Ilfracombe Town Council

Full Council Meeting – Monday 9th November 2026 at 7.00pm

INDEX *Pages*

AGENDA	***2-4***
7. Minutes of Full Council Meeting 12th October 2026	***5-8***
8. Minutes of Staffing Meeting 19th October 2026	***9-11***
9. Minutes of Planning committee meeting 19th October 2026	***12-14***
10. Minutes of F&GP committee meeting 26th October 2026	***15-17***
11. ITC 26096 – Proper Officer Report	***18-22***
11.1. TP1 Transfer document for Wilder Road public conveniences and plans	***23-33***
11.2. Email from Ilfracombe Museum Match Funding request	***34***
12. ITC 26097 – RFO Report (to follow)	
13. ITC 26098 – Programme Manager Report (to follow)	
15.1. ITC 26099 – Public Health Champion Report – Cllr Elliott	***35-36***
17.1. Letter from Ofcom re Royal Mail complaint	***37-38***
17.2. RUDH response re Maternity Services at NDDH	***39-42***
17.3. Letter from resident re Greenclose Mews	***43-44***
17.4. Letter from MP Ian Roome re Ilfracombe Community Awards	***45***

Ilfracombe Town Council

44 High Street
Ilfracombe
EX34 9QB
Tel: 01271 855300

To Councillors, M Fay (Chair/Mayor), J Williams (Deputy Mayor), B Gear, G Coulter, T Elliott, G Schofield, P Crabb, D Turton, D Williams, M Newland, T Huggins, T Ebert, N Basil, J Quinn, J Irwin, N Jenner, M Turnbull, S Jennison.

You are hereby summoned to attend the **Ilfracombe Town Council Meeting** to be held on **9th November 2026** at **19:00** at **Council Chambers, The Ilfracombe Centre, 44 High Street, Ilfracombe** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend. 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.

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.

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.

Laura Donovan
Proper Officer
clerk@ilfracombetowncouncil.gov.uk

4th November 2026

AGENDA

1. **Welcome by Chair**

2. **To note apologies and reasons for absence.**

3. **To receive and record Declarations of Interest** as per Localism Act 2011 Section 31.

4. **To request any Chair's discretion** – for any matters or announcements for Information only.

5. **Public participation** – As per Standing Order 3 (e-i), members of the public are permitted to make representations, ask questions and give evidence in relation to any business relating to the Town Council. The period not exceeding 15 minutes to be allocated allowing members of the public to speak for up to 3 minutes.

6. **To determine which items, if any, of the agenda should be taken with the public excluded** – Public Bodies (Admission to Meetings) Act 1960, Section 1, Paragraph 2.

7. **To adopt minutes of Full Council Meeting held 12th October 2026** and to note matters, updates and actions arising.

8. **Minutes of Staffing Committee meeting (to note and approve recommendations)** – 19th October 2026 - Cllr M Fay

9. **Minutes of Planning Committee meeting (to note and approve recommendations)** – 19th October 2026 - Cllr J Williams

10. **Minutes of Finance and General Purposes Committee meeting (to note and approve recommendations)** – 26th October 2026 - Cllr T Huggins
    10.1. **Item F2610-10** – To review and agree proposed Staffing Precept Budget with all salary adjustments for 2027/28

11. **ITC 26096 – Proper Officer Report**
    11.1. To agree and sign the TP1 transfer document for Wilder Road Public Conveniences
    11.2. To review and agree match funding contribution in principle to Ilfracombe Museum in line with their Lottery funding bid as per email
    11.3. To review and agree level of contribution for 2027/28 and to consider future funding as part of the ongoing budget setting process for Street Marshalls
    11.4. To agree councillor representation on the UK Town of Culture Oversight Board.
    11.5. To review and agree the additional cost for the repair of the solar panels
    11.6. To review and agree the annual CCTV cost to be spent in 2026/27 and to be built into the budget for subsequent years.

12. **ITC 26097 – Responsible Finance Officer Report**
    12.1. To review and agree current accounting status & invoices for payment

13. **ITC 26098 – Programme Manager Report – including One Ilfracombe update**

14. **To receive reports/proposals from Ilfracombe Town Councillors**

15. **To receive reports from Working Groups and Councillor Champions**
    15.1. **ITC 26099** – Cllr Elliott Public Health Champion report

16. **To receive reports from County and District Councillors**

17. **To receive correspondence/licenses/notices**
    17.1. Letter from Ofcom in relation to Royal Mail complaint
    17.2. RDUH response in relation to Maternity Services at NDDH
    17.3. Letter from resident in relation to Greenclose Mews
    17.4. Letter from MP Ian Roome in relation to Ilfracombe Community Awards
    17.5. Applications received under the Licensing Act 2003
    An application for the grant of a premises licence has been made by Hele Bay Garage, Watermouth Road, Ilfracombe EX34 9QY
    1. Update premises plan.
    2. Removal of all embedded restrictions.
    3. Off sales of alcohol 06:00 to 23:00 Monday to Sunday.

4. Removal of all conditions at annex 2 to be replaced with more up to date and appropriate conditions.

The closing date for any representations is 12th November 2026.

18. **Chairs Discretion** – for information only

44 High Street
Ilfracombe
EX34 9QB
Tel: 01271 855300

ILFRACOMBE TOWN COUNCIL
MINUTES – 26 – 10
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB

Minutes of the Full Council Meeting held at 7:00pm on Monday 12th October 2026

Members Present:

Cllrs: M Fay (Chair/Mayor), J Williams (Deputy Mayor), G Coulter, T Elliott, G Schofield, P Crabb, D Turton, T Huggins, N Basil, J Quinn, J Irwin, N Jenner, M Turnbull, S Jennison.

Officers Present:

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

Others present: Devon County Cllr S Wilson and Pastor Hills.

2610 - 1. Welcome by Chair
In the absence of the chair, Cllr M Fay, Cllr J Williams took the meeting as Deputy Chair introduced Pastor Hills to commence with prayers.

2610 - 2. To note apologies and reasons for absence.
Apologies were received from Cllrs T Ebert, M Fay, D Williams and B Gear (all personal).

2610 - 3. To receive and record Declarations of Interest as per Localism Act 2011 Section 31.
None received.

2610 - 4. To request any Chair's discretion – for any matters or announcements for Information only.
The PO, the RFO, Cllr J Williams, Cllr Elliott, and Devon County Cllr S Wilson all had items to raise.

2610 - 5. Public participation
None received.

2610 - 6. To determine which items, if any, of the agenda should be taken with the public excluded – Public Bodies (Admission to Meetings) Act 1960, Section 1, Paragraph 2.
No items to be taken with the public excluded.

2610 - 7. To adopt minutes of Full Council Meeting held 14th September 2026 and to note matters, updates and actions arising.
Motion to adopt the draft minutes was proposed by Cllr Quinn, seconded by Cllr Huggins with all in favour.

2610 - 8. Minutes of Staffing Committee meeting (to note and approve recommendations) – 21st September 2026 - Cllr M Fay – These minutes were noted by members.

2610 - 9. Minutes of Planning Committee meeting (to note and approve recommendations) – 21st September 2026 - Cllr J Williams – These minutes were noted by members.

2610 - 10. Minutes of Finance and General Purposes Committee meeting (to note and approve recommendations) – 28th September 2026 - Cllr T Huggins – These minutes were noted by members.

2610 – 10.1. Item F2609 – 8.1.2. To agree to write off bad debt – Motion to agree to write off the bad debt was proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour.

2610 – 10.2. Item F2609 – 10.1. To agree the use of Ropery Road Car Park for Sea Ilfracombe 2027 – Motion to agree the use of the car park was proposed by Cllr Huggins, seconded by Cllr Schofield with all in favour apart from one abstention.

2610 - 11. ITC 26085 – Proper Officer Report

2610 – 11.1. Review and adopt Scheme of Delegation – Members reviewed the document and proposed two amendments: delegated decisions should require consultation with the Mayor or Deputy Mayor, and Full Council may withdraw these delegated powers at any time. Motion to adopt the Scheme of Delegation with the above amendments was proposed by Cllr Huggins, seconded by Cllr Crabb with all in favour.

2610 – 11.2. To agree Council and Committee Meeting dates for 2027 – Motion to agree the 2027 meeting dates was proposed by Cllr Huggins, seconded by Cllr Schofield with all in favour.

2610 – 11.3. To review and agree Ropery Road terminal upgrades – Motion to agree the quote for the upgrades, subject to the necessary network checks, was proposed by Cllr Crabb, seconded by Cllr Jenniosn with all in favour.

2610 – 11.4. To review and agree the replacement/upgrade of the Meeting OWL – Motion to agree the purchase of the Meeting OWL was proposed by Cllr Crabb, seconded by Cllr Jennison with all in favour.

2610 – 11.5. To discuss and consider options for engagement with Royal Mail – Following discussion, members agreed that the PO should write to Royal Mail's headquarters and Ofcom. The letters should express members' dissatisfaction with the service, citing the failure to deliver the TOC surveys and missed important correspondence, including hospital appointment letters. Local managers should also be invited to a meeting to discuss these issues. The proposed actions were moved by Cllr Crabb, seconded by Cllr Schofield and approved unanimously.

2610 - 12. ITC 26086 – Responsible Finance Officer Report

2610 – 12.1. To review and agree current accounting status – The RFO provided a verbal report to members, including the current status of the accounts, this was agreed by members.

2610 – 12.2. 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 Quinn with all in favour.

2610 – 12.3. ITC 26087 – ITC Bad Debt policy review and update – Motion to accept the changes to the ITC Bad Debt Policy was proposed by Cllr Schofield, seconded by Cllr Huggins with all in favour. Cllr Huggins then proposed that the Financial Regulations be updated to correspond with the amended policy, this was seconded by Cllr Coulter with all in favour.

2610 – 12.4. ITC 26088 Appointment of Internal Auditor Terms of Reference Includes Appointment of Internal Auditor for 27/28 – Motion to accept the Terms of Reference was proposed by Cllr Huggins, seconded by Cllr Quinn with unanimous agreement. Motion to appoint APB as the internal auditor for 2027/28 was proposed by

2610 - 13. ITC 26089 – Programme Manager Report – including One Ilfracombe update – The PM gave an overview of the report which was noted by members.

2610 – 13.1. ITC 26090 – How Can Councillors have Better Visibility, Engagement and Accessibility – To discuss report recommendations – Members reviewed the report and noted its recommendations. Members were in agreement that it would be a good idea to start doing councillors surgeries, the PO will send our some potential dates for these.

2610 - 14. ITC 26091 – Ilfracombe Town Council as the UK Town of Culture 2028 Accountable Body - To review and agree recommendations included in relation to the Town of Culture Project – After discussion, Cllr Crabb proposed that ITC be the accountable body for the TOC 2028 bid, this was seconded by Cllr Huggins with all in favour. The rest of the recommendations within the report will be deferred to F&GP for further work and investigation.

2610 - 15. To receive reports/proposals from Ilfracombe Town Councillors

2610 – 15.1. ITC 26092 – Report on High Street Car Park – Cllr T Huggins – This report was noted by members.

2610 - 16. To receive reports from Working Groups and Councillor Champions

2610 – 16.1. ITC 26093 – Public Health Champion Report – Cllr T Elliott – This report was noted by members.

2610 – 16.2. ITC 26094 – Supplementary Report of the impact of the temporary closure of maternity services at North Devon District Hospital – Cllr T Elliott – This report was noted by members. Cllr Elliott gave permission to circulate the report to other parishes.

2610 - 17. To receive reports from County and District Councillors – Devon County Cllr Wilson provided her report prior to the meeting. Cllrs J Williams, Quinn and Turton provided brief NDC updates.

2610 - 18. To receive correspondence/licenses/notices – None received.

At 21:00, all members agreed to extend the meeting until all business had been concluded.

2610 - 19. Chairs Discretion – for information only – The PO provided the following updates: MP Ian Roome's letter regarding Wildersmouth Beach will be circulated; documentation for the Wilder Road public conveniences has been received, allowing work to begin; and PCC grant funding has been awarded towards CCTV. Cllr J Willaims raised an issue regarding sea front lights on behalf of a member of the public. Cllr Elliott highlighted the acoustic issues within the conference room. It is difficult to hear, especially if someone has a hearing impairment. The PO

will looks at possible options for this. the RFO informed members that the budget working group meeting will take place at 6pm on 19th October, prior to the Planning and Environmental committee meeting. Devon County Cllr Wilson had queries regarding emergency planning which was discussed between members. The PO will suggest this be raised at an upcoming Town Team meeting.

The Chair declared the meeting closed at 21:08hrs, the next Full Council Meeting will take place on Monday 9th November 2026 at 19:00hrs in the Council Chambers.

Cllr June Williams (Deputy Mayor)
Ilfracombe Town Council **12/10/2026**
Deputy Chair

DRAFT

Ilfracombe Town Council
44 High Street
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MINUTES – 26 – 10

THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON EX34 9QB

Minutes of the Staffing Committee Meeting held at 10:00am on Monday 19th October 2026

Members Present:

Councillors: M Fay (Mayor/Chair), J Irwin (Deputy Chair), G Coulter

Officers Present:

L Donovan (Proper Officer), S Seatherton (Programme Manager)

Others present: N/A.

S2610 - 1. Welcome by Chair
Cllr Fay welcomed the assembled.

S2610 - 2. To receive and consider for approval, apologies and reasons for absence.
Apologies: Cllrs Gear & Cllr Crabb

S2610 - 3. To receive and record Declarations of Interest. A book for members to record their declarations of interest will be made available.
None received.

S2610 - 4. Chair's discretion for any matters or announcements for Information Only.
None to note.

S2610 - 5. Public participation
None

S2610 - 6. To adopt the minutes of the meeting held 21st September 2026 and note matters arising
Motion to adopt the minutes was proposed by Cllr Fay, seconded by Cllr Irwin with all in favour.

S2610 - 7. To determine which items, if any, of the agenda should be taken with the public excluded
Item 10.1 to be taken with the public excluded

S2610 - 8. Updates:

S2610 – 8.1. To review and agree all annual leave, sick absence, accrued time/agreed overtime & workload implication:
The PO updated members on current status of all annual, sick leave and TOIL.

S2610 – 8.2. To consider and agree any training or conference requirements and requests
None to agree

S2609 – 8.3. Update on any staffing reviews:
The PO & PM still to confirm theirs with the Chair of Staffing.

S2610 - 9. Project Feedback

S2610 – 9.1. Report on progress against the Programme Manager's programme overview with resource management/pinch-points:
The PM gave a brief overview of projects and staffing. All is working well however the programme is currently dominated by the Town of Culture work.

S2610 – 9.2. Discuss the potential Town of Culture Staffing structure and implications on ITC
The PM explained the situation with the proposed TOC staffing structure and financial implications that ITC will potentially incur should the bid be successful. These expenses however would be cross charged to the TOC budget.

S2610 - 10. Proper Officer Update

S2610 – 10.1. To review and agree for recommendation Staffing Budget for 2027/28
This item was taken with the public excluded

S2610 – 10.2. To review and recommend to Full Council HR & H&S contract
Due to only one supplier offering figures for review, this item will be deferred to either a separate committee or Full Council.

S2610 - 11. Correspondence
None to note

S2610 - 12. Chairs Discretion – for information only
None to note

Confidential Session

Resolved: that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for this item of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted – namely matter relating to current confidential staffing information/negotiations. Proposed by Cllr Fay, seconded by Cllr Irwin with all in favour.

At this point, the meeting continued with the press and public excluded. The PO & PM were invited to stay.

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S2610 – 10.1. To review and agree for recommendation Staffing Budget for 2027/28
Following some discussion, various changes were suggested. The PO will update the spreadsheet and take it to F&GP for review before recommendation to Full Council.

The meeting closed at 11:35am. The next Staffing committee meeting will be held on Monday 16th November 2026 at 10:00am in the Council Chamber.

Cllr Mark Fay
Chair
Ilfracombe Town Council **19/10/26**

DRAFT

44 High Street
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ILFRACOMBE TOWN COUNCIL
MINUTES – 26 – 10
THE COUNCIL CHAMBERS, THE ILFRACOMBE CENTRE, DEVON, EX34 9QB

Minutes of the Planning and Environment Committee Meeting held at 7:00pm on Monday 19th October 2026

Members Present:

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

Officers Present:

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

P2610 - 1. Welcome by Chair
Cllr J Williams welcomed the assembled.

P2610 - 2. To receive and consider for approval, apologies and reasons for absence.
Apologies were received from Cllr G Schofield.

P2610 - 3. To receive and record Declarations of Interest as per Localism Act 2011 Section 31.
None received.

P2610 - 4. Chair's discretion – for any matters or announcements for Information only.
None received.

P2610 - 5. Public participation
None received.

P2610 - 6. To adopt minutes of Planning meeting held 21st September 2026 and to note matters arising.
Motion to adopt the minutes was proposed by Cllr J Williams, seconded by Cllr Coulter with all in favour.

P2610 - 7. To determine which items, if any, of the agenda should be taken with the public excluded – Public Bodies (Admission to Meetings) Act 1960, Section 1, Paragraph 2.
No items to be taken with the public excluded.

P2610 - 8. 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

DRAFT

82156	Adam Neal	Demolition of garage and erection of one residential dwelling, together with associated parking, landscaping, boundary treatments and external works - Meadows End Brookdale Avenue Ilfracombe Devon EX34 8DB	20/10/2026	
Discussion: No concerns were raised with this application. **Recommendation: Support.** Motion to support this application was proposed by Cllr D Williams, seconded by Cllr Basil.				
82258	Tom Marianczak	Demolition of triple garage & erection of dwelling in garden - Garages at Worth Road Ilfracombe Devon EX34 9JA	22/10/2026	
Discussion: Members raised no issues with this application. **Recommendation: Support.** Motion to support this application was proposed by Cllr D Williams, seconded by Cllr Basil.				
82287	Darren Vincent	Erection of garage with studio above - 11 Castle Terrace Castle Hill Ilfracombe Devon EX34 9HY	30/10/2026	
Discussion: Members found no issues with this application. **Recommendation: Support.** Motion to support this application was proposed by Cllr Coulter, seconded by Cllr Basil.				
82306	Paul Bowley	Erection of a storage building, installation of roof-mounted solar panels, external air-source heat pumps, electric vehicle charging point & associated works - Burnaby Lodge Chambercombe Park Road Ilfracombe Devon EX34 9QN	04/11/2026	
Discussion: Members found no issues with this application. **Recommendation: Support.** Motion to support this application was proposed by Cllr Coulter, seconded by Cllr Basil.				
82293	Mr and Mrs Cook	Replacement of existing upvc windows with new to front elevation - No 28 The Cookery 4 St James Place Ilfracombe Devon EX34 9BH	05/11/2026	
Discussion: No concerns were raised with this application.				

Recommendation: Support. Motion to support this application was proposed by Cllr Basil, seconded by Cllr D Williams with all in favour with the expectation of one member abstaining.				
82283	RPMT Capital Ltd	Part demolition of commercial premises & erection of upper floor extensions with alterations to enable conversion of first & second floor to two residential units - 105 High Street Ilfracombe Devon EX34 9NH	04/11/2026	
Discussion: Members found no issues with this application. **Recommendation: Support.** Motion to support this application was proposed by Cllr Coulter, seconded by Cllr D Williams.				

P2610 - 9. NDC Decisions – See Planning Notes – Read out.

P2610 - 10. Correspondence – None received.

P2610 - 11. Chairs Discretion – for information only – None received.

The meeting was declared closed at 19:26hrs, the next Planning Committee Meeting will take place Monday 16th November 2026 at 19:00hrs in the Council Chambers.

Cllr J Williams
Chair / Deputy Mayor **20/10/2026**
Ilfracombe Town Council

44 High Street
Ilfracombe
EX34 9QB
Tel: 01271 855300

Finance & General Purposes Committee Meeting
Monday 26th October 2026 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 26th October 2026

Members Present:
Cllrs: T Huggins (Chair), J Quinn (Deputy Chair), D Turton, N Basil, J Irwin, P Crabb (arrived late)

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

F2610 - 1. Welcome by Chair – Cllr Huggins welcomed the assembled.

F2610 - 2. To note apologies and reasons for absence. – Apologies were received from Cllrs Coulter and Gear (personal).

F2610 - 3. To receive and record Declarations of Interest as per Localism Act 2011 Section 31. – None received.

F2610 - 4. To receive and agree any Chair's discretion – for any matters or announcements for Information only. – None received.

F2610 - 5. Public participation – None received.

F2610 - 6. To adopt minutes of F&GP meeting held 28th September 2026 and to note matters arising. – Motion to adopt these minutes was proposed by Cllr Quinn, seconded by Cllr Huggins with all in favour.

F2610 - 7. To determine which items, if any, of the agenda should be taken with the public excluded – Public Bodies (Admission to Meetings) Act 1960, Section 1, Paragraph 2. – Cllr Huggins proposed that items F2610 - 9 and F2610 -10 be taken with the public and officers excluded due to the sensitive nature of the subject. This was seconded by Cllr Quinn with all in favour.

F2610 - 8. Finance and Audit – RFO Report ITC 26095

F2610 – 8.1. To approve and authorise Accounts and authorise by signature monthly bank reconciliations.

F2610 – 8.1.1.Signing of Reconciliations – The accounts were proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour. These reconciliations were approved. The signatures for the reconciliations were taken during the meeting.

F2610 – 8.1.2. Outstanding Payment Report – Debtors – This report was noted by members.

F2610 – 8.2. To receive and approve items of expenditure including addendum submitted on the day. – Cllr Huggins proposed that all expenditure items, including those on the addendum, be approved for payment. This was seconded by Cllr Irwin and unanimously agreed.

Cllr Crabb arrived late 19:08hrs.

F2610 – 8.3. HMRC correspondence - Option to Tax (OTT) – recommendation to review and agree the OTT position for The Ilfracombe Centre and the Lantern - Following discussion councillors agreed that the OTT had been in place for some time and that they wished for this to continue. Motion for the RFO to send a letter to HMRC confirming this was proposed by Cllr Irwin, seconded by Cllr Huggins with all in favour.

F2610 - 9. To consider and agree to establishing a working group to review staff pay and grading arrangements as per Staffing Committee recommendation & report ITC 26083 – S2609-10.3 – This item was taken with the public excluded.

F2610 - 10. ITC 26096 - To review and consider adjustments for staffing review as recommended by Staffing Committee – S2610-10.1 – This item was taken with the public excluded.

F2610 - 11. General Purposes

F2610 – 11.1. Town Team Update – These minutes were noted by members.

F2610 – 11.2. To review and recommend to Full Council Christmas closing times for Ropery Road and High Street car parks – Members agreed to free parking on Saturdays in December to encourage local shopping, and for the Lighting of the Lights. As dates for potential late-night shopping and Christmas events were not yet available, Cllr Huggins proposed to give the PO delegated authority to negotiate the closure times in line with previous years arrangements to ensure these are in place before the start of December. This was seconded by Cllr Irwin, with all members in favour.

F2610 – 11.3. To review and agree the creation and price of winter car parking permits for High Street Car Park – Motion to agree the creation of the permits was agreed unanimously. Cllr Crabb proposed the price of £125 (Inc. VAT) for a permit that runs 1st November – 14th March, this was seconded by Cllr Quinn with all in favour. Members request no more than 50 be sold during this period.

F2610 – 11.4. To review and agree quotation for the signwriting of ITC new vehicle – Motion to agree the quotation for signwriting on the front and side of the cab with the reflective chevron on the back was proposed by Cllr Huggins, seconded by Cllr Quinn with all in favour.

F2610 – 11.5. To review and agree Town of Culture terms of reference and relationship between One Ilfracombe and Town Council – Motion to agree the terms of reference and relationship, as per the report, was proposed by Cllr Huggins, seconded by Cllr Crabb with all favour.

F2610 – 11.6. To consider and agree the purchase of a gazebo for future Community Engagement events – Cllr Quinn proposed allocating up to £600 to cover ITC's half of the

cost of a branded gazebo. Cllr Huggins seconded the motion, which was unanimously agreed. The remaining half will be covered by One Ilfracombe and the Town of Culture.

F2610 - 12. Chairs Discretion – for information only – None received.

Confidential Session

Resolved: that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for this item of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted – namely matter relating to current legal proceedings. Proposed by Cllr Huggins, seconded by Cllr Irwin with all in favour.

At this point, the meeting continued with the press, officers and public excluded. The following notes were taken by the Chair.

F2610 - 9.To consider and agree to establishing a working group to review staff pay and grading arrangements as per Staffing Committee recommendation & report ITC 26083 – S2609-10.3 – F&GP committee approved the Staffing committee recommendation to set up a working group in order to review staff pay and grading arrangements. The proposal, however, was that three members of F&GP join the working group, namely Councillors Turton, Crabb and Huggins.

F2610 - 10.ITC 26096 - To review and consider adjustments for staffing review as recommended by Staffing Committee – S2610-10.1 – The Committee considered the matters set out in the report and resolved that the recommendations be presented to Full Council for final approval of the Staffing budget for 2027/28. The decisions were carried unanimously. For consistency, all resolutions were proposed by the Chair and seconded by the Deputy Chair following discussion by Committee members.

The Chair declared the meeting closed at 20:40hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 26th October 2026 at 19:00hrs in the Council Chambers.

Cllr Trevor Huggins
Chair of Finance & General Purposes Committee
Ilfracombe Town Council **28/09/2026**

DRAFT

REPORT TO: Full Council
DATE: 4th November 2026
SUBJECT: Proper Officer Report
PREPARED BY: Laura Donovan

REPORT NO: ITC 26096

INTRODUCTION

This report is an update on Ilfracombe Town Council activity and work taken place as of 7th October 2026 to 4th November 2026.

REPORT

Devolution and Local Government Reorganisation (LGR)

The Government has withdrawn its previous decision to create four unitary authorities across Devon, Plymouth and Torbay, following a pause and review of LGR. LGR has not been abandoned, however, and the existing proposals remain under Government review.

The current position is:

- Existing district council elections will proceed in May 2027.
- No new LGR proposals are expected, with the Government reconsidering those already submitted.
- If reorganisation proceeds following the review, the indicative timetable is shadow elections in May 2028, with new unitary authorities established in April 2029.
- There remains considerable uncertainty over the review process and ultimately what structure will be adopted for Devon.
- Separately, discussions continue around devolution and a mayoral authority for Devon, Plymouth and Torbay, potentially leading to a mayoral election in May 2028.

In summary, LGR remains active but Devon is effectively back at the review stage, with no confirmed future structure at present.

Budgets

A considerable amount of work has gone into the 2027/28 budget, particularly staffing expenditure and the assumptions underpinning income and expenditure.

The initial budget planning meeting took place on the 19th October. At present the 2027-28 Staffing Budget has gone to Staffing and subsequently F&GP for recommendation to Full Council. There has been further work on the budget that

will be taken to the next budget meeting which takes place on the 9th November prior to Full Council. At this point I am hoping that all final comments and questions will be raised with the view to have the budget and a proposed action plan put in place to be approved by Full Council in December.

Upgrades to software

There has been work on a number of different types of software updates that myself and the team have been looking into. There are namely, HR, Asset Management & Accounting software

HR software - I have been working on strengthening the external professional support available to the Council as an employer. This is with the view that our contract with WorkNest is due to end in April 2027. The quotations and rationale behind this will be brought to either Staffing committee or F&GP for initial approval.

Asset Management software – Getting council specific software will enable us to track all our assets, ensure all checks and repairs are done in a timely manor and will enable the facilities team to work on these systems from their phones rather than having to sign into computers all the time. It would make work a lot more interactive and readily available.

Accounting software – it was highlighted through last years budgetary process that the use of Excel spreadsheets was becoming harder to manage with the growth of the council therefore our RFO has been looking into more Council specific accounting programmes. Some of these will enable the council to potentially integrate services such as a room bookings system which will cut down on the admin work that currently takes place.

Lantern Nursery

The nursery is confirmed to be taking over the space as of December 2026. In the interim we have established a licence and have taken this to solicitors to get checked over to ensure that it achieves what we and the nursery need.

Upgrades of the space are taking place on wet weather days by the facilities team to bring the space up to standard prior to the occupation of the nursery.

Royal Mail Situation

Following the discussion and resolution at October Full Council, work was progressed in response to continuing problems with Royal Mail deliveries in Ilfracombe.

Council agreed that representations should be made to Royal Mail headquarters and Ofcom, highlighting the effects of delivery failures, including missed essential correspondence, and that Royal Mail management should be invited to address the Council.

Following these letters being sent we have only had one response from Ofcom which has been circulated to members.

Ilfracombe Library

In relation to the current redundancy and resignation of staff at the Library I consulted Mayor Mark Fay and Councillor Sara Wilson prior to sending a fact-finding email to Libraries Unlimited for a response in relation to the following:

- the proposed staffing structure and management arrangements;
- service continuity and contingency arrangements;
- the future of programmes, outreach and community activity;
- operating budgets, staffing costs and local income;
- financial pressures and any identified funding gap;
- the organisation's medium-term model for Ilfracombe; and
- what practical or financial intervention by the Town Council could meaningfully protect or strengthen the service.

The correspondence specifically highlighted that this information ties in with the Council's 2027/28 budget-setting process and the need for appropriate due diligence before any use of public money could be considered.

To date I have yet to get a response.

Public Conveniences

The transfer document for Wilder Road Public Conveniences have been sent through and require signatures.

11.1 - Recommendation: To agree and sign the TP1 transfer document for Wilder Road Public Conveniences

Electrics have been set up in place for the new toilet doors and we are awaiting final confirmation of installation date.

Ilfracombe Museum

The museum are in their final stages of applying for National Lottery Funding to go towards their development phase. As per the attached email they are looking for financial support. This would not be implemented until 2027/28 so would need to be included in next years budget.

11.2 – Recommendation: To review and agree match funding contribution in principle to Ilfracombe Museum in line with their Lottery funding bid as per email.

Street Marshalls

The Street Marshall contract is managed by North Devon Council (NDC) and provides a two day per week service in Ilfracombe and seven days per week in Barnstaple. Ilfracombe Town Council has provided £8000 of funding towards the

scheme since 2025/26. The current contract ends on 31st December 2026. NDC are proposing to renew the contract from 1st January 2027 for 15 months to 31st March 2028 to align with financial budget setting processes.

NDC have requested that Ilfracombe consider a further contribution for the period of this contract.

11.3 – Recommendation: To review and agree level of contribution for 2027/28 and to consider future funding as part of the ongoing budget setting process for Street Marshalls

UK ToC Oversight Board

As ITC has agreed to be the accountable body for the UK Town of Culture bid it was agreed at the recent oversight board that there should be councillor representation. Cllr Mel Turnbull attended the last meeting in her capacity as Chair of the OI Culture Club however it was agreed that the appointment of this position would need to be agreed by Full Council. The oversight board meets on a regular basis and will continue until the results are announced in 2027.

11.4 – Recommendation: To agree councillor representation on the UK Town of Culture Oversight Board.

Solar Panels

Solar panel repairs have begun following Full Council's decision in July (Item 2607-10.2). During the work, the inverter was found to be faulty and requires repair. Costs to date total £760 for repairs and cleaning, with a further £150 budgeted as a contingency if an electrician was needed. The original quotation excluded the inverter repair, so an additional £525 is required.

11.5 – Recommendation: To review and agree the additional cost for the repair of the solar panels

CCTV installation

Following the PCC meeting in the Club Room on 30th July, we were offered up to £10,000 in grant funding for CCTV in Ilfracombe. This has now been granted to us based on the quotation that NDC received from M&E Alarms. This CCTV will cover from Co-op down Church Street and Wilder Road car park. The quotation has now been forwarded to us and includes an ongoing annual charge of £1,100 + VAT for an unlimited fixed-IP SIM card.

11.6 – Recommendation: To review and agree the annual CCTV cost to be spent in 2026/27 and to be built into the budget for subsequent years.

Lee & Lincombe Update from Pat Coates

Lee Bay Former Hotel Site Development

Work is continuing at the site with the current focus being on the insides of the apartments, external masonry to the apartment building and general landscaping outside.
As of early November, scaffolding on the south side of the apartment building was being removed.
Two apartments have been sold subject to contract but none of the 4 houses are sold at this stage.
The current climate is still proving difficult for property sales in general in the area. The agents expect interest to increase as the development nears completion.
Completion is still scheduled for December 2026 however several work days have been lost owing to recent storms when outside work couldn't continue.

Car Park Lee Bay

The National Trust Car Park opened at the end of September. The electricity supply issues were resolved mid-October, and the car park pay machine is now functioning.
There was a planting day on 20th October when a large team of NT staff and volunteers planted numerous trees around the boundaries and did general planting around the car park area.
Work has started on the cafe/kiosk, and this is currently scheduled to open in February 2027.

Lee Bay Toilets

The toilets will be closed off on 4th November and will reopen for the Christmas/ New Year period.
They will then close again and reopen for the season at Easter.
Signs will go on the locked external doors advising nearest toilets at The Grampus.

Events/ Working Groups

The next Lee and Lincombe Residents Association Committee (LLRA) meeting is on 5th November
There will be a Working Party session 10.00 am- 12.00 pm on Saturday 7th November with exact location currently tbc.

Upcoming Events

Date	Event
14 November	Ilfracombe Christmas Art Market
21 November	RNLI Christmas Fayre
26 Nov – 2 Dec	Christmas Tree Festival
27 November	Lighting of the Lights

Date	Event
30 November	Lighting up Pip & Jims
5-6 December	Winter Wonderland
5 December	Ilfracombe Shopping "Super Saturday"
10 December	Cool Yule Bazaar

HM Land Registry

Transfer of part of registered title(s)

TP1

Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

For information on how HM Land Registry processes your personal information, see our Personal Information Charter.

Leave blank if not yet registered. When application for registration is made these title number(s) should be entered in panel 2 of Form AP1.	1 Title number(s) out of which the property is transferred: **DN607327**
	2 Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:
Insert address, including postcode (if any), or other description of the property transferred. Any physical exclusions, such as mines and minerals, should be defined. Place 'X' in the appropriate box and complete the statement. For example 'edged red'. For example 'edged and numbered 1 in blue'. Any plan lodged must be signed by the transferor.	3 Property: **Public Conveniences at Wilder Road Car Park, Wilder Road, Ilfracombe, Devon** The property is identified ☒ on the attached plan and shown: **Edged red** ☐ on the title plan(s) of the above titles and shown:
Remember to date this deed with the day of completion, but not before it has been signed and witnessed.	4 Date:
Give full name(s) of **all** of the persons transferring the property. Complete as appropriate where the transferor is a company. Enter the overseas entity ID issued by Companies House for the transferor pursuant to the Economic Crime (Transparency and Enforcement) Act 2022. If the ID is not required, you may instead state 'not required'. Further details on overseas entities can be found in practice guide 78: overseas entities.	5 Transferor: **North Devon District Council** For UK incorporated companies/LLPs Registered number of company or limited liability partnership including any prefix: For overseas entities (a) Territory of incorporation or formation: (b) Overseas entity ID issued by Companies House, including any prefix: (c) Where the entity is a company with a place of business in the United Kingdom, the registered number, if any, issued by Companies House, including any prefix:

Give full name(s) of **all** the persons to be shown as registered proprietors.

6 Transferee for entry in the register:
Ilfracombe Town Council

For UK incorporated companies/LLPs
Registered number of company or limited liability partnership including any prefix:

For overseas entities
(a) Territory of incorporation or formation:

(b) Overseas entity ID issued by Companies House, including any prefix:

(c) Where the entity is a company with a place of business in the United Kingdom, the registered number, if any, issued by Companies House, including any prefix:

Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with HM Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

Enter the overseas entity ID issued by Companies House for the transferee pursuant to the Economic Crime (Transparency and Enforcement) Act 2022. If the ID is not required, you may instead state 'not required'.

Further details on overseas entities can be found in practice guide 78: overseas entities.

Each transferee may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an email address.

7 Transferee's intended address(es) for service for entry in the register:
The Ilfracombe Centre, 44 High Street, Ilfracombe EX34 8AL

8 The transferor transfers the property to the transferee

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 12.

9 Consideration

☐ The transferor has received from the transferee for the property the following sum (in words and figures):

☒ The transfer is not for money or anything that has a monetary value

☐ Insert other receipt as appropriate:

Place 'X' in any box that applies.

Add any modifications.

10 The transferor transfers with

☒ full title guarantee

☐ limited title guarantee

but:
10.1 the covenants set out in sections 2 and 3 of the Law of Property (Miscellaneous Provisions) Act 1994 shall not extend to matters that would be revealed by searches and enquiries of public records or matters that would be revealed by an inspection or survey of the Property (this transfer being made subject to all of them) and

10.2 all matters recorded at the date of this transfer in the registers open to public inspection are deemed to be within the actual knowledge of the Transferee for the purposes of section 6(2)(a) of the Law of Property (Miscellaneous Provisions) Act 1994 notwithstanding section 6(3) of that Act.

Where the transferee is more than one person, place 'X' in the appropriate box.

11 Declaration of trust. The transferee is more than one person and

☐ they are to hold the property on trust for themselves as joint tenants

☐ they are to hold the property on trust for themselves as tenants in common in equal shares

☐ they are to hold the property on trust:

Complete as necessary.

The registrar will enter a Form A restriction in the register *unless*:
- an 'X' is placed:
  - in the first box, or
  - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, *or*
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Please refer to *Joint property ownership* and *practice guide 24: private trusts of land* for further guidance. These are both available on the GOV.UK website.

Use this panel for:
- definitions of terms not defined above
- rights granted or reserved
- restrictive covenants
- other covenants
- agreements and declarations
- any required or permitted statements
- other agreed provisions.

The prescribed subheadings may be added to, amended, repositioned or omitted.

Any other land affected by rights granted or reserved or by restrictive covenants should be defined by reference to a plan.

12 Additional provisions

12.1 Definitions

In this Transfer the following words shall have the meaning ascribed:

Plan: means the plan annexed to this Transfer;

Retained Land: means the rest of the land in DN607327 retained by the Transferor except the Property;

Service Media: means the conduits and equipment used for the reception, generation, passage and/or storage of Utilities;

Utilities: means electricity, gas, water, foul water and surface drainage, heating, ventilation and air conditioning, smoke and fumes, signals, electronic communications and all other utilities;

Yellow Land: means the land in yellow showing the boundary wall to be part of the Retained Land.

12.2 Transfer

The Property is transferred together with the rights set out in 12.4 but excepting and reserving to the Transferor for the benefit of the Retained Land and the Yellow Land the rights set out in 12.5.

12.3 Exclusion of Implied Rights

Except as expressly granted the Transferee is not entitled to any right of light or air or any other easement right or privilege which would restrict or interfere with the free use of the Retained Land and the Yellow Land or any part of it for building or other purposes.

Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2.

12.4 Rights granted for the benefit of the property 26

The Transferor transfers the Property together with the following rights and easements, which are granted to the Transferee and the owners and occupiers of each and every part of the Property:

12.4.1 the right of passage of Utilities through the Service Media serving the Property which are now installed on, in, over or under the Retained Land and the Yellow Land

12.4.2 the right with or without employees and workmen at all reasonable times and on reasonable notice to enter the Retained Land and/or the Yellow Land for the purposes of:

12.4.2.1 repairing, cleaning, maintaining and constructing or renewing any part of the Property where those works cannot otherwise be conveniently or effectively carried out;

12.4.2.2 repairing and maintaining the Service Media serving the Property;

12.4.2.3 reading any meters relevant to the supply of Utilities to the Property,

the person or persons exercising any of these rights causing as little inconvenience and damage as possible and making good any damage caused as soon as reasonably practicable;

12.4.3 the right of support and protection for the Property from the Retained Land and the Yellow Land and to retain in place any part of the buildings comprised in the Property today which overhang or protrude onto the Retained Land and the Yellow Land including any necessary eavesdrop from such overhang or protrusion.

12.4.4 a right of way on foot only at all times and for all purposes in connection with the use of the property as a public convenience over the footpaths and foot accessways on the Retained Land and the Yellow Land;

12.4.5 a right of way for the Transferee, their servants, contractors and agents only, but not for any other visitor to the Property, with or without vehicles at all times and for all purposes over the routes over the Retained Land used to gain access to the Property, such right not to include any right to park on the Retained Land except in compliance with all regulations relating to the Retained Land and the Yellow Land as a public car park and by payment of the requisite fee.

Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2.

12.5 Rights reserved for the benefit of other land

The Transferor excepts and reserves to the Transferor and the owners and occupiers of each and every part of the Retained Land and the Yellow Land and all persons properly authorised by them the following rights:

12.5.1 the right of passage of Utilities through the Service Media serving the Retained Land and the Yellow Land which are now installed on, in, over or under the Property;

12.5.2 full and free right in fee simple to make connections into and to use all Service Media now or to be made or laid in, under or over the Property or any part of it and serving the Retained Land and the Yellow Land (whether alone or in common with other properties) and also to the free passage and running of Utilities to and from the Retained Land and the Yellow Land through such Service Media;

12.5.3 the right with or without employees and workmen at all reasonable times and on reasonable notice to enter the Property for the purpose of:

12.5.3.1 repairing, cleaning, maintaining and constructing or renewing any part of the Retained Land and the Yellow Land where those works cannot otherwise be conveniently or effectively carried out;

12.5.3.2 repairing and maintaining the Service Media serving the Retained Land and the Yellow Land and connecting to any additional Service Media installed on in over or under the Property;

12.5.3.3 laying Service Media to serve the Retained Land and the Yellow Land in or upon the Property;

12.5.3.4 reading any meters relevant to the supply of Utilities to the Retained Land and the Yellow Land,

the person or persons exercising any of these rights causing as little inconvenience and damage as possible and making good any damage caused as soon as reasonably practicable;

12.5.4 the right of support and protection for the Retained Land and the Yellow Land from the Property and to retain in place any part of the buildings or structures comprised in the Retained Land and the Yellow Land today which overhang or protrude on to the Property;

12.5.5 the right to build on develop and or alter all or any part of the Retained Land and the Yellow Land even if that building or development reduces the access of light or air to the Property;

12.5.6 the right to enter onto any part of the Property in case of an emergency to escape from any adjoining or neighbouring land through such access as may be available from time to time, including over the roof of any building on the Property;

12.5.7 the right at any time upon giving reasonable written notice (save in the case of emergency) to enter upon the Property or any part of it to repair, replace or remove and renew the Wall marked with the letter "T" on the Plan between the Property and the Retained

Land and the Yellow Land causing as little damage and inconvenience as reasonably practicable and as soon as reasonably practicable making good at the Transferor's expense all damage occasioned.

12.5.8 the right for any member of the public and for all persons on foot with or without mobility aids or scooters at all times and for all purposes in relation to the Retained Land to access over the Property.

Include words of covenant.

12.6 Positive covenants by the Transferee

The Transferee covenants with the Transferor for the benefit of the Retained Land:

12.6.1 to keep the property open as Public Conveniences;

12.6.2 to redecorate the exterior and interior of any building on the Property in a good and workmanlike manner and with appropriate materials of good quality to the reasonable satisfaction of the Transferor as often as may in the reasonable opinion of the Transferor be necessary to maintain a high standard of decorative finish and attractiveness and preserve the building and to obtain the Transferor's approval which may not be unreasonably withheld or delayed to any change in the tints colours and patterns of the decoration.

12.7 Restrictive covenants by the Transferee

The Transferee so as to bind the Property and each and every part of it (but not so as to be personally liable for breach of a restrictive covenant arising after the Transferee has parted with all interest in the Property) covenants with the Transferor for the benefit of the Retained Land and the Yellow Land that the Transferee will at all times observe and perform the following restrictive covenants:

12.7.1 not to construct or erect any building or structure of any description whatsoever on, in or under any part of the Property or permit or suffer anyone under their control to do so;

12.7.2 not to construct any dwelling-houses on the Property or permit or suffer any person under their control to do so;

12.7.3 not to obstruct the accessway coloured brown on the Retained Land or permit or suffer anyone at the Property expressly or impliedly with their permission or under their control to do so;

12.7.4 not to alter or otherwise change in any way whatsoever the surface appearance, material or colour of any external surface of any building erected on the Property or change the exterior colour scheme of any such building, or permit or suffer anyone at the Property expressly or impliedly with their permission or under their control to do so, except with the prior written consent of the Transferor;

12.7.5 not to park or stand any vehicle on the pavement in and around the Property, nor to park or stand any vehicle on the Retained Land, or the approaches, private roads

or passageways adjacent to or leading to the Retained Land and not to permit or suffer anyone at the Property expressly or impliedly with their permission or under their control to do so except in compliance with all regulations relating to the Retained Land as a public car park and by payment of the requisite fee, unless the vehicle is parked only for cleaning works at the Property which are taking place at that time;

12.7.6 not to affix to, exhibit or display on the outside of any building on the Property, or the inside or outside of any window or archway of any building on the Property, any placard, sign, notice, fascia board or advertisement except as required by any covenant contained in this transfer without the written consent of the Transferor or permit or suffer anyone at the Property expressly or impliedly with their permission or under their control to do so;

12.7.7 not to erect any external satellite dish for receiving satellite television signals on or at the Property so as to be visible from the Retained Land and the Yellow Land or permit or suffer anyone at the Property expressly or impliedly with their permission or under their control to do so without the prior written consent of the Transferor;

12.7.8 Not to erect any fence, wall, embankment, ditch or any other boundary structure whatsoever, whether temporary or permanent, on any part of the Property or grow any hedge or shrubbery on any part of the Property, or permit or suffer anyone at the Property expressly or impliedly with their permission or under their control to do so;

12.7.9 not to make any material change in the use of the Property or any part of it within the meaning of the Town and Country Planning Act 1990, or permit or suffer any change to be made, without first obtaining the written consent of the Transferor;

12.7.10 not to use the Property, or permit or suffer it to be used, otherwise than as public conveniences;

12.7.11 not to deposit any chemicals, oils, industrial waste or hazardous substances in the Property (*other than those acceptable to be used in the reasonable and ordinary course of cleaning Public Conveniences*), on any part of it or in or down any waste or soil pipe serving the Property, or permit or suffer anyone at the Property expressly or impliedly with their permission or under their control to do so;

12.7.12 not to make any alteration or addition to the buildings on the Property that will or may interfere with the access of light and air to the Retained Land and the Yellow Land or permit or suffer anyone at the Property expressly or impliedly with their permission or under their control to do so;

12.7.13 not to do anything in or upon or allow anything to remain in or upon the Property that may be or become a nuisance or cause annoyance, disturbance, inconvenience, injury or damage to the

Transferor or the owners or occupiers of any adjoining or neighbouring property or the owner or occupier for the time being of any part of the Retained Land and the Yellow Land, or permit or suffer anyone at the Property expressly or impliedly with their permission or under their control to do so;

12.7.14 not to cause nuisance or annoyance to the occupiers of any adjoining or neighbouring land or the Retained Land and the Yellow Land, or permit or suffer anyone at the Property expressly or impliedly with the Transferee's permission or under their control to do so;

12.7.15 not to allow the external areas of the Property to become overgrown and to keep any areas of the Property that are not built upon neat and tidy and free from weeds;

12.7.16 not to dispose of its interest in the Property or any part of it, unless the Transferee has first procured that each and every disponee shall, at the same time as it takes such disposition, enter into covenants with the Transferor:

(a) to observe and perform (whilst the Property or any part of it is vested in it) the covenants set out in clauses 12.6 and 12.7 so far as they relate to the property being disposed of; and
(b) in like form mutatis mutandis as this clause 12.7.16 and deliver those covenants to the Transferor.

Include words of covenant.

Insert here any required or permitted statements, certificates or applications and any agreed declarations and so on.

12.8 Third parties
The parties to this Transfer do not intend that any term of this Transfer shall be enforceable solely by virtue of the Contracts (Rights of Third Parties) Act 1999.

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

If there is more than one transferee and panel 11 has been completed, each transferee must also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to *Joint property ownership* and practice guide *24: private trusts of land* for further guidance.

Examples of the correct form of execution are set out in practice guide 8: execution of deeds. Execution as a deed usually means that a witness must also sign, and add their name and address.

Remember to date this deed in panel 4.

13 Execution

THE COMMON SEAL of)
NORTH DEVON DISTRICT COUNCIL)
was affixed in the presence of:)

.....
Designation

EXECUTED AND DELIVERED as a **Deed** by)
in accordance with a minute)
number [ ] dated [ ] of)
ILFRACOMBE TOWN COUNCIL)
acting by)

.....
Member

.....
Member

.....
Clerk

WARNING
If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

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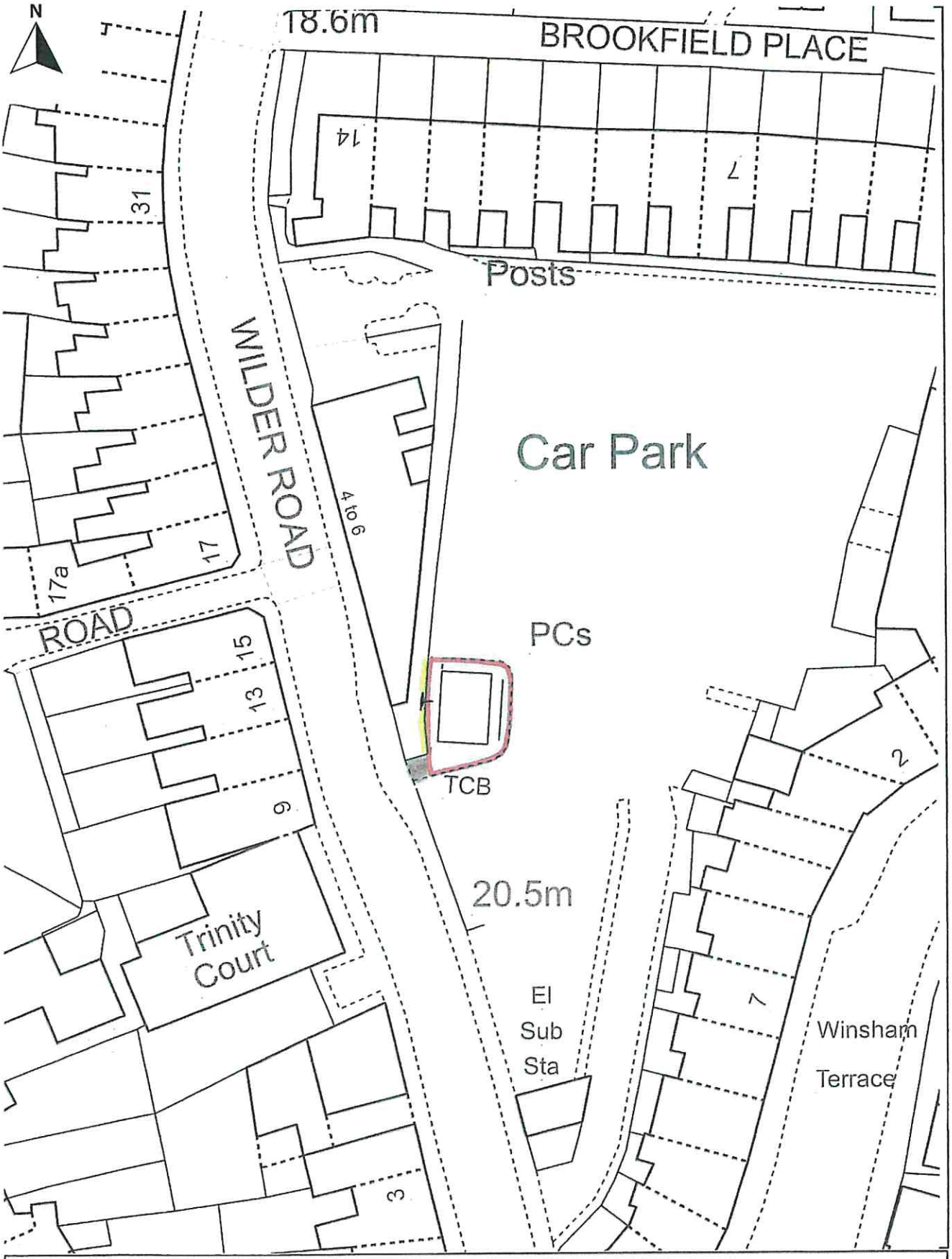
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TCB
2
20.5m
Trinity Court
El Sub Sta
7
Winsham Terrace
3
northdevon
Lynton House, Commercial Road, Barnstaple, EX31 1EA
Wilder Road Public Conveniences
Scale: 1:500 @ A4
Date: Feb 2024
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HM Land Registry Official copy of title plan

Title number **DN607327**
Ordnance Survey map reference **SS5147SE**
Scale **1:1250 enlarged from 1:2500**
Administrative area **Devon : North Devon**

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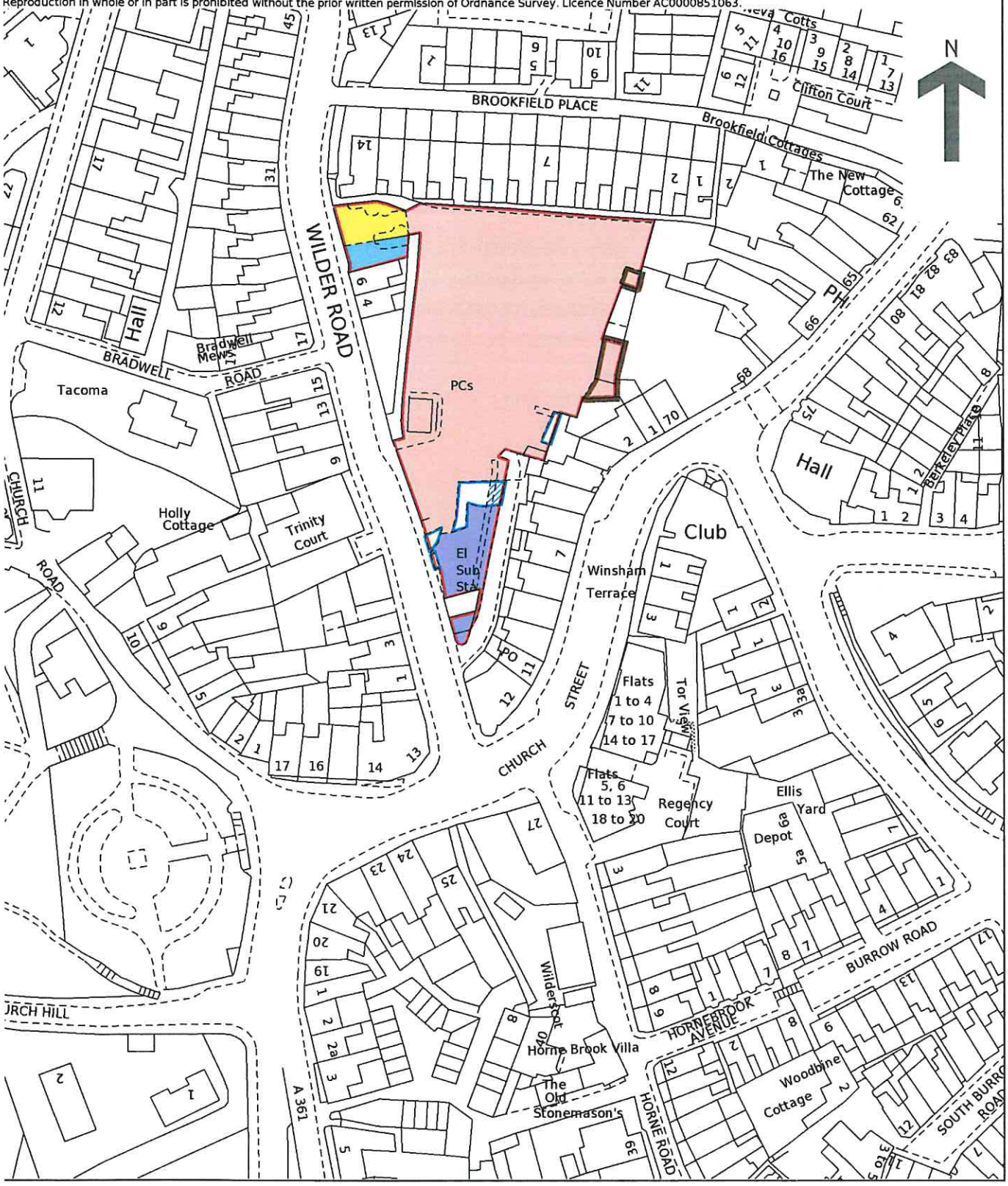

his official copy is incomplete without the preceding notes page.

Outlook

Ilfracombe Museum Match Funding Request

From Nick Mollart [redacted]
Date Thu 2026-10-29 15:03
To Laura Donovan <Laura.Donovan@northdevon.gov.uk>; [redacted]

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.

Hi Laura,

As discussed yesterday, we are currently finalizing our Development Phase NLHF Bid with support from our consultant, Laurel Miller (cc'd). The bid must be submitted before November 12th; this is our final opportunity to submit, and missing this deadline would put the project's continuation at risk.

We are requesting a £2,000 contribution from ITC to demonstrate local council support. We have made a similar request to NDC and hope to strengthen our bid with backing from both councils.

Could you please provide written confirmation of the funding ITC is prepared to offer? Given the upcoming deadline, an early response would be greatly appreciated.

Best wishes,

Nick

REPORT TO: Full Council REPORT NO: ITC 26099
DATE: 9th November 2026
SUBJECT: Public Health Champion Report for Full Council
PREPARED BY: Cllr Terry Elliott

Neighbourhood Health

This month I attended a workshop in Barnstaple hosted by One Northern Devon, the Royal Devon University Healthcare NHS Foundation Trust and NHS Devon, about neighbourhood health. The workshop was an engagement opportunity to develop an effective system to deliver healthcare close to the patient. It was important for me to be able to attend and input the difficulties which our residents experience when accessing health services.

The workshop began by mapping the issues which North Devon faces besides obvious geographical isolation and a smaller population spread over a wide area. We have a higher number of older residents. We have higher incidents of conditions such as heart disease, diabetes and depression (this is important for Ilfracombe as these conditions are linked to deprivation). We then talked about the '10 year plan' which wants an emphasis on community care, better use of technology and prevention.

In North Devon we experience long waiting lists after referral, delays and long waits for procedures. And yet a large part of the budget is spent on acute care rather than prevention and rehabilitation. The Government is prioritising uniformity in what is provided to people throughout the UK and so they are pushing the idea of integrated neighbourhood teams to tackle some of the inequalities of access and outcomes.

Our comments and feedback will form part of the wider engagement going forward.

Loss of Library Supervisors

For those who are unaware, Libraries Unlimited are axing the supervisor role across Devon and expecting lower grade staff to take on many of the duties with no extra pay. Centralisation will mean a remote, more hands-off system of management rather than an in-house supervisor.

For a community like Ilfracombe this will be catastrophic as the supervisor organises all of the well-being opportunities, groups and activities that operate in the Library. Without this role the library will not be able to offer the breadth of services which keep our community connected, educated and well. The loss of this role will also affect our cultural offering.

I have written several letters to Libraries Unlimited to make the above points and attended the AGM to speak about the impact of the loss. I also attended a meeting of Library ‘Friends' groups and volunteers across Devon to discuss the implications for Library services and our communities. It's important to remember that libraries are a free space, a safe space and a warm space. They are the only public building offering a regular and reliable service to our community regardless of who you are.

Maternity

Sadly, there appears to be no end in sight for the return of maternity. Closing the Gap group will be meeting on 11th November with a Trust representative to highlight issues around impact and accessibility, especially for more vulnerable families. There is a demonstration by Maternity Matters on Saturday the 7th of November at 2pm in Barnstaple Square.

37

Outlook

Ofcom Reference: 02329450

From OCCtelecoms <OCCtelecoms@ofcom.org.uk>
Date Wed 2026-10-28 14:54
To Laura Donovan <Laura.Donovan@northdevon.gov.uk>

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Classification: CONFIDENTIAL

Ofcom Reference: 02329450

28 October 2026

Dear Ms Donovan

Thank you for your email sent to Dame Melanie Dawes at Ofcom regarding the concerns about Royal Mail deliveries in your local area. Your correspondence has been forwarded to the Consumer Contact Team and passed to me for a reply.

While our role does not extend to investigating or resolving individual disputes, Ofcom has legal duties to secure an efficient and financially sustainable universal postal service. Under the postal Universal Service Obligation, Royal Mail must follow the regulations in place and meet certain targets. The regulatory conditions imposed by Ofcom including those around complaints handling, can be found on our website here: https://www.ofcom.org.uk/post/market-performance/conditions

Ofcom's role is to assess compliance with the regulatory framework and, where appropriate, take enforcement action when a regulated company has breached its obligations. Any decision to impose a penalty is made on a case-by-case basis and the factors considered when determining any penalty are set out in our published decisions. For further information, details of our previous investigations into Royal Mail's quality of service performance can be found on our website.

As you may also be aware, we recently opened an investigation into Royal Mail担 delivery performance for 2025/26. Further details can be found here: https://www.ofcom.org.uk/post/royal-mail/ofcom-investigates-royal-mails-202526-delivery-performance

38

In addition, Ofcom announced reforms to the Postal Universal Service Obligation, and you can find more information about this here: https://www.ofcom.org.uk/post/royal-mail/reforming-the-postal-service-so-it-delivers-what-people-need

Please rest assured that your concerns have been logged on our system for industry monitoring purposes and will be used to identify customer concerns regarding Royal Mail担 overall performance.

Thank you for taking the time to contact Ofcom.

Yours sincerely

Rachael Hulme

Consumer Contact Team

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For more information visit www.ofcom.org.uk

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NHS
Royal Devon
University Healthcare
NHS Foundation Trust

Laura Donovan
Town Clerk
Ilfracombe Town Council
44 High Street
Ilfracombe EX34 9QB

Royal Devon and Exeter Hospital (Wonford)
Barrack Road
Exeter
EX2 5DW

CHIEF EXECUTIVE'S OFFICE
Email: sam.higginson2@nhs.net

27 October 2026

Dear members of Ilfracombe Town Council

Re: Access to Maternity Services for Ilfracombe and North Devon Residents Following the Temporary Closure of Maternity Services at North Devon District Hospital

Thank you for your letter of 23 September, including the report prepared by Councillor Terry Elliott.

On receiving Councillor Elliot's report, we immediately reviewed the issues raised against our existing clinical, financial and transport support measures to assess whether or not we could do more to mitigate the disadvantage for rural, isolated and deprived populations across North Devon.

To that end this was a really constructive report for us to receive and we thank Cllr Elliot and the Town Council for your analysis and insights. We recognise that the impact of this service suspension is not experienced equally. Longer journeys have particularly significant consequences for people without access to a car, people on low incomes, single or unsupported parents, disabled people and families living in geographically isolated communities. The remote and/or deprived populations of towns such as Ilfracombe, Hartland, Lynton and others were very firmly in our minds when we were designing our approaches to financial and transport support.

Before addressing the points raised, I want to reaffirm our commitment that this is a temporary suspension of birthing services due to a shortage of medical staff. Our sole focus is on reopening as quickly as possible and managing the impact and reducing disadvantage for the period the service is suspended.

The decision and the planning context

The time period covered by Cllr Elliot's report starts at the notification of intended suspension to 2-3 weeks post suspension. In this 5-6 week period an enormous amount of preparation and logistical arrangements were required.

These plans covered both addressing the immediate clinical safety risk of people approaching their due date and planning comprehensively for the wider consequences of suspension.

The clinical support to people was very quickly in place: individual birth planning began on 27 July before the suspension and every woman or birthing person at 34+ weeks pregnant and those we identified as being made vulnerable by distance/remoteness was contacted ahead of 11 August.

However, despite rapid work across our internal corporate teams and ICB and DCC, we acknowledge that not all of the wider transport, financial, accommodation and community support arrangements were as fully developed or as clearly communicated at the outset as they should have been.

We rectified this as quickly as we could – by 27 August – but we acknowledge that those giving birth in mid-August would have found it more difficult to access information and support than those preceding them later in the month. I can confirm that since the date above, the women who have been identified as needing additional support will now have all the information they need from their midwifery team about accessing taxis, financial support, accommodation and mental health support.

Post-decision evidence gathering

We have maintained a live Equality Quality Impact Assessment, which was last updated on 14 September, has been presented to the Devon adult health and care scrutiny committee, and is available on our website under 'Documents presented to Devon's adult health and care scrutiny committee'.

https://www.royaldevon.nhs.uk/maternity-and-obstetrics/nddh-birth-services-temporary-changes/related-documents-and-information/

This creates a strong link between the real-time feedback we are getting from staff and patients and the design of our additional clinical, financial and travel support.

The impact of the suspension is being monitored through Trust and system incident-governance arrangements. You may also be interested in the initial impact assessment report where we assess the impact to date of the temporary closure and explain the measures we use as indicators about the effectiveness of the mitigations in place: this is part of the EQIA document referenced above.

We recognise that the absence of a reported serious incident does not remove the additional burden, fear or inequality created by travelling further for care. Our responsibility is therefore both to maintain safe clinical provision and to keep testing whether the support arrangements are sufficient, accessible and responsive to individual circumstances.

We cannot routinely commit to doing a pre-impact assessment as the range of eventualities and risks are numerous. For example, if the maternity unit was experiencing a shortage of midwives or an estate failure, the decision would have been different, meaning the impacts to mitigate would also be different. The EQIA mentioned earlier was developed alongside the temporary suspension planning and was published at the same time as the suspension notification.

We have committed to undertake a learning review and in the meantime welcome everyone's input to helping us improve our approach to managing this incident.

The timeline and perception of the way our communications have landed, as described in Cllr Elliot's report are extremely helpful and have been absorbed by our maternity and communications and engagement teams to ensure we rapidly addressed areas of weakness.

Availability and reliability of transport

A key barrier to accessing healthcare for all residents of Ilfracombe and remote communities, not only those who are pregnant, is transport reliability and availability.

Birth is an unpredictable event and we quickly planned for transport support which would be available 24/7 and which was free. These arrangements include an additional ambulance to cover North Devon and a contract with a local taxi firm which prioritises those women needing transport to RD&E, Taunton or Plymouth from North Devon. It is highly unusual for anyone to arrive at any hospital using bus or train services, even when units are open, and this knowledge informed our planning.

Women calling the maternity triage line during pregnancy or in labour are either ordered a taxi or given a code by which they can order the taxi. This means that transport for attending hospital for triage assessment or women in early labour is free and accessible no matter where people live.

Our messaging therefore also switched to ‘call early’ and don’t ignore concerns to ensure people still accessed the support from the maternity triage in terms of fetal heart rate checks etc.

Where people are using public transport for non-urgent appointments, we are informing people of the Healthcare Travel Costs Scheme where people in receipt of certain benefits can reclaim the cost of their travel.

We are continuing the conversation regarding Ilfracombe residents’ experience of the temporary suspension through One Ilfracombe’s Closing the Gap group, following an invitation from its Chair Cllr Sara Wilson. Representatives from the Trust hope to attend the November meeting if possible.

Emotional impact of the suspension of services

We agree that this suspension is causing anxiety, worry, fear and significant impact: our patient experience surveys and MNVP feedback is giving us rich data on the main areas. Like you, we worry that these emotional impacts will be felt greatest by those with the least mental health resilience to cope with these additional complexities during their pregnancy.

The greatest support we are offering to reduce this anxiety is through our team of midwives who are supporting both ante- and post-natal women in North Devon as well as at the RD&E. The additional face-to-face clinics at NDDH and enhanced links to mental health support are going some way to reducing anxiety but we acknowledge that this is an area we must continue to work hard on.

We also need everyone’s help to reduce the anxiety and fear-mongering they are reading online. The reason we publicise the low level of incidents is to counteract the many unfounded rumours. Women and birthing people have told us they find this incredibly upsetting and when we have data we can share that provides the reality, we are doing so.

Therefore, from our stakeholders we are asking them not to amplify or propagate unsubstantiated stories they have heard about people giving birth in ambulances or cars and consider whether they know whether the patient has given consent. As an NHS organisation with a legal duty to uphold patient confidentiality duties we will never be able to substantiate any of the stories unless the patient has given their consent.

Births in ambulances or en-route to hospital are not common but do occasionally happen no matter where you live in Devon and/or which units are receiving deliveries. Whilst Cllr Elliot acknowledges she has included anecdotal stories in her report, we remain deeply troubled by the unsubstantiated yet amplified stories appearing online and across social media as they are feeding the anxiety and make our task of reducing anxiety more difficult to achieve.

Lessons learned

We are committed to learning any lessons from this incident.

An initial Rapid Quality Review has been undertaken including senior Trust and ICB representatives and other Trust and ICB staff. External scrutiny came from representatives from the CQC, NHS England, Royal Cornwall Hospitals NHS Trust, Devon County Council, and Devon Maternity and Neonatal Voices Partnership. The findings of this initial review are available on our website: https://www.royaldevon.nhs.uk/media/dadbqfrn/rapid-quality-review-meeting-notes-devon-osc-24-september-2026.pdf

A wider lessons learned review has now commenced and we commit to being open and transparent about the findings of this review once it is complete.

Thank you again for taking the time to contact us. We appreciate your concerns and will continue to keep our communities informed as we work towards safely reopening birthing services at North Devon District Hospital.

Yours sincerely





Sam Higginson
CHIEF EXECUTIVE OFFICER

Vanessa Purday
CHIEF MEDICAL OFFICER

Greenclose Mews
Greenclose Road
Ilfracombe
EX34 8FU

Ilfracombe Town Council

21st October 2026

Dear Sirs

Greenclose Mews traffic problems

I write on behalf of the owners and long term rental tenants of Greenclose Mews.

There have always been problems with traffic driving up Greenclose Road having to use the bit of road at the top where Greenclose Mews is sited to turn round to go down again and sometimes parking on the double yellow lines outside which makes turning round more difficult.

There are seven parking bays for the use of the seven properties and when the vehicles leave their respective parking bay they have to either reverse or go forward, depending on how they parked in the bay, into the bit of road, which is owned and maintained by Devon County Council, avoiding any traffic using it as a turning area. This has caused many problems in the past with many of the Mews parkers getting shouted at or sworn at by the people doing a u turn especially at the high speed done by some. One vehicle doing a quick turn round hit the Mews perimeter wall luckily for us not damaging it.

A further problem has been caused by the now 3 or 4 food delivery drivers that sit on the road outside the garages at the top of Greenclose Road every single evening that use the cut through to the high street to pick up their deliveries. They are noisy - shouting, have music playing, engines running constantly - every evening.

There is a small area outside a few of the properties which has a bike shed, a round seating bench and planters where the residents can sit as the properties do not have a proper garden for them to sit in and the children to play. It is too dangerous for children to play there without adult supervision.

I have been in contact with Deven County Council with regard to the above points and they asked us to contact the police with regard to the antisocial behaviour. They must have contacted the police too as a policewoman visited our 'estate' and spoke to many of the occupants about the problems.

The delivery driver problem has now eased and I think unfortunately we will never be rid of the antisocial behaviour of those drivers turning into the parking bay area.

However Devon County Council have advised me to contact you directly with regard to the possible problem we have been advised about as follows:-

We now understand that the town council are considering letting the part of the Lantern at the rear as a day nursery. Once that happens, pick up and drop off times will be chaos with mums settling their child inside or collecting them from inside whilst their cars are left somewhere outside, and with our car parking area having even more cars turning round at the same time. Has your council considered the disruption and possible danger to the children and drivers this will cause?

We would appreciate your comments on the possible letting of the Lantern.

Thank you

[redacted]
Chair – Greenclose Mews Management Company

IAN ROOME MP

HOUSE OF COMMONS

LONDON SW1A 0AA

Ilfracombe Town Council
44 High Street
Ilfracombe
Devon
EX34 9QB

22 October 2026

Dear Ilfracombe Town Council

I wanted to write to thank you once again for inviting me to attend the Ilfracombe Community Awards.

It was a real pleasure to be there and to spend an evening celebrating some truly remarkable people. Events like these are a powerful reminder of just how many individuals, volunteers and community groups give their time, energy and compassion to make a difference to the lives of others.

While awards are presented to a handful of deserving winners, what always strikes me is the incredible amount of community spirit that exists across Ilfracombe. Listening to the stories behind the nominations was both humbling and inspiring, and it was wonderful to see so many people receive recognition for contributions that are often made quietly and without expectation of praise.

I left the evening feeling incredibly proud of Ilfracombe and the people who make it what it is. From those supporting local charities and healthcare services, to those looking out for neighbours, organising events, protecting our environment and creating opportunities for others, the awards showcased the very best of Ilfracombe.

Please pass on my thanks to everyone involved in organising the event. These evenings do not happen by accident, and the work that goes into bringing the community together in this way is greatly appreciated.

Thank you again for the invitation. It was as always, an honour to join you in recognising and celebrating some of the very best people that Ilfracombe has to offer.

Warmest regards

Ian Roome

Ian Roome

Member of Parliament for North Devon

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