Northam Town Council – Minutes of the Full Council meeting held 2nd September 2026 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Bach, Bell, Edwards, Hames, Himan, Hodson, Horrocks, Leather, Lo-Vel, Newman-McKie (Mayor) Sawyer, Singh, Tait and Whittaker (Deputy Mayor).

In attendance: Guy Langton (Town Clerk & RFO), Rev Andrew Vidamour.

2609/247 Apologies
All members were present.

2609/248 To agree the agenda as published.
It was **resolved** to proceed with the agenda, moving the final two items to after the time allocated for Public Participation to allow sufficient time to consider them in detail.
Proposed Cllr Edwards, Seconded Cllr Tait (majority in favour, 3 against)

Rev Vidamour left at this point (6:35pm)

2609/249 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.

2609/250 Mayor's Announcements
The Mayor announced that the extended opening hours at Northam Library had been published. These 'open access' hours, in addition to the 21 staffed hours were possible by a grant from the Northam Burrows Charity.

The Mayor encouraged all members to advise their networks of the Town Council's annual grant round, which was open from the 1st September to the 31st October.

Cllr Hodson entered at this point (6:37pm)

2609/251 To confirm and sign the minutes of the meeting of the Council held 29th July 2026
Cllr Edwards asked if the proposal he had made at the previous meeting to contact the County Council and bus service operator and seek a meeting with those bodies had been included. The conformation of the minutes was therefore deferred to the next meeting.

2609/252 To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees
The below listed minutes were received and adopted.

- Environment & Maintenance 17th June 2026
- Finance & Human Resources 8th July 2026
- Planning & Development 2nd and 23rd July 2026

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

Cllrs Leather and Singh entered at this point (6:40pm)

2609/253 Public Participation

There were no members of the public present.

*It was **resolved** to exclude members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960. Proposed: Cllr Tait, seconded Cllr Hodson (all in favour)*

2609/254 To consider revisiting the Council's position regarding the 'Leisure Centre', Northam
After considerable discussion, in which the Council noted the establishment of a community group that was seeking to acquire and renovate the building, it was

resolved to not revisit or change the council's position regarding the 'Leisure Centre', Northam Square.
Proposed: Cllr Edwards, Seconded: Cllr Bell (majority in favour, three against)

2609/255 To consider whether to seek title over land in Westward Ho! ward
It was **resolved** to not seek title over the land at Milluemium Way, title number DN428801, noting that the council's staff were not able to maintain land it did not own without the owner's permission.
Proposed: Cllr Hames, Seconded: Cllr Tait (majority in favour, 2 against and 1 abstention).

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

2609/256 To receive a report from Devon & Cornwall Police
No members of the Neighbourhood Policing team were available to attend the meeting.

2609/257 To receive a report from the Devon County Councillor
Cllr McGeough did not attend the meeting.

2609/258 To receive reports from Torridge District Members
Cllr O'Rourke was not available to attend the meeting. There were no reports made by other Torridge members.

2609/259 To receive a report (if any) from the Police-Councillor Advocate
Cllr Sawyer reported that he was arranging a meeting with the Neighbourhood Team Inspector and hoped to liaise with the Police Neighbourhood Team to present reports to these meetings each month.

2609/260 To receive an update regarding Local Government Reorganisation
The Mayor reported that Devon's LGR proposal had been brought up at Prime Minister's Questions, with the PM agreeing to listen to the arguments.

Devon County Council has issued a pre-action protocol letter to the government to challenge the planned local government reorganisation (LGR) via a judicial review.

In the decision made in July 2026, Whitehall announced plans to divide Devon into four unitary authorities, expanding Plymouth, Exeter, and Torbay. The remainder of the county would be in a single unitary authority. The County Council objected, arguing the model prioritises urban expansion, ignores rural and coastal needs, and could cost local taxpayers up to £80m in implementation. The council has also filed Freedom of Information requests regarding how ministers reached their decision.

Devon County Council's cabinet would formally decide whether to proceed with the judicial review at its September meeting.

2609/261 To consider the action point update ... The action points were received as below.

2508/283 Meeting with Northam Lions FC	Management agreement is on the agenda for consideration.	COMPLETE

2512/525 Speedwatch	Advise the Police of the intention to recommence the SpeedWatch initiative in the Parish and of the volunteer coordinator. A total of four volunteers needed, the coordinator plus three. Adverts have been placed on the Council's website and re-shared fortnightly on social media. Assistance with promotion would be sought. One volunteer had come forward and the Town Clerk was in the process of arranging the training. Cllr Hodson volunteered to promote the initiative to local and community groups and organisations, asking if other members would also do so. **Action Point: contact local and community organisations (e.g. schools' Friends groups) to promote the project and seek further volunteers.** ONGOING
2601/551 Pension arrangements for Council Staff	Initial staff feedback sought 14th July 2026. All staff at the meeting stated they would be willing to make the increased contribution required by the LGPS over the NEST scheme, which could vary between 0.8% and 2.5% more. A report will be prepared for the Full Council meeting later in September 2026. Members requested that the October Finance & HR committee receive the report in the first instance. ONGOING
0606/067 Write to Devon County Council and bus service provider to express the Council's concern over the different levels of service provided to Appledore and Westward Ho!	No further correspondence from the County Council regarding the cost of extending the bus services serving Appledore. No further correspondence regarding the cost of providing a temporary Night Bus to Appledore. It was noted that the provided Night Bus service to Westward Ho! was not what the Council agreed to fund at its meeting in april 2026 (minute 2604/775) and that this should be included in any arranged meeting with the County Council and bus service provider. ONGOING
2607/125 Write to PCC and Inspector to express the Council's concerns and clarify the funding of street wardens.	OPCC and Neighbourhood Policing team Inspector contacted, who responded that Westward Ho! was not considered a Hot Spot for 2026. The Town Clerk would share the email threads with Cllr Sawyer as Police Councillor advocate. ONGOING
2607/131 Funding a defibrillator – Westbourne Terrace	The grant awards have been approved. The Defibrillator and Case have been purchased and, at the time of writing, awaited installation (TDC informed). The Defibrillator had been installed. COMPLETE

2607/208 Possible taxi rank locations in Northam Parish	Inform the Chair of the TDC licencing Committee that no suitable locations could be identified. COMPLETE
2607/209 Take out membership of the Town and Country Planning Association (TCPA)	Membership for 2026-27 paid. COMPLETE
2607/211 Split rooms G14&G15 back into two	Structural work contractor instructed. Electrical contractor instructed. RAMS and associated documents required by the building's owner to be completed. Date for works to be confirmed. ONGOING

Comfort break (7:50pm to 8:00pm)

2609/262 To receive the Clerk's report

On 31st July 2026 the Council's balances were:

Account	Balance	Interest	Notes
Petty Cash	£74.59	zero	Financial Regulations expect the balance to be maintained at approximately £100
Hinkley & Rugby Building Society	£250,000	1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Mayor's Charitable Fundraising	£2,805.00	1.06%	Mayor's civic dinner and other fundraising
May Fair	£5,250.35	1.06%	Funds for deposits and other spending leading up to the next May Fair
Cambridge & Counties Bank (31-day)	£98,729.07	2.72%	General Reserves
Nationwide (Business 95-day saver)	£98,411.78	3.20%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£10,792.20	1.55%	Tennis Reserves
Coop Bank (current account)	£17,048.78	zero	General expenditure

Total cash in hand (SCRIBE) £483,111.77

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

Tennis courts: The gross volume of sales in July 2026 was £1,284.23 after fees.

Year to date (1st April to 31st July)	Received	Change
2026	£3,067.42 (-22.26%)	-22.26%
2025	£3,945.65 (+12.46%)	+12.46%
2024	£3,508.58 (1st year)	0% 1st year

Payments: Between 1st and 31st July 2026, the council made 137 payments, totalling £52,635.66 (ex VAT). There were 35 payments of £100 or more totalling £50,487.14 (ex VAT) (appended to these minutes).

Receipts: Between 1st and 31st July 2026, the council had 130 receipts, including 34 for the hire of Northam Hall, totalling £13,558.86 (ex VAT).

2609/263 To receive an update on the Northam Neighbourhood Plan referendum

Cllr Hames reported that the referendum, held on the 20th August 2026 resulted in a YES vote and the Northam Neighbourhood Plan would proceed to be made by Torridge district Council in due course. There was a 22.3% turnout, with 2188 voting YES, 165 voted NO, with 3 spoilt ballots.

Cllr Whittaker left the meeting at this point (8:05pm)

In publicising the referendum, the council incurred an estimated £2,755.89 of expenses (see appended table). With an electorate of 10,570, the Council could spend £2,985.63 (£2,362 plus 0.059p/elector). These expenses cannot be reclaimed but must be declared.

Action point: Declare the expenses.

Cllr Whittaker returned to the meeting at this point (8:10pm)

2609/264 To consider and adopt the below listed controlled documents recommended by committees and working groups

Procurement Policy (v1.3)
It was **resolved** to adopt this policy, with the addition of specific reference to the Council's Carbon Plan at paragraph 8.5.
Proposed: Cllr Hames, Seconded: Cllr Newman-McKie (majority in favour, 1 abstention)
Action point: Amend the Procurement Policy to include specific reference to the Council's Carbon Plan at paragraph 8.5.

Financial Regulations 2026 (v1.3)
It was **resolved** to adopt the revised Financial Regulations.
Proposed: Cllr Bach, Seconded: Cllr Leather (majority in favour, 1 abstention)

Anchor Park Agreement (v1.1)
It was **resolved** to adopt the agreement.
Proposed: Cllr Bell, Seconded: Cllr Leather (majority in favour, 1 against)

Management Agreement with Northam Lions (v2.1)
It was **resolved** to adopt this agreement, with the amendment of paragraph 9 to replace 'guide dogs for the blind' with 'assistance dogs' and correct other typographical errors.
Proposed: Cllr Leather, Seconded: Cllr Bell (majority in favour, 1 against, 2 abstentions)
Action points:
Amend the Management Agreement at paragraph 9 to replace 'guide dogs for the blind' with 'assistance dogs' and correct other typographical errors.
Sign the revised agreement and share with Northam Lions FC for signature.

2609/265 **To receive an update on the revised Tenancy Agreement and Terms & Conditions for Council operated allotment sites**

Cllr Hames noted a number of points he wished to be explored in these terms and conditions before the final document is considered, which he would share with the Town Clerk prior to the document's return to the Review Committee later in September 2026.

The Town Clerk reported that three allotment holders had commented on the terms and conditions, the detail of which would be presented to the Review Committee later in September.

It was **resolved** to adopt the Tenancy agreement but to review the Terms & Conditions again at the appropriate committee.

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

Action point: Cllr Hames to share his feedback with the Town Clerk prior to the September 2026 meeting of the Review Committee.

2609/266 **To consider delivery of community events in the light of the Terrorism (Protection of Premises) Act 2025**

Following lengthy discussion, during which it was **resolved** to continue the meeting beyond 2½ hours (proposed: Cllr Whittaker, Seconded: Cllr Newman-McKie), it was **resolved** to defer consideration of the matter to a future meeting, noting that whilst the Act came into force in March 2027, the Council needed to consider for which community events it was the Event Organiser as defined in the Act.

Proposed: Cllr Newman-McKie, Seconded: Cllr Sawyer (all in favour)

2609/267 **To consider the working with the Bideford, Littleham & Westward Ho! Cricket Club to renovate part of the pavilion in Westward Ho! Park**

It was **resolved** to defer consideration of this to the next meeting of the council.

Proposed: Cllr Tait, Seconded: Cllr Bell (majority in favour, 3 against)

There being no further business, the meeting close at 9:20pm

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

Voucher No	Date	Net	VAT	Total	Cost Centre	Cost Code	Description	Minute Ref
436	20.07.2026	£17,723.28	£0.00	£17,723.28	Staff Costs	Salaries, HMRC and NEST	Salaries	2607/160
468	22.07.2026	£10,443.88	£0.00	£10,443.88	Members	Allowances & NI	Salaries	2607/135 & 2607/160
472	23.07.2026	£7,523.43	£0.00	£7,523.43	Staff Costs	Salaries, HMRC and NEST	HMRC PAYE	2508/252
426	15.07.2026	£2,806.50	£0.00	£2,806.50	Staff Costs	Salaries, HMRC and NEST	Pensions	
436	20.07.2026	£1,476.72	£0.00	£1,476.72	Members	Allowances & NI	Salaries	2607/160
478	24.07.2026	£1,387.76	£0.00	£1,387.76	Staff Costs	Salaries, HMRC and NEST	Salaries	
466	22.07.2026	£1,259.59	£251.92	£1,511.51	Council Machinery & Equipment	Truck Maintenance	Truck Maintenance	
406	08.07.2026	£1,129.46	£0.00	£1,129.46	Insurances	General	insurances	2605/037
444	20.07.2026	£512.87	£102.57	£615.44	Planning & Development	Public Events	NNP	
431	16.07.2026	£502.00	£0.00	£502.00	Administration	Subs and Memberships	Subscriptions	
395	03.07.2026	£455.00	£91.00	£546.00	CPT	Cleaning	Cleaning CPT	
380	01.07.2026	£450.66	£0.00	£450.66	Administration	Room Rental	Room rental	
397	06.07.2026	£450.00	£90.00	£540.00	Environment & Maintenance	Defibrillators	Defibrillators	2607/131
500	31.07.2026	£400.00	£0.00	£400.00	Northam Hall	Cleaning	Cleaning Northam Hall	
394	03.07.2026	£314.00	£62.80	£376.80	ICT	Cloudy IT	IT contract	
440	20.07.2026	£296.50	£59.30	£355.80	Administration	Town Hall - Alarm	Alarm maintenance	
467	22.07.2026	£267.25	£53.45	£320.70	Staff Costs	Payroll Processing Fees	Payroll	
501	31.07.2026	£263.25	£52.65	£315.90	Planning & Development	Public Events	NNP	
443	20.07.2026	£252.66	£0.00	£252.66	Planning & Development	Public Events	NNP	
434	16.07.2026	£252.00	£0.00	£252.00	Planning & Development	Public Events	Graphic Design	
422	14.07.2026	£216.32	£43.27	£259.59	Council Machinery & Equipment	Fuel - Mowers	Fuel	
433	16.07.2026	£200.00	£40.00	£240.00	Planning & Development	Public Events	The Link	
402	07.07.2026	£200.00	£0.00	£200.00	Grants	Ad Hoc & Emergency	Grant	2607/133
441	20.07.2026	£195.00	£0.00	£195.00	Members	Civic Reception	Mayor's Charity event	
502	31.07.2026	£171.92	£0.00	£171.92	Planning & Development	Public Events	NNP	
385	03.07.2026	£155.01	£31.00	£186.01	Administration	Photocopier Lease	Photocopier lease	
504	31.07.2026	£148.51	£29.70	£178.21	Administration	Photocopier Fees	Copier Charges	
393	03.07.2026	£147.98	£29.60	£177.58	Council Machinery & Equipment	PPE & Workwear	PPE & Workwear	
420	10.07.2026	£146.27	£29.26	£175.53	Administration	Photocopier Fees	Copier Charges	
413	09.07.2026	£140.40	£28.08	£168.48	Council Machinery & Equipment	Tools & Equipment	Equipment	

Chair's initials

399	07.07.2026	£139.12	£27.82	£166.94	Council Machinery & Equipment	Truck Maintenance	Battery
432	16.07.2026	£126.00	£0.00	£126.00	Planning & Development	NNP	Graphic Design
487	29.07.2026	£115.83	£23.17	£139.00	Administration	Office Equipment	Equipment
475	24.07.2026	£110.00	£22.00	£132.00	Council Machinery & Equipment	Tools & Equipment	Machinery Maintenance
424	14.07.2026	£108.00	£21.60	£129.60	Environment & Maintenance	Litter/Recycling & Dog Waste Bins	Litter Picking
		£50,487.17	**£1,089.19**	**£51,576.36**			

Chair's initials

NNP Referendum 20.8.26

Details					Expenditure					Opening balance
Date	No.	Description	Supplier	Scribe Ref	VAT	Design	Admin	Publicity	Total out	£ 2,985.63
13.7.26	1	Poster design	G-Five Design	434	0.00	252.00			252.00	£2,733.63
13.7.26	2	newsletter advert	The LINK magazine	433	40.00			200.00	240.00	£2,493.63
17.7.26	3	8 roadside banners (2mx1m)	Vistaprint	444	68.25			341.27	409.52	£2,084.11
		4 trailer banners			19.86			99.30	119.16	£1,964.95
		2 bowser banners			5.00			24.98	29.98	£1,934.97
		fixings for the banners			1.00			4.99	5.99	£1,928.98
		fixings for the banners			5.99			29.95	35.94	£1,893.04
		delivery			2.48			12.37	14.85	£1,878.19
17.7.26	4	25 A4 booklets - online	Instant print	443	0.00			252.66	252.66	£1,625.53
20.7.26		150 A4 outdoor posters	Matrix Print		52.65			141.29	193.94	£1,431.59
		25 A3 outdoor posters						70.51	70.51	£1,361.08
		2 A2 outdoor posters						33.95	33.95	£1,327.13
		Delivery						17.50	17.50	£1,309.63
27.7.26	6	150 A4 posters	Matrix Print		0.00			41.60	41.60	£1,268.03
		1000 A5 leaflets 2-sided			0.00			130.32	130.32	£1,137.71
Various	7	Admin hours - Town Clerk (£32.94 cost/hr) 3 meetings @ 1hr each 6.5 hrs designing banners and liaising with printers re posters, banners and leaflets etc 1 hr liaising with bus shelter operator	Northam Town Council (32.94 x 10.5)	N/A	0.00		345.87		345.87	£791.84
Various	8	Maintenance hours (£25.00 cost/hr) 8 hours erecting banners	Northam Town Council (25.00 x 8)		0.00		.	200.00	200.00	£591.84
11.8.26	9	25 A4 booklets - online	Instant print		0.00		.	216.10	216.10	£375.74
	10	Bus shelter posters (£36.50/poster (ex VAT)) ESTIMATED	Fernbank		0.00		.	146.00	146.00	£229.74
Number of transactions	9				195.23	252.00	345.87	1,962.79	2,755.89	£229.74
					-	-	-	-	2,985.63	✓

Chair's initials

Northam Town Council – Minutes of the Full Council meeting held 30th September 2026 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Bach, Edwards, Hames, Himan, Hodson, Horrocks, Leather, Newman-McKie (Mayor) Sawyer, Singh, Tait and Whittaker (Deputy Mayor).

In attendance: Guy Langton (Town Clerk & RFO), Cllr Mcgeough (Devon County Council), Rev Andrew Vidamour, two members of the public.

2609/325 Apologies
Cllrs Bell and Lo-Vel tendered their apologies, the reasons for which were approved.

2609/326 To agree the agenda as published.
It was **resolved** to proceed with the agenda as published.
Proposed Cllr Whittaker, Seconded Cllr Leather (all in favour)

2609/327 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.

2609/328 Mayor's Announcements
The Mayor reported that she had attended a free DALC Connect Event: Security & Safety Awareness Presentation from Devon and Cornwall Police. This session provided advice, guidance and reassurance on Personal, Physical and Cyber security matters, not just for council life but also for everyday activities. The Mayor encouraged all members to attend the next session, scheduled for the 15th October from 6pm.

The Town Clerk reminded members that the council offices would be closed on the 7th October to allow staff to attend the DALC annual conference and AGM.

Finally, it was announced that following the positive referendum result, the co-opted member of the Northam Neighbourhood Plan working group and NNP volunteers would be hosting a celebration on the 9th October 206, 6.30 to 8.30pm. All councillors and their plus-ones were invited.

2609/329 To confirm and sign the minutes of the meeting of the Council held 2nd September 2026
It was resolved to confirm the minutes as a true and accurate record.
Proposed: Cllr Bach, Seconded: Cllr Whittaker (all in favour).
Action point: re-present the minutes of the meeting held on the 29th July to the October meeting.

2609/330 To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees
The below listed minutes were received and adopted.

- Finance & Human Resources 12th August 2026
- Parks & Recreation 15th July 2026
- Review 22nd July 2026
- Planning & Development 13th August 2026

2609/331 Public Participation

The members of the public did not wish to address the council.

2609/332 To receive a report (if any) from Devon & Cornwall Constabulary
The members requested that a written report be tabled if no representative could attend.
Action point: request a written report.

2609/333 To receive a report from the Devon County Councillor

Cllr McGeough provided a report which was circulated in advance (appended to these minutes).

Cllr McGeough further reported that

- he continued to seek a response from County Council officers regarding a traffic count at Wooda Road;
- a meeting had been arranged with County Council officers where he and the Town Clerk would raise the council's concerns regarding the local bus services;
- a response regarding parking restrictions at Northam Library had been received and would be circulated;
- the scheme of traffic works in Westward Ho! and along Bay View road had been planned;
- Lighting column issues in Westward Ho! had been reported;
- The cost of overnight whole-street surface repairs precluded that approach;
- There would soon be a Library grant fund announced.

In response to a request from Cllr Singh to instal a pedestrian footway along the whole length of Fosketh Hill, Cllr McGeough asked Cllr Singh to email him directly.

Cllr McGeough and two members of the public left the meeting at this point (6:55pm)

2609/334 To receive reports from Torridge District Members

Cllr O'Rourke was not available to attend the meeting.

Cllr Whittaker circulated a written report in advance, which is appended to these minutes.

Cllr Bach reminded the council that agendas, papers and minutes of meetings were available on the Torridge District Council website and meetings were recorded and shared on its YouTube channel.

Cllr Hames reported that an extra-ordinary meeting had been called to discuss Local Government reorganisation and the implications of the current central government-mandated pause.

2609/335 To receive a report (if any) from the Police-Councillor Advocate

Cllr Sawyer reported that

- he was in regular contact with the Neighbourhood Team Inspector, noting that the Team covered the whole council area and the Hartland peninsular;
- crime statistics currently available were up to the end of July 2026, with 65 reported incidents that month. With this number of reports, the council is considered lower priority and so would be attended twice per year. People and businesses were encouraged to report all incidents, with online reporting being a more time-efficient method

In response to a request from Cllr Tait regarding a number of thefts on the estuary, Cllr Sawyer agreed to bring the Team's attention to them and urged Cllr Tait to encourage those that had experienced thefts to report them.

2609/336 To receive an update regarding Local Government Reorganisation

Devon Association of Local Councils (DALC) had called for clarity and certainty for parish and town councils following the government's decision to pause and review its local government reorganisation programme in the county. DALC would continue to monitor developments and keep members updated as further information becomes available.

Rev Vidamour left the meeting at this point (7:08pm)

2609/337 To consider the action point update

The action point updates were received as below.

2512/525 Speedwatch	Advise the Police of the intention to recommence the SpeedWatch initiative in the Parish and of the volunteer coordinator. A total of four volunteers needed, the coordinator plus three. Adverts have been placed on the Council's website and re-shared fortnightly on social media. Assistance with promotion would be sought. One volunteer had come forward and the Town Clerk was in the process of arranging the training. Cllr Hodson volunteered to promote the initiative to local and community groups and organisations, asking if other members would also do so. **Action Point: contact local and community organisations (e.g. schools' Friends groups) to promote the project and seek further volunteers.** ONGOING
2601/551 Pension arrangements for Council Staff	Initial staff feedback sought 14th July 2026. All staff at the meeting stated they would be willing to make the increased contribution required by the LGPS over the NEST scheme, which could vary between 0.8% and 2.5% more. A report will be prepared for the Full Council meeting later in September 2026. Members requested that the October Finance & HR committee receive the report in the first instance. ONGOING
0606/067 Write to Devon County Council and bus service provider to express the Council's concern over the different levels of service provided to Appledore and Westward Ho!	No further correspondence from the County Council regarding the cost of extending the bus services serving Appledore. No further correspondence regarding the cost of providing a temporary Night Bus to Appledore. It was noted that the provided Night Bus service to Westward Ho! was not what the Council agreed to fund at its meeting in april 2026 (minute 2604/775) and that this should be included in any arranged meeting with the County Council and bus service provider. In the first instance, a meeting has been arranged with the DCC Division member, DCC Officers and Town Clerk with a view to a wider meeting including members of this council and the bus services provider(s). ONGOING
2607/125 Write to PCC and Inspector to express the Council's concerns and clarify the funding of street wardens.	OPCC and Neighbourhood Policing team Inspector contacted, who responded that Westward Ho! was not considered a Hot Spot for 2026. The Town Clerk would share the email threads with Cllr Sawyer as Police Councillor advocate. COMPLETE
2607/211 Split rooms G14&G15 back into two	Structural work contractor instructed. Electrical contractor instructed. RAMS and associated documents required by the building's owner to be completed. Date for works to be confirmed. ONGOING

2609/261 Speedwatch	Contact the Friends Groups and other community organisations regarding this volunteering opportunity. Contact details sought, other groups to be identified. ONGOING
2609/263 Declare the NNP Referendum Expenses	The final invoice had not been received at the time of writing. The expenses would be declared as soon as the final total was available. ONGOING
2609/264 Amend policies as appropriate and sign.	Amendments made. The Mayor had not, at the time of writing, signed the adopted policies. ONGOING
2609/265 Receive feedback on the Allotment Ts&Cs from members	One member had provided feedback, which was considered at the September meeting of the Review committee. The recommended terms & conditions are on the agenda. COMPLETE
2508/283 Meeting with Northam Lions FC	Management agreement is on the agenda for consideration. COMPLETE

2609/338 To receive the Clerk's report

On 31st August 2026 the Council's balances were:

Account	Balance	Interest	Notes
Petty Cash	£102.00	zero	Financial Regulations expect the balance to be maintained at approximately £100
Hinkley & Rugby Building Society	£200,000	1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Mayor's Charitable Fundraising	£2,805.00	1.06%	Mayor's civic dinner and other fundraising
May Fair	£5,250.35	1.06%	Funds for deposits and other spending leading up to the next May Fair
Cambridge & Counties Bank (31-day)	£98,956.82	2.72%	General Reserves
Nationwide (Business 95-day saver)	£98,679.24	3.20%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£10,792.20	1.55%	Tennis Reserves
Coop Bank (current account)	£33,980.41	zero	General expenditure

Total cash in hand (SCRIBE) £450,566.02

Petty Cash: The council spent £22.59 of petty cash in August 2026, withdrawing £50 to maintain the balance stated in the financials regulation (£100).

Tennis courts: The gross volume of sales in August 2026 was £1,284.23 after fees.

Year to date (1st April to 31st August)	Received	Change
2026	£3,815.40	-22.14%
2025	£4,881.90	+12.20%
2024	£4,351.02	0% 1st year

Payments: Between 1st and 31st August 2026, the council made 87 payments, totalling £44,846.19 (ex VAT). There were 29 payments of £100 or more totalling £43,279.67 (ex VAT) (appended to these minutes).

Receipts: Between 1st and 31st August 2026, the council had 64 receipts, including 54 for the hire of Northam Hall, totalling £13,673.78 (ex VAT).

Comfort break (7:23pm to 7:32pm)

2609/339 To receive an update on the Northam Neighbourhood Plan referendum

It was noted that on 21st September 2026, Torridge District Council's (TDC) Full Council adopted the Northam Neighbourhood Plan 2024–2031 (NNP), making it part of the Development Plan for the area.

Following the outcome of the referendum, the NNP was already part of the Development Plan, and the decision by TDC's Full Council confirms and maintains that status.

TDC has provided the Qualifying Body with a Decision Statement, which has been made public on this council's website and noticeboards.

TDC's Full Council also granted limited delegated power to enable minor updates to the NNP to reflect its 'made' status. The exact power delegated was as follows:
'Authority to the Head of Planning and Building Control, in consultation with Northam Town Council, to make any necessary minor formatting, editorial and factual amendments to the Northam Neighbourhood Plan 2024-2031 as necessary'.

2609/340 To note the letter sent on behalf of Northam Town Council to the DCC Adult Health Scrutiny Committee and consider preparing a joint letter from Torridge and North Devon Town Councils

The letter was noted.

It was **resolved** to delegate authority to the Town Mayor to sign the joint letter on this council's behalf.
Proposed: Cllr Hodson, Seconded: Cllr Whittaker (all in favour)
Action point: Advise the other local councils of this council's agreement.

2609/341 To consider and adopt the below listed controlled documents recommended by committees and working groups

a) Publication Scheme (v0.3)

It was **resolved** to adopt the publication scheme (v0.3).
Proposed: Cllr Bach, Seconded: Cllr Horrocks (majority in favour, 1 abstention)
Action point: Amend the Procurement Policy to include specific reference to the Council's Carbon Plan at paragraph 8.5.

2609/342

b) Allotment terms & conditions (2026)

Cllr Hames proposed that

- the paragraph on mulching be amended to include specific reference to the effect of climate change on the likelihood of dry periods increasing in the future,
- specific reference to the council's biodiversity policy be included in the introduction and that the leaflet on encouraging pollinators be appended to the terms and conditions.

There was no seconder.

It was **resolved** to adopt the allotment terms and conditions
Proposed: Cllr Bach, Seconded: Cllr Horrocks (majority in favour, 1 abstention)
Action points:
Issue the terms and conditions
Circulate the leaflet on encouraging pollinators and post on the allotment noticeboard.

2609/343 To consider the purchase of pedestrian barriers to assist in the delivery of community events

It was **resolved** to agree a budget of £1,000, to come from the General Projects Budget, to purchase 20 crowd control barriers and 6 banners (2 May Fair and 4 Northam Town Council).
Proposed: Cllr Leather, Seconded: Cllr Bach (majority in favour, 2 against and 2 abstentions)

2609/344 To note the petition to keep a bench close to the bus stop outside Costcutters in Northam Square and consider the next steps

The petition was received by the Mayor.
it was **resolved** to seek a license for and provide a bench at this location, responsibility for the project be delegated to the Environment & Maintenance committee.
Proposed: Cllr Leather, Seconded: Cllr Tait (all in favour)

2609/345 To consider the working with the Bideford, Littleham & Westward Ho! Cricket Club to renovate part of the pavilion in Westward Ho! Park

It was **resolved** to defer consideration of this to the next meeting of the council and after the meeting of the pavilion working group.
Proposed: Cllr Newman-McKie, Seconded: Cllr Sawyer (majority in favour, 1 abstention)

2609/346 To consider nominating a member to take DALC's seat on the Torridge area meeting of DCC's Highway and Traffic orders Committee (HATOC)

It was **resolved** to nominate Cllr Whittaker.
Proposed: Cllr Newman-McKie, Seconded: Cllr Sawyer (all in favour)
Action point: Advise DALC.

2609/347 To consider an uplift to Councillor allowances for 2026/27

It was **resolved** to note that there was no updated Parish Remuneration Report available and that it was unlikely a new one will be available in the foreseeable future, so in the absence of a new report, to apply the NJC award in line with the approach of the Principal Authority, that being 3.3%. The additional £35.48 being paid to members as part of the October 2026 payroll run (making the member's allowance for 2026/27 £1,110.48).
Proposed: Cllr Tait, Seconded: Cllr Edwards (majority in favour, 1 abstention)

There being no further business, the meeting close at 8:56pm

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

Chair's initials

Voucher	Date	Net	VAT	Total	Description	Minute Ref
532	07.08.2026	£101.79	£12.21	£114.00	Membership Fee Town & Country Planning Association	2607/209
543	14.08.2026	£149.98	£30.00	£179.98	Fan x 2	
569	20.08.2026	£180.00	£0.00	£180.00	TV Licence (Town Hall)	
541	13.08.2026	£186.33	£37.27	£223.60	Fuel	
544	14.08.2026	£200.00	£40.00	£240.00	Membership Fee Grants Online	
561	18.08.2026	£200.00	£40.00	£240.00	Security Services (Town Hall)	2606/079
562	18.08.2026	£200.00	£40.00	£240.00	Security Services (CPT/Pavilion)	2606/079
563	18.08.2026	£200.00	£40.00	£240.00	Security Services (Northam Hall)	2606/079
522	07.08.2026	£205.48	£41.10	£246.58	Mower Repair	
560	18.08.2026	£208.25	£0.00	£208.25	Community Centre Water (50% of 1/4ly bill)	
539	12.08.2026	£216.10	£0.00	£216.10	Northam Neighbourhood Plan - hard copies	
564	18.08.2026	£222.00	£44.40	£266.40	Appledore noticeboard header and sundries	
584	26.08.2026	£250.00	£0.00	£250.00	Signage cleaning lance	2608/244
512	03.08.2026	£314.00	£62.80	£376.80	IT contract	
553	18.08.2026	£318.02	£63.61	£381.63	Tennis nets	
514	04.08.2026	£335.00	£67.00	£402.00	Civic.ly Subscription (July 2026)	
519	06.08.2026	£335.00	£67.00	£402.00	Civic.ly Subscription (August 2026)	
565	18.08.2026	£361.39	£72.28	£433.67	Reinstall defib Appledore Soc Club	
508	03.08.2026	£450.73	£0.00	£450.73	Garage and Room rental (Town Hall)	
589	31.08.2026	£450.73	£0.00	£450.73	Garage and Room rental (Town Hall)	
513	03.08.2026	£455.00	£91.00	£546.00	Cleaning CPT	
580	24.08.2026	£827.50	£165.50	£993.00	Van Hire (one EV off road req repair)	
566	18.08.2026	£899.35	£179.87	£1,079.22	Dep Mayor's fob renovation	2607/134
535	10.08.2026	£1,129.46	£0.00	£1,129.46	General Insurance	
585	26.08.2026	£1,240.00	£248.00	£1,488.00	Replacement generator	2608/243
510	03.08.2026	£1,254.16	£250.83	£1,504.99	Defibrillator - Westbourne Tce	2607/131
507	03.08.2026	£2,707.25	£0.00	£2,707.25	Pensions	
581	25.08.2026	£10,482.15	£0.00	£10,482.15	HMRC PAYE	2508/252
549	18.08.2026	£19,200.00	£0.00	£19,200.00	Salaries	2608/221
		£43,279.67	**£1,592.87**	**£44,872.54**		

Chair's initials

County Councillor's Report for Wednesday 30th September

Good evening, Mayor, and councillors

Improvements
Churchill way is receiving ongoing improvements works from Devon Highways, these works were originally applied for by a road closure, working with highways the best solution was to install TTL, (Temporary traffic lights) this was to mitigate the impact towards residents, so far it is working well and I can confirm that is was only the first day that caused disruption due to traffic lights being installed for safety at the junction of Heywood road, Churchill way.

Obstructive parking/ outside the Torridge pool
After numerous communications with Torridge district council and local members, I asked for Active Torridge to deal with the overflow car parking, causing issues for road users and residents of Benson drive. Unfortunately, Torridge district council being the landlords of the arm's length company (they set up) instructed me that they are unable to tell Active travel to stop the obstructive parking on the road!

So, it falls to me to apply for restrictions to enable safe access to Benson drive, I have already spoken with highways, and the details are being drawn up.

Late night buses
Westward Ho! has seen the re-instatement of the late-night bus. This will be available for News Years eve, as Westward Ho! is becoming a prime destination for New Year's Eve celebrations.

I have a meeting with Stagecoach this Friday to discuss the re-instatement of the late night bus service to Appledore village, I offered to pay the £1000 from my locality budget to move this along, Northam town councillors have also been involved in this, the new 17 bus for Bayview road, is specifically a hot topic for the lack of service for Appledore, Westward Ho! and Abbotsham from the town councillors.

The 17 bus was funded by Devon County council for the residents of Bayview Road; this is to help the isolation of residents through the lack of bus service. Once the S106 monies are paid from the developers, an improved service will be installed to offer better and more regular bus journeys. The current temporary bus service is well used by residents.

Due to funding by DCC, the 17 bus is not for other areas and Abbotsham does not fall under the division of Northam and no S106 is legally allowed to be used in this way, same as Westward Ho! and Appledore.

AI Data centre and x-links
I supported the recent public protest at Caddsdown, to express my deep concern over the proposed centre and emergence of the x-links within our Northam division, we are set to see an increase of at least 1000 heavy haulage vehicle movements, daily. This would not see a reduction in any resident's electricity bills! Nor would we have security over the cable as a nation, and this could be turned off whenever the owners wished. leaving us vulnerable and isolated.

Like many other residents I have signed the petition to government to support the local population and object to these monstrosities within our countryside and I am also extremely

disappointed that the UNESCO biosphere have refused to comment against the AI date centre- if this were to pass, we would lose the status and see the decimation of our wildlife, countryside, tourism, communities being ripped apart by the government imposing this upon us!

All-Party support is essential to try to STOP this coming to Torrington. I support our Rural cabinet member, Cllr Cheryl Cottle-Hunkin and call for all political parties to stand up and say no to this.

I am extremely concerned that Torridge district council had a meeting back in June 2025 to discuss the AI centre, this is such an important decision for all the community and I feel TDC should have done better by putting this in the public domain.

Planning reform
I was absolutely outraged to see that the government has yet again imposed the new planning reform upon Devon County Council, this will take away the local representation of your local members and give officers the powers under (delegation). I spoke in the chamber that Councillors vote against this to central government, as it makes a mockery of the planning process, leaving local representatives unable to support their communities and call decision in for scrutiny.

I was saddened that councillors did not oppose this, as they said we have no choice, legally to stop this!

Yet they assume that they will have the powers to object to the planning of critical planning infrastructure like, X-links and AI Data centres. I VOTED NO AGAINST THE PLANNING REFORM.

Northam has just approved their local plan, what now will happen to developments that we the elected members can not object to?!

Adult health and scrutiny committee
Last week saw a contentious meeting regarding the re-opening of the maternity unit at NDDH, the meeting was well attended by members of the public and all County councillors for Torridge and North Devon.

Absolutely shocking that the unit will not be open any time soon!

My questions to the committee were.
“When did you first know that North Devon Maternity staffing was becoming critically fragile, what warnings reached you personally, and why was decisive action not taken early enough to prevent the suspension of births? “

“Will you publish a full comparison of the pay, recruitment incentives, retention packages, vacancies and funded establishment for equivalent maternity and obstetric posts at North Devon and Exeter? If North Devon is less attractive financially or professionally, why should this committee accept that as an adequate recruitment strategy?”

“As chief executive, you are ultimately accountable. After repeated failures, a foreseeable staffing crisis and the loss of maternity services, will you now accept responsibility. The public

deserves accountability, not excuses. If senior leadership failed to foresee, prevent and resolve this crisis, why should the public have confidence in the chief executive remaining in post, I therefore call for you to resign, sir.
“

The meeting was live streamed and can be view online for the full content.

Westward Ho!
Has recently seen further new lighting columns fixed within the village and the previously damaged light, replaced.

Thank you
Cllr Dermot McGeough

District Councillor’s Report, 30th September 2026

On the 7th of September I found myself back at a Joint Crematorium Committee meeting with really only two topics to consider. These were the necessary replacement of the Cremators and some real improvements required to the Crematorium’s car parking arrangements.

The two Cremators need replacing and while doing this work it is advisable to upgrade the area that surrounds them. The existing ones were custom built due to the space then available whereas the new ones would include works to improve the surrounding area. These new Cremators will be more energy efficient and run as hybrid Cremators which should future proofed them for around the next 20 years.

Areas of the existing car park would be improved which will provide far better hard standing for the many users of the Crematorium services.

There is a significant amount in reserves to accommodate these items but because of inflation they will no longer cover the required amount. Both Councils will jointly have to meet the shortfall.

Last Friday I attended a joint Thematic Working Group meeting. This, a 3-hour meeting, was established to bring relevant discussion and comments forward towards the eventual development of the new Local Plan. There is quite a way to go with this work and with the changes coming forward in respect of planning I had more than moment of doubt as to the relevance of being there and indeed of attending further meetings. But given that this is our only real way of bringing as much influence as possible to the final document I realised that staying on board is actually important.

Cllr Whittaker
29th September, 2027
Town and District Councillor
Northam and Orchard Hill
Conservative Group Leader

FINANCE & HUMAN RESOURCES COMMITTEE
9th August 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllrs Hodson (Chair), Hames, Himan, Newman-McKie (Mayor) and Leather.

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

2609/278 **To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**
Cllrs Edwards, Tait and Whittaker offered their apologies, the reasons for which were approved by the committee.

2609/279 **Chair's announcements**
The Chair announced that central government had announced a pause in the Local Government Reorganisation process.
The Devon County Adult Scrutiny Committee had invited the NHS Trust to its next meeting to explain what happened to result in the temporary suspension of maternity services at North Devon District Hospital and to be clear if any other services may be at risk.

The Town Clerk reported that the Cooperative Bank, where the Council had its main current account, had been bought by the Coventry Building Society.

2609/280 **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.

2609/281 **To agree the agenda as published.**
It was **resolved** to agree the agenda as published.
Proposed Cllr Hodson, Seconded Cllr Himan (all in favour)

2609/282 **To consider the minutes of the Finance meeting held on the 12th August 2026 as a true and correct record**
It was **resolved** to accept the minutes as a true and correct record, which were signed by then Chair.
Proposed: Cllr Leather, Seconded: Cllr Himan (majority in favour, one abstention (not present at the meeting)

2609/283 **Public Participation**
There were no members of the public present.

2609/284 **To receive an update on the actions**
The updates on the actions were received as follows:

Action		**Update**
1	Arrange digger training for one member of staff	Arrangements had been made at a training centre in north Devon, CTA Centre (Yarnscombe), with the training to be carried out week commencing 5th October 2026. 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.	A solicitor has been instructed 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, the brewery's representative was informed in June 2026. The Town Clerk had received a response to the questions that the committee sought clarity on from the solicitor. A report would be drafted and circulated to committee members in advance of the next meeting of the committee. ONGOING

Action		Update
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).	The District Council's Surveyor has advised that she has instructed that Council's legal team to draw up the retrospective permission documents. These had not been received at the time of writing. The Town Clerk would ask TDC for an update. 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. ONGOING
6	Respond to the Internal Auditor's observations	Annotated report sent 10th July 2026. COMPLETE
7	Subscribe to Grants Online for another 12 months (to August 2026)	Subscription paid. COMPLETE

2609/285 To consider the Clerk's report for July 2026, the budget net position and approve, by resolution, the payments as listed

On 31st July 2026 the Council's balances were:

Account	Balance	Interest	Notes
Petty Cash	£74.59	zero	Financial Regulations expect the balance to be maintained at approximately £100
Hinkley & Rugby Building Society	£250,000	1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Mayor's Charitable Fundraising	£2,805.00	1.06%	Mayor's civic dinner and other fundraising
May Fair	£5,250.35	1.06%	Funds for deposits and other spending leading up to the next May Fair
Cambridge & Counties Bank (31-day)	£98,729.07	2.72%	General Reserves
Nationwide (Business 95-day saver)	£98,411.78	3.20%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£10,792.20	1.55%	Tennis Reserves
Coop Bank (current account)	£17,048.78	zero	General expenditure

Total cash in hand (SCRIBE) £483,111.77

The bank reconciliation was signed by the Chair.

Net Position: The net position of the Council's budget in cost codes on 4th August 2026 was received. The officers would prepare an end of 2nd quarter net position for review at the October 2026 meeting of this committee.

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

Details				Income			Expenditure						Balance at start of FY
Date	Trans action	Description	Ref	Petty Cash Withdrawal	other	Total in	VAT	Events	Refreshments	Maint enance	Admin	Total out	£ 73.76
1.7.26	24	Refreshments	PC26-27.23			**0.00**			1.95			**1.95**	**96.22**
1.7.26	25	Refreshments	PC26-27.24			**0.00**			1.85			**1.85**	**94.37**
1.7.26	26	Refreshments	PC26-27.25			**0.00**			1.50			**1.50**	**92.87**
3.7.26	27	Refreshments	PC26.27.26			**0.00**			0.89		1.99	**2.88**	**89.99**
7.7.26	28	Refreshments	PC26-27.27			**0.00**			1.50			**1.50**	**88.49**
8.7.26	29	Refreshments	PC26-27.28			**0.00**			0.89			**0.89**	**87.60**
10.7.26	30	Refreshments	PC26-27.29			**0.00**			4.00			**4.00**	**83.60**
13.7.26	31	Refreshments	PC26-27.30			**0.00**			5.30			**5.30**	**78.30**
15.7.26	32	Refreshments	PC26-27.31			**0.00**			12.00			**12.00**	**66.30**
15.7.26	33	Hose connector	PC26-27.32			**0.00**				6.99		**6.99**	**59.31**
16.7.26	34	Refreshments	PC26-27.33			**0.00**			1.89			**1.89**	**57.42**
22.7.26	35	Refreshments	PC26-27.34			**0.00**			3.74			**3.74**	**53.68**
22.7.26	36	Cash withdrawal	-	45.00		**45.00**						**0.00**	**98.68**
13.7.26	37	Refreshments	PC26-27.35			**0.00**			1.50			**1.50**	**97.18**
27.7.26	38	Refreshments	PC26-27.36			**0.00**			1.95			**1.95**	**95.23**
28.7.26	39	Refreshments	PC26-27.37			**0.00**			4.15			**4.15**	**91.08**
29.7.26	40	Refreshments	PC26-27.38			**0.00**			1.50			**1.50**	**89.58**
30.7.26	41	H&S Equipment	PC26-27.39			**0.00**	2.50			12.49		**14.99**	**74.59**
Number of transactions	**41**			165.00		**165.00**	**13.96**	**1.00**	**70.44**	**76.78**	**1.99**	**164.17**	**74.59**

Tennis courts:
The gross volume of sales in July 2026 was £1,284.23 after fees.

Year to date (1st April to 31st July)	Received	Change
2026	£3,067.42	-22.26%
2025	£3,945.65	+12.46%
2024	£3,508.58 (1st year)	N/A

Payments: Between 1st and 31st July 2026, the council made 137 payments, totalling £52,635.66 (ex VAT), there were 35 payments of £100 or more totalling £50,487.14 (ex VAT).

It was **resolved** to approve the payments as listed.
Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)

Receipts: Between 1st and 31st July 2026, the council had 130 receipts, including 34 for the hire of Northam Hall, totalling £13,558.86 (ex VAT).

Voucher Number	Date	Cost Code	Net	VAT	Total	Description	Cost Centre
Various	01.07.2026	Hall Hire x 34	£2,231.52	£0.00	£2,231.52	Hall Hire x 34	Northam Hall
170	01.07.2026	Tennis Income	£522.50	£0.00	£522.50	Tennis Receipts	Tennis Courts
176	06.07.2026	Hall Set Up Fee	£2.08	£0.42	£2.50	Hall Hire	Northam Hall
187	10.07.2026	Allotments - Burrough Farm	£600.00	£0.00	£600.00	Allotment Rent	Parks & Recreation
188	10.07.2026	Torridge Pilot Gig Club	£625.00	£125.00	£750.00	Boat park permit	Administration
190	13.07.2026	Torridge Pilot Gig Club	£475.00	£95.00	£570.00	Boat park permit	Administration
191	14.07.2026	Salaries, HMRC and NEST	£7,689.00	£1,537.80	£9,226.80	Recharge to Burrows	Staff Costs
201	27.07.2026	Defibrillators	£900.00	£0.00	£900.00	Grant for unit for Westbourne Tce	Environment & Maintenance
202	28.07.2026	Allotments - Windmill Lane	£19.80	£0.00	£19.80	Allotment Rent	Parks & Recreation
210	31.07.2026	Nationwide 95 Day	£266.74	£0.00	£266.74	Bank Interest	Bank Interest
211	31.07.2026	Cambs & Cty Bank	£227.22	£0.00	£227.22	Bank Interest	Bank Interest
			£13,558.86	£1,758.22	£15,317.08		

2609/286 To consider the Clerk's report for August 2026, the budget net position and approve, by resolution, the payments as listed

On 31st August 2026 the Council's balances were:

Account	Balance	Interest	Notes
Petty Cash	£102.00	zero	Financial Regulations expect the balance to be maintained at approximately £100
Hinkley & Rugby Building Society	£200,000	1.65%	Holding account for general expenditure and £50,000 of the General Reserve
Mayor's Charitable Fundraising	£2,805.00	1.06%	Mayor's civic dinner and other fundraising
May Fair	£5,250.35	1.06%	Funds for deposits and other spending leading up to the next May Fair
Cambridge & Counties Bank (31-day)	£98,956.82	2.72%	General Reserves
Nationwide (Business 95-day saver)	£98,679.24	3.20%	Earmarked Reserves (as per agreed budget: parks, defibrillators, LCWIP, war memorial cleaning, skate park and pavilion renovation reserve)
Cambridge Building Society	£10,792.20	1.55%	Tennis Reserves
Coop Bank (current account)	£33,980.41	zero	General expenditure

Total cash in hand (SCRIBE) £450,566.02

The bank reconciliation was signed by the Chair.

Petty Cash: The council spent £22.59 of petty cash in August 2026, withdrawing £50 to maintain the balance stated in the financial regulations (£100).

Petty Cash 2026-27 Northam TC Petty Cash Clerk's Report

Details				Income		Expenditure						Balance at start of FY
Date	Trans action	Description	Ref	Petty Cash Withdrawal	Total in	VAT	Events	Refreshments	Maint enance	Admin	Total out	£ 73.76
4.8.26	42	Tools & Equipm't Refreshments	PC26-27.40		0.00	1.75		2.50	8.74		12.99	61.60
5.8.26	43	Cash withdrawal	-	50.00	50.00						0.00	111.60
12.8.26	44	Refreshments	PC26-27.41		0.00			6.35			6.35	105.25
18.8.26	45	Refreshments	PC26-27.42		0.00			1.50			1.50	103.75
19.8.26	46	Refreshments	PC26-27.43		0.00			1.75			1.75	102.00
Number of transactions	46			215.00	215.00	15.71	1.00	82.54	85.52	1.99	186.76	102.00
budgeted figures (12 month)				-	-	-	-	-	-	-		28.24
variance (to date)				215.00	215.00	-	- 1.00	- 82.54	- 85.52	- 1.99		

Tennis courts:

The gross volume of sales in August 2026 was £1,284.23 after fees.

Year to date (1st April to 31st August)	Received	Change
2026	£3,815.40	-22.14%
2025	£4,881.90	+12.20%
2024	£4,351.02	0% 1st year

Chair's initials

Payments: Between 1st and 31st August 2026, the council made 87 payments, totalling £44,846.19 (ex VAT) and there were 29 payments of £100 or more totalling £43,279.67 (ex VAT).

It was **resolved** to approve the payments as listed.
Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)

2609/287 **To consider engaging a 3rd party to provide waste collection and recycling services for Northam Hall**
It was **resolved** to enter into a waste collection, sorting and disposal contract with Biffa at a cost of £43.72/calendar month for a 240L wheelie bin.
Proposed: Cllr Hodson, Seconded: Cllr Leather (majority in favour, one against)
Action point: Enter into the contract with Biffa.

2609/288 **To consider the annual charge made to the Burrough Farm Allotment Association**
It was **resolved** to defer consideration of the matter, requesting a report detailing the BFAA's annual accounts provided to the Council.
Proposed: Cllr Hodson, Seconded: Cllr Himan (all in favour)
Action point: Draft the report and include on a future meeting of the committee.

2609/289 **To approve the application of the 2026/27 pay agreement to Council staff salaries**
It was **resolved** to apply the annual cost-of-living salary increment (3.3%) to all council staff and to member's allowances, to be backdated to the start of the year and applied to any overtime claimed.
Proposed: Cllr Leather, Seconded: Cllr Himan (all in favour)
Action point: Advise the council's payroll provider re staff salaries and include the increase for members on a Full Council agenda.

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

2609/290 **To receive and sign the payroll information sheet for submission, considering overtime claimed**
It was **resolved** to approve the payroll submission sheet for September 2026, to include the cost-of-living increase.
Cllr Hodson, Seconded: Cllr Hames (all in favour).
The payroll information sheet was signed by the Chair.
Action points: Submit the information.

2609/291 **To receive an update on staffing matters**
A confidential verbal update was received from the Town Clerk & RFO.
Cllr Hodson, as Chair of this committee, the Town Clerk and Parks & Buildings Manager would proceed with the actions advised by the Council's HR advisor to resolve the staffing challenges.

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

There being no further business the meeting closed at 7:55pm

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

Chair's initials

Northam Town Council – Minutes of the Environment and Maintenance committee meeting held Wednesday 19th August 2026 at 6:30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllr Louis Bach, Cllr Jeremy Bell, Cllr Peter Hames, Cllr Peter Sawyer, Cllr Wendy Lo-Vel, Hodson and the Mayor, Cllr Sam Newman-McKie (ex-officio).

In attendance: Ian Rawle – Parks & Buildings Manager.

2608/232 **To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**
Cllr Edwards gave his apologies for absence, for reasons were accepted.

2608/233 **Chair's Announcements** There were none.

2608/234 **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.

2608/235 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.
Proposed**:** Cllr Hames, Seconded: Cllr Bach (all in favour).

2608/236 **To confirm as a correct record and sign the minutes of the** Environment and Maintenance Committee held on 17th June 2026.
Members noted an error in Minute No. 2606/094, which was corrected. It was then **resolved** that the minutes of the Environment and Maintenance Committee meeting held on 17th June 2026 be approved as a true and correct record and signed by the Chair.
Proposed**:** Cllr Bach, Seconded Cllr Hodson (all in favour).

2608/237 **Public Participation**
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
There were no members of the public present.

2608/238 **To receive an update on actions**
The Action table is presented below.

	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 15th June.

Chair's initials

22608/239 **MVSID Data Reports**

The Parks & Buildings Manager gave a verbal update on the traffic monitoring data collected from the Mobile Vehicle Speed Indicator Devices (MVSIDs) and advised Members that the devices had been deployed at Bay View Road and Churchill Way, with one device subsequently relocated to Lenards Road to continue traffic monitoring.

Members noted the update but expressed their disappointment at the lack of progress in obtaining the necessary permissions to install MVSID cameras at additional locations within the Parish.

Following discussion, Members agreed that priority should be given to securing the installation of MVSID cameras at the following locations:

- Golf Links Road;
- Churchill Way;
- Nelson Road; and
- Link House.

It was **Resolved** that:

1. The verbal update and traffic monitoring data be **noted**.

2. The Council continues to pursue the rapid installation of MVSID cameras at Golf Links Road, Churchill Way, Nelson Road and Link Road, subject to the necessary approvals from Devon County Council.

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

Action Point: The Parks & Buildings Manager to continue liaising with Devon County Council and seek an update on the outstanding requests for the installation of Mobile Vehicle Speed Indicator Devices (MVSIDs) at Golf Links Road, Churchill Way, Nelson Road and Link Road, with the aim of progressing the approvals as soon as practicable.

2608/240 **Project Initiation for Burrough Farm**

Members considered the Project Initiation Form submitted by Councillor Jeremy Bell for the proposed planting of fruit trees at Burrough Farm.

During discussion, Members expressed the view that the project should be deferred to allow further consideration of the species proposed. Members requested that preference be given to native UK fruit tree varieties, where appropriate, and noted that the estimated cost of the proposed trees appeared high.

The Parks & Buildings Manager advised Members that the quotations were based on the purchase of mature standard trees, rather than whips, to improve the likelihood of successful establishment and reduce the risk of damage from factors such as dog fouling and accidental impact.

Following discussion, it was **Resolved** that consideration of the project be **deferred** pending further investigation into suitable native fruit tree varieties and associated costs.

Proposed: Cllr Sam Newman-McKie, **Seconded:** Cllr Hames (2 abstentions).

Action Point: The Parks & Buildings Manager to investigate suitable native UK fruit tree varieties for the proposed Community Orchard, review the associated costs, and submit a revised Project Initiation Form to a future meeting.

2608/241 Supply of Woodchip to Appledore School

Members considered a report regarding a request from Appledore School for a supply of surplus woodchip from Burrough Farm.

Members were advised that Burrough Farm currently holds a significant stockpile of woodchip generated through routine tree maintenance works. The proposed donation would support a local educational establishment whilst assisting the Council in reducing the volume of material currently stored on site.

It was further noted that the delivery would be undertaken using one Council vehicle and two members of the Maintenance Team, with the work expected to be completed within one working day and accommodated within the team's existing work programme.

Following discussion, it was **Resolved**:

1. To **approve** the supply of surplus woodchip from Burrough Farm to Appledore School.
2. To **authorise** the use of one Council vehicle and two members of the Maintenance Team to undertake the delivery as part of their normal duties.

Proposed: Cllr Hames, Seconded: Cllr Sawyer (all in favour).

Action Point: The Parks & Buildings Manager to arrange the delivery of the woodchip to Appledore School.

2608/242 Purchase of Additional Floral Display Brackets and Review of Sponsorship Charge

Members considered a report regarding the purchase of 12 additional hanging basket brackets and the proposed contribution charge for participation in the Parish Floral Display Scheme.

Whilst Members welcomed the continued popularity of the scheme and recognised the benefits it provides to the Parish, they requested further information on the costs

associated with delivering the service. In particular, Members wished to receive a detailed breakdown of the costs relating to the provision of plants, hanging baskets, Christmas trees and Christmas lights before reaching a decision on the proposal.

It was **Resolved**: That the matter be referred to the Finance & HR Committee for further consideration, together with a detailed breakdown of the costs associated with the Parish Floral Display Scheme. The Finance & HR Committee shall consider the original recommendations, namely:

1. The purchase of 12 additional hanging basket brackets at a cost of £720.00 plus VAT, to be funded from Cost Code 72 – Hanging Baskets and Planters.
2. The introduction of a one-off contribution charge of £120.00 per bracket for participation in the Parish Floral Display Scheme, to include the provision and maintenance of a summer hanging basket and a Christmas tree during the festive season.
3. Authorising the Parks & Buildings Manager to arrange the purchase of the brackets and implement the revised contribution charge.

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

Action Point: The Parks & Buildings Manager to provide the Finance & HR Committee with a detailed cost analysis of the Parish Floral Display Scheme, including costs relating to hanging baskets, planting, Christmas trees and Christmas lights, to enable further consideration of the original recommendations.

2608/243 Purchase of a Replacement Portable Generator

Members noted that Councillor Dermot McGeough had kindly offered to fund the purchase of a replacement generator through his Locality Budget, resulting in no capital cost to the Council. Members also considered the available generator options and the recommendation to purchase the Honda EG4500 4.5kW Petrol Generator due to its five-year manufacturer's warranty, reliability, durability and strong after-sales support.

Following consideration, Members agreed to accept Councillor McGeough's offer and approved the purchase of the Honda EG4500 4.5kW Petrol Generator. Members further agreed that Northam Town Council would be responsible for all future servicing, maintenance and running costs associated with the generator, to be met from the appropriate maintenance budgets.
It was **Resolved:**

1. That Councillor Dermot McGeough's offer to fund the purchase of a replacement generator through his Locality Budget be accepted.
2. That the Honda EG4500 4.5kW Petrol Generator be purchased.
3. That Northam Town Council meet the future servicing, maintenance and running costs associated with the generator from the appropriate maintenance budgets.
4. That the existing generator be declared surplus to requirements and sold, with any proceeds returned to the Council.

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

Action Point: Parks & Buildings Manager to arrange the purchase of the Honda EG4500 4.5kW Petrol Generator and dispose of the existing generator, with any sale proceeds returned to the Council

2608/244 Purchase of a Telescopic Road Sign Cleaning System

Members considered a report regarding the purchase of a Carbon Fibre Telescopic Washer-Wiper Cleaning Set to support the cleaning of road signs throughout the Parish.

Members noted that Councillor Dermot McGeough had kindly offered to fund the purchase of the equipment through his Locality Budget, resulting in no cost to Northam Town Council for the acquisition of the equipment.

Whilst Members supported the purchase of the equipment, concerns were raised regarding the Council's involvement in road sign cleaning, as responsibility for highway signs rests with Devon County Council. Members therefore wished to seek further clarification on the appropriateness of using Northam Town Council's Maintenance Team to undertake this work before agreeing to incorporate the equipment into a formal road sign cleaning programme.

It was **Resolved**:

1. That Councillor Dermot McGeough's offer to fund the purchase of the Carbon Fibre Telescopic Washer-Wiper Cleaning Set through his Locality Budget be accepted.
2. That the purchase of the Carbon Fibre Telescopic Washer-Wiper Cleaning Set at a cost of £250.00 be approved.

3. That consideration of authorising the Parks & Buildings Manager to incorporate the equipment into the Council's road sign cleaning programme be deferred pending clarification of Northam Town Council's role and responsibilities in relation to the cleaning of highway signs.

Proposed: Cllr Bach, Seconded: Cllr Newman-McKee (all in favour).

Action Point: The Parks & Buildings Manager to clarify the Council's position on using the Maintenance Team to clean highway signs and report back to Members.

2608/245 Tree Works at Burrough Farm and Northam Memorial

Members considered a report regarding essential tree works at Burrough Farm and Northam Memorial.

Members noted that Acacia Arb had inspected both trees and recommended their removal on safety grounds. The proposed works comprise the felling of a dead willow tree at Burrough Farm and the felling of an ash tree affected by Ash Dieback at Northam Memorial. Members further noted that Acacia Arb regularly provides arboriculture advice and tree inspections for the Council and that the quotation represented good value for money.

It was **Resolved**:

1. That the quotation from Acacia Arb in the sum of £750.00 plus VAT be approved for the felling of the dead willow tree at Burrough Farm and the ash tree affected by Ash Dieback at Northam Memorial.
2. That the expenditure be met from the appropriate Environment & Maintenance budget.
3. That the Parks & Buildings Manager be authorised to instruct Acacia Arb to undertake the works.

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

Action Point: The Parks & Buildings Manager to instruct Acacia Arb to undertake the approved tree works at Burrough Farm and Northam Memorial.

2608/246 Litter Picking and Street Cleaning

Members considered a report regarding the purchase of street cleaning barrows for use by the Maintenance Team and the potential introduction of community litter-picking events within the Parish.

Members noted that the purchase of street cleaning barrows would assist the Maintenance Team in carrying out litter collection and street cleansing duties more effectively, particularly when dealing with larger items of litter and debris.

Members agreed that the purchase of two street cleaning barrows would provide a practical benefit to the Council's ongoing maintenance operations.

Members also discussed the potential for organising community litter-picking events. Whilst supportive of the concept, Members noted that a local resident has previously organised similar events within the Parish and already has litter-picking equipment available. Members felt that this existing resource should be explored before any commitment is made to purchasing additional equipment. Members also considered that the resident may be willing to assist with the organisation and delivery of future community litter-picking events.

It was **Resolved:**

1. That the purchase of two street cleaning barrows be **approved**, with the cost to be met from the Council's General Projects budget.
2. That officers investigate opportunities for community litter-picking events, including liaising with the local resident who has previously organised such events and has equipment that may be available for use.
3. That a further report be presented to a future meeting detailing options for community litter-picking events and any equipment requirements.

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

Action Point: Officers to arrange the purchase of two street cleaning barrows and make contact with the local resident who has previously organised community litter-picking events to establish whether existing equipment can be borrowed and whether assistance can be provided with future events.

There being no further business the meeting closed at 19:46pm.

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

MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE
3rd September 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), one member of the public.

2609/268 **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.

2609/269 **Chair's announcements**
The Chair reported that members of Torridge District Council Planning Committee had been advised that current planning applications which had been called in to the Committee could not be considered by that Committee after 31st October 2026. After that date new rules regarding delegated powers to officers come into force.

2609/270 **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.

2609/271 **To agree the agenda as published**
It was **resolved** to agree as published.
Proposed Cllr Bach, Seconded Cllr Sawyer (all in favour)

2609/272 **To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 13th August 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 Newman-McKie, Seconded: Cllr Lo-Vel (all in favour).

2609/273 **Public Participation**
The member of the public would be invited to speak when the relevant application was considered.

2609/274 **To receive an update on the Northam Neighbourhood Plan**
The Chair read out a report drafted by co-opted member Nick Arnold, which is appended to these minutes.

2609/275 **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. 1/0579/2026/FUH
Proposal: Demolition of chimney breast and erection of single storey Extension
Location: Umtali, Golf Links Road, Westward Ho!
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Newman-McKie, Seconded: Cllr Sawyer (all in favour)

ii. 1/0525/2026/FUL
Proposal: Demolition of existing conservatory and erection of a double-storey side extension
Location: 1 Foxhole Lane, Northam
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Newman-McKie, Seconded: Cllr Bach (all in favour)

iii. 1/0524/2026/FUH

Proposal: Change of use of land from agricultural to domestic for creation of 2 parking spaces (Affecting a public right of way)

Location: Land Adjacent Boathyde, Churchill Way, Northam

It was **resolved** to suspend standing orders to hear from the member of the public.
Proposed: Cllr Hames, Seconded: Cllr Newman-McKie (all in favour)
The member of the public addressed the committee, outlining objections to the proposal.
It was **resolved** to reinstate standing orders to consider the proposal.
Proposed: Cllr Hames, Seconded: Cllr Newman-McKie (all in favour)

It was **resolved** to object to the proposal and recommended it be refused permission. Members noted that there is sufficient space for parking within the curtilage of Boathyde and that the proposal to instal two car parking spaces in a field beyond the curtilage and in the countryside between Appledore and Northam fails to meet the requirement of LP Policy STO7 that development beyond Local Centres, Villages and Rural Settlements should meet local economic and social needs. The siting of the parking spaces adjacent to a public footpath (Northam PROW 7) would cause safety concerns as people walking down the footpath would be endangered by cars emerging directly onto the path from the proposed parking area. Further, the application is sited wholly within the Undeveloped Coast; it is contrary to Local Plan policy ST09: Coast and Estuary Strategy (clause 7), detracting from the character of the immediate area and contrary to policy NOR (k) because it would not respect the landscape setting. The proposal would detract from the character of the area and adversely impact valued views, thus being contrary to Northam Neighbourhood Plan policies EN2 (1) and EN4. The proposal is contrary to Neighbourhood Plan policy ED2 (2ii) which does not support development that does not re-use existing accommodation.
Proposed: Cllr Newman-McKie, Seconded: Cllr Sawyer (all in favour)

iv. 1/0596/2026/FUL

Proposal: Outline application with all matters reserved for 2no. dwellings

Location: Green Acres, Hilltop Road, Bideford, Devon

It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Newman-McKie, Seconded: Cllr Bach (majority in favour)

v. 1/0623/2026/FUL

Proposal: Part retrospective application for installation of rear doorway access to mezzanine

Location: 20 Fore Street, Northam, Bideford, Devon

It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Bach, Seconded: Cllr Horrocks (majority in favour, 1 abstention)

2609/276 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) **1/0442/2026/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,

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

ii) **1/0183/2026/FUL**
Proposal: Erection of 1no. dwelling and alterations to entrance (Selfbuild)
Location: Daddon Hill House, Northam,
(Northam Town Council recommended that the proposal be granted permission.)

iii) **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!,
(Northam Town Council recommended that the proposal be refused permission.)

iv) **1/0419/2026/FUL**
Proposal: Demolition of existing garage and erection of dwelling)
Location: Torridge Garage, Torridge Road, Appledore, Devon
(Northam Town Council recommended that the proposal be refused permission.)

v) **1/0436/2026/LBC**
Proposal: Replacement windows and doors
Location: 2 Northam House, Heywood Road, Northam
(Northam Town Council recommended that the proposal be granted permission.)

vi) **1/0486/2026/FUL**
Proposal: Change of use of building to pilates studio and treatment rooms
Location: 7 Fore Street, Northam, Bideford, Devon
(Northam Town Council recommended that the proposal be granted permission.)

vii) **1/0348/2026/FUL**
Proposal: Extension and alterations to property
Location: 5 Torridge Road, Appledore, Bideford, Devon
(Northam Town Council recommended that the proposal be granted permission.)

*It was **resolved** to exclude members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960. Proposed: Cllr Lo-Vel, Seconded Cllr Newman-McKie (all in favour)*

2609/277 To receive Torridge District Council - Outstanding Enforcement Cases, Northam parish (03 August 2026)

The committee received the confidential report, published 3rd August 2026.

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

There being no further business, the meeting closed at 7.30pm

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

Report on NNP Referendum by Nick Arnold

Date 3/9/26

During the referendum campaign there were no official YES or NO campaigns.

NTC through the NNP working group publicised the Plan and its policies in an impartial fashion to comply with elections law and the limited budget assigned for such work.

My role was to co-ordinate volunteers distributing leaflets and posters whilst managing the Facebook campaign and liaising with the website designer.

There were 15 volunteers but 2 did not take part in activities. I was grateful for all the work they did and would like to thank those councillors who helped.

In summary: The Facebook campaign achieved the following:

425 NNP Facebook followers

1000+ followers of the personal feeder page

Approximately 20 posts including 15 or so short videos – experience rapidly showed that short videos had the most impact and viewing on Facebook.

The posts were promoted by two other group Facebook pages and one other personal page I controlled and shared widely by an informal collection of allied individuals and groups.

In total the posts achieved about 314,0000 views and attracted hundreds of likes and positive comments compared with no more than 10 negative comments. I always engaged with comments politely and positively to ensure that no negative or trolling movement ever emerged.

Facebook data suggests over 80% of viewers were in the Bideford area and I calculate that the campaign reached most if not nearly all of the Facebook users in the NNP area.

The result of the vote was gratifying. The size of the YES vote in percentage terms was strong even for a NP vote. The size of the turnout exceeded expectations given the fact that many were on holiday and there were no YES or NO campaigns to energise voting turnout.

MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE
24th September 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).

2609/315 **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.

2609/316 **Chair's announcements**
The Chair remade no announcements.

2609/317 **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.

2609/318 **To agree the agenda as published**
It was **resolved** to agree as published.
Proposed Cllr Bach, Seconded Cllr Sawyer (all in favour)

2609/319 **To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 3rd September 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 Newman-McKie, Seconded: Cllr Horrocks (all in favour).

2609/320 **Public Participation**
There were none present.

2609/321 **To receive an update on the Northam Neighbourhood Plan**
On 21 September 2026, Torridge District Council's (TDC) Full Council adopted ('made') the Northam Neighbourhood Plan 2024–2031 (NNP) part of the Development Plan for the area. Following the outcome of the referendum, the NNP was already part of the Development Plan, and the decision by TDC's Full Council maintains that status.

Notices had been posted across the area to make the public aware.

The working group had requested a meeting with the Planning Policy team at Torridge District Council to explore how the latest iteration of the National Planning Policy Framework may affect the Neighbourhood Plan.

2609/322 **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) 1/0663/2026/LBC
Proposal: Replacement of condemned gas pipe
Location: Quayside House, Irsha Street, Appledore
It was **resolved** to note the proposal.
Proposed: Cllr Bach, Seconded: Cllr Horrocks (all in favour)

ii) 1/0670/2026/FUL
Proposal: Retrospective application for the demolition of glass conservatory and erection of flat roof extension
Location: 18 Riverside Court, Bideford
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Newman-McKie, Seconded: Cllr Bach (all in favour)

iii) 1/0574/2026/FUL
Proposal: Proposed new dwelling and associated works
Location: Land At Grid Reference 243853 129065, Atlantic Way, Westward Ho!
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Newman-McKie, Seconded: Cllr Bach (all in favour)

iv) 1/0704/2026/LBC & 1/0703/2026/FUL
Proposal: Alterations, renovation and partial demolition of existing building, erection of new garage, and merging of 'Staddon House' and 'Little Staddon' into one dwelling (Variation of conditions 2, 12 & 14 of planning approval 1/0554/2025/LBC)
Location: Staddon House, Staddon Road, Appledore
It was **resolved** to recommend the proposal be granted permission.
Proposed: Cllr Lo-Vel, Seconded: Cllr Horrocks (all in favour)

v) 1/0710/2026/ADV & 1/0711/2026/LBC
Proposal: Replace 2no. existing illuminated sign written fascia signs and install 1 (one) proposed illuminated hanging swing sign
Location: Seagate Hotel, The Quay, Appledore
It was **resolved** to request that, should permission be granted, a condition be applied to limit the times the lights may be illuminated to midnight. This was to minimise the effects of light pollution on the local and natural environment.
Proposed: Cllr Newman-McKie, Seconded: Cllr Bach (all in favour)

2609/323 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) **1/0467/2026/LBC**
Proposal: Removal of existing window frames and installation of new replacement window/door frames, together with repair of 3no. windows on southwest elevation
Location: Staddon House, Staddon Road, Appledore
(Northam Town Council recommended that the proposal be **granted** permission.)

ii) **1/0492/2026/FUL**
Proposal: Retrospective application for alteration to shopfront to add a serving hatch
Location: 22 Nelson Road, Westward Ho!
(Northam Town Council recommended that the proposal be **granted** permission.)

iii) **1/0503/2026/FUL**
Proposal: Loft conversion including creation of dormers
Location: 3 Irsha Street, Appledore
(Northam Town Council recommended that the proposal be **refused** permission.)

iv) **1/0483/2026/FUL**
Proposal: Creation of annex for a dependant relative
Location: The Posting House, Honey Street, Northam
(Northam Town Council recommended that the proposal be **granted** permission.)

*It was **resolved** to exclude members of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960. Proposed: Cllr Lo-Vel, Seconded Cllr Newman-McKie (all in favour)*

2609/324 **To receive Torridge District Council - Outstanding Enforcement Cases, Northam parish (01 September 2026)**
The committee received the confidential report, published 1st September 2026.
It was resolved to request detail on the cases that had been closed.
Proposed: Cllr Hames, Seconded: Cllr Horrocks (all in favour)

Action point: request a report on which cases have been closed since the last report was circulated.

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

There being no further business, the meeting closed at 7.25pm

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