

Northam Town Council – Minutes of the Environment and Maintenance committee meeting held Wednesday 17th June 2026 at 6:30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllrs Bell, Cllr Edwards, Cllr Hames, Cllr Sawyer, Cllr Lo-Vel, Hodson and the Mayor, Cllr Sam Newman-McKie (ex-officio).

In attendance: Ian Rawle – Parks & Buildings Manager.

2606/094 To elect a Chair for the Committee

Cllr Bell nominated Cllr Bell as Chair of the Environment and Maintenance Committee.

The nomination was seconded by Cllr Bach. The matter was put to a vote. All members were in favour.

2606/095 To elect a Deputy Chair for the Committee

Cllr Hames nominated Cllr Sawyer as Deputy Chair of the Environment and Maintenance Committee.

The nomination was seconded by Cllr Bach. The matter was put to a vote. All members were in favour.

2606/096 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

All members present.

2606/097 Chair's Announcements

The Chair thanked Members for their support in electing him as Chair and outlined his vision to increase edible planting across the parish to support the community and help educate children about foraging.

Cllr Hames asked the Chair to consider exploring opportunities to support climate awareness and community resilience at a local level.

Members noted that this could include:

- Working with community groups, schools, and volunteers
- Promoting awareness of climate and resilience issues
- Identifying small local projects (e.g. planting, biodiversity, and food growing)
- Encouraging community preparedness and education initiatives

The Chair confirmed that this matter would be referred to the next meeting of the Environment & Maintenance Committee for further discussion and to consider possible actions.

Chair's
initials



Action Point: The Parks and Buildings Manager Prepare a report to the next Environment & Maintenance Committee meeting on opportunities to support climate resilience, biodiversity and community food-growing initiatives across the parish.

2606/098 To receive any dispensations and disclosable pecuniary or other interests

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

2606/099 To agree the agenda as published

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

Proposed Cllr Edwards, Seconded Cllr Bach (all in favour)

2606/100 To confirm as a correct record and sign the minutes of the Parks and Recreation Committee held on 8th April 2026

It was **resolved** that to approve the minutes as a true and correct record, which were signed by the Chair.

Proposed Cllr Hames, Seconded Cllr Bach (majority in favour, 2 abstentions – not present at the meeting).

2606/101 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.

2606/102 To receive an update on actions

The Action table is presented below.

Chair's
initials

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Action points

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Action		June 2025	July 2025	October 2025	February 2026	March 2026	June 2026
1	Traffic issues at the Square, Northam	Costs of traffic surveys not yet researched. Cost of air quality surveys not yet researched. NOT STARTED	NOT STARTED	Traffic survey cost received, Discussion required in refence to air quality survey	Seeking updated quotes. ONGOING.	Include condensed report for June	On Agenda
2	Schedule the works for Life on the Verge	The design is being redrafted in line with the requirements of the Neighbourhood Highways Officer. ONGOING	Not supported by Highways officer. Revisit Plans.	Fresh plans will be put to council in December	On Agenda. ONGOING.	80% Complete	Complete
3	Purchase and install an additional solar panel for the MVSIDs					Added	Complete
4	Obtain an Upper Tier Waste Carrier Licence				On Agenda	To be completed in April (financial year)	Complete
5	Arrange the removal of the two failed trees and replacement with Hawthorn trees at Appledore Quay Front at the start of autumn.					Added	Added to schedule for Works in October 2026
6	Purchase and install two Moulded Seat benches (Option 4) at Blackies, Appledore.					Added	Complete
7	Arrange for Grave Concerns to undertake the cleaning of the war memorials in Northam and Appledore.					Added	Works to Start on the 15 th June.

Chair's initials

2606/103

MVSID Data Reports

Members noted the data collected from the Mobile Vehicle Speed Indicator Devices (MVSIDs) located on Bay View Road and Churchill Way. The key findings demonstrated that average vehicle speeds on both roads remain broadly compliant with the 30 mph speed limit, with the majority of vehicles travelling between 20–30 mph. Traffic volumes were consistent throughout the monitoring periods, with peak flows occurring during morning and late afternoon periods. Members also noted the small number of high-speed outliers recorded on both roads.

Members further noted that the MVSID previously deployed on Bay View Road has been relocated to Lenards Road to support ongoing monitoring in relation to traffic issues at The Square, Northam.

The Officer confirmed that MVSID data is routinely shared with the Police and Devon County Council Highways. Members requested that future MVSID reports presented to the Committee include confirmation that the data has been shared with both organisations.

It was **noted** by Members that the Officer routinely shares MVSID data with the Police and Devon County Council Highways. Members requested that this be reflected in future agenda reports.

Action Point: Include a statement within future MVSID reports confirming that the traffic data has been shared with the Police and Devon County Council Highways.

2606/104

P3 Footpaths (FP) Grant and FP36 Westward Ho!

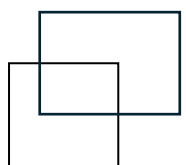
Members noted the update regarding Footpath 36 at Westward Ho!, including confirmation that the annual P3 Grant application has been approved.

The Officer advised that a contractor had attended the site to assess the proposed works and prepare a quotation. Once received, the quotation will be forwarded to the Public Rights of Way Officer to assist in identifying potential funding opportunities and determining the most appropriate way to progress the project.

Members noted the update.

Action Point: Forward the contractor's quotation for the proposed works to Footpath 36 to the Public Rights of Way Officer to support consideration of funding options and the next steps for the project.

Chair's initials



2606/105 Blackies - Orchard and Pollinator Planting

Members considered the proposed planting scheme for Blackies, including the planting of three edible fruit trees and a pollinator-friendly planting area.

Following discussion, Members agreed to proceed with the purchase and planting of the three fruit trees. Members requested that the proposed lavender planting be reconsidered and that alternative planting options be explored before any further purchases are made.

Proposed Cllr Hames, Seconded Cllr Bach (all in favour)

Action Point: The three edible fruit trees (Apple, Pear and Plum) be purchased within the approved budget of £500 from Environment and Maintenance Cost Code 63 and planted during the October/November 2026 planting season.

The proposed lavender planting be reconsidered, with alternative pollinator-friendly planting options presented to Members at a future meeting.

2606/106 Floral Displays Update

Members **noted** that the Grounds Maintenance Team had completed the summer planting programme throughout the Parish, including the planting of planters, half-moon baskets, display troughs, hanging baskets and Parish boats.

During discussion, Members commented on the presence of weeds within the planting bed at Westward Ho! Green, as shown in the report photographs.

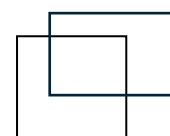
The Officer advised that Westward Ho! Green is not owned or maintained by Northam Town Council. Whilst the Council had funded and installed the seasonal planting within the bed, responsibility for the wider maintenance of the site rests with the current landowner. The Officer further advised that the position may become clearer following the implementation of Local Government Reorganisation (LGR), at which point there may be opportunities to review future ownership and maintenance arrangements for the asset.

Members **noted** the update.

There being no further business the meeting closed at 19:26pm.

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

Chair's initials



8th July 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllrs Edwards, Hames, Himan (Vice-Chair, in the chair), Newman-McKie (Mayor), Leather, Tait and Whittaker.

In attendance: Cllr Bach (non-committee member), Guy Langton (Town Clerk & RFO).

2607/146 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

Cllr Hodson submitted her apologies, the reasons for which were approved by the committee.

2607/147 Chair's announcements

The Vice-Chair made no announcements.

2607/148 To receive any dispensations and disclosable pecuniary or other interests

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

2607/149 To agree the agenda as published.

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

Proposed Cllr Whittaker, Seconded Cllr Leather (all in favour)

2607/150 To consider the minutes of the Finance meeting held on the 10th June 2026 as a true and correct record

It was **resolved** to accept the minutes as a true and correct record with one amendment, that the Staff Handbook was passed by a majority, Cllr Edwards abstained. The amended minutes were signed by the Vice-Chair.

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

2607/151 Public Participation

There were no members of the public present.

2607/152 To receive an update on Action Points

The action points were noted as presented below.

Action		Update
1	Arrange digger training for one member of staff	Arrangements to be made. The officers are exploring opportunities for combining with other similar bodies to improve access and reduce costs. ONGOING
2	Reference the carpark adjacent to the Seagate Hotel - Advise the lease holder (Young & Co Brewery plc) of the Council's decision to extend the end date by three months, in line with paragraph 21.5. Ask the lease holder what sort of events and how many would be held on the car park, should permission be granted.	The lease holder has been advised that amendments may need to be made to the lease: - the patio being explicitly defined as wholly on NTC land and not within the curtilage of the Seagate Hotel, - no automatic right of access / egress across NTC land is granted to the Seagate Hotel, as confirmed with TDC a number of years ago, - Relevant planning permissions, if appropriate (advice is being sought). A solicitor has been contacted to review and draft the lease (6 years, starting at £7,000/year, subject to annual indexation, as defined). Should the revised lease be materially different to the current one, the lease may need to return to this committee or Full Council. The council has not granted permission for events on the car park. ONGOING

Chair's initials

3	Reference the carpark adjacent to the Seagate Hotel - Seek confirmation of the permission given for the existing constructions on the land (the patio and associated works, and the gig shed).	This council's files have been researched and, finding no record of permission, the transferee has been contacted and requested further information. No formal conclusion has been received though indications are that: the patio will need permission only (a charge may be made for legal work), and the effect on the gig club shed on the overage clause is being considered. Should the overage clause be triggered or not, a legal charge may be made for formal permission ONGOING
4	Vehicle tracking	The matter is being researched by the Parks & Buildings Manager and will be on a future agenda. ONGOING
5	Prepare an outline of the process by which the Council issues Northam Burrows Manor Passes on behalf of the Northam Burrows Charity.	The work has been delayed by the absence of staff due over April and May and is ongoing. ONGOING
6	Appoint key holding service	To start by end July 2026. COMPLETE
7	Amend staff handbook and present to staff	Date for staff briefing to staff has been confirmed as 14 th July. COMPLETE
8	Advise members of the staff cost for the day of the May Fair 2026	The staff cost for the day of the May Fair was circulated to members with the draft minutes, as follows: The event itself had a staff cost of £1,676.24. This represented 89.25 hours of staff time on the 2 nd May 2026. The cost may increase if any member of staff chooses to be paid the overtime in the future rather than taking it as TOIL. The reason for this is TOIL is awarded at a ratio of 1:1, overtime is a ratio of 1.5:1 (or 2:1 on a Sunday / bank holiday) for all staff but the Town Clerk and Parks & Buildings Manager. In common with all services provided by the Council, the staff cost is combined in one cost centre. COMPLETE

2607/153 To consider the Clerk's report and approve, by resolution, the payments as listed

On 30th June 2026 the Council's balances were:

Petty Cash	£98.17	no interest	
Hinkley & Rugby Building Society	£300,000	interest rate is 1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Cambridge & Counties Bank (31-day)	£98,501.85	interest rate is 2.72%	General Reserves
Nationwide (Business 95-day saver)	£98,145.04	interest rate is 3.20%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£10792.20	interest rate is 1.55%	Tennis Reserves
Coop Bank (current account)	£14331.66	no interest	General expenditure

Total cash in hand (SCRIBE) £521,868.92

Chair's initials

Petty Cash: The council spent £16.98 of petty cash in June 2026, withdrawing £70 to maintain the balance stated in the financials regulation (£100).

Tennis courts:

The gross volume of sales in June 2026 was £522.50. After fees, the Council has received £472.37.

Since 1st April 2026, the Council has received £1,783.19 for tennis court memberships and bookings.

Action point: Include a comparison to the same month in the previous year in future reports.

Payments:

Between 1st and 30th June 2026, the council made 129 payments, totalling £70,629.41 (ex VAT). There were 46 payments of £100 or more totalling £64,657.53 (ex VAT).

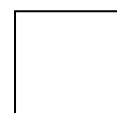
It was **resolved** to approve the payments as listed to withdraw £2,400 from the Council's earmarked reserve to meet the cost of cleaning the war memorials
Proposed: Cllr Leather, seconded: Cllr Whittaker (all in favour).

Receipts: Between 1st and 30th June 2026, the council received 130 payments (some have the same id number - regular hall hire bookings), totalling £5,583.94 (ex VAT).

The report was noted and received.

- 2607/154 To note an increase in the costs of the council's fuel card service**
It was noted that the council's fuel card provider has introduced a flat-rate £3 (ex VAT) fee each month less than £500 of fuel is purchased, with effect from the 21st July 2026.
- 2607/155 To consider the annual charge to Northam Burrows Charity for staffing costs and administrative services**
It was **resolved** to increase the staffing and administrative charge in 2026 to £7,689 (£9,226.80 inc VAT) and apply a percentage increase each year in line with the salary increment awarded.
Proposed: Cllr Hames, Seconded: Cllr Leather (majority in favour, 2 abstentions).
- 2607/156 To consider continuing with a two-page insert in the LINK magazine each month**
It was **resolved** to continue to place a two-page piece in the LINK magazine each month at a cost of £200 (ex VAT)/month, to be reviewed in July each year.
Proposed: Cllr Leather, Seconded: Cllr Hames (majority in favour, 1 abstention).
- 2607/157 To receive and consider the Internal Audit report 2025-26**
The Internal Auditor's report was received and the actions identified by the Town Clerk in consultation with the Auditor approved.
Proposed: Cllr Whittaker, Seconded: Cllr Leather (majority in favour, 1 abstention).
Action point: Share a copy of the actions with the Internal Auditor.
- 2607/158 To note and receive the Annual Governance and Accountability Return (AGAR) 2025-26**
The AGAR for 2025-26 was received and noted.
- It was **resolved** to exclude members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960. Proposed: Cllr Leather, seconded Cllr Hames (all in favour)*
- 2607/159 To receive an update on staffing matters**
A confidential verbal update was received from the Town Clerk & RFO.

Chair's initials



2607/160 To receive and sign the payroll information sheet for submission, considering overtime claimed

It was **resolved** to approve the payroll submission sheet for June 2026.

Cllr Leather, Seconded: Cllr Whittaker (majority in favour, 1 abstention).

The payroll information sheet was signed by the Vice-Chair.

Action points: Submit the information.

*It was **resolved** to readmit members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960. Proposed Cllr Leather, Seconded: Cllr Hames (all in favour)*

There being no further business the meeting closed at 8:25pm

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

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Chair's initials

V'chr	Date	Net	VAT	Total	Description	Cost Centre	Cost Code	Minute Ref
379	30.06.26	£89.90	£17.98	£107.88	Defibrillators	Environment & Maintenance	Defibrillators	
378	30.06.26	£58.50	£11.70	£70.20	Training - Cllr Hodson	Training	Training	
377	30.06.26	£58.50	£11.70	£70.20	Training - Cllr Himan	Training	Training	
376	29.06.26	£6.10	£1.22	£7.32	Alarm maintenance	Administration	Town Hall - Maintenance	
376	29.06.26	£6.10	£1.22	£7.32	Alarm maintenance	Northam Hall	Maintenance	
375	29.06.26	£395.00	£79.00	£474.00	Audit Services	Administration	Audit & Data Protection	
374	29.06.26	£441.56	£0.00	£441.56	Professional Fees - planning permission	MUGA	Professional Fees	2511/475
373	29.06.26	£400.00	£0.00	£400.00	Cleaning Northam Hall	Northam Hall	Cleaning	
372	29.06.26	£70.00	£14.00	£84.00	Training	Training	Training	
371	29.06.26	£9.66	£1.93	£11.59	Mayor's Cadet	Members	Mayor's Cadet	
370	29.06.26	£5.14	£1.03	£6.17	Cleaning Northam Hall	Northam Hall	Cleaning	
369	29.06.26	£4.17	£0.83	£5.00	Mobile Phone - CW	ICT	Mobile Phones	
368	26.06.26	£1.35	£0.00	£1.35	Square fees	Northam Hall	Square Fees for hall hire	
367	16.06.26	£1.50	£0.00	£1.50	Refreshments	Administration	Refreshments	
366	25.06.26	£0.34	£0.00	£0.34	Square fees	Northam Hall	Square Fees for hall hire	
365	25.06.26	£2,640.34	£528.07	£3,168.41	Tennis Courts - final payment	Parks & Recreation	Westward Ho! Park	
364	25.06.26	£5.96	£1.19	£7.15	Expenses	Members	Travel Expenses	
364	25.06.26	£53.63	£0.00	£53.63	Expenses	Members	Travel Expenses	
363	25.06.26	£58.50	£11.70	£70.20	Training - Cllr Hames	Training	Training	
363	25.06.26	-£15.00	-£3.00	-£18.00	Training (account in credit)	Training	Training	
362	25.06.26	£54.00	£0.00	£54.00	MOT - GX23	Council Machinery & Equipment	MOT	
362	25.06.26	£60.00	£12.00	£72.00	Repairs - GX23	Council Machinery & Equipment	Truck Maintenance	
361	25.06.26	£4.17	£0.83	£5.00	Mobile Phone - JL	ICT	Mobile Phones	
360	25.06.26	£7,345.32	£0.00	£7,345.32	HMRC PAYE	Staff Costs	Salaries, HMRC and NEST	2508/252
359	24.06.26	£1.35	£0.00	£1.35	Square fees	Northam Hall	Square Fees for hall hire	
358	24.06.26	£20.24	£4.05	£24.29	Replacement lock	Environment & Maintenance	Defibrillators	
357	24.06.26	£16.76	£3.35	£20.11	Defibrillators	Environment & Maintenance	Defibrillators	
356	24.06.26	£14.97	£3.00	£17.97	Defibrillators	Environment & Maintenance	Defibrillators	
355	24.06.26	£5.66	£1.13	£6.79	Defibrillators	Environment & Maintenance	Defibrillators	
354	24.06.26	£41.95	£8.39	£50.34	Internet	ICT	Internet (Offices)	
353	24.06.26	£6.25	£1.25	£7.50	Mobile Phone	ICT	Mobile Phones	

Chair's initials



352	23.06.26	£1.01	£0.00	£1.01	Square fees	Northam Hall	Square Fees for hall hire	
351	23.06.26	£4.17	£0.83	£5.00	Mobile Phone - TA	ICT	Mobile Phones	
350	23.06.26	£2.65	£0.53	£3.18	Door stickers	Environment & Maintenance	Defibrillators	
349	23.06.26	£1,320.00	£0.00	£1,320.00	War Memorial Northam	Environment & Maintenance	War Memorials	
348	23.06.26	£1,080.00	£0.00	£1,080.00	War Memorial Appledore	Environment & Maintenance	War Memorials	2604/740
347	23.06.26	£40.00	£0.00	£40.00	Photos	Members	Civic Reception	
346	23.06.26	£66.50	£13.30	£79.80	Mower Repair	Council Machinery & Equipment	Machinery Maintenance	
345	23.06.26	£815.28	£0.00	£815.28	Salaries (top-up)	Staff Costs	Salaries, HMRC and NEST	
344	23.06.26	£39.50	£7.90	£47.40	Lighting	Administration	Town Hall - Maintenance	
343	23.06.26	£1,721.21	£0.00	£1,721.21	PWLB	PWLB	Westward Ho! Park Tranche 2	
342	22.06.26	£11.25	£2.25	£13.50	Keys - new padlocks	Northam Hall	Maintenance	
342	22.06.26	£11.25	£2.25	£13.50	Keys - new padlocks	Administration	Town Hall - Maintenance	
341	22.06.26	£4.17	£0.83	£5.00	Mobile Phone - RG	ICT	Mobile Phones	
340	19.06.26	£1.01	£0.00	£1.01	Square fees	Northam Hall	Square Fees for hall hire	
339	19.06.26	£1.01	£0.00	£1.01	Square fees	Northam Hall	Square Fees for hall hire	
338	19.06.26	£138.49	£27.70	£166.19	MVSIDs	Environment & Maintenance	MVSIDs	
337	19.06.26	£62.08	£12.42	£74.50	Pothole Repairs	Environment & Maintenance	Street Works	
336	19.06.26	£330.00	£66.00	£396.00	MVSIDs	Environment & Maintenance	MVSIDs	
335	19.06.26	£177.43	£35.49	£212.92	Disposal Waste Materials	Comm Centre Toilet	Hygiene Services	
334	19.06.26	£78.10	£15.62	£93.72	Disposal Waste Materials	Northam Hall	Hygiene Services	
333	19.06.26	£235.28	£47.06	£282.34	Disposal Waste Materials	CPT	Hygiene	
332	18.06.26	£0.77	£0.00	£0.77	Square fees	Northam Hall	Square Fees for hall hire	
331	18.06.26	£0.77	£0.00	£0.77	Square fees	Northam Hall	Square Fees for hall hire	
330	18.06.26	£0.84	£0.00	£0.84	Square fees	Northam Hall	Square Fees for hall hire	
329	18.06.26	£136.44	£27.29	£163.73	Padlocks	Northam Hall	Maintenance	
329	18.06.26	£28.75	£5.75	£34.50	Padlocks	Administration	Town Hall - Maintenance	
328	18.06.26	£103.32	£20.67	£123.99	Repairs	Environment & Maintenance	Bus Shelters	
327	18.06.26	£4.17	£0.83	£5.00	Mobile Phone - GL	ICT	Mobile Phones	
326	18.06.26	£19,200.00	£0.00	£19,200.00	Salaries	Staff Costs	Salaries, HMRC and NEST	2606/081
325	17.06.26	£150.00	£0.00	£150.00	Entertainment - Appledore Band	Members	Civic Reception	
324	17.06.26	£921.06	£184.21	£1,105.27	Subscriptions	Administration	Subs and Memberships	2605/024
324	17.06.26	£69.33	£0.00	£69.33	Subscriptions	Administration	Subs and Memberships	2605/024
324	17.06.26	£898.61	£0.00	£898.61	Subscriptions	Administration	Subs and Memberships	2605/024

Chair's initials



323	17.06.26	£250.00	£0.00	£250.00	May Fair 2026	Community	May Fair Costs	2511/472
322	17.06.26	£200.00	£40.00	£240.00	The Link	Community	Newsletters & Communication	2505/053
321	17.06.26	£90.00	£18.00	£108.00	Training	Training	Training	
320	17.06.26	£4,059.28	£0.00	£4,059.28	PWLB	PWLB	PWLB - Northam Hall	
319	17.06.26	£463.50	£0.00	£463.50	Professional Fees (Planning permission)	MUGA	Professional Fees	2511/475
318	17.06.26	£100.00	£0.00	£100.00	Book Token	Members	Mayor's Cadet	
317	17.06.26	£34.22	£6.85	£41.07	Refreshments	Members	Civic Reception	
316	17.06.26	£1.08	£0.22	£1.30	Car Parking	Administration	Expenses	
315	15.06.26	£1.50	£0.00	£1.50	Refreshments	Administration	Refreshments	
314	16.06.26	-£42.75	£0.00	-£42.75	Gas & Electric Northam Hall	Northam Hall	Electric	
314	16.06.26	£96.12	£4.81	£100.93	Gas & Electric Northam Hall	Northam Hall	Electric	
314	16.06.26	-£7.83	-£0.39	-£8.22	Gas & Electric Northam Hall	Northam Hall	Gas	
313	15.06.26	£6.25	£0.00	£6.25	Square fees	Northam Hall	Square Fees for hall hire	
312	15.06.26	£111.28	£22.26	£133.54	Fuel	Council Machinery & Equipment	Fuel - Mowers	
312	15.06.26	£102.87	£20.57	£123.44	Fuel	Council Machinery & Equipment	Fuel - WF18 PTX	
311	15.06.26	£86.50	£0.00	£86.50	Water bill	Northam Hall	Water	
310	15.06.26	£61.00	£0.00	£61.00	Water bill	Pavilion & CPT	Water	
309	15.06.26	-£28.15	£0.00	-£28.15	Gas & Electric Northam Hall	Northam Hall	Electric	
309	15.06.26	£94.25	£4.71	£98.96	Gas & Electric Northam Hall	Northam Hall	Electric	
309	15.06.26	£136.01	£6.80	£142.81	Gas & Electric Northam Hall	Northam Hall	Gas	
308	12.06.26	£227.10	£0.00	£227.10	Insurance	Insurances	HR (Via Worknest)	2505/051
308	12.06.26	£65.00	£13.00	£78.00	Insurance	Insurances	HR (Via Worknest)	2505/051
307	12.06.26	£3,117.09	£623.42	£3,740.51	Insurance	Human Resources and H&S	Worknest (HR and H&S Advisors)	2505/051
306	12.06.26	£796.75	£159.35	£956.10	Civic Function	Members	Civic Reception	
305	12.06.26	£9.00	£1.80	£10.80	Expenses	Administration	Expenses	2602/607
305	12.06.26	£66.55	£0.00	£66.55	Expenses	Administration	Expenses	2602/607
304	11.06.26	£24.16	£4.83	£28.99	Plant food	Environment & Maintenance	Hanging baskets & Planters	
303	11.06.26	£9.45	£0.00	£9.45	Postages	Administration	Postages	
302	02.06.26	£11.65	£2.33	£13.98	Equipment	Council Machinery & Equipment	Tools & Equipment	
301	09.06.26	£5.00	£1.00	£6.00	Mobile Phone - IR	ICT	Mobile Phones	
300	09.06.26	£65.79	£3.29	£69.08	Electricity - Pavilion	Pavilion & CPT	Electric	
299	09.06.26	£2,733.15	£0.00	£2,733.15	Pensions	Staff Costs	Salaries, HMRC and NEST	
298	08.06.26	£0.12	£0.00	£0.12	Square fees	Northam Hall	Square Fees for hall hire	

Chair's initials



297	08.06.26	£1,129.60	£0.00	£1,129.60	General insurance (monthly dd)	Insurances	General	2605/037
296	08.06.26	£4.17	£0.83	£5.00	Mobile Phone - TT	ICT	Mobile Phones	
295	05.06.26	£0.35	£0.00	£0.35	Square fees	Parks & Recreation	Square Fees for allotment rent	
294	05.06.26	£463.70	£0.00	£463.70	Insurance	Insurances	Engineering	2605/039
294	05.06.26	£0.00	£77.17	£77.17	Insurance	Insurances	Engineering	2605/039
293	05.06.26	£180.00	£36.00	£216.00	Alarm maintenance	Northam Hall	Alarm & CCTV	
292	05.06.26	£130.00	£26.00	£156.00	Alarm maintenance	CPT	Alarm	
291	05.06.26	£7,867.14	£1,573.43	£9,440.57	Plants	Environment & Maintenance	Hanging baskets & Planters	2511/476
290	05.06.26	£1,495.00	£299.00	£1,794.00	Survey	Pavilion & CPT	Large Project Reserve	2512/521
289	05.06.26	£455.00	£91.00	£546.00	Cleaning CPT	CPT	Cleaning	
288	05.06.26	£335.00	£67.00	£402.00	Civic.ly Subscription	ICT	Civic.ly Asset Management Software	
287	05.06.26	£314.00	£62.80	£376.80	IT contract	ICT	Cloudy IT	
286	05.06.26	£345.00	£0.00	£345.00	Signs	Members	Honours Boards	
285	05.06.26	£58.06	£11.61	£69.67	Toilet rolls paper towels	Northam Hall	Disposables	
284	05.06.26	£41.70	£8.34	£50.04	Toilet rolls paper towels	Northam Hall	Disposables	
283	05.06.26	£28.17	£5.63	£33.80	Cleaning	Administration	Town Hall - Cleaning	
282	05.06.26	£15.57	£3.12	£18.69	Benches	Environment & Maintenance	Blackies	2604/739
281	05.06.26	£7.95	£1.59	£9.54	Cleaning Northam Hall	Northam Hall	Cleaning	
280	05.06.26	£163.00	£32.60	£195.60	Truck Maintenance	Council Machinery & Equipment	Truck Maintenance	
279	05.06.26	£46.53	£9.31	£55.84	Telephone system	ICT	Phones	
278	04.06.26	-£463.50	£0.00	-£463.50	Professional Fees (Planning permission)	MUGA	Professional Fees	
277	04.06.26	£134.96	£26.99	£161.95	Prosecco Glasses	Administration	Miscellaneous	
276	04.06.26	£360.00	£0.00	£360.00	Vehicle Tax - transit	Council Machinery & Equipment	VED	
275	03.06.26	£37.38	£7.48	£44.86	Signs	Tennis Courts	Banners/Flyers/Leaflets	
274	02.06.26	£0.76	£0.00	£0.76	Square fees	Northam Hall	Square Fees for hall hire	
273	02.06.26	£0.84	£0.00	£0.84	Square fees	Northam Hall	Square Fees for hall hire	
272	02.06.26	£20.37	£4.07	£24.44	Park Repairs	Parks & Recreation	General Maintenance	
271	01.06.26	£25.83	£5.17	£31.00	Flowers	Members	Civic & General Expenses	
270	01.06.26	£17.46	£3.49	£20.95	Keys	Tennis Courts	Reactive Maintenance	
269	01.06.26	£1.67	£0.33	£2.00	Stationery	Administration	Stationery	
254	01.06.26	£33.32	£0.00	£33.32	Stripe fees	Tennis Courts	Stripe Fees	
253	01.06.26	£448.76	£0.00	£448.76	Room rental	Administration	Room Rental	
129	Totals	£66,160.10	£4,469.31	£70,629.41				

Chair's initials



MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE
2nd July 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.

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Present: Cllrs Hames (Chair), Horrocks, Lo-Vel and Sawyer.

In attendance: Guy Langton (Town Clerk & RFO)

2607/136 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)

Cllrs Bach and Newman-McKie submitted their apologies, the reasons for which were approved. There were two vacant seats.

2607/137 Chair's announcements

The Chair announced that Torridge District Council had approved the Northam Neighbourhood Plan for a referendum of the community.

2607/138 To receive any dispensations and disclosable pecuniary or other interests

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

2607/139 To agree the agenda as published

It was **resolved** to agree as published, though it was noted that the circulated agenda had two typographical errors and incorrectly identified the minutes to be confirmed as the 30th April rather than 11th June - the correct minutes were circulated, however. Proposed Cllr Horrocks, Seconded Cllr Lo-Vel (all in favour)

2607/140 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 11th June 2026

It was **resolved** that to approve the minutes of that Planning & Development committee meeting as a true and correct record, they were signed by the Chair.

Proposed: Cllr Lo-Vel, Seconded: Cllr Sawyer (Majority in favour with 1 abstention - not present at the meeting).

2607/141 Public Participation

There were no members of the public present.

2607/142 To receive the Northam Neighbourhood Plan Examiner's report and receive an update on the next steps

As the Chair had announced, TDC had approved Northam 's Neighbourhood Plan to be put to a referendum of the community, expected to be the 3rd September 2026.

The Working Group had met to consider the options for publicising the referendum, noting that the Council could not encourage the community to vote one way or the other but could encourage the community simply to vote. Postal and proxy voting are allowed (The Neighbourhood Planning (Referendums) Regulations 2012. Sch.3 s5, 14)

The council could only incur limited expenses in publicising the referendum, as described in Sections 4 & 5 of [The Neighbourhood Planning \(Referendums\) Regulations 2012](#)

Briefly, the council can incur referendum expenses of £2,362 + 0.059p/elector

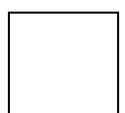
On 31st December, the wards had the numbers were Appledore: 2974, Northam: 4218, Westward Ho!: 3329 = 10,521

10,521 x 0.059p = £620.74.

Total spend allowable: £2,982.74.

Expenses must be declared and include any notional expenses, where property, services or facilities are provided free of charge or at a discount. It is an offence for a campaign organiser to exceed the referendum expenses limits and if found guilty would be liable to a fine of up to £5,000 and/or imprisonment of up to 12 months.

Chair's initials



2607/143 To note Tree Protection Orders (enclosed)

Land at Knapp House, Northam, Bideford, EX39 1NT - TREE PRESERVATION ORDER 004/2025, as specified in the table below.

Reference	Description	Situation
T1	Lime Tree	In open parkland to south of Knapp House and north of Grooms Cottages
T2	Sycamore Tree	To north of footpath and east of Knapp House
T3	Oak Tree	To east of static caravans at T3 Oak Tree Knapp House and south of Hillside Cottage

2607/144 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) 1/0424/2026/DEM

Proposal: Demolition of two storey structure and garage extension

Location: Barn At Grid Reference 245505 128192, Lower Cleave, Northam

It was **resolved** to recommend the proposal be granted permission, subject to a condition being placed on the approval that the applicant acquires the necessary European Protected Species Licence from Natural England prior to any work commencing.

Proposed: Cllr Horrocks; Seconded: Cllr Sawyer (all in favour)

ii) 1/0435/2026/FUH

Proposal: Single storey extension to front of dwelling

Location: 37 The Fairways, Westward Ho!

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

Proposed: Cllr Lo-Vel; Seconded: Cllr Sawyer (all in favour)

iii) 1/0445/2026/FUL

Proposal: Single storey extension and alterations to existing dwelling

Location: Atlantis House, Churchill Way, Northam

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

Proposed: Cllr Lo-Vel; Seconded: Cllr Horrocks (Majority in favour, 1 abstention)

iv) 1/0410/2026/REMM

Proposal: Reserved matters application for appearance, landscaping, layout & scale for 53 no. dwellings pursuant to planning approval 1/0252/2022/OUTM (affecting a public right of way)

Location: Land Off Cornborough Road, Westward Ho!

Noting that the principle of development at this location had been established by the outline permission, the Council had no comments to make at this stage other than to request the S106 is reconsidered and varied if necessary. This was in light of the time elapsed since the S106 agreement was signed, and the likely delay until the contributions are made in this multi-phase development compounded by the effects of Local Government Reorganisation. In particular, the detail referring to the timing of contributions and the provision and management of and community facilities both on the site and across the wider parish would benefit from review.

Chair's initials



v) **1/0434/2026/FUL****Proposal:** Dwelling (Variation of condition 6 of planning approval 1/1081/2009/FUL)**Location:** Development Plot At Tors View, Westward Ho!

It was **resolved** to recommend the proposal be refused permission on the grounds that it would detrimentally affect the skyline vista from the beach, Westward Ho! and the coast path.

Proposed: Cllr Hames; Seconded: Cllr Horrocks (Majority in favour, 1 against & 1 abstention)

vi) **1/0371/2026/REM**

Proposal: Reserved matters application for the approval of appearance, landscaping, scale and layout for the erection of two dwellings pursuant to outline permission 1/0096/2022/OUT

Location: Land At Grid Reference 246387 130514, Alpha Place, Appledore

It was **resolved** to recommend the proposal be refused permission on the grounds that there was insufficient detail contained within the application demonstrating how the design and construction of the planned dwellings would not detract from their setting in the conservation area.

Proposed: Cllr Sawyer; Seconded: Cllr Lo-Vel (Majority in favour, 1 abstention)

vii) **1/0419/2026/FUL****Proposal:** Demolition of existing garage and erection of dwelling (self-build)**Location:** Torridge Garage, Torridge Road, Appledore

It was **resolved** to recommend the proposal be refused permission on the grounds that the planned single off-road parking space did not comply with policy DM04 (1)(h) of the North Devon and Torridge Local Plan, which requires new development to 'provide safe and appropriate highway access and incorporate adequate well-integrated car parking'. Nor does it comply with policy TR1 Residential Parking Provision of the emerging Northam Neighbourhood Plan, which seeks to 'ensure that cars are an unobtrusive part of the scene' With only one narrow garage space, it is likely the development as planned will require future occupants to park their vehicle(s) on the road. Setting the structure back on the site would allow for further off-road parking on the site.

Proposed: Cllr Horrocks; Seconded: Cllr Lo-Vel (Majority in favour, 1 abstention)

viii) **1/0385/2026/FUL****Proposal:** Replacement single storey extension and installation of solar panels**Location:** 1 Southmoor House, Buckleigh Road, Westward Ho!

It was **resolved** to comment that whilst the proposal was broadly acceptable, it would have been supported by this council if the design of the replacement extension was more in keeping with the style of the rest of main house. As designed in the documents, the proposed replacement extension would be out of keeping with the character of the area and the main building.

Proposed: Cllr Sawyer; Seconded: Cllr Hames (All in favour)

ix) **1/0436/2026/LBC****Proposal:** Replacement windows and doors**Location:** 2 Northam House, Heywood Road, Northam

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

Proposed: Cllr Horrocks; Seconded: Cllr Hames (All in favour)



2607/145 Torridge District Council Planning Decisions

It was noted that Torridge District Council, the determining Authority, had **granted** permission for the following applications with conditions as filed:

i) **1/0296/2026/LBC**

Proposal: Installation of iron railings

Location: 5 Odun Road, Appledore

(Northam Town Council recommended that the proposal be granted permission.)

ii) **1/0277/2026/FUL**

Proposal: Proposed extension and alterations of existing garage into office, shower room and gym

Location: Clover Bank, Sandymere Road, Northam

(Northam Town Council recommended that the proposal be granted permission.)

iii) **1/0250/2026/FUL**

Proposal: Demolition of existing barns and erection of two dwellings

Location: Agricultural Buildings at Duckhaven Stud, Cornborough Road, Westward Ho!

(Northam Town Council made no comment at this stage.)

iv) **1/0309/2026/FUL**

Proposal: Proposed internal alterations and single storey rear extension, to include demolition of the existing conservatory and the conversion of the existing garage

Location: 9 Millennium Way, Westward Ho!

(Northam Town Council recommended that the proposal be granted permission.)

v) **1/0327/2026/LBC**

Proposal: Retrospective Internal alterations

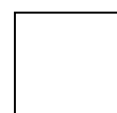
Location: 8 Pitt Hill, Appledore

(Northam Town Council recommended that the proposal be granted permission.)

There being no further business, the meeting closed at 6:50pm

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

Chair's initials



MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE
23rd July 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllrs Bach, Hames (Chair), Horrocks, Lo-Vel, Newman-McKie and Sawyer.
 In attendance: Guy Langton (Town Clerk & RFO)

2607/185 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)

All members were present. There were two vacant seats.

2607/186 Chair's announcements

The Chair announced that the Government had announced its decision regarding Local Government Reorganisation in Devon.

2607/187 To receive any dispensations and disclosable pecuniary or other interests

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

2607/188 To agree the agenda as published

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

Proposed Cllr Sawyer, Seconded Cllr Bach (all in favour)

2607/189 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 2nd July 2026

It was **resolved** that to approve the minutes of that Planning & Development committee meeting as a true and correct record, they were signed by the Chair.

Proposed: Cllr Sawyer, Seconded: Cllr Horrocks (Majority in favour with 2 abstentions - not present at the meeting).

2607/190 Public Participation

There were no members of the public present.

2607/191 To receive the Northam Neighbourhood Plan Examiner's report and receive an update on the next steps

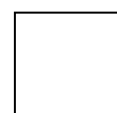
The District Council had advised this council that the referendum would be held on the 20th August 2026. Postal and proxy voting are allowed (The Neighbourhood Planning (Referendums) Regulations 2012. Sch.3 s5 and 14).

The Working Group had met to consider the options for publicising the referendum, noting that the Council could not encourage the community to vote one way or the other but could encourage the community simply to vote. The council could only incur limited expenses in publicising the referendum, as described in Sections 4 & 5 of [The Neighbourhood Planning \(Referendums\) Regulations 2012](#).

The Town Clerk had kept a record of the spending thus far, which had to include administration time, totalled £2,160.85 (inc VAT). The remaining spend would be on administration time and advertising the referendum on bus shelters (£36.50/shelter ex VAT).

Expenses must be declared and include any notional expenses, where property, services or facilities are provided free of charge or at a discount. It is an offence for a campaign organiser to exceed the referendum expenses limits and if found guilty would be liable to a fine of up to £5,000 and/or imprisonment of up to 12 months.

Chair's initials



2607/192

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) **1/0442/2026/FUL**

Proposal: Rear single storey extension, attic conversion with dormer window, installation of solar PV's mounted to southern roof plane and internal reconfiguration

Location: 35 Western Avenue, Appledore

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

Proposed: Cllr Newman-McKie; Seconded: Cllr Bach (all in favour)

ii) **1/0467/2026/LBC**

Proposal: Removal of existing window frames and installation of new replacement window/door frames, together with repair of 3no. windows on South West elevation

Location: Staddon House, Staddon Road, Appledore, Bideford

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

Proposed: Cllr Lo-Vel; Seconded: Cllr Bach (all in favour)

iii) **1/0483/2026/FUL**

Proposal: Creation of annex for a dependant relative

Location: The Posting House, Honey Street, Northam

It was **resolved** to recommend the proposal be granted permission but requested that a condition be applied to the permission that the annex remain supplemental to the main dwelling and could not be underlet or sold as a separate dwellinghouse in the future.

Proposed: Cllr Newman-McKie; Seconded: Cllr Bach (all in favour)

iv) **1/0486/2026/FUL**

Proposal: Change of use of building to Pilates studio and treatment rooms

Location: 7 Fore Street, Northam

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

Proposed: Cllr Lo-Vel; Seconded: Cllr Sawyer (all in favour)

v) **1/0503/2026/FUL**

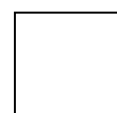
Proposal: Loft conversion including creation of dormers

Location: 3 Irsha Street, Appledore

It was **resolved** to recommend the proposal be refused permission, echoing the comments of the Conservation Officer in her report. The proposal would have a significantly detrimental effect on the street scene in the conservation area, contrary to paragraphs 219 and 220 of the NPPF - where the proposal does not preserve the roofscape nor make a positive contribution to the views into and within the conservation area. The increase in habitable room numbers would also lead to an increased demand for parking, already at a premium in Appledore.

Proposed: Cllr Sawyer; Seconded: Cllr Bach (majority in favour, 1 abstention)

Chair's initials



2607/193 Torridge District Council Planning Decisions

It was noted that Torridge District Council, the determining Authority, had **granted** permission for the following applications with conditions as filed:

i) **1/0331/2026/FUH**

Proposal: Extension to front porch

Location: 6 Skern Way, Northam,

(Northam Town Council recommended that the proposal be granted permission.)

ii) **1/0330/2026/FUL**

Proposal: Retrospective application for the siting of ground mounted solar panels

Location: Marshford House, Churchill Way, Northam,

(Northam Town Council recommended that the proposal be granted permission.)

iii) **1/0424/2026/DEM**

Proposal: Demolition of two storey structure and garage extension

Location: Barn At Grid Reference 245505 128192, Lower Cleave, Northam,

(Northam Town Council made no comment at this stage.)

iv) **1/0347/2026/FUL**

Proposal: Erection of two-storey side extension and decking with associated alterations (Variation of condition 2 of planning approval 1/0837/2025/FUL)

Location: The Mount, Lakenham Hill, Northam,

(Northam Town Council made no comment at this stage.)

There being no further business, the meeting closed at 7:00pm

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

Chair's initials