



Full Council Meeting – Monday 10th November 2025 at 7.00pm

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Members of Ilfracombe Town Council – You are hereby summoned to attend:

**Full Council Meeting – Monday 10th November 2025 at 7:00pm
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB**

Council members, you are hereby summoned to attend – Cllrs: M Fay (Mayor), J Williams (Deputy Mayor), B Gear, G Coulter, P Coates, T Elliott, G Schofield, P Crabb, D Turton, D Williams, M Newland, H Perrin, N Townsend, T Huggins, T Ebert, N Basil, J Quinn, J Irwin

Council Members are requested that if they wish to give apologies that they do so before 5:00pm on the day of the meeting

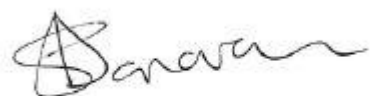
*This meeting will be streamed and recorded live via Zoom. All guidance relating to this can be found in our Live Streaming and Recording of Public Council Meetings Policy available on our website.
The meeting will be opened with prayers. Anyone not wishing to join during this period can request to be shown to the 'waiting room' and join the meeting directly afterwards.*

AGENDA

- 1. To receive and agree apologies and reasons for absence**
- 2. To receive declarations of interest and consider members' submitted dispensation requests**
- 3. Chair's discretion for any matters or announcements for Information Only**
- 4. To determine which items, if any, of the agenda should be taken with the public excluded**
- 5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes**
(Recording, photographs and filming – In accordance with the Openness of Local Government Bodies Regulations 2014 the press or public may audio-record, photograph or film meetings. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting)
- 6. To approve and adopt the Minutes of Full Council meeting – 13th October 2025 – Cllr M Fay**
 - 6.1. Update on actions taken from previous minutes**
- 7. Minutes of Extraordinary Planning Committee meeting (to note and approve recommendations) – 13th October 2025 - Cllr J Williams**
- 8. Minutes of Planning Committee meeting (to note and approve recommendations) – 20th October 2025 - Cllr J Williams**
- 9. Minutes of the Finance and General Purposes meeting (to note and approve recommendations) – 27th October 2025 - Cllr T Huggins**
- 10. Minutes of Staffing Committee meeting (to note and approve recommendations) – 20th October 2025 - Cllr M Fay**
 - 10.1. As per item S2510-10.1, recommendation to agree proposed position of Communications and Marketing Officer.**
- 11. ITC 25072 – Report from Proper Officer**
 - 11.1. To review and agree a subsidy in relation to the future nursery arrangement.**
- 12. ITC 25073 – Responsible Finance Officer Report**
 - 12.1. To review and agree current Accounting Status**
 - 12.2. To review and agree invoices for payment**
 - 12.3. Precept/Budget for 2026/27**

- 12.4. AIB – PCI DSS Compliance
- 13. Programme Manager Report; including One Ilfracombe
 - 13.1. ITC 25074 – Programme Manager Report
- 14. To receive reports/Proposals from Ilfracombe Town Councillors
 - 14.1. ITC 25075 – Health Inequality – English Indices of Deprivation 2025 – Cllr T Elliott
- 15. To receive reports from County/District Councillors
- 16. To receive reports from Working Groups and Councillor Champions
 - 16.1. ITC 25076 – Lee & Lincombe Champion Report – Cllr P Coates
- 17. To receive Correspondence/Licenses/Notices
 - 17.1. Correspondence
 - NHS response – Minor Injuries provision at Tyrrell Hospital
 - Dual Occupancy of "POD" temporary accommodation
- 18. To review and agree meeting calendar dates for 2026
- 19. To note updates Terms of Reference for IRB
- 20. Chairs Discretion – for information only
- 21. To agree actions from this meeting

*Members of the Press and Public are welcome to attend
The reception doors will be open from 6:45pm-7:00pm*



Laura Donovan
Proper Officer – Ilfracombe Town Council

05/11/2025



ILFRACOMBE TOWN COUNCIL
MINUTES – 25 – 10
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB

Minutes of the Full Council Meeting held at 7:00pm on Monday 13th October 2025

Members Present:

Councillors: M Fay (Mayor), J Williams (Deputy Mayor), B Gear, P Coates, T Elliott, P Crabb, D Williams, T Huggins, T Ebert, N Basil, J Irwin

Officers Present:

L Donovan (Proper Officer), C Coombs (Responsible Finance Officer), S Seatherton (Programme Manager), I Howard (Minute Taker), C Lovett (Project Officer)

Others Present: DCC Cllr S Wilson, Pastor Jeff Hills & 4 members of the public.

2510 - 1. To receive and agree apologies and reasons for absence

Apologies were received from Cllrs G Coulter, M Newland, H Perrin, N Townsend, D Turton and J Quinn (personal). Cllr G Schofield was absent from the meeting.

2510 - 2. To receive declarations of interest and consider members' submitted dispensation requests

Cllr Irwin declared an interest in item 16.1.

2510 - 3. Chair's discretion for any matters or announcements for Information Only

None received.

2510 - 4. To determine which items, if any, of the agenda should be taken with the public excluded

No items to be taken with the public excluded.

2510 - 5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes

A member of the public expressed concerns about the Osborne Hotel, specifically noting the lack of visible progress on the site and fears that the building is falling into disrepair. The PO explained that this issue has already been raised at the IRB, where the Head of NDC Planning was present, suggesting that the matter is being actively considered.

Another member of the public raised a question regarding the High Street car park, noting that since its transfer to ITC, permit holders have received approximately a 20% annual discount. They asked whether a similar reduction might be applied to hourly parking charges. The PO and councillors reassured them that hourly charges have not yet been reviewed, as they were kept unchanged for simplicity during the summer transition. This topic is expected to be discussed at a future meeting.

A representative from the Ilfracombe Lifeboat Station attended the meeting to answer questions regarding the withdrawal of the Shannon 13-09 Lifeboat and to share the information provided during the announcement. This included statistics supporting the RNLI's decision, outlining why they believe the replacement vessel is suitable for the area and why the Shannon-class lifeboat may be better deployed elsewhere, such as Appledore. This topic will be discussed further under item 16.1 of the agenda.

2510 - 6. To approve and adopt the Minutes of Full Council meeting – 8th September 2025 – Cllr M Fay – These minutes were proposed for approval and adoption by Cllr Fay, seconded by Cllr D Williams with all in favour.

2510-6.1. Update on actions taken from previous minutes – None received.

2510 - 7. Minutes of Planning Committee meeting (to note and approve recommendations) – 15th September 2025 - Cllr J Williams – These minutes were noted by members.

2510 - 8. Minutes of the Finance and General Purposes meeting (to note and approve recommendations) – 22nd September 2025 - Cllr T Huggins – These minutes were noted by members.

2510-8.1. To agree car park charges for Ropery Road over the Christmas period – Motion to agree the recommended car parking charges for Ropery Road and the High Street Car Park as seen in the F&GP minutes was proposed for approval by Cllr Gear, seconded by Cllr Huggins with all in favour.

2510 - 9. Minutes of Staffing Committee meeting (to note and approve recommendations) – 15th September 2025 - Cllr M Fay – These minutes were noted by members.

2510 - 10. ITC 25065 – Report from Proper Officer

2510-10.1. To agree the cost of the remedial CCTV works and annual maintenance fee in relation to The High Street Car Park – Motion to agree the costs above was proposed by Cllr Fay, seconded by Cllr Huggins with all in favour.

2510-10.2. To retrospectively agree to the cost of the catenary wire testing in Fore Street – A motion to grant the PO delegated authority to spend up to £1,880.00 plus VAT on catenary wire testing was proposed by Cllr Fay, seconded by Cllr J Williams, and carried unanimously apart from one against. The PO will seek additional quotes, and if no more cost-effective options from reputable companies are found, M&E Alarms will be appointed to carry out the work.

2510 - 11. ITC 25066 – Responsible Finance Officer Report

The RFO referred to an item in her report which was to review and make a decision on the quotation from Expert Access solutions. Following discussion, motion to accept the quote was proposed by Cllr Crabb, seconded by Cllr Fay with all in favour.

2510-11.1. To review and agree current Accounting Status – The accounting status was provided and agreed by members.

2510-11.2. To review and agree invoices for payment – Cllr Huggins proposed to agree the submitted invoices, including those on the addendum, for payment, this was seconded by Cllr Fay with all in favour.

2510 - 12. Programme Manager Report; including One Ilfracombe

2510-12.2. ITC 25067 – Programme Manager Report – The PM provided a brief overview of his report, highlighting several key points. He noted the upcoming One Ilfracombe meeting, which will revisit the structure of the multi-agency board and address ongoing ASB issues in the town. Significant progress is being made on the Link Centre, alongside ongoing work with the Wellbeing Team, with plans to relocate them to the Combe Coastal Practice. A meeting with Combe Coastal and the PCN is scheduled to discuss these developments further. Additionally, the Wellbeing website is nearing completion.

2510 - 13. To receive reports/Proposals from Ilfracombe Town Councillors – None received.

2510 - 14. To receive reports from County/District Councillors – Cllr S Wilson was circulated prior to the meeting other than this no other reports were received.

2510 - 15. To receive reports from Working Groups and Councillor Champions

2510-15.1. ITC 25068 – Lee & Lincombe Champion Report – Cllr P Coates – This report was noted by members.

2510 - 16. To receive Correspondence/Licenses/Notices

2510-16.1. Correspondence

- **Alderman G Fowler – Proposed downgrading of Ilfracombe Lifeboat by the RNLI** – Following discussion regarding this correspondence, it was agreed that a subcommittee be formed to work on this further, potentially meeting with the RNLI team. Cllrs Crabb, Fay, D Williams and J Williams volunteered to be a part of this subcommittee. It was also decided that the PO will write a letter to the harbour board on behalf of ITC highlighting the concerns regarding the replacement of the vessel.
- **Sea Ilfracombe request for use of Ropery Road car park in 2026** – Motion to accept Sea Ilfracombe request was proposed by Cllr Gear, seconded by Cllr Fay with all in favour apart from one abstention.
- **IBTA Councillor Briefing** – This correspondence was noted by members.

2510 - 17. Chairs Discretion – for information only – None received.

2510 - 18. To agree actions from this meeting

Agreed Action	Designated to Complete Action	Deadline / when to bring update
Inform necessary parties of the agreed Ropery Road and High Street Car Parking charges during the Christmas season	Proper Officer	Following the meeting
Go ahead with remedial CCTV works at the High Street car park	Proper Officer	Following the meeting
Retrieve quotes for catenary wire testing at fore street and	Proper Officer	Following the meeting/ updates to be brought back to FC

go ahead with the best quote		
Send a letter to the harbour board regarding the concerns about the replacement lifeboat	Proper Officer	Following the meeting

The Chair declared the meeting closed at 20:48hrs, the next Full Council Meeting will take place on Monday 10th November 2025 in the Council Chambers.

Cllr Mark Fay (Mayor)
Ilfracombe Town Council
Chair

13/10/2025

DRAFT



ILFRACOMBE TOWN COUNCIL
MINUTES – 25 – 10
THE COUNCIL CHAMBER, THE ILFRACOMBE CENTRE, HIGH STREET, ILFRACOMBE

Minutes of Extraordinary Planning and Environment Committee Meeting Monday 13th October 2025 at
6.30pm prior to Full Council meeting at 7:00pm

Members Present:

Cllrs: J Williams (Chair/Deputy Mayor), D Williams (Deputy Chair), P Coates, G Coulter, N Basil

Officers & Others Present:

L Donovan (Proper Officer), I Howard (Minutes Taker) Cllr T Huggins & one member of the public

P2510 - 1. Welcome by Chair

Cllr J Williams welcomed the assembled.

P2510 - 2. To receive and consider for approval, apologies for absence and reasons given.

No apologies were received; Cllrs Fay and Schofield were absent from the meeting.

P2510 - 3. To Receive and record declarations of interest as required under the code of conduct (revised 10/12/18). A book for members to record their declarations of interest will be available

None received.

P2510 - 4. Chair's discretion for any matters or announcements for Information Only

None received.

P2510 - 5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes

None received.

P2510 - 6. To consider planning policies, applications and appeals received and resolve to submit comments where appropriate. Please note that any applications received following the issue of this agenda will be considered (Appendix I – to be circulated)

Application Number	Applicant	Detail	End of consultation	Comments
80754	North Devon Council	Application under Regulation 3 of the T& C P General Regulations 1992 notification by NDC for conversion of 6 residential studio apartments to provide 3 self-contained residential flats including installation of solar panels on the roof - 38 Oxford Grove Ilfracombe Devon EX34 9HG	16/10/2025	
Discussion: After discussion, members found no issues with the application and were happy to support. Recommendation: Support. Motion to support this application was proposed by Cllr Coates, seconded by Cllr Basil with all in favour.				

80753	North Devon Council	Application under Regulation 3 of the T& C P General Regulations 1992 notification by NDC for conversion of 6 residential studio apartments to provide 3 self-contained residential flats including installation of solar panels on the roof - 36 Oxford Grove Ilfracombe Devon EX34 9HG	16/10/2025	
<p>Discussion: After discussion, members found no issues with the application and were happy to support. Recommendation: Support. Motion to support this application was proposed by Cllr Coates, seconded by Cllr Basil with all in favour.</p>				
80834	Mr L G Baker	Conversion of agricultural building into two dwellings and associated works - Barn at Lincombe Lee Devon EX34 8LL	16/10/2025	
<p>Discussion: Members had no concerns regarding this application. Recommendation: Support. Motion to support this application was proposed by Cllr D Williams, seconded by Cllr Coulter with all in favour</p>				

P2510 - 7.Chairs Discretion – for information only – None received.

The meeting was declared closed at 18:38hrs, the next Planning Committee Meeting will take place Monday 20th October 2025 at 19:00hrs in the Council Chambers.

Cllr J Williams
Chair
Ilfracombe Town Council

13/10/2025



**ILFRACOMBE TOWN COUNCIL
MINUTES – 25 – 10
THE COUNCIL CHAMBER, THE ILFRACOMBE CENTRE, HIGH STREET, ILFRACOMBE**

Minutes of Planning and Environment Committee Meeting Monday 20th October 2025 at 7:00pm

Members Present:

Cllrs: J Williams (Chair/Deputy Mayor), D Williams (Deputy Chair), P Coates, G Schofield, N Basil

Officers Present:

I Howard (Minute Taker)

P2510 - 1. Welcome by Chair

Cllr J Williams welcomed the assembled.

P2510 - 2. To receive and consider for approval, apologies for absence and reasons given.

No apologies were received; Cllrs Fay and Coulter were absent from the meeting.

P2510 - 3. To Receive and record declarations of interest as required under the code of conduct (revised 10/12/18). A book for members to record their declarations of interest will be available

None received.

P2510 - 4. Chair's discretion for any matters or announcements for Information Only

None received.

P2510 - 5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes

None received.

P2510 - 6. Adoption of minutes & matters arising from actions from 15th September 2025

Motion to adopt these minutes was proposed by Cllr J Williams, seconded by Cllr Coates With all in favour.

P2510 - 7. To consider planning policies, applications and appeals received and resolve to submit comments where appropriate. Please note that any applications received following the issue of this agenda will be considered (Appendix I – to be circulated)

Application Number	Applicant	Detail	End of consultation	Comments
80831	Case Concepts	Alterations to the existing car park railings & resurfacing of the car park, including upgraded surface finishes - Sunspot Amusement Arcade, Wilder Road, Ilfracombe, Devon, EX34 8BN	24/10/2025	
<p>Discussion: Following discussion, members agreed to endorse the Heritage Officer's recommendations prior to the commencement of works, while continuing to support the application.</p> <p>Recommendation: Support.</p> <p>Motion to support this application was proposed by Cllr Schofield, seconded by Cllr Coates with all in favour.</p>				

80905	Mr Redmore	Land to rear of Park Hill Road Ilfracombe Devon - Erection of new dwelling	06/11/2025	
<p>Discussion: Members seek clarification on whether access is genuinely available to carry out the proposed works. While the architect maintains that access exists, neighbouring consultees — including a resident who provided title documents suggesting they own the access — have disputed this. Given the conflicting information, members are unable to support the application at this time.</p> <p>Recommendation: Comments. Motion to make the above comments on this application was proposed by Cllr Coates, seconded by Cllr Basil with all in favour.</p>				
80723	Matt Deardon	Notification of works to trees in a conservation area in respect of - T1 Standing small leaved lime monolith stem / pollard, Ganoderma to be removed to ground level. T2 - Another Lime immediately next to T1 also a monolith with previously managed epicormic regrowth to be removed back to previous cuts. T3 - Small Eucalyptus re-pollard - Rose Cottage Lee Bay North Devon Lee EX34 8LN	N/A	To note only
<p>Discussion: This application was noted by members.</p>				
80860	Catharine Barker	Notification of works to trees in a conservation area in respect of T1 - Holm Oak - Reduce to Previous Pollarding point where suitable - Reduce height by approx. 4m and deduce spread by approx. 4m - Epchris House Torrs Park Ilfracombe Devon EX34 8AZ	N/A	To note only
<p>Discussion: This application was noted by members.</p>				

P2510 - 8. NDC Decisions – See Planning Notes – Read out.

P2510 - 9. Correspondence

P2510 – 9.1. Enforcement appeal decision re 22 Marlborough Road, EX34 8JL – This correspondence was noted by members.

P2510 - 10. Chairs Discretion – for information only – None received.

The meeting was declared closed at 19:20hrs, the next Planning Committee Meeting will take place Monday 17th November 2025 at 19:00hrs in the Council Chambers.

Cllr J Williams
Chair
Ilfracombe Town Council

20/10/2025



ILFRACOMBE TOWN COUNCIL
Finance & General Purposes Committee Meeting
Monday 27th October 2025 at 7:00 pm
Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe

Minutes of the Finance & General Purposes Meeting held at 7:00pm on Monday 27th October 2025

Members Present:

Cllrs: T Huggins (via zoom), J Quinn (Deputy Chair), G Coulter, B Gear, P Crabb (late arrival), N Basil and Cllr J Williams (Deputy Mayor)

Officers Present:

L Donovan (Proper Officer), C Coombs (Responsible Finance Officer) S Seatherton (Programme Manager) and I Howard (Minute Taker)

F2510 -1. Welcome by Chair

In Cllr Huggins absence, Cllr Quinn welcomed the assembled as deputy chair.

F2510 -2. Meeting Introduction

F2510 – 2.1. To receive and consider for approval, apologies for absence and reasons given

Apologies were received from Cllrs T Huggins, J Irwin and D Turton (personal).

F2510 – 2.2. To note any declarations of interest

None received.

F2510 – 2.3. Chair’s discretion for any matters or announcements for Information Only

The PO had items to raise.

F2510 – 2.4. To determine which items, if any, of the agenda should be taken with the public excluded

None received.

F2510 – 2.5. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes

None received.

F2510 – 2.6. To adopt minutes of meeting held on 22nd September 2025

The motion to adopt the minutes was proposed by Cllr Gear, seconded by Cllr Coulter, and unanimously approved. It was highlighted that a date was incorrect and needed to be amended.

F2510 – 2.6.1. Update on actions taken from previous minutes – The PO provided a brief update on the Lantern Nursery, noting that it would be discussed in more detail later in the meeting. She also shared an update on the street sweeper following the facilities team’s visit and their feedback on it.

Cllr Crabb arrived 19:06.

F2510 -3. FINANCE AND AUDIT

F2510 – 3.1. Responsible Finance Officer Report ITC 25069 verbal report



F2510 – 3.1.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations – These reconciliations were approved. The signatures for the reconciliations were taken following to the meeting.

F2510 – 3.1.2. To receive and approve items of expenditure including addendum submitted on the day – Cllr J Williams proposed that all expenditure items be approved for payment. This was seconded by Cllr Gear and unanimously agreed.

F2510 – 3.1.3. Budget review for 2026/27 – After reviewing the budget, it was agreed that it would be examined further and brought back to the next meeting once additional amendments have been made. Final approval will be required from the Full Council once the majority of the changes are completed.

F2510 – 3.2. Car Park Reviews

F2510 – 3.2.1. Ropery Road and Cheyne Beach Car Park administration report ITC 25070

F2510–3.2.1.a. Motion to move Cheyne Beach permits to the online PermitSmart system in line with NDC's process – Motion to make this change was proposed by Cllr Crabb, seconded by Cllr Williams with all in favour.

F2510-3.2.1.b. Motion to draft a new service agreement with NDC for Cheyne Beach – Motion to draft a new service agreement with NDC for Cheyne Beach was proposed by Cllr Crabb, seconded by Cllr Williams with all in favour.

F2510-3.2.1.c. Motion to amend Ropery Road agreement to reflect current enforcement methods and data sharing – Motion to amend the current Roper Road agreement was proposed by Cllr Gear, seconded by Cllr Coulter with all in favour.

F2510 – 3.2.2. To review and agree prices for Cheyne Beach car park permits for 2026/27 – Motion to not change the prices of Cheyne Beach permits 2026/27 was proposed by Cllr Crabb, seconded by Cllr Gear with all in favour.

F2510 – 3.2.3. To review and agree car and motorhome parking charges at Ropery Road car park for 2026/27 – Motion to not change the prices of the charges at Ropery Road was proposed by Cllr Crabb, seconded by Cllr Basil with all in favour.

F2510 – 3.2.4. To review and agree car parking charges and car park permits at High Street car park for 2026/27 – Following discussion, members agreed that the hourly parking rate would be set at £1.20, increasing by the same amount each hour up to 10 hours, resulting in an all-day ticket price of £10. This proposal was put forward by Cllr Gear, seconded by Cllr Crabb, and carried unanimously. Members also agreed to review the car park signage and timings, as these currently appear unclear. The PO will be meeting with the management company in the coming days to discuss this further.

F2510 – 3.2.5. To discuss and agree potential changes to the current Off Street Parking Order for Ropery Road car park – see email from NDC Parking Office – The correct documents had not yet been received, however, members don't believe anything needs changing. Members have delegated the PO authority to make changes if she sees necessary.



F2510 -4. GENERAL PURPOSES

F2510 – 4.1. Town Assets - Senior Facilities Coordinator & Facilities Officer Report – ITC 25071 –

This report was noted by members.

F2510 – 4.2. The Lantern & Nursery update – The PO informed members that the carpets in the Lantern Centre had recently been replaced, giving the building a much fresher appearance. She is currently working with the facilities team to obtain quotes for replacing the carpet in the Lantern Nursery while the building remains unoccupied. The PO also reported that the nursery open day had taken place; although attendance was limited, she is scheduled to meet with DCC to explore the possibility of operating the nursery while providing training opportunities for individuals interested in working in early years education.

F2510 – 4.3. Ilfracombe in Bloom update – This project is progressing well. The PO recently met with the group, along with NDC Planning and Conservation Officers, to review the plans and discuss the type of feedback that will be provided.

F2510 – 4.4. Town Team update – via [link](#) – These minutes were noted by members.

F2510 -5. Correspondence

F2510 – 5.1. Email re motorhome parking clarification – Members agreed that some of the lines in Ropery Road should be repainted – this can be raised at Town Team for discussion.

F2510 -6. Chair's Discretion – for information only – None received.

The Chair declared the meeting closed at 20:21hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 24th November 2025 in the Council Chambers.

Clr Jonn Quinn
Deputy Chair of Finance & General Purposes Committee
Ilfracombe Town Council

27/10/2025



ILFRACOMBE TOWN COUNCIL

**Minutes of the Staffing Committee Meeting – Monday 20th October 2025 at 10:00am
Venue – The Council Chamber, the Ilfracombe Centre, 44 High Street, Ilfracombe EX34 9QB**

Committee members present Cllrs: M Fay (Mayor), B Gear, & G Coulter

Officers and Members Present: Cllr T Elliott, Proper Officer & Programme Manager

S2510-1. Welcome by Chair

Chair Cllr M Fay welcomed the committee, members and officers and opened the meeting.

S2510-2. To receive and consider for approval, apologies and reasons for absence.

Apologies: Cllr J Irwin & P Crabb

S2510-3. To receive and record Declarations of Interest. A book for member to record their declarations of interest will be made available:

None Noted

S2510-4. Chair's discretion for any matters or announcements for Information Only.

None

S2510-5. To adopt the minutes of the meeting held 15th September 2025 and note matters arising

Cllr M Fay proposed adopting the minutes from the 15th September 2025, seconded by Cllr B Gear with all in favour.

S2510-6. Public participation – A period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.

Cllr T Elliott wanted to express her appreciation to the facilities team who helped with the clear up of Highfield Road. Equally though she wanted to point out that there is still scope for the Council to decide what additional work we do on behalf of the community.

S2510-7. To determine which items, if any, of the agenda should be taken with the public excluded

Part B: Items 8.3 & 10.2 will be discussed with the public excluded

S2510-8. Updates:

S2510-8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:

PO informed members that all annual leave is being addressed.

S2510-8.2. To consider all training requirements or conference requirements and requests:

No training or conference requests.

S2510-8.3. Update on all staffing reviews:

This was taken with the public excluded.



S2510-9. Project Feedback

S2510-9.1. Report on progress against the Programme Manager's project plan with resource management/pinch-points

Day to day working to the plan. PCN meeting is taking place on Wednesday to discuss potential move of WBT. OI projects will be brought to next Full Council for review. The last OI meeting looked at the work plan around current projects. There needs to be some work around alignment of OI projects to the Strategic Plan.

S2510-9.2. Agree temporary contract for wellbeing team support (Fully funded by the PCN Contract)

Request to offer a temporary contract for wellbeing team support was agreed by all members. Funding for the position to be covered by PCN contract.

S2510-10. Proper Officer Update

S2510-10.1 To review job description and proposed employment of a Communications and Marketing Officer alongside potential joint agreement with IBTA

Following discussion with Councillors and the new information that the IBTA could not commit to the joint agreement it was recommended by Cllr Fay to take the position to Full Council for agreement. This was seconded by Cllr Gear with all in favour.

S2510-10.2 To review and agree Staffing Budgets for 2026/27

This item was taken with the public excluded

S2510-10.3 To review and agree Staffing Committee times for winter period

It was agreed to keep the meeting at 10am on the 3rd Monday of each month with the view that should this need changing it can be done by the Chair as per the committees Terms of Reference.

S2510-11. Correspondence

None

S2510-12. Chairs Discretion

None

Part B: Cllr Fay proposed that the meeting be moved to part B, seconded by Cllr Gear with all in favour. Cllr Fay invited PO and PM to stay.

The Regulations State:

that under Section 1, Paragraph 2 of the Public Bodies (admission to Meetings) Act 1960 the press and public be 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.



**Disclosable Information for Part B Staffing Meeting Minutes
20th October 2025**

S2510-8.3 Update on all staffing reviews:

The PM confirmed that staffing reviews had been done with two of his team. Due to certain staffing changes it was discussed and agreed to a change in one members working hours for a temporary period of time. This will be reviewed in time. Details to be brought to Full Council.

S2510-10.2 To review and agree Staffing Budgets for 2026/27

This item was deferred and will be presented to F&GP on the 27th October due to unforeseen changes in staffing structure.

The meeting closed at 11:07am. The next Staffing committee meeting will be held on Monday 27th November 2025 at approximately 10:00am in the Council Chamber.

**Cllr Mark Fay
Chair
Ilfracombe Town Council**

DRAFT



REPORT TO: Full Council
DATE: 5th November 2025
SUBJECT: Proper Officer Report
PREPARED BY: Laura Donovan

REPORT NO: ITC 25072

INTRODUCTION

This report is an update on Ilfracombe Town Council activity and work taken place as of the 8th October 2025 to the 5th November 2025.

REPORT

High Street Car Park

The car park has now had the winter charges put through. Once I have met with ParkIt Management to agree the arrangements on the 18th November all changes to the car parking charges will be implemented. This will include signage, Ringgo and machines. Currently I am looking into the options for high-speed car charging points to be installed in the car park. As soon as I have a few quotes I will bring these to Full Council for approval.

Public Conveniences

Healthmatic have sent an engineer to look at the St James public convenience doors and have made all the necessary adjustments. I am awaiting a quote for doors at Brimlands and Hele so that we are aware of what the cost would be to install these should we wish to.

Fore Street Catenary Wires

Information has been relayed to the new Fore Street Association regarding the removal of the catenary wires and lights on a temporary basis. This will be happening on the 11th November and any remedial works will be considered after this.

Budgets

This has been my main focus over the last few weeks. Various versions of the budget have been circulated to the F&GP and budgeting committee. Council will be asked to review the budget as part of this month's agenda and consider approving a preliminary precept figure ready for December 2025.



Nursery

We held an open day on the 16th October 2025 which unfortunately wasn't well attended. Following this we have not had any expressions of interest for the space.

There are however conversations taking place with Action for Children and DCC in relation to keeping the space as a nursery and the option to include an early years training facility within Ilfracombe to sustain not just them a future provision but skills within the industry in North Devon. To get this moving as quickly as possible they are considering a graduated programme which means starting small and working up to a full service. This model of working will require a subsidy in rent from the Council. A working overview document will be circulated prior to this meeting for you to make a more informed decision however please consider the following recommendation:

Recommendation

- 11.1 To review and agree a subsidy in relation to the future nursery arrangement.

Devolution/LGR and Clusters

Following a meeting with NDC CEO and the clerks of all the towns in the North Devon District, we have agreement from NDC that this will be supported with the view of collaborative working not just in relation to LGR but also from the perspective of emergency planning and community resilience. NDC have committed to start this process by providing an officer that we can work with to engage the town and parishes. Equally we have requested that there are regular meetings with senior officers and the clusters once established.

Devolution/LGR and Neighbourhood Area Committees

As part of the Devolution/LGR bid that Devon must put forward there needs to be the formation of Neighbourhood Area Committees (NAC's). This was discussed as part of the DCC briefing on their 9:1:1 proposal that DALC set up (a recording of which can be found [here](#)). Devon seem to have a clear view of how they envisage NAC's working together with what their role will be, who will be on them, how they will be supported, how they will operate and which boundaries they will follow. Slides in relation to this presentation can be found [here](#).

In contrast NDC (and presumably the remainder of the parties supporting 4:5:1) are not specifying their views on how NAC's will be set up. Their view is that these will be agreed by way of engagement with all the parties due to be involved in the future.



Bus Shelters

The replacement shelters update as follows:

- Runnymede Gardens – replaced
- Emmanuel Church – replaced
- Wilder Road Car Park – 1st/2nd week Dec
- Ropery Road – replaced
- Worth Road – replaced
- Hele Bay – 7th November
- High Street – TBC
- St Brannocks – Vicarage – replaced
- Upper St Brannocks opposite Kingsley Avenue - TBC

Upcoming Events

Date	Event
28 Nov	Combe Christmas Lighting of the Lights
29 Nov – 8 Dec	Christmas Tree Festival – Pip & Jims
1 Dec	St James Christmas incl. Pip & Jims Lights/Carols
6 – 7 Dec	Winter Wonderland

Date	Event
19 April	Civic Service
22 April	Annual Town Meeting
11 May	Annual Meeting of the Council



REPORT TO: Full Council
 SUBJECT: Finance Officer Report

REPORT NO: ITC 25073

DATE: 5th November 2025
 PREPARED BY: Carole Coombs

Item 12.1 Accounts
October 2025 - Draft

Bank Accounts	Business Account - 00116559	Commercial Call Account - 07111498 (Working Reserves)	CCLA - Working Reserve	CCLA - Specified Reserve	Lloyds Charge Card	Reception Cashier Safe	Petty Cash - Office	Petty Cash - Reception	Lloyds Cardnet	Stripe	Total Funds held
Bank Statement 30/9/25	£365,284.42	£26,975.19	£225,000.00	£291,092.86	£1,197.61	£10.00	£16.84	£17.49	£125.76	£0.00	£907,324.95
Bank Statement 31/10/25	£317,028.32	£26,988.49	£225,000.00	£292,800.00	-£758.94	£226.76	£16.84	£34.72	£209.27	£0.00	£861,545.46
Income /receipts*	£36,555.90	£0.00	£0.00	£0.00	0	£888.39	£0.00	£0.00	£1,215.40	£1,307.58	£39,967.27
Interest in	£0.00	£13.30	£744.34	£962.80	3.84	£0.00	£0.00	£0.00	£0.00	£0.00	£1,724.28
Transfer in to account	£3,023.10	£0.00	£0.00	£744.34	£1,197.61	£0.00	£0.00	£25.00	£0.00	£0.00	£4,990.05
Expenditure in month (includes VAT repayment where appropriate)	£86,637.22	£0.00	£0.00	£0.00	£762.78	£0.00	£0.00	£7.77	£0.00	£0.00	£87,407.77
Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£21.27	£0.00	£21.27
Transfer out of account	£1,197.61	£0.00	£744.34	£0.00	£0.00	£671.63	£0.00	£0.00	£1,110.62	1307.58	£5,031.78
Bank Statement 31/10/25	£317,028.59	£26,988.49	£225,000.00	£292,800.00	£758.94	£226.76	£16.84	£34.72	£209.27	£0.00	£861,545.73
Debtors (+)										£11,606.01	£11,606.01
Unpresented cheques (-)	£0.00										£0.00
Vat repayment due (-)										£3,142.96	£3,142.96
Creditors Invoices now req for payment (-)										£38,918.86	£38,918.86
Actual	£317,028.59	£26,988.49	£225,000.00	£292,800.00	£758.94	£226.76	£16.84	£34.72	£209.27	£30,455.81	£870,008.78
Bank Interest and Service Charges Bank Interest £1724.28 Bank Service Charges £21.27 Transfer to Reserves £0.0 Other Items of Note £0.0											



Budget summary to date

Dept	Income	expenditure	Changes to Budget	difference (profit/loss)	Actual Income to Date	Actual Expenditure to date	Actual profit/loss to date
None(bank interest/charges)	£19,000.00	£150.00	£0.00	£18,850.00	£0.00	-£12,347.83	£12,347.83
Town council (1)	£529,056.00	£570,689.00	-£30,264.21	-£71,897.21	£536,235.67	£319,789.14	£216,446.53
Ilfracombe Centre (2)	£24,000.00	£33,175.00	£0.00	-£9,175.00	£19,172.57	£24,097.04	-£4,924.47
Lantern Centre (3)	£35,000.00	£29,975.00	-£5,940.00	-£915.00	£22,999.42	£38,635.34	-£15,635.92
Lee Bay Toilets (5)	£500.00	£4,900.00	£0.00	-£4,400.00	£1,691.61	£5,131.23	-£3,439.62
Ropery Road Car Park (7)	£165,500.00	£84,100.00	£0.00	£81,400.00	£175,185.84	£81,184.82	£94,001.02
Cheyne Beach Car Park (8)	£22,750.00	£6,050.00	£0.00	£16,700.00	£1,535.00	£521.65	£1,013.35
Memorial Gardens (9)	£0.00	£1,500.00	£0.00	-£1,500.00	£0.00	£128.44	-£128.44
Work Hub (13)	£3,000.00	£4,000.00	£0.00	-£1,000.00	£3,377.91	£3,121.28	£256.63
Facilities and Maintenance Group (14)	£1,450.00	£25,545.00	£0.00	-£24,095.00	£1,450.00	£6,375.47	-£4,925.47
Admin and Clerical Group (15)	£0.00	£3,250.00	£0.00	-£3,250.00	£0.00	£521.33	-£521.33
Town Clerk/Proper Officer (16)	£0.00	£4,900.00	£0.00	-£4,900.00	£0.00	£4,220.81	-£4,220.81
Programmes and Projects Group (17)	£2,702.73	£2,919.15	-£1,632.75	-£1,849.17	£2,702.73	£2,919.15	-£216.42
One Ilfracombe (18)	£30,200.00	£30,200.00	£0.00	£0.00	£10,710.96	£10,648.18	£62.78
Town Crier (19)	£0.00	£1,320.00	-£851.94	-£2,171.94	£200.00	£951.96	-£751.96
Town Council Members (20)	£0.00	£1,200.00	£0.00	-£1,200.00	£0.00	£140.00	-£140.00
Vision Centre (21)	£0.00	£0.00	£0.00	£0.00	£168.02	£168.02	£0.00
PCN WellBeing Team (22)	£160,240.00	£137,267.00	£0.00	£22,973.00	£107,754.67	£95,193.13	£12,561.54
One Northern Devon (23)	£10,550.00	£10,550.00	£0.00	£0.00	£7,976.33	£7,976.33	£0.00
Marketing (24)	£0.00	£5,000.00	£0.00	-£5,000.00	£0.00	£76.33	-£76.33
Greenclose Road (25)	£0.00	£8,600.00	£0.00	-£8,600.00	£0.00	£5,491.16	-£5,491.16
Civic Events (27)	£0.00	£6,900.00	-£163.33	-£7,063.33	£1,242.24	£849.54	£392.70
Ilfracombe Toilets (28)	£14,000.00	£40,500.00	£0.00	-£26,500.00	£1,404.00	£10,644.40	-£9,240.40
Bike Sheds (29)	£0.00	£100.00	£0.00	-£100.00	£0.00	£0.00	£0.00
High Street Car Park	£1,000,000.00	£1,000,000.00	£0.00	£0.00	£1,024,293.75	£993,897.54	£30,396.21
Totals	£2,018,448.73	£2,014,040.15	-£38,852.23	-£34,443.65	£1,918,100.72	£1,600,424.46	£317,676.26
Less Precept (£529056.00)	£1,489,392.73				£1,484,694.72		
adjusted amount with changes	£3,019,898.73	£2,054,342.38	-£38,852.23	£965,556.35	£1,701,397.72		



Outstanding Customer Payments Due up to 31st October 2025

Debtors	not yet due	30-60 days	60-90 days	90 - 120 days	Older
MAKO	£0.00	£0.00	£45.00	£180.00	£0.00
IT	£504.00	£486.00	£300.00	£0.00	£0.00
NDC	£0.00	£225.00	£65.27	£0.00	£0.00
DPT	£0.00	£6,531.89	£0.00	£0.00	£0.00
HYR	£198.00	£180.00	£0.00	£0.00	£0.00
AMK	£0.00	£50.00	£0.00	£0.00	£0.00
GH	£0.00	£25.00	£0.00	£0.00	£0.00
HB	£130.80	£0.80	£0.00	£0.00	£0.00
Others not due	£2,684.25				
Sub Totals	£3517.05	£7,498.69	£410.27	£180.00	£0.00
Total Due	£11606.01				

12.2 Invoices for Payment by ITC

(The Following Invoices are Due for payment – Those in Green have been agreed already)

Invoices Due for Approval	Amount	Comments
AIB Merchant Services	£106.82	
Blanchere	£202.56	
Buddies Nursery	£3,592.44	
Coastal Recycling		Not in Yet
Concorde Copiers	£76.45	
Devon County Council	£13.96	
EDF Ropery		
EDF Memorial		Not in Yet
EDF Lantern - Elec		Not in Yet
EDF Lantern - Gas		Not in Yet
EDF - Brimlands/Larkstone		Not in Yet
EDF ITC Elec		Not in Yet
EDF - ITC Gas		Not in Yet
EDF - Lee Bay		Not in Yet
EDF - Hele Bay		Not in Yet
EON Next - St J Toilet	£40.11	
Electric Centre	£48.45	
Flowbird Smart City UK Ltd		Not in Yet
Fresh out		Not in Yet
Harbour		Not in Yet
Hele Garage	£137.72	
ICO	£35.00	
IPS		Not in Yet
Ilfracombe Pilot Gig Club	£120.00	
Larkstone Café bar	£288.00	
Linneal	£39.54	



Lloyds Bank Charge Card	£758.94	
M&E		Not in Yet
Millbeck		Not in Yet
North Devon Council - 0% vat		Not in Yet
North Devon Council - 20% Vat		Not in Yet
O2	£40.39	
One Ilfracombe	£4,766.05	
Pedlars		Not in Yet
Pod Point		Not in Yet
PWLB	£25,514.34	
RGB Building Supplies		Not in Yet
RINGGO		Not in Yet
Sage	£46.80	
Siemens	£243.02	
Screw Fix		Not in Yet
SLCC	£160.20	
SWW - Hele	£329.35	
SWW - Lantern	£354.21	
SWW - Lee	£749.18	
Telecoms Consortium	£56.93	
Tomato Energy	£248.63	
The Carlton	£585.00	
D Tubbs - Greenclose Road Rent	£300.00	
Water2Business - STJ Toilet		Not in Yet
Yu Energy - Gas - Greenclose	£37.99	
YU Energy - Elec - Greenclose	£26.78	
TOTAL	£38918.86	

12.3 – Precept/Budget for 2026/27

The Spreadsheet is being circulated and following a lot of hard work the initial figure for December has been stated. This needs to be finalised for January once figures for December are confirmed with regard to rates etc.

12.4 - AIB – PCI DSS Compliance

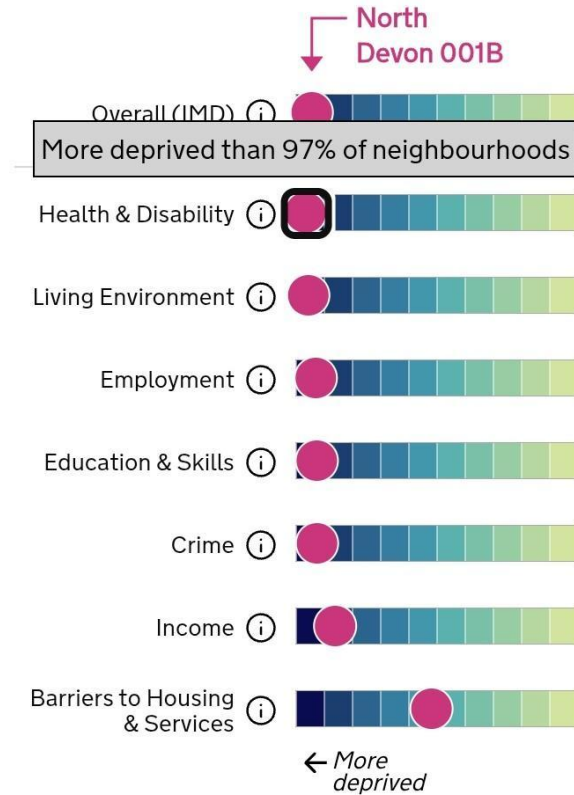
we need to be compliant with the PCI system and can have AIB do it for us which will cost £15+Vat per month or do it ourselves which will cost £3.90 per month, this covers reporting on compliance. I am currently waiting for some information from Flowbird with regard to the type of card reader we have on the machine. This will make the case for which route we take. It is hoped it will be the cheaper version.


Other Information to note only

- **Cheque from Victorian and Steam** - Grant/ donation received for £522.66, this has been referred to the Cultural Committee to report back what it might be used for.
- **Water Services** - The Contract for Water services for Greenclose has been set up and will align with others going forward, still to hear about Brimlands alignment but it is likely to come soon – contract already set up

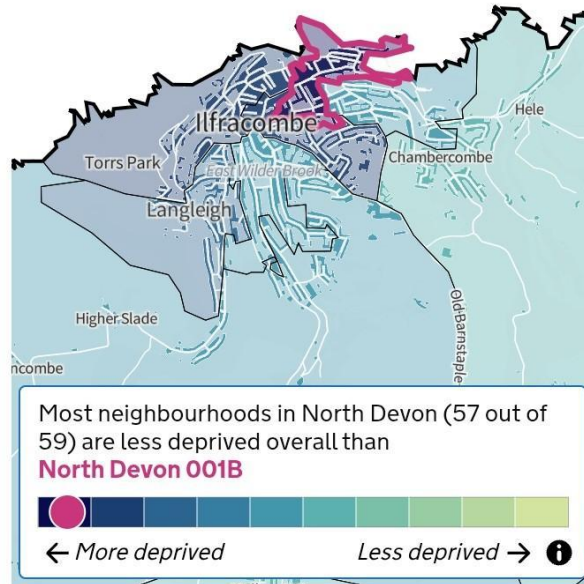
Health Inequality : English Indices of Deprivation 2025

The neighbourhood you selected is most deprived in relation to health & disability. Only 3% of neighbourhoods in England are more deprived.

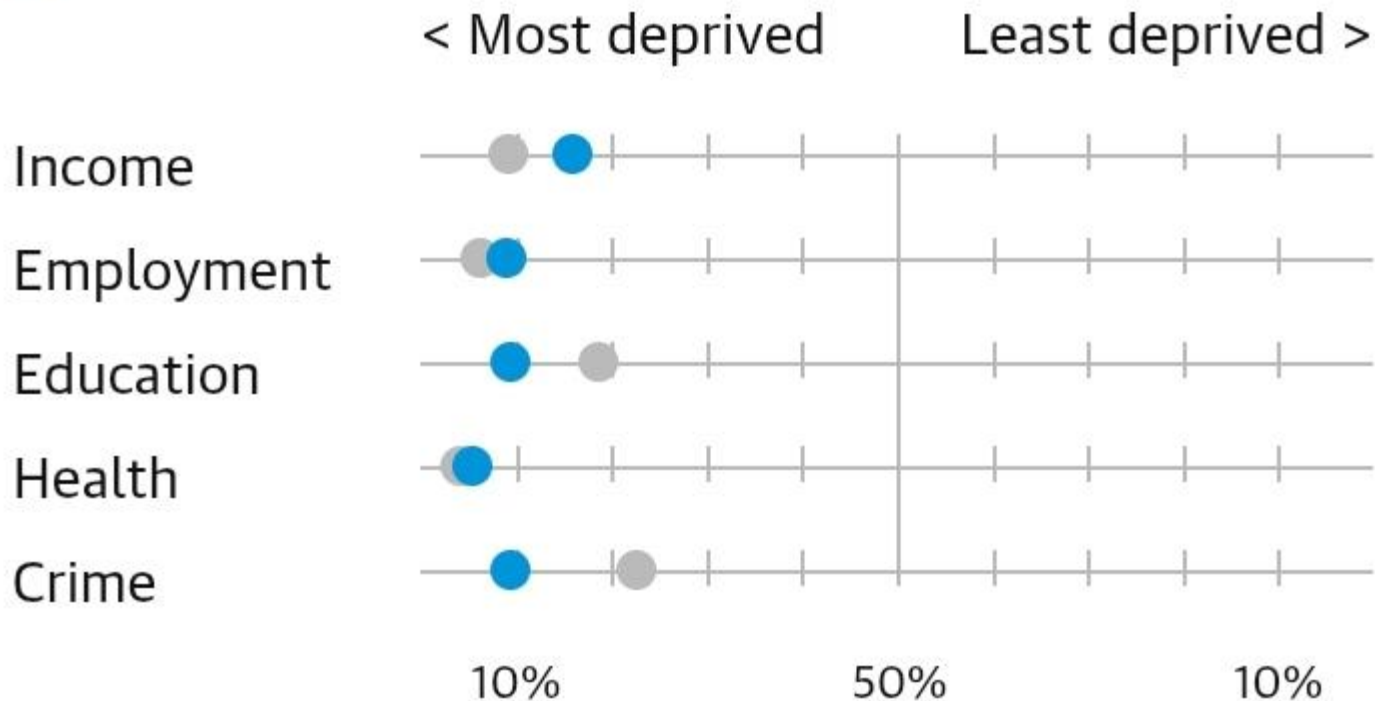




Health & Disability: This type of deprivation reflects the risk of premature death and reduced quality of life due to poor physical or mental health.

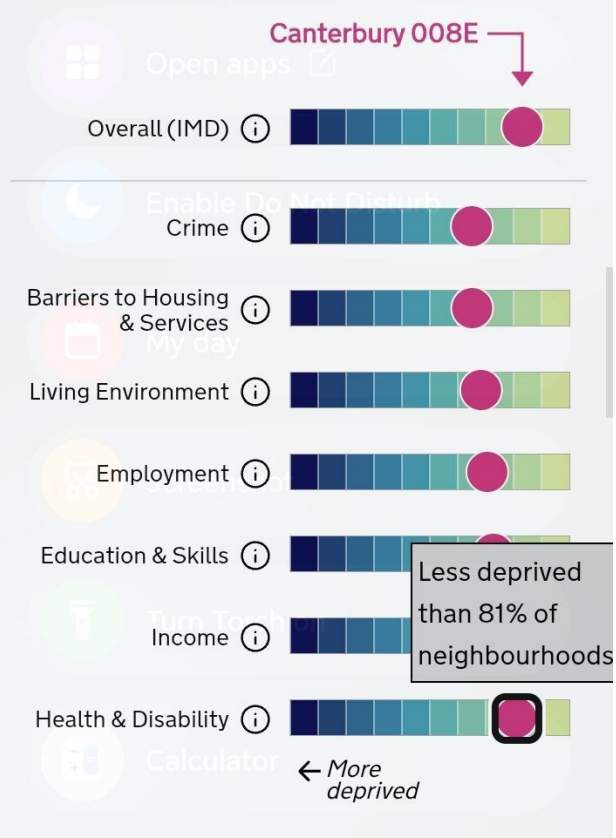


● 2025 ● 2019



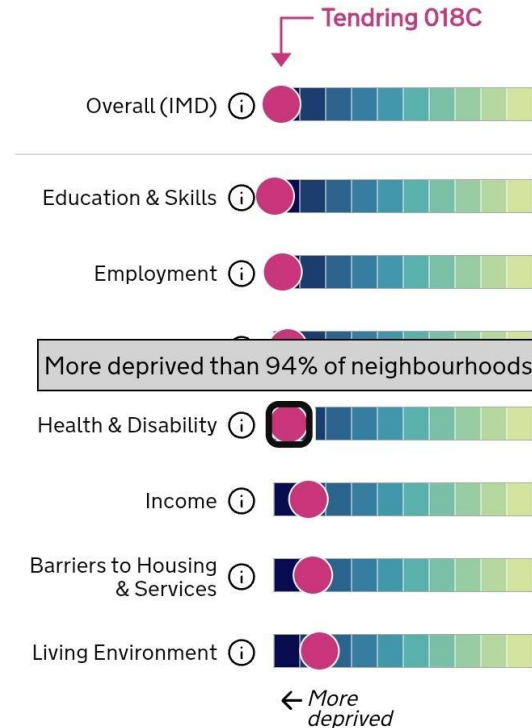
in Canterbury 008E

The neighbourhood you selected is most deprived in relation to crime. But it was still less deprived than most neighbourhoods in England.



There are different types of deprivation in Tending 018C

The neighbourhood you selected is most deprived in relation to education & skills. Fewer than 1% of neighbourhoods in England are more deprived.





REPORT TO: **Full Council** REPORT NO: **ITC 25076**
DATE: **10th November 2025**
SUBJECT: **Lee & Lincombe**
PREPARED BY: **Lee & Lincombe Champion Cllr P Coates**

1. Hotel site development

The work on the roof of the apartment building continues. Planting is being done and turf has been laid around the houses on the site. Following the recent break in and attempted break in security on the site is being stepped up w/c 3rd October.

2. Scrambler damage and anti-social behaviour

There have been several incidents of youths on scramblers causing damage and nuisance on public footpaths and private land. This has been reported at the Ilfracombe police station, and a reference has been issued. Residents are being encouraged to report incidents and quote this reference.

The individuals concerned have not been wearing helmets, have face coverings and no visible number plates. They have also been seen driving on public roads

3. Lee toilets

These will be closed from 3rd November until they reopen for the Christmas period.

4. Car park next to Lee Memorial Hall

The new signs went up 3rd November and this is when the payment system went live. Residents who registered on "White List" do not have to pay and their registrations will be recognised by the system. Other hall users can register on the tablet in the hall and get free parking for the day.

5. Road Closure

The main road into Lee village from Meadowdene (top of Lincombe to The Grange) will be closed for drainage works between 10-21 November. Villagers and the developers have been advised. The alternative route will be via Warcombe Lane.

Meetings:

Tuesday 4th November Lee Memorial Hall Committee meeting

Thursday 6th November LLRA meeting with representative from The National Trust to discuss car park at bay plans/timings for 2026/27

Laura Donovan
Proper Officer
Ilfracombe Town Council

via email

NHS Devon
Aperture House
Pynes Hill
Rydon Lane
Exeter
Devon
EX2 5AZ

01392 205 205
d-icb.corporateservices@nhs.net

31 October 2025

Dear Laura,

Minor Injuries provision at Tyrell hospital

Thank you for your letter dated 28 August 2025 for consideration. Please accept my apologies for the delay in responding to you.

Thank you for raising the important points in your letter. It remains vital to us that the voices of people who use NHS services in Devon continue to be heard.

The future provision of Minor Injury Services at Tyrell Hospital forms part of the wider review of Minor Injury Service/Urgent Treatment Centre provision across Devon, which is currently underway and still ongoing, which will include analysis of all MIU attendances across the full seven days of services, along with the data for treatment at Emergency Departments, at GP practices and/or a pharmacy.

The review will include a detailed equality and quality impact assessment (EQIA) that will determine impacts from right across the system, including local data on needs assessment, deprivation, transport, etc., and will support decision-making about the location for future services.

As this progresses, we will be looking to involve local people, councillors and MPs as part of our engagement on any future decision-making.

Just for your awareness, we have been in contact with the League of Friends and are in correspondence with them. They have shared some local engagement they have carried out around the service, and part of a petition with us which we will manage through our governance processes, and have fed back to the team who are carrying out the MIU review.

Yours sincerely

A handwritten signature in black ink that reads "Steve Moore". The signature is written in a cursive, slightly slanted style.

Steve Moore
Chief Executive
NHS Devon

[REDACTED]

From: [REDACTED]
Sent: 04 November 2025 15:33
To: Laura Donovan
Subject: Dual Occupancy of "POD" temporary accommodation

CAUTION: This email originated from outside North Devon Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Laura,

Further to our telephone conversation of yesterday when we discussed my concern regarding the dual occupancy of the sleep pod which was installed on the Salvation Army car park off Torrs Park, EX34 8AY approximately 7 years ago. During this period I am sure the facility has most often provided much needed short term comfort and security for those requiring temporary support. On a few occasions however the facility has been occupied by couples whose clear vulnerability and desperate situations are further compromised by the lack of consideration applied during any vetting process. Similar can be said for individuals who have become embroiled within and are the focus of anti social collectives.

Dual occupancy does not configure with the prescribed design and usage criteria (outlined below) and has resulted in outbreaks of frustration and occasionally threatening and violent behaviour. The limited welfare provision has also led the occupants to seek relief outside of the limited toilet provisions. Following an initial period of violent and anti-social behaviour shortly after the facility opened I was assured by the Salvation Army both locally and regionally that dual occupancy would not be permitted. Clearly it was recognised at that time that dual occupancy was not safe and the limited egress for a vulnerable partner was a major concern. Unfortunately in recent times dual occupancy has been permitted and the impacts have returned. I have raised this issue with the SA locally who have demonstrated a thorough lack of care regarding their duty regarding the appropriate use of the facility they offer.

UK charity Amazing Grace Spaces (AGS) advise that their temporary shelters are designed for single occupancy only and that these pod's are specifically intended to provide, temporary and individual shelter for rough sleepers and homeless individuals offering a bed, chemical toilet and basic amenities in a compact space. AGS also advises that the pod is officially an "Urban Emergency Sleep pod" and is provided with a coded lock to protect the person inside. This specification and usage was, I understand, discussed with the local community prior to its installation within the Salvation Army car park by the Salvation Army officer introducing and overseeing the project. I have been told that at that time there was some concern regarding the impact of such a facility but that following reassurance's provided by the SA the pod was accepted and then delivered and was to be, I believe monitored by the installation of CCTV and serviced by SA personnel.

These pods measure approximately 2.4m x 1.8m which roughly correlates to the minimum standards provided in UK for a single-occupancy Prison Cell. During conversations I have been further reassured by the SA Officer for Ilfracombe that the importance of the occupants security and protection from bullying and other outside influences are paramount when considering the appropriate tenant/guest.

Clearly we are in extremely difficult times especially with regard to homelessness and its impact upon the whole of governance and whilst the importance of the charitable support is recognised there is a need to ensure that where vulnerabilities are exposed then further friction should not be ignited when providing support.

It would be greatly appreciated if these concerns could be shared during your deliberations and discussions at the various council levels you have access to.

Please ensure my contact details are redacted from any correspondence beyond official connections.

Yours sincerely

A black rectangular redaction box covering the signature.

Sent from my iPad

ILFRACOMBE TOWN COUNCIL MEETING DATES JANUARY - DECEMBER 2026

All meetings will start at 7pm unless stated otherwise

(venue/dates/times are subject to change at the discretion of ITC)

January

12th	Full Council Meeting
19th	Staffing Committee (10am)
19th	Planning Meeting
26th	F&GP Committee Meeting

February

9th	Full Council Meeting
16th	Staffing Committee (10am)
16th	Planning Committee meeting
23rd	F&GP Committee Meeting

March

9th	Full Council Meeting
16th	Staffing Committee (10am)
16th	Planning Committee meeting
23rd	F&GP Committee Meeting

April

13th	Full Council Meeting
20th	Staffing Committee (10am)
20th	Planning Committee meeting
22nd	Annual Town Meeting
27th	F&GP Committee Meeting

May

11th	Annual Meeting & Full Council Meeting
18th	Staffing Committee (10am)
18th	Planning Committee meeting
26th	F&GP Committee Meeting

TUESDAY

June

8th	Full Council Meeting
15th	Staffing Committee (10am)
15th	Planning Committee meeting
22nd	F&GP Committee Meeting

July

13th	Full Council Meeting
20th	Staffing Committee (10am)
20th	Planning Committee meeting
27th	F&GP Committee Meeting

Aug

10th	Full Council Meeting
17th	Staffing Committee (10am)
17th	Planning Committee meeting
24th	F&GP Committee Meeting

Sept

14th	Full Council Meeting
21st	Staffing Committee (10am)
21st	Planning Committee meeting
28th	F&GP Committee Meeting

Oct

12th	Full Council Meeting
19th	Staffing Committee (10am)
19th	Planning Committee meeting
26th	F&GP Committee Meeting (19:30)

Nov

9th	Full Council Meeting
16th	Staffing Committee (10am)
16th	Planning Committee meeting
23rd	F&GP Committee Meeting (19:30)

Dec

7th	Full Council Meeting
14th	Staffing Committee (10am)
14th	Planning Committee meeting (17:30 tbc)
14th	F&GP Committee Meeting (19:30 tbc)

Bank Holidays - 2025
January 1st - Thursday - New Year's Day
April 3rd - Friday - Good Friday
April 6th - Monday - Easter Monday
May 4th Monday - Early May Bank Holiday
May 25th - Monday - Spring Bank Holiday
August 31st - Monday - Summer Bank Holiday
December 25th - Friday - Christmas Day
December 28th - Monday - Boxing Day (substitute day)

Terms of Reference

Ilfracombe Regeneration Board

Purpose

The role of the Ilfracombe Regeneration Board (IRB) is to steer the development of regeneration and development plans, and to oversee implementation of a Programme of projects. It will:

- take a holistic view of a range of regeneration and economic development projects
- receive progress and exceptions reports
- assess progress against objectives
- identify potential blockages and
- consider and make recommendations on requests for additional resources to support project delivery.

IRB is the vehicle by which the main bodies involved in regeneration in Ilfracombe are brought together – NDC, DCC, ITC and One Ilfracombe. The IRB will report into the One Ilfracombe Board, as the overarching strategic governance Board for Ilfracombe.

Aims and Objectives

Aim

There is a vision to improve the prosperity and wellbeing of Ilfracombe and its environs.

The aim of the IRB is to ensure that regeneration projects are developed in a holistic manner, to maximise opportunities and minimise barriers, and to ensure social regeneration activity is fully integrated with opportunities arising from physical development.

Objectives

- build on the town's assets; its high quality landscape, its harbour, its historic townscape, its tourism heritage
- targeted area based regeneration and community development
- increase the population size with an emphasis on certain age sectors, and provide appropriate housing to enable this
- achieve high quality design-led development, incorporating an enhanced public domain
- encourage a stronger, more productive local economy

Key Tasks

The main tasks of the IRB are to:

- Steer the delivery of the Ilfracombe southern extension
- Steer the development of regeneration projects
- Further develop the regeneration projects as required
- Ensure opportunities between projects are maximised, and that any potential conflict between projects is minimised
- Ensure private sector opportunities are maximised
- To seek public sector investment in key projects where the market fails or falls short
- Balance the interests of the community of Ilfracombe in terms of the regeneration of the town and its environs

As part of the emerging Local Plan there is a proposal for a residential-led mixed use extension of c.1000 units south of Ilfracombe. A planning application has been submitted. The role of IRB is to provide a sounding board in relation to any Section 106 negotiations, and any other strategic matters related to the delivery of this urban extension.

Membership

The IRB will be comprised of elected members from each of the public sector bodies plus officers in support.

The role of individual Board members is to ensure that stakeholder views are represented, that stakeholders are informed and consulted as necessary and that progress is reported back to stakeholders.

The Board includes:

Representing
Devon County Council (Ilfracombe member)
North Devon Council, Lead member Economic Development
North Devon Council, ward members for Ilfracombe
North Devon Council, Lead member Coastal Communities
Chair of Ilfracombe Harbour Board
Ilfracombe Town Council elected members
One Ilfracombe – 2 Board members
Alderman for Ilfracombe – 2
Freeman/woman for Ilfracombe - 2

To be quorate at least four members must be in attendance, including two from North Devon Council. Only 2 voting members from each organisation will be permitted.

The role of the officer's in attendance is to develop and implement any agreed action plans, fulfil the key tasks, and to ensure that the organisations represented scrutinise and approve joint activity and play their part in implementation.

The Officer Group includes the following as regular attendees, but can also draw in others as required:

Place Manager, North Devon Council
Place Officers, North Devon Council
Senior Planning Officer (North), North Devon Council
Head of Place, North Devon Council
Property Officer, North Devon Council
Ilfracombe Harbourmaster
Town Clerk, Ilfracombe Town Council
Project Managers, Ilfracombe Town Council
One Ilfracombe, Lead Officer
Highways Officers, Devon County Council
Economy Officers, Devon County Council

Members Responsibilities

The commitment to Board membership is for the life of the programme (a minimum of three years). Replacements (but not substitutes) are acceptable.

Some issues to be discussed by the Board are likely to be confidential. At each meeting it will be made clear what information is to be kept confidential and what may be disclosed to partners and stakeholders. Board members are expected to observe such confidentiality.

Members of the Board are expected to disclose any personal or prejudicial interests in any items to be discussed, in accordance with good practice.

Accountability

Overall accountability for the delivery of key activity rests with the individual organisation leading on any given project.

Chair

The Chair of the IRB will be determined by North Devon Council.

Meeting Arrangements

Board meetings are programmed every 6 weeks and are expected to last 1 - 2 hours on average. The agenda will be determined by the Chair in conjunction with the North Devon Council secretariat. The Officer Group attends alongside the Board.