



**ILFRACOMBE TOWN COUNCIL**  
**MINUTES – 24 – 04**  
**ILFRACOMBE RUGBY CLUB, BRIMLANDS, CHAMBERCOMBE PARK ROAD, ILFRACOMBE, EX34 9QN**

Minutes of the Full Council Meeting held at 7:00pm on Monday 8<sup>th</sup> April 2024

**Members Present:**

Councillors: M Fay (Deputy Mayor), P Crabb, T Ebert, T Huggins, J Williams, G Coulter, N Townsend, T Elliott, M Newland, P Coates, H Perrin, B Gear

**Officers Present:**

L Donovan (Proper Officer), I Howard (Minute Taker)

**Others Present:** Pastor Hills and 2 members of the public

**1. To receive and agree apologies and reasons for absence**

Apologies were received from Cllrs D Turton (Personal), K Turton (Personal), V Gates (Personal), D Williams (Personal), G Schofield (Work Commitments).

Absent – Cllr M Welling

**2. To receive declarations of interest and consider members' submitted dispensation requests**

None received.

**3. Chair's discretion for any matters or announcements for Information Only**

The PO and Cllr Huggins had items to raise.

**4. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes**

Discussion was had with 2 members of the public regarding item 16.2, the owner of the collapsed wall explained the situation she is facing with DCC giving her 28 days to repair the wall despite ongoing correspondence which includes evidence such as deeds to the property and land registry documents to support her view that it is DCC's responsibility to repair the damage. The owner of the property raised concerns with further damage to the wall as well as worries as 3 intruders tried to gain access to her property via the collapsed wall. Cllr Crabb has been working with the owner and noted that on previous occasions DCC have repaired areas in similar circumstances so cannot understand why it would be different for this property owner. Councillors sympathised with this member of the public and the PO will write a letter on behalf of ITC highlighting their support in her views with emphasis on the fact that this wall is a Health & Safety issue.

**5. To determine which items, if any, of the agenda should be taken with the public excluded.**

Cllr Fay proposed that items 13.1 and 15.1 been taken with the public excluded, this was seconded by Cllr Gear with all in favour. The PO also recommended that items 10.3 be taken with the public excluded, Cllr Gear proposed this and Cllr Fay seconded with all in favour.

- 6. To approve and adopt the Minutes of Full Council meeting – 11<sup>th</sup> March 2024 - Cllr D Turton**  
These minutes were proposed for approval and adoption By Cllr Fay, seconded by Cllr J Williams with all in favour.

**6.1. Update on actions taken from previous minutes**

The PO discovered through an IRB meeting that the cleaning of the Landmark Theatre is due to be completed, although there is no set date for this as of yet. There is planning permission going in for the Children's playground on the Seafront to have masts as originally planned. These were both points raised by a member of the public in the previous meeting.

- 7. Minutes of Planning Committee meeting (to note and approve recommendations) – 18<sup>th</sup> March 2024 - Cllr J Williams**

These minutes were noted by members.

**7.1. Update on actions taken from previous minutes – No updates were made.**

- 8. Minutes of the Finance & General Purposes meeting (to note and approve recommendations) – 25<sup>th</sup> March 2024 - Cllr M Newland**

These minutes were noted by members.

**8.1. Update on actions taken from previous minutes**

The PO informed members that a proposal regarding the ITC Grants was raised in the F&GP meeting, however, it has been added to the RFOs report of this meeting for approval.

- 9. Minutes of Staffing Committee meeting (to note and approve recommendations) – 25<sup>th</sup> March 2024 - Cllr M Fay**

These minutes were noted by members.

**9.1. Update on actions taken from previous minutes – No updates were made.**

**10. Report from Proper Officer**

**10.1. ITC 24001 – Proper Officer Report** – The PO gave a brief overview of her report, key points to raise included the success of the Mayors Charity Gala, the heating in the Ilfracombe Centre has now been repaired and that the Lantern Preschool have now completed their final week in operation. The PO gave an update that a meeting had been held including herself, the IBTA, NDC and some of the ITC Councillors to discuss options for the TIC. There were discussions about the possibility of the TIC operating in some capacity through the Arts + Crafts Gallery on the seafront. However, it was determined that this arrangement would not be feasible. Despite this, something that emerged from the meeting was the suggestion to have a Petroc student work at the Ilfracombe Centre to focus on the socials on behalf of the IDBTA with the view to promote Ilfracombe tourism.

**10.2. ITC 24002 – Council Champions Report** – The PO presented her report on Council Champions and emphasised the importance it could have if Councillors were to get involved. The PO encouraged members to express their interest in any of the champion roles mentioned or suggest additional roles that hadn't been considered yet, such as Councillor Coates offering to become the champion for Lee Bay & Lincombe. To provide clarity on the expectations and responsibilities associated with each champion role, the PO will develop a role description document/terms of reference. These documents will outline the specific roles and responsibilities of the champion. Following their creation, these documents will be reviewed at the next F&GP meeting and subsequently shared with all members.

**10.3. To discuss and agree future tenancy of the Lantern Nursery space** – This item was taken under Part B.

- 11. Responsible Finance Officer Report** – A key point from the RFOs report was a proposal that was put forward at

the previous F&GP meeting. Due to a favourable position for the end of the 2023-24 financial year, Cllr Turton proposed adding £1000 to the grants budget for 2024-25 to ensure fair funding for all parties submitting grant requests as there was a £950 overspend. There was another section of the proposal which included allocating the additional £50 as a grant to the Sea Cadets, specifically in response to their request for support with parking charges on Ropery Road. Cllr Crabb proposed to agree and adopt the F&GP recommendations regarding all grants, this was seconded by Cllr Huggins with unanimous approval from all present members.

**11.1. ITC 24003 – To review & agree current Accounting Status & Invoices for payment** – In the RFOs absence, the PO asked for approval on payment of the invoices, in her report including the addendum, this was proposed by Cllr Gear, seconded by Cllr Huggins with all in favour.

## **12. Programme Manager Report; including One Ilfracombe**

**12.1. ITC 24004 – Programme Manager report** – As the PM was absent, the PO presented the PMs report and highlighted the update that communication between NDC is ongoing for the public conveniences and the PM has questioned who will be maintain and be paying for the Barnstaple toilets as Barnstaple Town Council have no desire to take them on. If NDC will be paying for the Barnstaple public conveniences then there will be questions as to why they will not pay for Ilfracombe's. Councillor Huggins raised two queries related to the Project Officer's reports. One query was about an upcoming meeting with Sports England, and the other concerns potential funding opportunities involving Active Devon. It was agreed that officers would reach out to Cllr Huggins to address any questions or concerns he may have regarding these matters.

## **13. To receive Reports/Proposals from Ilfracombe Town Councillor**

**13.1. ITC 24005 – Closure of Ilfracombe Link Centre Report – Cllr T Elliott** – This item was taken under Part B.

**14. To receive reports from County/District Councillors** – Cllr J Williams provided members with updates from a recent IRB meeting. This included discussions of trying to get the National Express to come back to Ilfracombe as well as inviting a Premier Inn representative to come and explain the situation with the site. Cllr J Williams also explained that she had attended a meeting with Alex Bird from DCC Highways to discuss road issues specifically in Hele Bay. Cllr Crabb gave a report updated members that after a recent meeting with Sara Randall Johnson, assurance was given that services will be reviewed in 6 months' time. When this happens it will be important to get testimonies from the users of the service. Additionally, Cllr Crabb provided insights into ongoing developments and issues concerning roads and highways, providing updates on current maintenance and repairs.

## **15. To receive reports from Working Groups and Councillor Champions**

**15.1. ITC 24006 – Housing Champion Report Cllr T Elliott (to be read out)** – This item was taken under Part B.

## **16. To receive Correspondence/Licenses/Notices**

**16.1. Email from DCC Definitive Map Review Ilfracombe Footpath Nos. 22 53 57 Proposed Diversion - Informal Consultation** – This correspondence was noted by members.

**16.2. Email asking for support regarding Marlborough Road wall collapse** – This correspondence was discussed during public participation.

**16.3. Email complaining about Marlborough Road parking** – After looking at this correspondence, Cllr Crabb proposed that ITC write an email/letter to both the Ilfracombe Football Club and the Ilfracombe CTA to ask that the CTA buses be moved elsewhere on Football game days to avoid overflow of the car park leading to the dangerous parking on Marlborough Road.

**16.4. Letter regarding proposed temporary road closure at Craigmere, Shute Lane, Combe Martin** – This correspondence was noted by members.

## 17. Applications received under the Licensing Act 2003

An application for the grant of a premises licence has been made by:

### 17.1.1. Management AF Ltd in respect of 11 the Quay, Ilfracombe EX34 9EQ

To enable the supply of alcohol and regulated entertainment Monday to Sunday 10:00 hours to 22:00 hours.

To allow the above on Christmas Eve and New Year's Eve as detailed in the application.

The supply of late night refreshment between 23:00 and 01:00 on Christmas Eve and New Year's Eve.

The closing date for any representations is 23th April 2024.

This application was noted by members.

### 17.1.2. TW International Ltd in respect of Capstone Restaurant, St James' Place, Ilfracombe EX34 9JB

To enable the supply of alcohol on and off the premises Monday to Sunday 09:00 to 23:30.

To enable regulated entertainment Monday to Sunday 09:00 to 00:00.

To enable the supply late night refreshment Monday to Sunday 23:00 to 00:00.

To allow the above on New Year's Eve as detailed in the application.

The closing date for any representations is 25th April 2024.

This application was noted by members.

**18. To review proposals by NDC to change parking charges and alter parking opportunities** – Councillors were facing some confusion regarding the proposals. The PO will contact NDC Parking to get some clarification and ensure members understand the proposals thoroughly.

## 19. Chairs Discretion

The PO informed members that, after receiving a query from a member of the public, the facilities team have taken action against the bike sheds in Wilder Road by unlocking them and adding new locks. Exploring the possibility of renting out these sheds to the public could generate some additional revenue and be beneficial for the community. The PO presented Councillors with an email correspondence that had been received before the meeting, a local resident had concerns with a van, being lived in full-time, that has been parked outside his address for 10 nights in a row. He has discovered that the vehicle has no MOT or Road Tax. The PO explained that this email has already been replied to and the vehicle has been reported by ITC.

Cllr Huggins wanted to address a concern raised by a member of the public regarding the need for a dog waste bin along the Tarka Trail. There is currently no bins on the Trail between Pall Europe and the Lee Bay Bridge which is resulting in people leaving their dog waste behind. The PO will bring this to Town Team, however, the likelihood is the reason for the lack of bins on the trail is due access issues for NDC to empty the bins. Cllr Huggins also noticed that the piece on the old ITC website about the French Twinning had not been transferred to the new website, the PO will ask the officer who deals with the website to check this.

**20. Items for Next Agenda** – No members had items to add to the next agenda

At this stage, Cllr Crabb proposed that the meeting be moved into Part B, this was seconded by Cllr Fay with all in favour. Cllr Fay invited officers to stay for Part B but asked all members of the public to then leave the room.

### The Regulations State:

*that under Section 1, Paragraph 2 of the Public Bodies (admission to Meetings) Act 1960 the press and public be 120 excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.*

**10.3. To discuss and agree future tenancy of the Lantern Nursery space** – The PO presented 3 applications for the Lantern Nursery Space and discussed each of the options. The unanimous decision of members was to ask that the PO pursues the opportunity of having a new Nursery move into the space. The PO will work on this and report back to Council with any updates.

**13.1. ITC 24005 – Closure of Ilfracombe Link Centre Report – Cllr T Elliott** – This report was looked through by members and any discrepancies were discussed.

**15.1. ITC 24006 – Housing Champion Report Cllr T Elliott (to be read out)** – Cllr Elliott informed members that she would be stepping down from her Housing Champion role and explained her reasoning's for this. Cllr Crabb highlighted that there is an upcoming meeting specifically relating to Housing taking place in Ilfracombe, Cllr Fay offered Cllr Elliott to attend this due to her knowledge and experience with Housing. If Cllr Elliott does not wish to attend then other members are welcome to go in her place.

The Chairman declared the meeting closed at 21:18hrs.

The next Full Council Meeting will be held at approximately 19:00hrs on Monday the 13th May 2024 following the Annual Meeting of the Council.

**Cllr M Fay, Deputy Mayor  
Ilfracombe Town Council  
Chair**

**08/04/2024**