

Northam Town Council – Minutes of the Climate Emergency Committee Meeting held 12th October 2023 at 6.30pm

Present: Cllrs Hames (Chairman), Bruins, Mrs Hodson and Lo-Vel.

In attendance: Guy Langton - Deputy Town Clerk

- 2310/405 Apologies.**
Apologies were received from Mr Ton Wiersma (co-opted member).
- 2310/406 Chairman's announcements**
The Chairman reported that Torridge District Council had started the round of public consultations for the Clean Maritime Centre, planned for Appledore. Members of the Committee had attended the exhibition in Instow, the Appledore event being held at the same time as this meeting.
- 2310/406 Declarations of interest:**
Members were reminded that all interests should be declared prior to the item being discussed.
- 2310/407 To agree the agenda as published**
It was **resolved** to agree the agenda as published.
Proposed Cllr Hames, Seconded Cllr Mrs Hodson (all in favour).
- 2310/408 To confirm and sign the minutes of the meeting held on 31st August 2023**
The minutes were **confirmed** as a true and accurate record of the meeting and were signed by the Chair.
Proposed: Cllr Hames, Seconded: Cllr Hodson (all in favour)
- 2310/409 Public Participation.**
No members of the public were present.
- 2310/410 To consider the Climate Action Plan.**
The updated action plan follows at the end of these minutes.
- 2310/411 To consider attending an equipment demonstration/open day hosted by a local maintenance machinery provider.**
The Deputy Town Clerk reported that members of the Council and its staff had been invited to a demonstration day by a local groundwork machinery supplier. It was agreed that The Deputy Town Clerk and a member of the maintenance team would attend.
- 2310/412 To receive an update on the co-option of residents to the committee.**
The Deputy Town Clerk reported that no one had expressed an interest. It was agreed to review the situation at the next meeting of the committee.
- 2310/413 To receive an update on and consider community engagement, including public forums and further engagement of pupils at local schools and students at Bideford College.**
The committee Chair and Deputy Town Clerk had met with the year 6 teacher and leader of the Global Gang at St Margaret's school to discuss how the Council and school could best share ideas or work together to reduce carbon impact and improve biodiversity.
The Deputy Town Clerk had tried to contact the Head of 6th Form at Bideford College and would follow this up at the earliest opportunity.

It was agreed that Cllr Hodson would make contact with staff at St Mary's school.
It was agreed that the committee would request a stall for the Northam May Fair.

3. Energy	3.1 Battery powered maintenance equipment	Town Projects Committee	Medium	Amber	GL to get feedback from the team.	The battery backpack was considered heavy by the team. A full charge would allow strimming for 2 to 2½ hours so a 2 nd battery would not be purchased until a new tool was sourced.
	3.4 Northam Hall insulation	Office staff	Low	Amber	Cllr Hames to investigate at Energy 361.	Cllr Hames to ask Energy 361 if there are grants available to parish councils for wall insulation
5. Food	5.1 Community Orchard(s)	Climate Emergency Committee	High	Amber	GL to do asap and submit to Neighbourhood Highways Officer and carry out a services search if necessary.	GL to do asap and submit to Neighbourhood Highways Officer and carry out a services search if necessary. It was noted that a developer at Appledore was planning to plant a small orchard as part of the public open space.
6. Biodiversity	6.1 Non-spray weed control	Town Projects Committee & Council Staff	High	Amber	On TP&AM Sept 2023 meeting agenda.	The TP&AM committee was reviewing the matter.
	6.2 Open spaces plan to increase biodiversity/climate resilience	Town Projects Committee	High	Amber	Planting plans to be completed winter/spring 2024. Existing wild flower areas and remaining sites to be returned and prepared appropriately to ensure successful outcomes.	Ongoing.
	6.3 Verge rewilding/wild flower sowing scheme	Council staff	Medium	Amber	It was noted that to continue the project, the patches identified would need to be mown and rake off the clippings at this time of the year.	Ongoing. The work had been done.

	10.5 Engage students	Climate Emergency Committee.	Medium	Amber	Need to arrange a follow up meeting at the College. GL to seek an invite before half term.	The Chair of committee and Deputy Town Clerk had met with a teacher at St Margaret's School. Ongoing collaboration with Appledore School. Continued efforts to re-engage with Bideford College and make first engagement with St Mary's and St George's schools.
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Minutes of the meeting of the Finance and Human Resources Committee held in the Committee Room, Town Hall Windmill Lane, Northam, 10.00 am 25th October 2023

Present: Cllrs Mrs Hodson (Chair), Bach, Edwards, Himan, Leather, and Tait
In attendance: Mrs M J Mills - Town Clerk
Guy Langton – Deputy Town Clerk from minute 2310/451

2310/438 Apologies: Cllr Mrs Whittaker.

2310/439 Chairman's announcements

The Chair requested that there should be a change to the presentation of documents for meetings. Members were advised about a notification from DALC regarding investments. The Town Clerk was asked to circulate the notification and prepare a briefing note for the next meeting. The deadline for grant applications was extended after some discussion to noon on 10th November 2023, it was agreed **not** to put a notice in the local paper but to ensure all social media outlets were advised.

Action Points: Change presentation of documents for Members.
DALC information re investments, circulate and prepare a briefing note, agenda next meeting.

2310/440 Declarations of interest

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

2310/441 To agree the agenda between Part A and Part B

It was **resolved** to agree the agenda between part A and Part B.
Proposed: Councillor Leather, Seconded: Cllr Himan (all in favour).

2310/442 To confirm and sign the Part A minutes of the meeting held 13th September 2023

It was **resolved** to confirm and sign the minutes of the meeting held 13th September 2023.

Proposed: Councillor Cllr Leather, Seconded: Cllr Bach (all in favour,)

2310/443 Action Points: These were noted

It was agreed to submit a report on the May Fair working group meeting on the 24th of October, with their recommendations to Full Council: see two items above.

The Town Clerk will bring a report to the next meeting with regard to a commercial valuer providing advice on the lease at the Seagate car park. With regard to rental for the two gig clubs it was resolved to continue with the current charge and to monitor usage.

Proposed: Councillor Cllr Mrs Hodson, Seconded: Leather (all in favour,)
District Councillors agreed to follow-up Fire Alarm/Fire Drill and exit issues

Action Points: see first two items above.

2310/444 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.

There were no members of the public present.

- 2310/449** **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**
It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting
Proposed: Councillor Mrs Hodson, Seconded: Cllr Edwards all in favour)
- 2310/450** **To confirm and sign the Part B minutes of the meeting held 13th September 2023**
It was **resolved** to confirm and sign the minutes of the meeting held **13th September 2023**. (part B)
Proposed: Councillor Hodson, Seconded: Cllr Himan (all in favour).
- 2310/451** **To consider staff matters**
Staff matters including an update on overtime, were noted.
It was **resolved** that overtime/toil be accepted in this instance but should be reviewed for the future and when attending events additional hours should be agreed in advance.
Proposed: Cllr Edwards, Seconded: Cllr Tait(there were four votes in favour and two against)
Action point: Ensure when attending external events toil/overtime is agreed before the event.
- 2310/452** **To resolve to re-admit members of the press and public**
It was **resolved** to re-admit members of the press and public
Proposed: Councillor Hodson, Seconded: Cllr Himan(all in favour)
- There being no further business the meeting closed at 12 noon

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

Minutes of the meeting of the Finance and Human Resources Committee held in the Committee Room, Town Hall Windmill Lane, Northam, 6.30pm 16th November 2023

Present: Cllrs Mrs Hodson (Chair), Bach, Edwards, Leather, Tait, Whittaker and the Mayor (Ex- Officio)
In attendance: Cllr Brading
Mrs M J Mills - Town Clerk

2311/523 Apologies: Cllr Himan

2311/524 Chairman's announcements
There were no announcements

2311/525 Declarations of interest
Members were reminded that all interests must be declared prior to the item being discussed.

2311/526 To agree the agenda as published
It was **resolved** to agree the agenda as published
Proposed: Councillor Hodson, Seconded: Cllr Edwards (all in favour).

2311/527 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.
There were no members of the public present.

2311/528 To consider grant applications (2024-25)
It was **resolved** to agree the grant allocations as per the attached list, further information to be sought on applications 18 and 22.
Proposed: Councillor Hodson, Seconded: Cllr Whittaker (all in favour).

2311/529 To consider the draft budget with a recommendation to the Special Full Council meeting
It was agreed to change the S137 code to general power of competence and increase the budget to £16,000. Members requested that the anticipated expenditure on the asset management list be considered before making a final recommendation. A further meeting to be arranged.

There being no further business the meeting closed at 9.05pm

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

Northam Town Council – Minutes of the Planning Meeting held 19th October 2023 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Hames (Deputy Chair), Brading, Bruins, Mrs Hodson, Leather, Lo-vel and Singh

In attendance: G Langton – Deputy Town Clerk
Eight members of the public.

2310/429 Apologies
Apologies were received from Cllr Bach.

2310/430 Chairman's Announcements:
The Chair had no announcements

2310/431 To agree the agenda as published.
It was **resolved** to move consideration of proposal 1/0962/2023/FUL to the start of the list of proposals, to allow members of public's address to the committee to be fresh in their minds. With that amendment, the agenda was agreed as published.
Proposed: Cllr Leather, Seconded Cllr Brading (all in favour).

2310/432 Declarations of interest:
Members were reminded that all interests should be declared prior to the item being discussed.

2310/433 To confirm and sign the minutes of the planning meeting held 28th September 2023.
It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 7th September 2023. The minutes were signed at the meeting
Proposed: Cllr Leather, Seconded: Cllr Brading (all in favour)).

2310/434 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.
Two members of the public addressed the committee.
The first reported her objections to proposal 1/0962/2023/FUL, citing her reasons for objecting to the proposal.
The second asked how the land curtilage identified in proposal 1/0962/2023/FUL could include what appeared to be public highway.

2310/435 Torridge District Council Planning Applications:
Torridge District Council, the determining Authority, has asked for comments from the Town Council on the following Parish planning applications:

vii) **1/0962/2023/FUL** Applicant: Mrs Thomson
Proposal: Replacement dwelling
Location: 19 Dudley Way, Westward Ho!
Response date: 30th October 2023

It was **resolved** to recommend the proposal be refused permission on the grounds that: the proposal was out of character, not reflecting the vernacular of the surrounding structures, when viewed from the seafront, the scene would be detrimentally affected. The proposed replacement dwelling, being larger than the existing, represented over-development of the plot, both affecting the amenity of the wider area. The proposed build site layout would significantly affect the amenity of

- v) **1/0938/2023/FUL** Applicant: Mr Sullivan
Proposal: Extension and conversion of existing Coach House
Location: Fordlands, Heywood Road, Northam
Response date: 27th October 2023
It was **resolved** to recommend the proposal be granted permission. The Council noted the comments contained within the ecology report and would expect the identified issues to be resolved prior to the granting of any permission.
Proposed: Cllr Hodson, Seconded: Cllr Brading (majority in favour)
- vi) **1/0880/2023/FUL** Applicant: Mr & Mrs Harris-Hutchins
Proposal: Proposed two storey extension to the west of dwelling including internal alterations and external modifications
Location: Little Orchard, First Raleigh, Bideford
Response date: 27th October 2023
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Leather, Seconded: Cllr Hodson (all in favour)
- viii) **1/0940/2023/FUL** Applicant: Mr Clements
Proposal: Retrospective application for widening of driveway access, removal of hedge scrub to replace with a garden wall and creation of passing area.
Location: River View, Bidna Lane, Northam
Response date: 30th October 2023
It was **resolved** to recommend the proposal be granted permission for the widening of the access but not the replacement of the hedge with the wall. The Council expects that the boundary be returned to one similar to that which was there before. The applicant is proposing to erect and plant a hedge bank at the rear of the property. The Council expects the same design and approach to be used at the front of the property.
Proposed: Cllr Brading, Seconded: Cllr Leather (majority in favour)
- ix) **1/0972/2023/OUT** Applicant: Mr Haime & Mrs Wilson
Proposal: Outline application for 1no. dwelling with all matters reserved (Affecting a Public Right of Way)
Location: Land At Grid Reference 244709 127666, Raleigh Hill
Response date: 2nd November 2023
It was **resolved** to recommend the proposal be refused permission on the grounds that it would have a detrimental effect on the ecology and biodiversity of the site. It would have a detrimental effect on PROW 18. Highway access from the proposed dwelling would be dangerous, being close to the junction with the main road connecting Bideford and Northam and a narrow section of Raleigh Hill. Pedestrian access to the property would be severely limited by the lack of pavement along that section of Raleigh Hill.
Proposed: Cllr Leather, Seconded: Cllr Brading (all in favour)

2310/437

Torridge District Council Planning Decisions

Torridge District Council, the determining Authority, has **granted permission** for the following applications with conditions as filed:

- i) 1/0542/2023/FUL
Proposal: Erection of a conservatory
Location: 7 Dolphin Court, Lundy View, Northam, Bideford
(Northam recommended that this proposal be granted permission)
- ii) 1/0691/2023/FUL
Proposal: Conversion of redundant storage barn to ancillary annexe
Location: Fordlands Farm, Lenwood Road, Northam
(Northam recommended that this proposal be granted permission)
- iii) 1/0772/2023/FUL
Proposal: Single story extension to single garage
Location: 5 Woodland Park, Northam
(Northam recommended that this proposal be granted permission)
- iv) 1/0602/2023/FUL
Proposal: Part retrospective application for internal steel frame reinforcement, single storey extension and installation of PV panels
Location: The Cottage, Quayside House, Irsha Street, Appledore
(Northam recommended that this proposal be granted permission)
- v) 1/0603/2023/LBC
Proposal: Part retrospective application for internal steel frame reinforcement, single storey extension and installation of PV panels
Location: The Cottage, Quayside House, Irsha Street, Appledore
(Northam recommended that this proposal be granted permission)
- vi) 1/0792/2023/FUL
Proposal: Retrospective application for regularisation of front wall arrangement and off-street parking
Location: Westbrook, Torridge Road, Appledore, Bideford
(Northam recommended that this proposal be granted permission)
- vii) 1/0799/2023/FUL
Proposal: Proposed rear extension and internal alterations
Location: 30 Irsha Street, Appledore
(Northam recommended that this proposal be granted permission)
- viii) 1/0530/2023/FUL and 1/0800/2023/LBC
Proposal: Single storey extension on existing property and additional floor within new roofspace. Associated alterations to parking, storage and garden area.
Location: Petrock, Torridge Road, Appledore
(Northam recommended that this proposal be granted permission)

Northam Town Council – Minutes of the Planning Meeting held 9th November 2023 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Bach (Chair), Brading, Hames, Leather and Singh

In attendance: G Langton – Deputy Town Clerk

2311/122 Apologies

Apologies were received from Cllrs Bruins, Hodson and Lo-Vel.

2311/123 Chairman's Announcements:

The Chair had no announcements

2311/124 To agree the agenda as published.

It was **resolved** to agree the agenda as published, noting a typographical error at agenda item 9(i).

Proposed: Cllr Leather, Seconded Cllr Brading (all in favour).

2311/125 Declarations of interest:

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

2311/126 To confirm and sign the minutes of the planning meeting held 19th October 2023.

It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 19th October 2023. The minutes were signed at the meeting

Proposed: Cllr Leather, Seconded: Cllr Brading (all in favour).

2311/127 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.

2311/128 Torridge District Council Planning Applications:

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

i) 1/0991/2023/FUL

Applicant: Braddick

Proposal: Change of use from amusement arcade (Sui Generis) to office use (E) and alterations to fenestration (Affecting a Public Right of Way)

Location: The Pier House, Merley Road, Westward Ho!

It was **resolved** to recommend the proposal be granted permission.

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

ii) 1/0989/2023/FUL

Applicant: Murdock

Proposal: Construction of 2 holiday units to replace approval for 3 holiday units (Variation of condition 1,5,7,10 (Commencement of works) of Planning Application 1/1041/2013/FUL)

Location: Duckhaven Stud, Cornborough Road, Westward Ho!

It was **resolved** to recommend the proposal be granted permission.

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

2311/129 To Note: Torridge District Council Planning Appeals

It was noted that Torridge District Council, the determining Authority, has notified the Council that the following appeal have been lodged with the Department of Communities and Local Government against the refusal of Planning Permission.

- i) Appeal Reference: APP/W1145/W/23/3321315
Appeal Start Date: 23rd October 2023
Interested Party comments by: 27th November 2023
Proposal: Outline application for demolition of existing outbuilding and erection of 1 no. live work dwelling with all matters reserved
Location: Land At River View, Bidna Lane, Northam
Appeal Initial Notification 1/0860/2022/OUT

2311/130 Torridge District Council Planning Decisions
Torridge District Council, the determining Authority, has **granted permission** for the following applications with conditions as filed:

- i) 1/0644/2023/FUL
Proposal: Alterations including east side extension (Re-submission of 1/0228/2022/FUL)
(Variation of condition 2 of Planning Approval 1/1221/2022/FUL) - Plans Schedule
Location: 19 Dudley Way, Westward Ho!
(Northam recommended that this proposal be refused permission)
- ii) 1/0608/2023/FUL
Proposal: Removal and creation of new roof extension to create a third floor and the addition of a balcony to dwelling and ground floor home office including hard and soft landscaping (Affecting a Public Right of Way) - Amended Red Edge and Description
Location: Tree Tops, Durrant Lane, Northam
(Northam recommended that this proposal be granted permission)
- iii) 1/0667/2023/FUL
Proposal: Extension to a field building
Location: Land At Burrows Lane, Appledore
(Northam recommended that this proposal be granted permission)
- iv) 1/0836/2023/FUL
Proposal: Proposed ground floor extension to existing property and first floor balcony extension and part retrospective permission for external ground floor decking (Variation of condition 1 of planning approval 1/0126/2023/FUL)
Location: The Fairway Buoy, Golf Links Road, Westward Ho!, Bideford
(Northam recommended that this proposal be granted permission)

There being no further business the meeting closed at 6:45pm

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

Northam Town Council – Minutes of the Planning Meeting held 30th November 2023 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

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

In attendance: G Langton – Deputy Town Clerk

- 2311/560 Apologies**
All members were present.
- 2311/561 Chairman's Announcements:**
The Chair had no announcements
- 2311/562 To agree the agenda as published.**
It was **resolved** to agree the agenda as published.
Proposed: Cllr Hodson, Seconded Cllr Leather (all in favour).
- 2311/563 Declarations of interest:**
Members were reminded that all interests should be declared prior to the item being discussed.
- 2311/564 To confirm and sign the minutes of the planning meeting held 9th November 2023.**
It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 9th November 2023. The minutes were signed at the meeting
Proposed: Cllr Brading, Seconded: Cllr Leather (all in favour).
- 2311/565 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.
- 2311/566 Torridge District Council Planning Applications:**
Torridge District Council, the determining Authority, has asked for comments from the Town Council on the following Parish planning applications:

Cllr Bruins entered the meeting at this time: 6:33pm

- i) **1/1076/2023/FUL** Applicant: Mr Kidston
Proposal: Replacement of conservatory with orangery style extension, extension of cottage, installation of a link between existing house and cottage, replacement doors and internal alterations
Location: Garth, Diddywell Road, Appledore
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Brading, Seconded: Cllr Leather (majority in favour, 1 abstention)
- ii) **1/1055/2023/FUL** Applicant: Mr & Mrs Keates
Proposal: Alterations to access, single storey rear extension and increase in roof height to form additional accommodation with dormers
Location: 5 Northdene, Bideford
Cllr Leather declared that he lived on this road.
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Hames, Seconded: Cllr Hodson (all in favour)

iii) **1/0635/2023/FULM**

Proposal: Residential development of 138 dwellings consisting of 120 houses, 14 bungalows and 4 flats along with an allotment site, public open space and associated infrastructure (Variation of condition 2 of 1/0490/2020/FULM) (Amended site layout and house types)

Location: Land Between Tadworthy Road And Golf Links Road, Westward Ho!
(Northam recommended that this proposal be granted permission)

2311/568 Torridge District Council Planning Decisions
Torridge District Council, the determining Authority, has **refused permission** for the following applications with conditions as filed:

i) **1/0619/2023/FUL**

Proposal: Erection of two detached dwellings with associated parking and landscaping and the provision of 4 no. car parking spaces to serve Culloden House (Re-submission of 1/0001/2023/FUL) (amended plans)

Location: Land At Culloden House, Fosceth Hill, Westward Ho!
(most recently, Northam recommended that this proposal be refused permission)

2311/569 To note correspondence from **White Cross Offshore Windfarm** (overleaf).

Northam Town Council – Minutes of the Planning Meeting held 21st December 2023 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Hames (Chair), Brading, Bruins, Hodson and Leather.

In attendance: G Langton – Deputy Town Clerk
Two members of the public

2312/609 Apologies

Apologies were received from Cllrs Bach, Lo-Vel and Singh.

2312/610 Chair's Announcements:

The Chair had no announcements

2312/611 To agree the agenda as published.

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

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

2312/612 Declarations of interest:

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

2312/613 To confirm and sign the minutes of the planning meeting held 30th November 2023.

It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 30th November 2023. The minutes were signed at the meeting

Proposed: Cllr Leather, Seconded: Cllr Brading (all in favour).

2312/614 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.

One member of the public addressed the committee in support of her application, proposal reference 1/0838/2023/FUL, outlining the reasons for the amendment to the plan redline.

2312/615 Torridge District Council Planning Applications:

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

- i) **1/0838/2023/FUL (re-consultation)** Applicant: Miss Jobson-Scott
 Proposal: Part retrospective application for all weather turnout and drop curb from existing access (Amended Red Edge)
 Location: Land At Grid Reference 244858 129911, Northam
Response date: 18th December 2023 (extension granted to the 22nd Dec 2023)
 It was **resolved** to recommend the proposal for approval.
 Proposed: Cllr Leather, Seconded: Cllr Brading (majority in favour)
- ii) **1/1156/2023/FUH** Applicant: Mr Houser
 Proposal: Erection of porch to front elevation & conversion of garage to provide additional habitable accommodation
 Location: 8 Ridgeway Drive, Westward Ho!
Response date: 18th December 2023 (extension granted to the 22nd December 2023)
 It was **resolved** to recommend the proposal for approval.
 Proposed: Cllr Brading, Seconded: Cllr Leather (all in favour)

- viii) **1/1206/2023/FUL** Applicant: Mr & Miss Thurlow & Hewson
Proposal: Raising of roof to create second floor, and alterations to dwelling and associated works
Location: 26 Riverside Court, Bideford
Response date: 1st January 2024
It was **resolved** to note the proposal and not submit further comment at this time.
Proposed: Cllr Hodson, Seconded: Cllr Bruins (majority in favour)

2312/616 Torridge District Council Planning Decisions

Torridge District Council, the determining Authority, has **granted permission** for the following applications with conditions as filed:

- i) **1/0991/2023/FUL**
Proposal: Change of use from amusement arcade (Sui Generis) to office use (E) and alterations to fenestration (Affecting a Public Right of Way)
Location: The Pier House, Merley Road, Westward Ho!
(Northam recommended that this proposal be granted permission)
- ii) **1/0880/2023/FUL**
Proposal: Proposed two storey extension to the west of dwelling including internal alterations and external modifications
Location: Little Orchard, First Raleigh, Bideford
(Northam recommended that this proposal be granted permission)
- iii) **1/0938/2023/FUL**
Proposal: Extension and conversion of existing Coach House
Location: Fordlands, Heywood Road, Northam
(Northam recommended that this proposal be granted permission)
- iv) **1/0981/2023/FUL**
Proposal: Renovation and conversion of first floor roof space to include box dormers, internal alterations and the addition of a small porch to the side of dwelling
Location: 13 Century Drive, Northam
(Northam recommended that this proposal be granted permission)
- v) **1/0985/2023/FUL**
Proposal: Proposed refurbishment of dwelling, including an extension to the rear & raising the ridge height of the roof. Associated landscaping & creation of off-street parking to the front of the dwelling (Variation of condition 2 of permission 1/0872/2021/FUL)
Location: 3 Lily Close, Northam, Bideford, Devon
(Northam recommended that this proposal be granted permission)
- vi) **1/0828/2023/FUL**
Proposal: Outline application for 1no. dwelling with all matters reserved
Location: Marsa Scala, Limers Lane, Northam
(Northam recommended that this proposal be granted permission)

Northam Town Council – Minutes of the Northam Neighbourhood Plan Advisory Group Meeting held on Thursday 26th October 2023

Present: Cllrs Hames (Chairman), Brading, Bruins, Mrs Hodson, Lo-Vel and Newman-McKie.
Non-Councillor Members: Mr G Allen, Mr N Arnold.

In attendance: Mr G Langton – Deputy Town Clerk.

2306/453 Apologies

Apologies were received from Ms E Bartleman, a non-Councillor member of the Group.

2306/454 Chairman's announcements

There were no announcements from the Chairman.

2306/455 Declarations of interest:

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

2306/456 To agree the agenda as published

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

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

2306/457 To confirm and sign the minutes of the Advisory Group Meetings held:
i. **26th January 2023**

The minutes were **confirmed** as a true and correct record.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Hames. (Majority in favour, members who were not at the meeting abstained). The minutes were signed by the Chair.

ii. **29th June 2023**

The minutes were **confirmed** as a true and correct record.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Newman-McKie. (Majority in favour, members who were not at the meeting abstained). The minutes were signed by the Chair.

2306/458 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.

2306/459 To receive and consider the updated Neighbourhood Plan document and appendices, edited by the Working Group in response to the feedback gathered through the pre-submission consultation exercise.

The Chair thanked Mr Arnold for all the work he had carried out in editing the latest draft of the Neighbourhood Plan following the meetings of the working group that had taken place over the summer, which reviewed the feedback obtained through the pre-submission consultation exercise, amending the Plan as appropriate.

2306/460

To consider the next steps in the preparation of the Northam Neighbourhood Plan.

The Group noted that:

The work that remained to be carried out before the Neighbourhood Plan can proceed through the final stages.

There was a need for clear maps of the same scale to be prepared. The mapping would include maps of the area's SSSI's, AONB's and designated wildlife and habitat sites.

The basic conditions statement and consultation statement required updating to reflect the work undertaken.

The services of an independent third party editor would be beneficial.

The Plan document would need laying out by a professional. This could be the same combined with the services of the editor (above) or be a separate person/organisation. The Group noted which Plans they had seen with layouts they considered good.

The current draft needed to be on the Council's website and a Facebook Page should be opened and maintained for the remainder of the Plan's development through to adoption.

It was agreed that the Group would meet again on the 22nd November 2023.

It was **resolved** to authorise Cllr Hames, as the Chair of the Advisory Group, to make financial decisions within the budget for the agreed tasks, outlined in the action points below.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Bruins. All in favour

Action points:

GL to seek costs for mapping from the Council's mapping provider.

PH to collate a list of the area's SSSI's, AONB's and designated wildlife and habitat sites.

NA to review and revise the basic conditions statement and consultation statement.

GL to seek an editor, designer and seek the advice of other local Neighbourhood Plan producers to help identify suitable service providers.

GL to update the Council's website to reflect the current stage of work, to outline the next steps and to include the latest draft of the Plan.

NA to open a dedicated Facebook Page, making himself and GL administrators.

GL to arrange for the summons to a meeting on the 22nd November 2023 to be issued at the appropriate time.

The group ended the meeting at 7.45pm.

Signed

Dated.....

Minutes**Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Thursday 10th August 2023 in the Committee Room, Town Hall, Windmill Lane, Northam**

Present: Cllrs Tait, (Chair), Bach, Edwards, Lo-Vel, Mrs Whittaker and the Mayor (ex-officio)
In attendance: Cllr Brading
 Mrs Jane Mills – Town Clerk

- 2308/234 Apologies**
 Apologies Cllr Bruins, and Cllr Mrs Hodson,
- 2308/235 Chairman's announcements**
 The Chairman spoke about the community payback project scheme and the Town Clerk was asked to investigate and report back to the next meeting
Action Point; Agenda item Community Payback
- 2308/236 Declarations of interest**
 Members were reminded that all interests should be declared prior to the item being discussed.
 There were none
- 2308/237 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 Mrs Whittaker, Seconded: Cllr Bach (all in favour)
- 2308/238** It was **resolved** to confirm and sign the minutes of the Town Projects Meeting held June 22nd 2023 as correct record
 Proposed: Cllr Lo-Vel Seconded: Cllr Hames (majority in favour 1 abstention not present at the meeting).
- 2308/239 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.
- 2308/240 To consider Action Points**
 Action Points were noted
- 2308/241 To consider an updated review of projects**
 It was agreed to note the review and accept subject to amendments.
Action Point: Amend review and add to next agenda.
- 2308/242 To consider an amendment to Northam Hall hirers agreement**
 It was **resolved** to accept the proposed amendments regarding cancellation charges and latest times for playing music.
 Proposed: Cllr Mrs Whittaker, Seconded: Cllr Hames (all in favour)
Action Point: Amend hirers agreement
- 2308/243 To consider the request from Fernbank to provide bus shelters with green roofs(sedum based) through the Town Council area**
 It was **resolved** to accept the officer recommendation
 Proposed: Cllr Hames, Seconded: Cllr Bach (all in favour)
Action Point: Officer to proceed with Fernbank

- 2308/254** **To consider a report on allotments to include a risk assessment, tenancy agreement update and request for a noticeboard. An allotments policy will be on a future agenda**
It was **resolved** to purchase a best value noticeboard and join the National Allotment Association.
Proposed : Cllr Mrs Whittaker, Seconded: Cllr Bach, (all in favour)
It was further **resolved** that wherever possible water butts should be covered.
Proposed : Cllr Hames, Seconded: Cllr Bach, (all in favour)
It was further **resolved** that the revised tenancy agreement and the risk assessment be accepted subject to removal of permission for bonfires and a request that any highly combustible material is not stored in sheds
Proposed : Cllr Hames, Seconded: Cllr Mrs Whittaker, (all in favour)
- 2308/255** **To consider a review of weed control Previous decision July 2022**
(It was proposed by Cllr Leather and seconded by Cllr Edwards, that weed spraying continues as currently and is reviewed on an annual basis.
It was **resolved** to consider the weed policy on the next agenda and circulate the current policy.
Action Point: Town Clerk to agenda the above and circulate the policy.

Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Thursday 21st September 2023 in the Committee Room, Town Hall, Windmill Lane, Northam

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

In attendance: Guy Langton – Deputy Town Clerk

2309/342 Apologies

Apologies Cllr Bruins, and Cllr Mrs Hodson,

2309/343 Chairman's announcements

The Deputy Town Clerk brought three items to the committee's attention:

- A resident had contacted the Council with positive feedback on the planting schemes, especially in Anchor Park and more widely in Appledore.
- Cllr Bach had written to the Officers highlighting the Green Flag award scheme for local parks and green spaces, an international mark of quality, which aims to raise the standard of Parks and Green Spaces. Cllr Bach considered that a number of the Council's parks and green spaces may be eligible for inclusion. The matter would be included on the next agenda for more in-depth consideration.
- The Council had received a quote from Merry Harriers for planting for the Town's planters in 2024. The Matter would be included on the next agenda with a detailed report, including like-for-like quotes, should they be available.

Action points:

Include the Green Flag award scheme on a the next agenda, accompanied by a report.

Include planting the Council's planters on the next agenda, accompanied by a detailed report.

2309/344 Declarations of interest

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

There were none.

2309/345 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 Hames, Seconded: Cllr Mrs Whittaker (all in favour)

2309/346 It was resolved to confirm and sign the minutes of the Town Projects Meeting held 10th August 2023 as correct record, with the following amendments:

- At minute 2308/243, the resolution be amended to read "It was resolved to accept the officer recommendation, which included the bus shelters being installed and maintained by the provider rather than Northam Town Council."

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

- At minute 2308/250, the resolution be amended to read "It was resolved to make a donation, and that all future similar requests would be approached in the same manner."

Proposed: Cllr Mrs Whittaker, Seconded: Cllr Hames (all in favour)

The Chair would sign the amended minutes at the next meeting.

Irsha Street Enhancement	Rejected by Torridge DC This matter was deemed completed.
White lining DCC matter	Councillor Edwards to speak to County Councillor
Appledore festoon and festive lighting	all checked and working
It was noted that some light strings at Westward Ho! were not working and a warranty claim had been made to the supplier.	
Appledore Blackies	completion 13th September then submitted to the Land Registry. This matter was deemed completed.
Burrough Farm Fencing, hedging, parking	still looking at locking. Feedback had been received from Northam Lions FC in the action points at item 2309/348, above.

Cllr Edwards left the meeting at this juncture (11:10am)

dog bin requests	see TDC response circulated by emailed Cllr Tait to respond other areas (the matter was on the agenda).
Weed control	Reviewed annually
Battery powered equipment	reviewed by Maintenance Team considered as required
Footpath work	survey diarised
Anchor Park new equipment	completion 10-12 weeks cost £24416.00

Action point: Office to confirm start date with the contractor.

Forthcoming:

Anchor Park & Burrough Farm hedging £4877.50 estimate

It was **resolved** to instruct the contractor to undertake the hedging work at Anchor Park only, estimated to cost £1,667.50 plus materials and travel.

Proposed: Cllr Mrs Whittaker, Seconded: Cllr Hames (majority in favour).

Action Point: Amend review and add to next agenda.

It was **resolved** to recommend that Full Council consider the preparation of a detailed asset list to assist with the work of the Town Projects and Asset Management Committee and its budgeting process, to include likely replacement timescales and costs.

Proposed: Cllr Mrs Whittaker, Seconded: Cllr Tait (all in favour)

2309/350

To consider siting two benches at Lord's Meadow

Cllr Hames to meet with a member of the Council staff team to identify suitable locations for the benches.

Action Point: Meet with Cllr Hames on site.

- 2309/359** **To consider installing a sign on a bench in Northam Square pointing to recycling bins.**
It was agreed that a sign would be affixed to the waste bin that is close to the bench.
Action point: Prepare and affix a suitable sign directing people to the recycling bins.
- 2309/360** **To consider a request for a handrail at the bell slip**
The Committee received the email from the resident.
It was **resolved** to write to the County Solicitor, copying the Division Member to highlight the condition of the handrail. The resident would also be written to, to thank them for their correspondence and advise them of the steps the Council has taken, further, should they wish to start the local fundraising process, they were welcome to do so.
Proposed: Cllr Mrs Whittaker, Seconded: Cllr Tait (all in favour)
Action Points:
Write to the County Solicitor and Division Member regarding the handrail.
Write to the resident to advise of action taken.
- 2309/361** **To consider a review of weed control Previous decision July 2022**
(It was proposed by Cllr Leather and seconded by Cllr Edwards, that weed spraying continues as currently and is reviewed on an annual basis)
It was resolved to purchase a weed burner lance and trolley (£149.99 incVAT) and a 13kg propane gas cylinder if required, to use alongside other weed control measures on hard surfaces as necessary in the context of protecting biodiversity.
Proposed: Cllr Bach, Seconded: Cllr Edwards (majority in favour)
- 2309/362** **To consider the installation of bird boxes at Anchor Park**
It was **resolved** to install up to 10 bird and bat boxes on suitable trees at Anchor Park, the boxes were to be provided by Cllr Hames.
Proposed : Cllr Hames, Seconded: Cllr Edwards (all in favour)
- 2309/363** **To receive a condition report for two amenity and recreation spaces recently acquired by Northam Town Council and consider remedial and other work as required**
In the case of both parcels on land, the Officers had completed and signed the required paperwork and passed them to the Council's solicitors for action.

Regarding the land on Torridge Road, Appledore known as 'Blackies':
It was **resolved** to erect a notice clearly stating that the desire line being used by local residents was not a public footpath nor a right of way and was being used at people's own risk.
Proposed: Cllr Tait, Seconded Cllr Mrs Whittaker (all in favour)
Action point: At 'Blackies', Clean the paths, repair damaged benches and fencing, trim back growth at path edges.

Regarding the play area and associated amenity space at Wrens Close:
Action Points:
The matter would be placed on the agenda of a future meeting accompanied by a comprehensive report and estimates/quotations for the work, to enable effective budget planning.
The Maintenance team would be asked to undertake the basic maintenance and repairs required to the play equipment.

Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Thursday 2nd November 2023 in the Council Chamber, Town Hall, Windmill Lane, Northam

Present: Cllrs Tait, (Chair), Bach, Edwards, Hodson, Lo-Vel, Mrs Whittaker and the Mayor (ex-officio)
Jane Mills - Town Clerk

In attendance: Guy Langton – Deputy Town Clerk

2311/461 Apologies
Apologies – None received.

2311/462 Chairman's announcements
Members were advised of the government funding available for electric charging points, it was agreed to write to TDC supporting and welcoming an application by TDC for installations in Wilkey's Field and Churchfields car parks. This facility is particularly important given that both Appledore and Westward Ho! are major tourist areas.
Action point: Town Clerk to write to TDC regarding Charging Points

2311/463 Declarations of interest
Members were reminded that all interests should be declared prior to the item being discussed.
There were none.

2311/464 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 Edwards, Seconded: Cllr Mrs Whittaker (all in favour)

2311/465 It was **resolved** to confirm and sign the minutes of the Town Projects Meeting held 21st September 2023 as correct record,
Proposed: Cllr Mrs Whittaker, Seconded: Cllr Bach (majority in favour one abstention not present at the meeting)

2311/466 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.

2311/467 To consider Action Points
Action Points were noted and in future will be combined with the projects review

- Planting in Anchor Park, tree location needs review
- **Resolved**, heating control at Northam Hall needs replacing, system recommended by CE committee not working.
Proposed: Cllr Bach, seconded: Cllr Edwards (all in favour)
- Wren Close, budget to be placed on a future agenda
Resolved, future acquisitions should be surveyed as to condition and costs, this to form the basis for agreements.
- **Proposed:** Cllr Hodson, seconded: Cllr Whittaker (all in favour)

It was suggested when writing, that they seek funding and/or grants to meet the cost, Possibly approaching local councillors for help.

Action Point: Town Clerk to write to Northam Lions

2311/474

To consider requests for road markings in front of dropped kerbs and speed strips

Members were advised that it is unfortunately not legal to put markings on the highway.

Issues were raised regarding street lights not working in Appledore.

promised white lines have not been marked. Parking across dropped kerbs is not being policed, members advised that wheelchair users are falling out of their chairs due to poor access. Problems with parking in Victoria Crescent Appledore have not been resolved despite a letter to DCC back in July

Action Point: The Town Clerk was asked to write to DCC Solicitor

2311/475

To consider including replacement of the ball fencing at Lord's Meadow in the budget for 2024-25

The cost of replacement netting is in the region of £6000, it was agreed that the way forward is to look at the whole area. Grass in the goal area needs replacing and a replacement football goal is required

Action Point: future agenda item

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Wednesday 18th October 2023 in the Council Chamber of the Town Hall at 6.30 pm

Present: Cllrs: Mrs Hodson, (Chairman) Bach, Brading, Bruins, Mrs Whittaker and the Co-opted Members –Mr S Makeig-Jones and Ms Penzer
In attendance: Mrs Jane Mills (Town Clerk), Guy Langton (Deputy Town Clerk)

- 2310/414 Apologies**
Apologies Cllrs Hames, and Edwards and non-councillor member Mrs C Hutchins
- 2310/415 Chairman's announcements**
There were none
- 2310/416 Declarations of interest**
Members were reminded that all interests should be declared prior to the item being discussed.
No member declared an interest in any item.
- 2310/417 To agree the agenda between Part A and B (confidential information)**
It was **resolved** to agree the agenda between Part A and Part B
Proposed: Cllr Mrs Hodson, Seconded Cllr Brading (all in favour)
- 2310/418 To confirm and sign the minutes of Part A of the Westward Ho! Park meeting on 26th July 2023.**
It was **resolved** to confirm and sign the minutes of Part A of the Westward Ho! Park meeting on 26th July 2023. Proposed: Cllr Mrs Hodson, Seconded Cllr Mrs Whittaker (majority in favour, one abstention, not present at the meeting)
- 2310/419 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.
- 2310/420 To consider the Action Points.**
It was agreed to note the Action Points
- 2310/421 To receive a report from the Chair of FOTWHOP**
The Chair of FOTWHOP sent a report which was circulated to Members. She was thanked for sending a report.
The volunteer gardener report advised that since April, 515 volunteer hours have been worked. The wheel on the wheelbarrow has been replaced with one which is indestructible and there have been some generous plant donations.
Members were updated on water butts and also replacement of three TDC butts, TDC will be contacted for agreement regarding their replacement.
The volunteers were thanked for their work.
Action Point: TDC to be contacted regarding water butts

Part B

2310/426 **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.**
 It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting.
 Proposed: Cllr Mrs Hodson, Seconded Cllr Mrs Whittaker(all in favour,)

2310/427 **To confirm and sign the minutes of Part B of the Westward Ho! Park Meeting 26th July 2023**
 It was **resolved** to confirm and sign the minutes of Part B of the Westward Ho! Park meeting on 26th July 2023.
 Proposed: Cllr Mrs Hodson, Seconded Cllr Bruins (majority in favour, one abstention not present at the meeting)

22310/428 **To resolve to readmit members of the press and public**
 It was **resolved** to readmit members of the press and public
 Proposed: Cllr Hodson, Seconded Cllr Mrs Whittaker (all in favour)

There being no further business the meeting closed at 8.00 pm

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

DRAFT

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Wednesday 29th November 2023 in the Council Chamber of the Town Hall at 6.30 pm

Present: Cllrs: Hodson, (Chair) Bach, Brading, Bruins, Newman-McKie, Whittaker and the Co-opted Members – Chair of FOTWHOP Mrs C Hutchins, and Mr S Makeig-Jones

In attendance: Mrs Jane Mills (Town Clerk), Guy Langton (Deputy Town Clerk)

2311/548 Apologies

Apologies Cllr Edwards and non-councillor member Ms Penzer

2311/549 Chairman's announcements

The Chair spoke about problems with regard to the hotbin, and a recent letter received from the supplier who had kindly donated it to the park. It was stressed that communication should always be through officers at the Town Council, and it was hoped a resolution could be sought with the supplier.

2311/550 Declarations of interest

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

No member declared an interest in any item.

2311/551 To agree the agenda as published

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

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

2311/552 To confirm and sign the minutes of the Westward Ho! Park meeting on 18th October 2023.

It was **resolved** to confirm and sign the minutes of the Westward Ho! Park meeting on 18th October 2023. Proposed: Cllr Mrs Hodson, Seconded Cllr Brading (majority in favour, two abstentions, not present at the meeting)

2311/553 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.

2311/554 To consider the Action Points.

It was agreed to note the Action Points

2311/555 To receive a report from the Chair of FOTWHOP

The Chair of FOTWHOP advised that there were now 173 members of the "200 club", She hoped to reach the full number soon.

It was suggested that forms could be taken to the next Business Association meeting, inviting people to join.

£1050.93 has been received from the Co-op Community fund, a little less than previously but she felt this was due to the closure of the Co-op in Westward Ho! FOTWHOP will donate that money towards the cost of the Changing Places facility.

Northam Town Council – Minutes of the Review Committee held in the Council Chamber, Windmill Lane, Wednesday 8th November 2023 at 6.30pm

The following are Members of the Review Committee

Cllrs Bach, Edwards, Hodson, Leather, Newman-McKie, Singh, Tait and the Mayor (ex-officio)

In attendance

Cllr Whittaker

Town Clerk, Mrs J Mills

Deputy Town Clerk

2311/479 Election of Chairman

It was **resolved** to appoint Cllr Mrs Hodson as Interim Chairman
Proposed: Cllr Leather, Seconded: Cllr Hames (all in favour)

2311/480 Election of Vice Chairman

It was resolved to appoint Cllr Leather as Vice Chairman
Proposed: Cllr Hodson, Seconded: Cllr Hames (all in favour)

2311/481 Apologies

Apologies were received from Cllrs Edwards and Tait

2311/482 Chairman's announcements

Request future Review Committee minutes to contain more detail where necessary.

2311/483 Declarations of interest

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

2311/484 To agree the agenda as published

It was resolved to agree the agenda as published
Proposed: Cllr Hodson, Seconded: Cllr Hames (all in favour)

2311/481 To confirm and sign the minutes of the previous Review Committee Meeting held on 26th January 2022

It was resolved to confirm and sign the minutes of the previous Review Committee Meeting held on 26th January 2022 as a correct record.
Proposed: Cllr Leather, Seconded: Cllr Hodson (two in favour four abstentions not present at the meeting)

2311/482 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.

2311/487

To consider a Forward Plan for the Review Committee

Members agreed that future review committee meetings should look at

- Terms of reference for all committees
- structure of the council meetings
- review Standing Orders
- Review policies
- review the staff handbook
- consider the validity of the emergency plan
- Staffing

All reviewed items to go to Full Council with recommendations from the Review Committee

2311/488

To consider the date of the next meeting

It was agreed to arrange a date in early January 2024

Action point : arrange a date

There being no further business the meeting closed at 7.40 pm

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