaces - Hillcliff Gardens, Irsha Street
12. App3: Local green spaces - Tors View, Cornborough Drive, Westward Ho!
13. App3: Local green spaces - The Village Green, Westward Ho!
14. App3: Local green spaces – Appledore Football Club Ground
15. App3: Local green spaces – Bideford Blues/Park United Football complex
16. App3: Local green spaces – Burrough Farm, Northam
17. App4: The area between the development boundaries of Northam/Westward Ho! and Appledore
18. App5: Valued Views - Pimpley Bridge (looking NE)

**Minutes**

- 19. App5: Valued Views - Bone Hill (looking N/NW)
  - 20. App5: Valued Views - Bidna Hill (looking E/SE)
  - 21. App5: Valued Views - Lookout Field, Staddon Hill (looking SW)
  - 22. App5: Valued Views - Windmill Lane (looking N/NE)
  - 23. App5: Valued Views - Backfield Village Green, Appledore (looking N)
  - 24. App5: Valued Views - Staddon Road (looking SW)
  - 25. App6: Heritage Assets - (i) to (v) Appledore
  - 26. App6: Heritage Assets - (vi) Westward Ho!
  - 27. App7: Green Corridors - (i) to (iv) Appledore and Northam
  - 28. App7: Green Corridors - (v) Westward Ho!
  - 29. App8: Conservation Areas – Northam
  - 30. App8: Conservation Areas – Appledore
  - 31. App9: Appledore Maritime Employment Zone
- Additional maps:*
- 32. Designated and undesignated wildlife areas.

The group ended the meeting at 8:00pm.

Signed .....

Dated.....

**Northam Town Council – Minutes of the Planning Meeting held 22<sup>nd</sup> February 2024 at 6.30pm in the Council Chamber, Windmill Lane, Northam.**

**Present:** Cllrs Bach (Chair), Brading, Bruins, Hames, Hodson and Lo-Vel.

**In attendance:** Guy Langton – Deputy Town Clerk.

**2402/756**

**Apologies**

Cllr Singh tendered his apologies.

**2402/757**

**Chair's Announcements**

The Mayor, Cllr Hames, announced that Bideford Town and Torrridge District Councillor Peter Christie had passed away peacefully at Fremington Manor. Cllr Christie had been an active and important member of Local Government, having served on the District Planning committee for many years and serving as Bideford Town Mayor. The Committee noted its sadness at hearing the news.

Cllr Bach announced that he had withdrawn his call-in for the development at 51 Atlantic Way, having received advice from the Planning Manager that the proposal would be refused.

**2402/758**

**To agree the agenda as published**

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

Proposed Cllr Brading, Seconded Cllr Lo-Vel (All in favour)

**2402/759**

**Declarations of interest:**

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

**2402/760**

**To confirm and sign the minutes of the Planning Meeting held 1<sup>st</sup> February 2024**

It was **resolved** to confirm and sign the minutes of the Planning Meeting held 1<sup>st</sup> February 2024.

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

**2402/761**

**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.*

**2402/762**

**Torrige District Council Planning Applications:**

Torrige District Council, the determining Authority, has asked for comments from the Town Council on the following Parish planning applications:

- i) **1/0044/2024/FUL** Applicant: Mr Warwick  
**Proposal:** External alterations including new roof and re-slating of existing duo-pitched roof, roof lights and windows, window alterations, front door and internal alterations  
**Location:** 2 Pitt Court, Appledore  
 It was **resolved** to recommend that the proposal be granted permission.  
**Proposed:** Cllr Brading, Seconded: Cllr Bruins (all in favour)

- ii) **1/0068/2024/FUL** Applicant: Mrs Balkwill  
 Proposal: Raising roof and insertion of dormers, demolition of garage and erection of extension (annex) and alterations  
 Location: 33 Windmill Lane, Northam  
 It was **resolved** to recommend that the proposal be granted permission.  
 Proposed: Cllr Brading, Seconded: Cllr Bruins (all in favour)
- iii) **1/0062/2024/FUL** Applicant: Mr Guest  
 Proposal: Installation of swimming pool to rear garden, modifications to existing garage/workshop to create pool changing and shower room, alterations to existing front porch, creation of patio areas and associated external works  
 Location: Highlea , First Raleigh,  
 It was **resolved** to recommend that the proposal be granted permission but the Council would like a condition applied. The Council considers the proposal does not meet the requirement for a net gain in biodiversity and therefore expects the applicant to replace the trees, shrubs and hedgerow removed with a greater number of semi-mature trees and shrubs with a commitment to maintain for a period of at least three years.  
 Proposed: Cllr Bruins, Seconded: Cllr Brading (all in favour)
- iv) **1/0090/2024/FUL** Applicant: Mr Smith  
 Proposal: Replacement flat roof  
 Location: 10 Tors View, Westward Ho  
 It was **resolved** to recommend that the proposal be granted permission.  
 Proposed: Cllr Bruins, Seconded: Cllr Brading (all in favour)
- v) **1/0111/2024/FUL** Applicant: Mr and Mrs Street  
 Proposal: Two storey side extension and single storey rear extension  
 Location: 88 J. H. Taylor Drive, Northam  
 It was **resolved** to recommend that the proposal be granted permission.  
 Proposed: Cllr Hames, Seconded: Cllr Brading (all in favour)

**2402/763 Members agreed to note the Torridge District Council Planning Decisions**  
 Torridge District Council, the determining Authority, has **granted permission** for the following applications with conditions as filed:

- i) **1/1083/2023/FUL**  
 Proposal: Construction of self-contained holiday let  
 Location: Cluden Lodge, Cluden Road, Northam  
 (Northam Town Council recommended the proposal be refused permission)
- ii) **1/1055/2023/FUL**  
 Proposal: Alterations to access, single storey rear extension and increase in roof height to form additional accommodation with dormers  
 Location: 5 Northdene, Bideford  
 (Northam Town Council recommended the proposal be refused permission)
- iii) **1/1256/2023/FUL**  
 Proposal: Erection of a single storey extension  
 Location: 24 J. H. Taylor Drive, Northam  
 (Northam Town Council recommended the proposal be granted permission)

iv) 1/1153/2023/FUL  
Proposal: Change of use of ancillary annex to dwelling (Affecting a Public Right of Way)  
Location: Flagstaff House, Lower Cleave, Northam  
(Northam Town Council recommended the proposal be refused permission)

v) 1/1244/2023/FUL  
Proposal: Removal of existing chimney, construction of new chimney. Replacing concrete tiles with natural slates and insertion of rooflights  
Location: 42 Bude Street, Appledore  
(Northam Town Council recommended the proposal be granted permission)

**2402/764** **Members agreed to note the Torridge District Council Planning Decisions**  
Torridge District Council, the determining Authority, has notified the Council that the following applications have been **withdrawn**:

i) 1/1065/2023/FUL  
Proposal: Erection of 1no. dwelling to include access and drainage arrangements  
(Variation of condition 2 of planning approval 1/0248/2023/FUL)  
Location: Land At Grid Reference 244396 129269, Tadworthy Road, Northam  
(Northam Town Council recommended the proposal be refused permission)

**2402/765** **To receive Section 106 report from Torridge District Council regarding developer contributions in the Parish of Northam.**

The reports were received, noting the density of the information contained. Further consideration was deferred to a future meeting of the committee.  
**Action point: Re-present the information in a less dense way.**  
**Action point: Ask Torridge District Council what funds have already been earmarked.**  
**Action point: Include the matter on a future agenda.**

There being no further business the meeting closed at 7.55pm

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

**Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Thursday 25<sup>th</sup> January 2024 in the Council Chamber, Town Hall, Windmill Lane, Northam**

**Present:** Cllrs Tait, (Chair), Bach, Edwards (Deputy Chair), Hodson, Lo-Vel, Whittaker and the Mayor (ex-officio)

**In attendance:** Jane Mills - Town Clerk  
Guy Langton – Deputy Town Clerk

**2401/689 Apologies**  
Apologies – Cllr Whittaker

**2401/690 Chair’s announcements**  
No announcements

**2401/691 Declarations of interest**  
Members were reminded that all interests should be declared prior to the item being discussed.  
There were none.

**2401/692 To agree the agenda as published**  
It was **resolved** to agree the agenda as published.  
Proposed: Cllr Hodson, Seconded: Cllr Edwards (all in favour)

**2401/693 To confirm and sign the minutes of the Town Projects Meeting held 14<sup>th</sup> December 2023**  
It was **resolved** to confirm and sign the minutes of the Town Projects Meeting held 14<sup>th</sup> December 2023 as correct record,  
Proposed: Cllr Hames, Seconded: Cllr Bach (all in favour)

**2401/694 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.

**2401/695 To consider review of Action Points and Projects, Amendments and updates attached.**

**2401/696 To receive an update on the works to provide mains water to the Northam, Lions clubhouse.**  
Members were advised that a surveyor had visited and work was proceeding.

**2401/697 To consider the adoption of the phone booth at Cornborough Rd as a defibrillator location**  
It was **resolved** not to adopt the phone booth at Cornborough Rd  
Proposed: Cllr Edwards, seconded: Cllr Bach (majority in favour of the proposal)

**2401/698 To receive an update on the annual footpath survey and consider the actions suggested (to include the resurfacing of footpath 10a)**  
Cllr Hames requested to defer the footpath survey to the next meeting.

Cllr Bach raised the issue of a handrail on the footpath at Fosketh Hill.  
It was **resolved** to write to the owner to seek permission to install a short length of handrail.

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

**Action Points:** Survey Report next agenda, write to owner re installation of handrail.

- 2401/699**      **To consider the maintenance and storage of planters (3-tier) to maximise the benefits of the planting schemes.**  
It was agreed to investigate cost of joint storage, hire of a fork lift for moving whether joint procurement would reduce the cost for planting for all our hanging baskets and planters.  
**Action Point:** bring information to a future meeting.
- 2401/700**      **To receive an update on the Fernbank project to replace bus shelters across Appledore, Northam and Westward Ho!, to include communication from a resident regarding the refurbishment of the double shelter opposite the Seagate Hotel, Appledore**  
After some discussion about the refurbishment of the double shelter opposite the Seagate Hotel by volunteers, and following advice that DCC propose to replace the shelter in conjunction with Fernbank,  
It was **resolved** to write to DCC and the Conservation Officer at TDC about the proposed unsympathetic design and provision of advertising for the bus shelter, particularly in a conservation area.  
**Action Point:** Write to DCC and TDC Conservation Officer regarding bus shelter replacement.
- 2401/701**      **To consider the outcome of the annual play inspection surveys.**  
Members discussed the recommendations from the play inspection report.  
Concern was expressed regarding drainage in respect of the DDA roundabouts installed in the parks and the issue will be investigated. Suppliers will be contacted and asked to evaluate the problems.  
It was **resolved** to accept the recommendations from the report
1. A maintenance schedule be drawn up to attend to the general maintenance points noted. A separate plan needs to be drawn up for each Park, based on the relevant report. Manufacturers are to be contacted for spare parts as appropriate.
  2. Playground installers/repairers be contacted to provide estimates for the work that requires professional intervention.
  3. Chains suspending swings in many of the parks have been identified as a risk, even those replaced less than 18months ago. It is recommended that a stock of suitable chains is kept by the Council to ensure replacement is swift should one fail a periodic in-house inspection.
  4. Compliant signage and recycling/litter bins be placed at parks as appropriate. Signs would cost approx. £40 each (exVAT). Bins are the subject of review by Full Council.  
Proposed, Cllr Hodson, seconded Cllr Bach (all in favour)  
**Action Point:** contact suppliers regarding DDA compliant roundabouts drainage problems. Put recommendations into effect.
- 2401/702**      **To consider a request from a Councillor to investigate the possibility of installing footway/pavement lights along a stretch of Golf Links Road**  
It was **resolved** to contact DCC requesting an adjustment to the lighting  
Proposed: Cllr Bach, seconded: Cllr Lo-Vel (All in favour)  
**Action Point:** Contact DCC



- 2401/703**      **To consider protecting the paint finish of the Nextem Orca EV with a white vinyl wrap (to include NTC crest and contact details) – approximate cost £700**  
It was **resolved** to proceed with the protection as above,  
Proposed: Cllr Hames, seconded: Cllr Hodson (All in favour)  
**Action Point:** proceed with works
  
- 2401/704**      **To consider a tree survey for Northam Town Council owned land (*herewith*).**  
It was **resolved** to accept the fee proposal from Consultant A in the sum of £600.00  
Proposed: Cllr Edwards, Seconded: Cllr Hodson (all in favour)  
**Action Point:** Proceed with survey'
  
- 2401/705**      **To review the Appledore Boat Park terms and conditions (*herewith – note, only the application form year has changed*).**  
Cllr Tait declared an interest as a user of the boat park.  
It was **resolved** to accept the terms and conditions.  
Proposed: Cllr Hodson, seconded: Cllr Hames (majority in favour, one abstention, interest declared)

There being no further business the meeting closed at 8.40pm

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

**Northam Town Council – Minutes of the Review Committee held in the Council Chamber, Windmill Lane, Wednesday 7<sup>th</sup> February 2024 at 6.30pm**

**Present**

Cllrs Bach, Edwards, Hodson, Leather, Newman-McKie, Singh from minute no 737, Tait, and the Mayor (ex-officio)

**In attendance**

Cllr Whittaker and Cllr Brading  
Town Clerk, Mrs J Mills  
Deputy Town Clerk Mr G Langton

- 2402/733 Apologies**  
All present
- 2402/734 Chair's announcements**  
The Chair thanked all for attending especially non-members.
- 2402/735 Declarations of interest**  
Members are reminded that all interests should be declared prior to the item being discussed.
- 2402/736 To agree the agenda as published**  
It was resolved to agree the agenda as published after agreeing to defer item 11(to consider a risk register)  
Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)  
**Action Point:** Agenda item next meeting.
- 2402/737 To confirm and sign the minutes of the previous Review Committee Meeting held on 3<sup>rd</sup> January 2024**  
It was resolved to confirm and sign the minutes of the previous Review Committee Meeting held on 3<sup>rd</sup> January 2024 as a correct record.  
Proposed: Cllr Leather, Seconded: Cllr Newman McKie (majority in favour two abstentions not present at the meeting)  
Cllr Singh arrived at the meeting.
- 2402/738 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.
- 2402/739 To consider Action Points**  
It was agreed to note the action points
- 2402/740 To consider reconfiguration of the Council Committee structure moving forward from May 2024**  
Following a discussion about all the proposals,  
It was resolved that 6 weekly Full Council meetings should continue.  
Proposed: Cllr Hodson, Seconded: Cllr Bach (majority in favour one against)

It was further resolved that Blackies should be included in the Parks committee detail and consideration of external contracts be included under Finance'

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

It was further resolved that following the above amendments, including the revised calendar the document should be submitted to Full Council.

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

Cllr Leather proposed that the document is submitted to Full Council for the meeting on 28<sup>th</sup> February 2024 and subject to acceptance, Cllrs are invited to join a working group to update terms of reference and a scheme of delegation.

This was seconded by Cllr Hodson and all were in favour.

**Action Points:** Complete amendments, agenda items, proposals and request for a working group.

**2402/741 To consider the terms of appointment of the consultant to review staffing.**

Cllr Hodson advised that she will be reporting back to Finance and HR about discussions with Worknest and they recommend using an outside specialist for this sort of review. When she receives full information from Worknest, she will call a short Finance & HR meeting, to consider the meetings required, Possibly the consultant meets with councillors and follows up with a further meeting with staff.

**2402/742 To review procurement policy**

Members were shown a presentation of slides relating to procurement policy as used by Cranbrook Town Council. Members considered that this was a good basis to move forward with but would require some adjustment to meet NTC requirements.

It was agreed to convene a working group meeting as soon as possible.

Members: Cllr Hodson, Cllr Bach, Cllr Edwards. Cllr Hames and Cllr Whittaker.

**Action Point:** arrange a meeting date as soon as possible.

**2402/743 To consider the date of the next meeting**

It was agreed to arrange the date for 27<sup>th</sup> March 2024

There being no further business the meeting closed at 7.50 pm

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