

**Northam Town Council – Minutes of a meeting of the Town Council held on Wednesday 17<sup>th</sup> January 2024 in the Town Hall at 6.30 pm**

**Present:** Cllrs Hames, (Chair), Bach, Brading, Edwards, Ford, Himan, Hodson, Leather, Lo-Vel, Singh, Tait, Whittaker  
**In attendance:** Mrs J Mills Town Clerk, Mr G Langton Deputy Town Clerk  
 Police representative  
 Cllr Ford left the meeting

**To receive an update on installation of a hub in Westward Ho! from PS Glyn Clark - Neighbourhood Team Leader, Bideford Police Station**  
 PS Glynn Clark gave a report on the possibility of trialling a police hub in Westward Ho!. The approximate cost is £12K and it would be powered by solar.  
 He then took questions and was thanked for his attendance.  
 Cllr Ford returned to the meeting

**2401/649 Apologies**  
 Apologies: Cllr Bruins and Himan,

**2401/650 Chair's Announcements**  
 The Chairman announced the sad news of the death of Mrs Pamela Makeig-Jones, who had been an important member of the volunteer group at Westward Ho! Park. Members sent their condolences.  
**Action Point:** Write to Mr Makeig-Jones.

**2401/651 Declarations of interest**  
 Members were reminded that all interests must be declared prior to the item being discussed.

**2401/652 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 Brading, Seconded: Cllr Whittaker, (all in favour)

**2401/653 To confirm and sign the minutes of the Town Council Meeting held 15<sup>th</sup> November 2023 (Part A)**  
**Full Council Special Meeting 13<sup>th</sup> December 2023**  
 It was **resolved** to sign the minutes of the Town Council Meeting held 15<sup>th</sup> November 2023 (Part A)  
 Proposed: Cllr Leather, Seconded: Cllr Brading, Majority in favour (2 abstentions not present at the meeting)  
 It was further **resolved** to sign the minutes of the Town Council Meeting held 13<sup>th</sup> December 2023  
 Proposed: Cllr Tait, Seconded: Cllr Ford, (majority in favour 1 abstention not present at the meeting)

**2401/654 To note and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (Items contained in Part B to be considered under Part B)**  
 Finance and HR – 2<sup>nd</sup> August 2023

- Planning – 27<sup>th</sup> July 2023, 17<sup>th</sup> August 2023 and 7<sup>th</sup> September 2023
- Town Projects and Asset Management 10<sup>th</sup> August 2023
- Climate Emergency 18<sup>th</sup> January 2023 and 27<sup>th</sup> February 2023
- Northam Neighbourhood Plan Advisory Group – 23<sup>rd</sup> February 2023

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 considered under Part B).

- 2401/655      Action Points**  
It was agreed to note the action points.
- 2401/656      To receive and consider reports from the Town Clerk** (bank reconciliation and budget report to date)  
It was agreed to note the reports from the Town Clerk.
- 2401/657      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*  
No member of the public present.
- 2401/658      To consider delivery proposals from the working group for the Vision Statement**  
It was **resolved** to refer the proposals back to the working group, to populate the forms with amendments as discussed and put on the next agenda.  
Proposed: Cllr Hodson, Seconded: Cllr Tait, (all in favour)  
**Action Points:** Amend Vision statement and place on next agenda
- 2401/659      To consider the future of Recycling and Waste Management by Northam Town Council**  
After some discussion it was **resolved** to trial the placement of an additional general litter bin at Westward Ho! Park and monitor the situation. The litter bins to be clearly labelled to aid sorting.  
Proposed: Cllr Brading, Seconded: Cllr Ford, (all in favour)  
**Action Points:** general waste bin to be placed in W Ho! park, clear labelling on bins to be provided.
- 2401/660      To consider creation of a quick guide to Town Council Support and Services**  
It was **resolved** to prepare a sheet of paper detailing NTC services for inclusion in newsletters and on noticeboards  
Proposed: Cllr Edwards, Seconded: Cllr Brading, (majority in favour 3 votes against)  
**Action Point:** Create information sheet of NTC services for newsletters and noticeboards.
- 2401/661      To consider signing the West Country Buzz 'Pledge for Bumblebees'**  
(Organisations and landowners can make a pledge to commit to continue to manage land to benefit bumblebees – this is for landowners, farmers, local groups and volunteers managing sites such as nature reserves, to ensure West Country Buzz has a legacy beyond the end of the project. This is an informal agreement which involves continuing or introducing bumblebee-friendly land management as detailed in the Advice Guide )  
It was **resolved** that NTC signs the pledge  
Proposed: Cllr Newman-McKie, Seconded: Cllr Whittaker, (all in favour)  
**Action Point:** arrange signing of the pledge
- 2401/662      To review the Internal Audit Report and External Audit Report (herewith)**  
Cllr Leather commented that he was pleased to read the letter of apology from the external auditor, regarding the error on the AGAR they had recorded.  
It was **resolved** that the reports be accepted.  
Proposed: Cllr Leather, Seconded: Cllr Brading (Majority in favour, 1 abstention)

- 2401/663**      **To consider a recommendation from the Finance and HR committee.**  
 It was resolved to recommend to Full Council the removal of the title Chair of Burrows from the committee and amend the Terms of Reference adding in responsibility for considering reports from the Internal Auditor and External Auditor. It was **resolved** to accept the recommendation from the Finance and HR committee. Proposed: Cllr Hodson, Seconded: Cllr Ford, (all in favour)
- 24 01/664**    **To consider a recommendation from Review Committee moving forward with the calendar of meetings.**
- a.    *i It was resolved to recommend to Full Council that the 3 week cycle for planning meetings be continued.*  
 It was **resolved** to accept the recommendation from Review Committee  
 Proposed: Cllr Hodson, Seconded: Cllr Ford, (all in favour)
- ii It was further resolved to recommend to Full Council that the remaining meetings continue with the 6-week cycle, with some alternating mornings and evenings.*  
 It was **resolved** to accept the recommendation from Review Committee  
 Proposed: Cllr Hodson, Seconded: Cllr Ford, (all in favour)
- b.    To consider use of titles in correspondence  
*It was resolved to recommend to Full Council that in future all members be referred to as Cllr followed by their surname. Should there be more than one member with the same surname, then a forename should be included. In future committee chairmen will be referred to as chair.*  
 It was **resolved** to accept the recommendation from Review Committee  
 Proposed: Cllr Newman McKie, Seconded: Cllr Leather, (all in favour)
- 2401/665**      **Correspondence: none has been received.**
- 2401/666**      **Street Matters: All street matters circulated by the Town Clerk by email.**  
 Concern was expressed about parking in Avon Lane right up to the junction of Atlantic Way and the resulting problems of visibility.  
 Problems of potholes in Bude Street. Enquiries were made regarding work vehicles and their ability to park in no parking zones. Should permits be displayed?  
 Queries were raised about the lack of timetables in the bus shelters at Appledore and Northam  
**Action Point:** Town Clerk to contact DCC and Stagecoach with queries
- 2401/667**      **To receive a summary report from the County Councillor**  
 The County Councillor was unable to attend but will circulate a report
- 2401/668**      **To receive a summary report from a District Member (3 minutes)**  
 Cllr Bach advised he had called-in a planning application in Atlantic Way.  
 Cllr Hodson is talking to TDC about S106 monies  
 Cllr Whittaker has also been looking a S106 monies  
 Cllr Lo-Vel advised that SWW will attend a TDC meeting, questions on water quality will be asked.  
 Cllr Ford recently attended an audit meeting. He will be raising concerns about officers going on to properties without authority.

**Northam Town Council – Minutes of a Special meeting of the Town Council held in the Council Chamber on Thursday 25<sup>th</sup> January 2024 at 6.00 pm.**

**Present:** Cllrs Hames, Bach, Brading, Bruins, Edwards, Hodson, Leather, Lo-Vel, Singh, and Tait  
**In attendance:** Mrs M J Mills – Town Clerk  
Mr G Langton – Deputy Town Clerk

- 2401/683      Apologies**  
Apologies were received from Cllrs Ford, Himan and Whittaker
- 2401/684      Chair’s announcements**  
Members were advised of Pauline’s recent fall and sent their best wishes
- 2401/685      Declarations of interest**  
Members were reminded that all interests must be declared prior to the item being discussed.
- 2401/686      To agree the agenda as published**  
It was **resolved** to agree the agenda as published  
Proposed: Councillor Leather, seconded: Cllr Brading.(All in favour)
- 2401/687      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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*  
No Members of the public were present
- 2401/688      To receive a recommendation from the working group that contractor 3, as per the attached scoring matrix be appointed, after consideration of the tenders and advice from the TDC Officer.**  
It was **resolved** to accept the proposal from the working group to appoint contractor 3 (PBM Southwest Ltd) for the sum of £49,931.67 + VAT.  
Proposed: Cllr Bach, seconded: Cllr Hodson, (majority in favour, one abstention)  
There was a further proposal from Cllr Bach, seconded Cllr Brading.  
That when the order is placed that included in the contract is confirmation that all labour and materials are guaranteed for a minimum of twelve months from the date of handover  
It was **resolved** to accept the proposal, (majority in favour, one abstention)

There being no further business the meeting closed at 6.20pm

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

**Northam Town Council – Minutes of the Climate Emergency Committee Meeting held 24<sup>th</sup> January 2024 at 6.30pm**

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

**In attendance:** Cllr Bach – non-committee member

Guy Langton - Deputy Town Clerk

**2401/675 Apologies.**

Cllr C Hodson and Mr T Wiersma submitted their apologies.

**2401/676 Chairman's announcements**

The Chairman reported that he and the Deputy Town clerk had attended a celebration of the successful culmination of the West Country Buzz project. The Town Council had signed the pledge to work to support bumble bee and carder bee populations, for which the Mayor was presented with a certificate.

**2401/677 Declarations of interest:**

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

**2401/678 To agree the agenda as published**

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

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

**2401/679 To confirm and sign the minutes of the meeting held on 23<sup>rd</sup> November 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 Bruins (all in favour)

**2401/680 Public Participation.**

No members of the public were present.

**2401/681 To consider the Climate Action Plan.**

It was **agreed** to add a new action point at section 10 *Community Engagement* as 10.6. *Engage with Community Groups and Buildings*, This is included in the updated action plan, which follows at the end of these minutes.

**Action points:**

- i. **Request the following are added to the next Town Projects & Asset Management agenda**
  - **Consideration of the Council's approach composting**
  - **Consideration of a storage location for the Council's planters through the off-season**
- ii. **Request the following are added to the next Finance & Human Resources agenda**
  - **Review procurement policies for sustainability**
  - **Review of sustainable investment opportunities**
- iii. **Request the following are added to the next Full Council agenda**
  - **Review of the Emergency Plan**
- iv. **Cllr Hames to request advice from Energy 361 regarding grants for building insulation**
- v. **Enhance planting at Bloody Corner in autumn 2024**
- vi. **Publicise the Town Council's Bumble Bee Pledge**
- vii. **Deputy TC to circulate the agreed locations of verge planting**
- viii. **Deputy TC to request literature for the May Fair stall from the Burrows Rangers**
- ix. **Cllr Hames to make contact with Exmouth Town Council**
- x. **Deputy Town Clerk to contact Bideford College to arrange a follow-up meeting**
- xi. **Deputy Town Clerk to contact St Margaret's Church regarding maintenance regimes for the Churchyard**

**To consider the options for updating the Energy 361 'Energy Audit' for Northam Town Council's buildings and operations.**

It was **resolved** to instruct Energy 361 to carry out a detailed review (to include the pavilion and park at Westward Ho!) with recommendations at a quoted cost of £495 (exVAT), noting that the cost may increase in line with the widened scope.

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

**Action point: Deputy Town Clerk to instruct Energy 361.**

Action		Responsible	Priority	Status	Updates - 24.01.2024
1. Waste	1.1 Compost	Maintenance Team	Low	Amber	Ask to be on a future TP&AM agenda.
	1.2 Food Waste Scheme with Schools	Climate Emergency Committee	Low	Amber	Nothing more from schools despite chasing.
3. Energy	3.4 Northam Hall insulation	Office staff	Low	Amber	No detailed response from E361, no firm information received regarding grants.  Cllr Bach noted that a high U Value roof cladding can be installed when the roof is replaced.
5. Food	5.1 Community Orchard(s)	Climate Emergency Committee	High	Amber	The NHO had refused the Council's request, citing the sight-lines required for the increases in traffic along the A386 Churchill Way. The Council would plant more species to enhance what is there.
6. Biodiversity	6.1 Non-spray weed control	Town Projects Committee & Council Staff	High	Amber	The matter is considered at Town Projects and Asset Management. GL noted that spray weed control could need to remain on some surfaces, such as wet pour.
	6.2 Open spaces plan to increase biodiversity/climate resilience	Town Projects Committee	High	Amber	The Council has signed up to the Bumble Bee Conservation trust 'Bumble Bee Pledge'
	6.3 Verge rewilding/wild flower sowing scheme	Council staff	Medium	Amber	Deputy TC to circulate the sites being operated in report form to new committee members.

7. Water	7.1 Reduce hanging baskets/mulch planters	Councillors and Council staff	Medium	Amber	The Officer notes that the planters are suffering in the winters, which are characterised by storms and high wind. The locations for the planters are not suitable, being exposed. Raise matter at TP&AM.
8. Procurement	8.1 Procurement policies to be reviewed for sustainability	Councillors and Council staff through the Review Committee	Medium	Amber	To be considered at Finance & HR
9. Investments	9.1 Explore green investment opportunities.	Finance & HR committee	Low	Amber	To be considered at Finance & HR
10. Community Engagement	10.1 Public forums	Councillors and council staff	High	Amber	<p>Request for stall completed. Deputy TC to ask the Burrows Rangers for literature for the stall.</p> <p>The committee considered a community event - on biodiversity and environmental improvements for residents of the parish. Have been approached by Mitchell &amp; Dickinson, who would do a slot but others would be needed to fill out an evening. Spoke to Jamie Buxton-Gould about speaking about increasing Biodiversity in local gardens and the wider environment. Mike Day or other TDC officers may also be willing to help.</p> <p>Cllr Hames to contact Exmouth TC who are very active on green matters. Some concerns noted about the level of attendance, Northam Burrows have done some fantastic events, for example. Those that are interested may already be active. Could engagement with local schools be undertaken.</p>
	10.3 Expand NTC Emergency Plan to include climate resilience	Review committee	Medium	Amber	<p>The Officer has compared the emergency plan with the UK Government's recommendation and noted where the Plan does not provide the required information.</p> <p>The matter is to be considered at Full Council.</p>

10. Community Engagement (ctd)	10.3 Expand NTC Emergency Plan to include climate resilience	Review committee	Medium	Amber	<p>The Officer has compared the emergency plan with the UK Government's recommendation and noted where the Plan does not provide the required information.</p> <p>The matter is to be considered at Full Council.</p>
	10.5 Engage students	Climate Emergency Committee.	Medium	Amber	<p>Revisit the college? Deputy TC to contact Kaye French. Appledore is ongoing - hedge laying at Anchor Park and the installation of bird boxes may present opportunities</p> <p>Revisit St Margarets CofE School - Deputy TC to follow up.</p>
	10.6 Engage with Community Groups and Buildings	Climate Emergency Committee	Medium	Amber	<p>It was noted that St Margaret's Churchyard could be maintained in a more environmentally friendly way, Deputy TC to contact the Church to start the conversation.</p>

There being no further business the meeting finished at 8.10pm.

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



**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> December 2023**

- Present:** Cllrs Mrs Hodson (Chair), Bach, Edwards, Himan, Leather, Tait and Whittaker and the Mayor (Peter Hames) ex-officio
- In attendance:** Cllr Brading  
Mrs M J Mills - Town Clerk
- 2312/570 Apologies:** All present
- 2312/571 Chairman's announcements**  
There were none
- 2312/572 Declarations of interest**  
Members were reminded that all interests must be declared prior to the item being discussed.
- 2312/573 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)
- 2312/574 To confirm and sign the minutes of the meeting held 25<sup>th</sup> October 2023 Pt A**  
Proposed: Cllr Leather, seconded: Cllr Tait (majority in favour one abstention not present at the meeting)
- 2312/575 Action Points**  
It was agreed to note the Action Points
- 2312/576 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
- 2312/577 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  
Proposed: Cllr Hodson, seconded: Cllr Hames (All in favour)  
It was further **resolved** to write-off invoice 767  
Proposed: Cllr Bach, seconded: Cllr Leather (All in favour)  
Members agreed that as the phone contract finish, they should be moved to Lebara.  
**Action Point:** Write-off invoice 767

**2312/578**

**To consider the list of grants as previously discussed for recommendation to Full Council**

It was **resolved** to hold the grant of £250 to Appledore Music Festival and Appledore Community Craft Group £500, in the office and on presentation of receipts the funds will be disbursed.

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

It was further **resolved** to recommend to Full Council the list of grants for 2024-5 in the sum of £17191

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

**Action Points:** Hold the proposed grants to Appledore Music Festival and Appledore Community Craft Group in the office.

Take the proposed list of grants to Full Council

**2312/579**

**To consider the draft budget for recommendation to Full Council**

It was **resolved** to recommend to Full Council that the draft budget in the sum of £554370 be approved.

Proposed: Cllr Leather, seconded: Cllr Hames (6 votes in favour, 1 abstention and 1 vote against)

It was agreed to reconsider newsletters at a future date

**Action Points:** Take the proposed draft budget to Full Council.

Agenda future item on newsletters

**2312/580**

**To consider the briefing on investments**

It was agreed to note the briefing and arrange presentations

**Action Point:** arrange presentations

**2312/581**

**To consider the attendance of the Deputy Town Clerk on 14<sup>th</sup> and 15<sup>th</sup> February 2024 on a two-day course "Play Area Operational Inspection in the sum of £615.00"**

It was **resolved** to enrol the Deputy Town Clerk on the course

Proposed: Cllr Hodson, seconded: Cllr Tait (All in favour)

**Northam Town Council – Minutes of the Planning Meeting held 11<sup>th</sup> January 2024 at 6.30pm in the Council Chamber, Windmill Lane, Northam.**

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

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

**2401/640 Apologies**  
Apologies were received from Cllr Bruins.

**2401/641 Chair's Announcements:**  
The Chair welcomed all attending to the first committee of 2024, wishing all a happy and healthy New Year.  
Cllr Hames asked if a list of applicable S106 allocations could be presented to a future meeting of the committee.  
**Action point: Office to collate a list of available S106 agreements.**

**2401/642 To agree the agenda as published.**  
It was **resolved** to agree the agenda as published, though consideration of the proposal at minute 2401/646 (v) (1/1252/2023/FUL) would be first.  
Proposed: Cllr Brading, Seconded Cllr Hodson (all in favour).

**2401/643 Declarations of interest:**  
Members were reminded that all interests should be declared prior to the item being discussed.

**2401/644 To confirm and sign the minutes of the planning meeting held 30<sup>th</sup> November 2023.**  
It was **resolved** to confirm and sign the minutes of the Planning Committee Meeting held 30<sup>th</sup> November 2023. The minutes were signed at the meeting  
Proposed: Cllr Leather, Seconded: Cllr Brading (majority in favour).

**2401/645 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 noting her objections to the proposal at 51 Atlantic Way (1/1252/2023/FUL), which represented a significant departure from the plans as approved (1/0172/2022/FUL). The eventual ridge height of the property would be significantly higher, resulting in an over-bearing building with properties that overlooked the neighbours.

A second member of the public stated that elderly neighbours close to the proposal (at numbers 42 and 53 Atlantic Way) would like their support for the objections noted but were not able to attend the meeting. Her husband had submitted a written statement to the Chair of the committee, which was read out by Cllr Bach. The statement noted his objections to the proposal (1/1252/2023/FUL), which were that the developer had ignored the requirements of the previous permission (1/0172/2022/FUL) from the start of the build, which should have been stopped and a variation or new proposal be submitted sooner. The way it had been done appeared to flout the planning system.

2401/646

**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:

- v) **1/1252/2023/FUL** Applicant: Majic Property (Two) Ltd  
Proposal: Demolition of existing dwelling and erection of 3 dwellings (Variation of condition 2 of planning approval 1/0172/2022/FUL)  
Location: Site Of 51, Atlantic Way, Westward Ho!,  
Response date: **13<sup>th</sup> January 2024**  
The committee considered the proposal.

It was **resolved** to suspend standing orders to allow members of the public to answer questions and address the committee.

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

One member of the public (the developer) addressed the committee, confirming that the ridge height would increase by 654mm. This was caused by the requirement to raise the base floor height so the properties could be connected to the main drainage system.

A second member of the public asked the committee how the developer had been allowed to progress the build as far as they had? The Deputy Town Clerk advised she address her questions to the District Council.

It was **resolved** to reinstate standing orders.

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

Cllr Singh proposed that refusal of permission was recommended by the committee. Cllr Hodson noted the planning considerations that the application could be considered to be in contravention of.

It was **resolved** to recommend the proposal be refused permission on the grounds that it represented over development of the site, the resulting building would be overbearing and have a detrimental effect on the street scene. The windows to the east and west elevations and the balconies on the northern elevation would overlook and therefore have a detrimental effect on the privacy enjoyed by neighbouring properties. The increased height of the building would mean the upper floor could overlook the properties to the north, similarly affecting the occupiers' privacy.

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

- i) **1/1154/2023/FUL** Applicant: Mr & Mrs Ryan  
Proposal: Use of property as a single dwelling with alterations and extensions  
Location: Orchard Hill Hotel, Orchard Hill  
Response date: **6<sup>th</sup> January 2024 (extension granted to the 12<sup>th</sup> January 2024)**  
Cllr Hodson declared that relatives owned the adjacent property, which shared access with Orchard Hill Hotel and thus would refrain from discussing the proposal and abstain in any vote.

Cllr Leather proposed and it was seconded by Cllr Brading that the proposal be recommended for approval, subject to any issues with overlooking being resolved. There were two votes for and four votes against. The proposal fell.

It was **resolved** to recommend the proposal be refused permission on the grounds that it would have a significant impact on a non-listed heritage asset. Further, the balcony over the garage extension would overlook and therefore affect the amenity of neighbouring priorities, reducing the privacy they currently enjoy.

Proposed: Cllr Hames, Seconded: Cllr Lo-Vel (majority in favour)

- ii) **1/1230/2023/LBC** and **1/1229/2023/FUL** Applicant: North Devon Maritime Museum  
Proposal: Demolition of existing Interpretation Centre and erection of Heritage Boat House building

Location: North Devon Maritime Museum, Odun House, Odun Road

**Response date: 6<sup>th</sup> January 2024 (extension granted to the 12<sup>th</sup> January 2024)**

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

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

- iii) **1/1235/2023/FUL** Applicant: Mr Adams - LJ Developments

Proposal: Variation of condition 2 of planning approval 1/0460/2020/FUL (Plans schedule)

Condition Number(s): 2

Conditions(s) Removal:

Revise design and layout

Location: Land At Grid Reference 244149 127690, Raleigh Hill

**Response date: 7<sup>th</sup> January 2024 (extension granted to the 12<sup>th</sup> January 2024)**

It was **resolved** to recommend the proposal be refused permission on the grounds that it would have significant adverse impact on the open countryside.

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

- iv) **1/1244/2023/FUL** Applicant: Mr and Mrs Steer

Proposal: Removal of existing chimney, construction of new chimney. Replacing concrete tiles with natural slates and insertion of rooflights

Location: 42 Bude Street, Appledore

**Response date: 11<sup>th</sup> January 2024 (extension granted to the 12<sup>th</sup> January 2024)**

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

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

- vi) **1/1254/2023/FUL** Applicant: Braddicks Leisure Ltd

Proposal: Variation of condition 1 of planning approval 1/0126/2023/FUL (Plans schedule)

Location: The Fairway Buoy, Golf Links Road,

**Response date: 13<sup>th</sup> January 2024**

It was **resolved** to recommend the proposal for approval.

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

- vii) **1/1256/2023/FUL** Applicant: Mr and Mrs Holloway

Proposal: Erection of a single storey extension

Location: 24 J. H. Taylor Drive, Northam

**Response date: 14<sup>th</sup> January 2024**

It was **resolved** to recommend the proposal for approval.

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

viii) **1/1083/2023/FUL re-consultation**

Applicant: Mr Burchill

Proposal: Construction of self-contained holiday let and creation of pedestrian access gateway

Location: Cluden Lodge, Cluden Road, Northam

**Response date: 16<sup>th</sup> January 2024**

It was **resolved** to recommend the proposal be refused permission. The amendments submitted had not addressed the concerns of the council and therefore the original reasons were to be resubmitted, as follows:

The proposal was for a structure whose design and style of build was out of keeping for the area.

There was insufficient parking on site for both the dwelling and the holiday let. The allocated space for the proposed holiday let was at significant distance from that buildings location.

The proposed pedestrian access to Chope Road would result in those staying at the holiday let parking on that road, closer to the building. The resulting increase in parking would cause problems for the traffic passing on Chope Road.

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

ix) **1/1164/2023/FUL**

Applicant: Mr Bath

Proposal: Create off road parking in existing front garden

Location: 26 Atlantic Way, Westward Ho!,

**Response date: 26<sup>th</sup> January 2024**

It was **resolved** to recommend the proposal for approval.

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

**2401/647 Torridge District Council Planning Decisions**

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

i) **1/1056/2023/FUL**

Proposal: Removal of the existing roof and the construction of a flat parapet roof and an extension, incorporating a larger garage, a garden room and a balcony

Location: 88 Bay View Road, Northam  
(Northam recommended that this proposal be granted permission)

ii) **1/1076/2023/FUL**

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  
(Northam recommended that this proposal be granted permission)

iii) **1/0962/2023/FUL**

Proposal: Replacement dwelling

Location: 19 Dudley Way, Westward Ho!  
(Northam recommended that this proposal be refused permission)

iv) **1/1116/2023/FUL**

Proposal: Erection of detached garage with storage over

Location: Glen House, Orchard Hill, Bideford  
(Northam recommended that this proposal be granted permission)

**2401/648 Torridge District Council Planning Decisions**

Torridge District Council, the determining Authority, has notified the Council that the following applications have been **refused** permission:

i) **1/1027/2023/FUL**

Proposal: Proposed flats and associated parking (Variation of condition 2 of planning permission 1/0831/2017/FUL) (Variation of Condition 2 of planning approval 1/0618/2019/FUL)

Location: The Pines, 76 Atlantic Way, Westward Ho!  
(Northam recommended that this proposal be granted permission)

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

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

**Northam Town Council – Minutes of the Planning Meeting held 1<sup>st</sup> February 2024 at 6.30pm in the Council Chamber, Windmill Lane, Northam.**

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

**In attendance:** Mrs J Mills – Town Clerk

**2402/724**                    **Apologies**  
All present.

**2402/725**                    **Chair's Announcements:**  
The Chair advised that items 7, vi and vii may be deferred due to insufficient time for members of the public to consider them.  
He also advised he had been looking at the documents received from TDC on enforcement, which made interesting reading. He has also called in the application for 51 Atlantic Way

**2402/726**                    **To agree the agenda as published**  
It was **resolved** to agree the agenda as published  
Proposed Cllr Hodson, Seconded Cllr Bruins, (All in favour)

**2402/727**                    **Declarations of interest:**  
*Members were reminded that all interests should be declared prior to the item being discussed.*

**2402/728**                    **To confirm and sign the minutes of the Planning Meeting held 11<sup>th</sup> January 2024**  
It was **resolved** to confirm and sign the minutes of the Planning Meeting held 11<sup>th</sup> January 2024  
Proposed Cllr Leather, Seconded Cllr Brading (All in favour)

**2402/729**                    **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.*

**2402/730**                    **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)                    1/0002/2024/FUL                    Applicant: Mr & Mrs Rogers & Hellyer  
Proposal:        Erection of a first floor extension  
Location:        52 Taylor Crescent, Westward Ho!  
**Response date: 29<sup>th</sup> January 2024 (extension granted to the 5<sup>th</sup> February 2024)**  
It was **resolved** to recommend approval, subject to consideration being given to all neighbouring properties during the construction work to ensure access to other properties is reasonably maintained.  
Proposed Cllr Hodson, Seconded Cllr Brading, (All in favour)



- ii) 1/0016/2024/FUH Applicant: Mr James Corry  
 Proposal: Retrospective erection of games room  
 Location: 4 Boulevard Way, Westward Ho!  
**Response date: 1<sup>st</sup> February 2024 (extension granted to the 5<sup>th</sup> February 2024)**  
 It was **resolved** to recommend approval.  
 Proposed Cllr Hodson, Seconded Cllr Bruins, (All in favour)
- iii) 1/1153/2023/FUL (Re-consultation) Applicant: Mr M Ashton  
 Proposal: Change of use of ancillary annex to dwelling (Affecting a Public Right of Way)  
 Location: Flagstaff House, Lower Cleave, Northam, Bideford  
**Response date: 8<sup>th</sup> February 2024**  
 It was **resolved** to recommend refusal on the same grounds as previously.  
 (Northam Town Council resolved to recommend the proposal for refusal on the grounds that by changing the status from an annexe to the neighbouring building to a separate dwelling, it is an overdevelopment of what is already a cramped site compounded by the possibility that both buildings could be permanently occupied)  
 Proposed Cllr Hodson, Seconded Cllr Brading, (Majority in favour, one abstention and one vote against)
- iv) 1/0025/2024/FUL Applicant: Maxika Homes  
 Proposal: Change of use of lower ground floor flat from holiday let to C3 residential use  
 Location: Culloden House, Fosceth Hill, Westward Ho!  
**Response date: 10<sup>th</sup> February 2024**  
 It was **resolved** to recommend refusal, on the grounds that it was considered a poorly designed layout of the accommodation, with limited natural light in the principal rooms. Also, no identified amenity space.  
 Proposed Cllr Leather, Seconded Cllr Bruins, (Majority in favour one abstention and one vote against)
- v) 1/0042/2024/OUT Applicant: Mr Barritt  
 Proposal: Outline application with all matters reserved for 1no. dwelling  
 Location: Breakers View, Park Avenue, Westward Ho!  
**Response date: 12<sup>th</sup> February 2024**  
 It was **resolved** to recommend approval.  
 Proposed Cllr Leather, Seconded Cllr Hodson, (Majority in favour two votes against)
- vi) 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  
**Response date: 16<sup>th</sup> February 2024**  
 It was **resolved** to defer this item to enable comments from the public  
 Proposed Cllr Hames, Seconded Cllr Hodson, (Majority in favour, one abstention)
- vii) 1/0033/2024/OUT Applicant: Mr Burgess  
 Proposal: Outline application for 2no. dwellings with all matters reserved (Resubmission of 1/1095/2018/OUT)  
 Location: Witten Lodge, Heywood Road, Northam  
**Response date: 16<sup>th</sup> February 2024**  
 It was proposed by Cllr Hames to defer this item, there was no seconder, the motion failed.  
 It was **resolved** to recommend approval.  
 Proposed Cllr Leather, Seconded Cllr Brading, (Majority in favour, two abstentions, one vote Against)

2402/731

**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) **1/1028/2023/FUL**  
 Proposal: Proposed internal alterations and first floor extension  
 Location: Mischief Cottage, Golf Links Road, Westward Ho!  
 (Northam recommended that this proposal be granted permission)
- ii) **1/1156/2023/FUH**  
 Proposal: Erection of porch to front elevation & conversion of garage to provide additional habitable accommodation  
 Location: 8 Ridgeway Drive, Westward Ho!  
 (Northam recommended that this proposal be granted permission)
- iii) **1/1206/2023/FUL**  
 Proposal: Raising of roof to create second floor, and alterations to dwelling and associated works  
 Location: 26 Riverside Court, Bideford  
 (Northam Town Council noted this proposal and resolved to not submit any further comments)
- iv) **1/1239/2023/DEM**  
 Proposal: Removal of all remaining buildings & partial structures and boundary wall to New Quay Street  
 Location: Torridge District Council, Middle Dock, New Quay Street, Appledore  
 (Not presented by the Planning Authority for consultation with Northam Town Council)
- v) **1/1161/2023/FUL**  
 Proposal: Part retrospective application for regularisation of rear decking and fenestration alterations and proposed front porch  
 Location: 43 Nelson Road, Westward Ho!  
 (Northam Town Council resolved to recommend the proposal be refused permission)
- vi) **1/1254/2023/FUL**  
 Proposal: Variation of condition 1 of planning approval 1/0126/2023/FUL (Plans schedule)  
 Location: The Fairway Buoy, Golf Links Road, Westward Ho!  
 (Northam recommended that this proposal be granted permission)

2402/732

**Members agreed to note Torridge District Council Planning Appeals**

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

- i) Appeal Reference: APP/W1145/D/24/3336373  
Appeal Start Date: 23rd October 2023  
Interested Party comments by: Not yet available  
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, Bideford  
Appeal Initial Notification 1/0608/2023/FUL

There being no further business the meeting closed at 7.40pm

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

**Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Thursday 14<sup>th</sup> December 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)

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

**2312/597 Apologies**  
Apologies – None received.

**2312/598 Chairman's announcements**  
Members were advised of the possibility of sharing some space with Bideford Town Council when their new depot is finalised. This will be for further discussion when more information is available. There was a discussion on decoration of the renewed skate park and it was suggested that local colleges be invited to create designs and possibly complete the work. Cllr Hames to supply photos of the current skatepark. Members were advised of emergency repairs to footpath 24.  
It was agreed and will be ratified at the next meeting that a working group is set up to consider the ROSPA reports, to include Cllr Bach, Cllr Edwards and Cllr Whittaker (one Cllr from each ward) one staff member and one member of the maintenance team.  
**Action Points:** Update when more information is available about the Bideford depot. Invite expressions of interest from local colleges regarding the redecoration of the skate park

**2312/599 Declarations of interest**  
Members were reminded that all interests should be declared prior to the item being discussed.  
There were none.

**2312/600 To agree the agenda as published**  
It was **resolved** to agree the agenda as published  
Proposed: Cllr Whittaker, Seconded: Cllr Hodson (all in favour)

**2312/601** It was **resolved** to confirm and sign the minutes of the Town Projects Meeting held 2<sup>nd</sup> November 2023 as correct record,  
Proposed: Cllr Bach, Seconded: Cllr Edwards (all in favour)

**2312/602 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.

- Lords Meadow zip wire, will need replacement in about 2 years currently not rotting at base, but everywhere else.  
Provision to be made in future budgets
- Anchor Park planting plan agreed for the autumn, bulbs have been planted.  
Remove from list
- White Lining - Councillor Edwards to speak to County Councillor  
It was agreed to seek information from DCC requesting that NTC be permitted to apply white lining where necessary, and to seek costings for purchase and hire of such a machine.  
Action Points: Write to DCC and seek costings for machinery.
- Blackies ownership completed and at Land Registry  
Signs erected on status of path at Blackies  
Remove from listing
- Burrough Farm Hedging include in next year's budget  
Remove from listing
- Dog bin requests, TDC considering Griggs Close, all others refused  
This bin has been added to TDC list for consideration next year.  
Retain until update received
- Weed control review annual on August agenda
- Retain until update received
- Battery powered equipment replacement, under regular review  
Purchase of a second battery has been added to the budget.  
Retain until update received
- Footpath survey diarised (Cllr Hames)
- Retain until update received
- Anchor Park replacement weather dependent
- Retain until update received
- Anchor Park, hedge laying scheduled February 2024
- Retain until update received
- Finger post received licence from TDC awaited subject to receipt of contractor information. 1 quote received, 1 awaited.  
It was resolved to proceed as soon as possible with the installation, subject to receipt of the licence from TDC  
Proposed Cllr Bach, seconded Cllr Hodson (all in favour)  
When considering projects for the future the overall cost must be considered.  
Action Point : proceed as soon as possible.

- Tree planting Anchor Park. This cannot go ahead currently, one location is too close. The hedgerow near the play area could be enhanced with smallish trees if members are agreeable.  
This issue to be discussed with Cllr Hames and the Deputy Town Clerk
- Heating control at Northam Hall replaced with new boiler and control system  
Remove from listing
- Figure included in Budget for work on Wren Close  
Remove from listing
- Noted that future acquisitions should be surveyed as to condition and costs and this will form the basis for agreements  
Remove from listing
- Handrail at the bell slip, this has been improved and made safe  
Action point: Seek ownership details. Information has been circulated by email
- Green flag award scheme to remain on the agenda. It Has been suggested that the green flag scheme should remain on the projects list rather than as an agenda item.  
Retain until update received
- Planting for hanging baskets and planters, members were advised of neighbouring councils arrangements for their floral displays, it was agreed to continue with Merry Harriers this year.  
Action Point: Seek quotes for 2024
- Resurfacing footpath 10A, it was agreed that the footpath survey would be completed, and Councillor Hames would report back.  
Action Point: Cllr Hames report awaited, future agenda item
- Resurfacing at the base of the basket swing an Anchor Park likely to cost £4000 to £5,000 and has not been included in 2024-5 budget.  
Retain until update received and include in future budget
- Northam Lions have been written to. They have been advised about the typing error in their accounts and have been asked to submit an amended document. they have also been advised about the requirement for planting around the boundary fence and suggestions made as to where they could seek funding for it.  
Cllr Whittaker to speak to Northam Lions regarding a response  
Retain as agenda item
- Requests for road markings, Devon County Council have been written to and the response circulated.  
Remove from list

- replacement of the ball fencing at Lords Meadow, a substantial sum has been included in the budget for work required at Lords Meadow for next year  
Retain until update received
- Request for agenda item regarding street lighting in Golf Links Rd (between Avon Lane and Beach Rd, DCC to be contacted.

- 2312/604 To consider re-cording flagpole at Bone Hill** (approximate cost £ 520 plus VAT  
It was **resolved** to proceed with the purchase of the cord and replace as needed under a maintenance schedule.  
Proposed Cllr Edwards, seconded: Cllr Hodson (all in favour)
- 2312.605 To consider replacement glass for two bus shelters in Golf Links Rd**  
(anticipated cost £998 ex VAT.  
It was **resolved** to proceed with the purchase of three panes of glass and defer any repairs to the shelter adjacent to the Golf Club.  
Proposed: Cllr Hodson, Seconded: Cllr Whittaker (all in favour)
- 2312/606 To consider two requests to install sheds on allotment plots at Windmill Lane**  
It was **resolved** to agree to the request subject to compliance with rules.  
Proposed Cllr Edwards, seconded: Cllr Hodson (all in favour)
- 2312/607 To consider replacement of a roadside bench** (herewith)  
It was **resolved** to take remedial action as an interim measure to give time to review all benches.  
Proposed Cllr Hodson seconded: Edwards, (all in favour)
- 2312/608 To consider drainage problems** (verbal update)  
There is currently a problem on Footpath 1 which is being investigated by SWW  
It is not yet clear whether it is due to a leaking water main, but SWW has confirmed there is no sewage or foul water.

Meeting recording commenced at 10.35 am

There being no further business the meeting closed at 11.55:am

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



**Northam Town Council – Minutes of the Review Committee held in the Council Chamber, Windmill Lane, Wednesday 3rd January 2024 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 Mr G Langton

- 2401/618 Apologies**  
Apologies were received from Cllr Singh
- 2401/619 Chairman's announcements**  
There were no announcements
- 2401/620 Declarations of interest**  
Members are reminded that all interests should be declared prior to the item being discussed.
- 2401/621 To agree the agenda as published**  
It was resolved to agree the agenda as published  
Proposed: Cllr Leather, Seconded: Cllr Bach (all in favour)
- 2401/622 To confirm and sign the minutes of the previous Review Committee Meeting held on 8<sup>th</sup> November 2023**  
It was resolved to confirm and sign the minutes of the previous Review Committee Meeting held on 8<sup>th</sup> November 2023 as a correct record.  
Proposed: Cllr Leather, Seconded: Cllr Newman McKie (majority in favour two abstentions not present at the meeting)
- 2401/623 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.
- 2401/624 To consider Action Points**  
It was agreed to note the action points
- 2401/625 To consider information on the Council Committee structure of neighbouring councils.**  
The information provided that there is no one size fits all. Structure is dependent on the roles each council has to fulfil



2401/626

**To consider reconfiguration of the Council Committee structure moving forward from May 2024**

Matters for discussion were

- Proposals for restructuring committees were debated at length  
It was **resolved** that this committee wholeheartedly supports that climate is integrated into the functions of every committee and becomes a major component of Full Council agendas, moving forward

Proposed: Cllr Hodson, seconded Cllr Newman McKie, (all in favour)

It was further **resolved** that the proposals are adopted in principle and the suggested amendments are circulated to committee for consideration.

The final draft to be submitted to Full Council

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

Members were asked to acknowledge receipt of the revised draft.

**Action point:** Draft to be amended according to suggestions received at the meeting, circulated to the committee members for consideration and a final draft to go to Full Council.

2401/627

**To consider the appointment of a consultant to review staffing**

It was **resolved** to appoint a consultant as used previously through Worknest.

**Action point :** arrange an appointment

2401/628

**To consider the date of the next meeting**

It was agreed to arrange the date for 7<sup>th</sup> February 2024

There being no further business the meeting closed at 8.05 pm

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

**Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Wednesday 10<sup>th</sup> January 2024 in the Council Chamber of the Town Hall at 6.30 pm**

**Present:** Cllrs: Hodson, (Chair) Bach, Brading, Whittaker and the Co-opted Member – Mrs Penzer.

**In attendance:** Guy Langton (Deputy Town Clerk).

**2401/629 Apologies**

Apologies Cllrs Bruins, Hames, Edwards and Newman-McKie, and non-councillor members Mrs Hutchins and Mr Makeig-Jones.

**2401/630 Chairman's announcements**

The Chair apologised that Cllr Newman-McKie had been omitted from the attendance list on the circulated draft minutes of 29<sup>th</sup> November 2023.

**2401/631 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.

**2401/632 To agree the agenda as published**

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

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

**2401/633 To confirm and sign the minutes of the Westward Ho! Park meeting on 29<sup>th</sup> November 2023.**

It was **resolved** to confirm and sign the minutes of the Westward Ho! Park meeting on 29<sup>th</sup> November 2023, with the noted amendment in the attendance list.

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

**2401/634 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.

**2401/635 To consider the Action Points.**

The Chair noted that two actions had not been reported upon, they were:

That the Council would seek donations of garden tools for the volunteer gardeners at Westward Ho! Park, most crucially lighter more easy to handle varieties.

That the Men's Shed would be asked if they could help sharpen and refurbish tools that the volunteer gardeners had.

The remainder of the Action Points were noted.

**Action point: Advertise for tools as described.**

**2401/636 To receive a report from the Chair of FOTWHOP**

Mrs Hutchins sent a report, which was read out by the Deputy Town Clerk, as follows:

*There is not a great deal to report from the Chairman's side, things are ticking along - the 200 Club has 174 members, and people do watch the live videos of the draw.*

*We've had people give donations over the Christmas period, - choosing to give to charity as an alternative to sending cards. There was some discussion about the tennis courts on the Westward Ho! community page, it looks like some people don't understand how charging for the tennis courts will work.*

*The question has been asked about how to retrieve footballs from the tennis courts - it may be an idea to put something about this in the noticeboard in the park. We continue to promote Easyfundraising, and this has resulted in some more people signing up to support us with this.*

*I would like to express my thanks to the gardening volunteers.*

Mrs Penzer reported that the gardeners continued to encounter issues with Dog Waste not being picked up by the dog walkers.

The committee discussed placing a CCTV camera on the pavilion to cover the tennis court gate and park paths, which may catch people not picking up after their dogs. It was noted that some authority's dog wardens have portable CCTV units to place in locations with high incidents of dog fouling.

**Action point: Office to request that the Dog Warden makes regular patrols.**

**Action point: Promote the FOTWHOP Easy Fundraising page through the Council's website and Facebook.**

2401/637

**To receive an update on the Tennis Courts**

**Completion of the works.**

The outstanding issues with the ramp and fence-edge had been completed. The final painting works would not be done until the weather improves.

**Booking system.**

The Council had been registered on the booking system and awaited the remote link to the number-pad on the gate to be completed. Each booking would be issued with a unique PIN to access the courts.

It was anticipated that the booking system would be complete and the courts open for booking from late January 2024.

It was noted all bookings would be made through the Council's website and its link to the *ClubSpark* website. This had been populated and had gone live. Members were asked to review the pages and send comments to the Deputy Town Clerk.

**Charging for use now.**

Charging has previously been agreed at £35 annual household membership and £5 per hour for casual users (Full Council August 2023).

Charges for use of the courts until the painting had been completed would be £1 per court per hour.

The Annual Passes would not be available until all three courts had been painted and were open for use.

Opportunities for free tennis through Park Tennis were to be pursued.

The committee further noted that a press release would be drafted which would include an invitation from interested parties to discuss the provision of tennis coaching or acting as Park Tennis Facilitators with the Council.

**Action point: Office to draft the press release.**

**Action point: Members to review the Council's website and its web presence on *ClubSpark* and feed back to the Deputy Town Clerk at their earliest convenience.**

2401/638

**To receive an update on the "Changing Places Toilet Facility"**

Members were advised that the Contracts Finder tender had been published.

Tenders were expected to be submitted by noon on the 16<sup>th</sup> January, after which they would be opened and presented to Full Council for consideration.

Cllr Whittaker noted that with the extension to the date for the completion of the Changing Place, at least one grant would have expired before the work was completed.

Cllr Brading noted concerns that should the pavilion be demolished and re-built that the Changing Place would be detrimentally affected.

Cllr Bach noted that given the age of the pavilion and its state of repair, it's lack of thermal insulation (so low U-values) and effect of the weather on the bricks, the asbestos tile construction of the roof and possibility of rot or insect damage to timbers, it may not be economical to repair. New build allows a modern and sustainable build and layout, making full use of up-to-date knowledge and materials. He recommended the Council get professional advice regarding the cost of new build against refurbishment.

It was confirmed that those submitting tenders for the work had been informed of the works that could be undertaken on the pavilion. Similarly, the course leader at Petroc College had been informed of the works to be undertaken to provide a Changing Place.

The Chair noted that any works on the Pavilion would need to be undertaken following a full survey of the building and an options appraisal, which would consider renovation of the existing building and its replacement.

It was noted that a link had been formed with the HND in Sustainable Development at Petroc College, who had agreed to allow the final year students to design a replacement building. It was agreed that this was a positive link, providing the students a good opportunity to apply their skills and the Council with a clear and costed brief.

Mrs Penzer asked if, should the building be demolished, could the bricks be used in building the sensory garden and its raised beds? The committee considered this a suitable use and it would be noted.

**Action point: Office to check grants for expiry dates and write to the committees of relevant funding bodies.**

**Action point: Relay the possible use of the bricks to assist in building the sensory garden and raised beds in the Park.**

**2401/639**

**To consider installation of a defibrillator for Westward Ho! Park**

It was resolved to seek the installation of a defibrillator at the Park as an additional unit as part of the scheme operated by the South West Ambulance Service, with which the Council has other units across the Town area and to be mounted on the wall of the Changing Place. The cost of £1,000 would be met, at least in part, through Councillor community grants.

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

**Action point: Cllrs Bach, Hodson and Whittaker to review their Torridge District Grants for available funds.**

There being no further business the meeting closed at 7.45pm

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