

INSTOW PARISH COUNCIL - TRACKER - COUNCIL PROJECTS/DECISIONS			
SUBJECT	COUNCIL MEETING DATE	ACTIVITY	Action
Car Park	16.11.23	Line markings not yet done	
	14.12.23	Michael Williams do do line markings	
	21.3.24	Cllr Scott has purchased materials; painting to be undertaken by Michael Williams as soon as weather permits.	
	18.4.24	Awaiting dry weather for marking 2 more spaces by the garages and yellow lines for motorbike parking near the parking meters. The plan showing position of markings to be sought from either Cllr Arthur or former Clerk Roger Levick. Action Clerk to contact Roger Levick. 25.4.24- Neither RL nor NA know anything about line markings.	
	17.6.24	There is a document in assets register regarding Line Markings	
	18.7.24 03.03.25	IPC agreed to mark up 2 further parking bays once a solution to garages has been finalised. Grills have been informed	
	15.05.2025	IPC possibly extending lease - Cllr Arthur to contact Ken Miles	Outstanding
	17.07.2025	Cllr Arthur, Scott to look at lease.	
THE SANDS	18.09.2025	Wall completed, waiting for painted white lines (due w/c 06/10/2025). No progress release.	
	16.11.23	Letter drafted by Cllrs Edwards and McCrum has been sent to Ken Miles and Ian Roome at NDC 14.11.23	
	18.1.24	The prospective purchaser of The Sands has withdrawn. IPC is concerned about the deterioration of the empty building. Cllr Johnson to contact Surveyor Steve Clements regarding restoration and future use of the building.	
	18.1.24	Clerk to contact Ken Miles at NDC about lack of response to letter of 14.11.23	CM 23.1.24
	25.1.24	Letter from Ken Miles forwarded to Councillors.	
	8.2.24	Cllr Edwards suggests asking NDC to consider issuing a completion order. He has also sought the views of Christie estates, Selaine Saxby MP, and Ian Roome of DCC	
	15.2.24	Cllr Renshaw reported that the Sands is now for Sale via agents Phillip Smith & Dunn.	

	21.3.24	Cllr Edwards has been in dialogue with Ian Roome and Ken Miles of NDC, Selaine Saxby MP. and the building's owner Mr Patel. No satisfactory response has been obtained from Mr Patel. The Parish Council continues to express grave concerns about the condition of The Sands. Action: Cllr Edwards to contact Mr Patel again, offer to meet him to ask what he intends to happen to the building.. Cllr Edwards to report back at the next Council meeting.	JE
	18.4.24	Cllr Edwards reported that NDC's Ken Miles says they are doing all they can. Action: Cllr Edwards to bring a proposal for a Community/Parish response to the next IPC meeting. Cllr McCrum to pass the Sands file to Cllr Edwards.	
	20.6.24	Cllr Edwards to meet owner Mr Patel this week. Cllr Renshaw to keep the Sands at the forefront of Ken Miles' (CEO ND Council) thinking	JE
	18.7.24 & 19.9.24	See minutes- Cllr Edwards to facilitate a village consultation in September about The Sands	No Change
THE SANDS	21.11.24	After long discussions for IPC to pay for preplanning. IPC voted as follows: Against: Cllrs Scott, McCrum, Hopkins, Johnson, Foster. For: Clls Edwards.	No Change
	12.12.24	IPC will not be pursuing pre planning, as per previous meeting.	
	16.01.25	The owner of The Sands visited on 16.01.2025 no other updates recorded.	
	15.05.2025	Cllr. Becky Coombs has request a visit to site. Update June 19th meeting	
	19.06.2025	Clerk to write to Ken Miles ref IPC not submitted a Pre-Application for the Sands Nursing Home.	
	17.07.2025	Mr Patel has submitted a pre planning application no other updates.	
Parking & Congestion in Instow	19.10.23	Proposal delayed due to Councillors absence. To be on November agenda. Cllr Hopkins to liaise with Clls Arthur & Edwards.	
	16.11.23	Cllr Hopkins is awaiting responses from local businesses. For further discussion on Cllr Arthur's return.	
	18.1.24	Cllr Johnson to liaise with Cllrs Arthur, Edwards and Hopkins.	
	21.3.24	Cllr Arthur had circulated to Councillors by email a document 'Instow Parking Proposal'. Action: Cllrs to feedback comments to Cllr Arthur within the week. The proposal will then be passed to DCC via Cllr F Biederman, prior to taking it to the public.	all Cllrs
	18.4.24	IPC Councillors had given feedback to Cllr Arthur. Action: Cllr Arthur to submit consolidated plan to Devon County Council for an early indication on feasibility.	
	21.11.24	Refer to Minute 90 point 4	No Change

	20.6.24, 18.7.24, 19.9.24, 15.05.2025, 17.07.2025	Cllr Arthur awaiting meeting with DCC Councillor Biederman. DCC Councillor Biederman has passed IPC concerns to North Devon Council	
	18.09.2025	Awaiting meeting with DCC	
HILLSLEIGH	21.July.23	The Chairman has managed to contact Mr Jones at NDC regarding TPOs in garden, and Mr Jones has informed her that a blanket TPO will be put on the whole garden. This item will remain on the tracker until the planning application goes through.	
	16.11.23	Cllr Scott to chase application.	
	15.2.24	Ongoing. Mr Jones is very busy.	
	14.3.24	Mr Jones unavailable, his replacement is dealing with a huge backlog.	
	18.7.24	Clerk to chase up Mr Jones' replacement.	Clerk
	21.11.24	Replacement Tree Preservation Officer - Mr Andrew Van Koutrik - NDC	
	16.01.25	The Chair has confirmed Mr Andrew Van Koutrik of NDC is working on the matter	
	20.3.25 & 15.05.2025	A report of 2 trees have been taken down. Awaiting update for Mr Van Koutrik after his site visit. Department is still to sorted at NDC.	
BOATS on BEACH	14.12.23	Peter Short is in communication with Christie Estates re clearing boat by Boathouse	
	18.1.24	There are now 3 boats on the beach. Clerk to contact Pete Short about collecting mooring fee from the latest boat to be deposited on the beach while awaiting repair.	Contact made with PS 23.1.24, no response
	15.2.42	There is now an additional damaged boat on the beach. Action Cllr Foster to liaise with Yacht club as they know who owns it. Cllr Johnson will liaise with Andrew Woollacott about the long-abandoned boat on the beach	MF EJ
	21.3.24	Christie Estates Manager, Andrew Woollcott, is concerned to establish the legal position on dealing with the 'long abandoned boat.' Auction: Cllr Arthur to contact NDC's Ken Miles re procedure for removal.	NA
	21.3.24	Cllr Johnson to review Crown Estates Contract to determine the situation regarding the ongoing collection of mooring fees.	EJ

BOATS on BEACH	18.4.24	The Environment Agency is dealing with the the boat on the main beach, which is on their land. The Motor boat at the far end of the beach to be moved by Cllr Hopkins. NDC advised IPC not to deal with the Boat on Christie Estates land, but Christie Estates to deal with it. The small white wrecked boat by Marine Parade opposite Bath Terrace is on IPC land. Cll Scott has contacted Pete Short re disposal. Action Cllr Hopkins to liaise with the Marines for removal.	
	20.6.24	Cllr Arthur has been in dialogue with NDC's Hannah Pettifer.	
	18.7.24	Awaiting meeting between Andrew Woolacott (Christie Estates) and Pete Short.	
	12.12.24	Mr Hendy Jnr boat owner - Cllr McCrum confirmed the owner after conversation with Mr Hendy Snr. Update due 16 Jan 2025 meeting. Clerk to confirm with Peter Short & Christies.	
	16.01.25	Mr Hendy Jnr boat owner. The boat is on Christies land and he does not want to move the boat. Only Christies would be able action a move under a court order. Note: Mr Hendy Jnr lives on another boat he owns.	
	20.02.25	Noted On Site	
	20.03.25	Cllr Hopkins reported. Boat has been removed from the beach - New owner. Action is now closed.	
	17.04.2025	Boat is on an anchor on IPC part of beach. IPC to investigate having a byelaw (as is usual in most parts of country) to say if anchored for more than 14 days they are considered moored, and mooring fees will apply.	
	15.05.2025	Keel on boat now broken - Looking into introduce a 14 day limit bye laws. Clerk and Cllr Arthur to update at 19th June IPC meeting	
	17.07.2025	Clerk emailed 21.07.2025 North Devon Council - Legal team Abandoned Yacht on Instow Beach – Inquiry and Request for Action Under Marine Bylaws	
	18.09.2025	Clerk to write to NDC asking about Marine Byelaw	
Section 106 monies	21.07.24	Planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended), commonly known as s106 agreements, are a mechanism which make a development proposal acceptable in planning terms, that would not otherwise be acceptable. – Nothing heard.	
	21.9.23	Cllr Scott to chase the Environment Agency.	
	18.1.24	Cllr Scott now has a contact email address for local EA re licence for benches	
	18.09.2025	Instow have provided NDC with two S106 schemes – one for benches on the seaward side of the flood defence wall outside Johns shop part of Marine Parade and the other for information boards for walkers in the Puttermouth beach dunes.	

BEACH SAFETY	22.11.23	EA responded via email, 22.11.23 passed to Beach Committee Russell Smith Asset Performance Advisor, North Devon russell.smith1@environment-agency.gov.uk	
	14.12.23	Christie estates to be contacted regarding replacement of railings and signage. (Cllr Foster/Clerk)	
	02.01.24	Christie Estates confirm that the railings belong to the Environment Agency. They will look at moving/replacing the small and partially hidden 'no vehicle access' sign.	
	9.1.24	Clerk to meet EA's Russell Smith on 15.1.24	
	18.1.24	Clerk submitted a report of her meeting with EA. Clerk and Cllr Johnson to review communication with EA and Christie Estates regarding vehicle barrier to beach.	
	15.2.24	Andrew Woollacott (Christie Estates) would support any application to Devon County Council regarding bollards at the edge of the road to prevent unauthorised access to the slipway. Action: Clerk to contact DC Councillor Frank Biederman	CM 20.2.24
	14.3.24	Cllr Scott & Clerk met with Cllr Biederman at the slipway. Draft letter regarding to Christie Estates and EA re bollards with Cllr Arthur for review.	
	21.3.24	Action: Cllr Arthur to review letter and send to Andrew Woollacott.	NA
	16.5.24	Awaiting response to letter from Cllr Arthur to Christie Estates.	
	17.6.24	BBQ concerns- reported to Christie's Estates, awaiting response.	
	20.6.24 & 18.7.24 19.9.24 & 12.12.24	No response to date.	
	16.01.25	Cars are driving on the beach - Awaiting on two agency to action permission for mandatory 'no driving on the beach' signs to be installed	
	20.03.2025	Land rovers and Jet Ski weekend of 15th 16th March 2025 Photos sent to IPC to monitor and forward to Christies. EA to be asked to reinstate the Barrier on ramp.	
	17.07.2025	Clerk to email E.A. to reinstate a barrier / removable bollard on the ramp near Johns Mobile hut. Done 21.07.2025	
	18.09.2025	The clerk reported that EA were adamant that there would be no bollards on the ramp up to the beach. The clerk to write to EA about liability of any accidents on the beach due to vehicles using it.	

NDC garages, wall and position of defibrillator	19.10.23	on 21.9.23 ND Cllr Renshaw had been asked to chase up the decision on the repair or demolition of the garages and ask permission for IPC to place a defibrillator on the remaining wall. IPC awaits a response on both matters. Clerk to contact EA	
	16.11.23	Awaiting response from Cllr Renshaw	
	14.12.23	ND Cllr Renshaw to contact Helen Bond.	
	12.1.24	An externally sited defibrillator will require connection to electricity to heat the cabinet, so this location is unsuitable for a defibrillator.	
	18.1.24	No further development from Cllr Renshaw on development of garage site or retention of wall.	
	15.2.24	See minutes, awaiting further response from NDC	
	21.3.24	Cllr Foster reported that residents of Quay Cottage, adjacent to the car park, have advised him that NDC intends to reduce the height of the wall to 1.8 meters/6ft, and develop allocated parking spaces.	
	02.5.24	from Petra Sloman at NDC : 'Helen Bond confirms that plans are in place to reduce the wall and to develop the former garage block area into parking spaces. The process has turned out to be quite lengthy, but progress is being made with the intention to create allocated parking spaces. At an appropriate stage NDC will offer allocated spaces to residents.'	
	20.6.24	Conversation ongoing.	
	18.7.24	ND Cllr Renshaw to liaise with NDC's Helen Bond.	
	19.9.24	See minute 61/24-24 re developments	
	21.11.24	Rear wall needs to be repaired before NDC parking spaces can be created.	
	21.11.24	1.NDC submitted costs for allocated parking spaces: £2600.00 per space per year. (pre storm cost was £75.00 per months for a lockable garage). IPC annual charge non allocated £304.04 incl VAT) Clerk RL has emailed NDC with IPC concerns about high charges.	
	12.12.24	NDC have withdrawn the comment about access from rear of the Car Park (error on NDC part) Planning ref. 79320	
	18.12.24	Instow Garages Plot – Parking Spaces – Revised charged via email	
	16.01.25 updated 20.02.25	David Stanning - Instow Garages Plot - Parking Spaces - Revised charges. D Cllr Coombs confirmed Planning ref. 79320 Work starting 03/03/2025	

	20.03.25	Scaffolding could not be erected, as access required for owners and new purchasers move at Quay House Cottage. Update after 30.03.2025	
	17.04.2025	NDC Cllr Coombs will update - NDC still waiting for their party wall surveyor to approve details that arose from the last meeting, at the beginning of April. NDC are expecting to get the green light from him for the contractor to start work again soon.	
NDC garages, wall and position of defibrillator	19.05.2025	The main wall is now demolished, down to the stone plinth. The specification was to build off this stone plinth but a section at the ramp end of the car park is essentially just stone and earth, so needs strengthening before this can happen. The structural engineer has visited and advised that we build a concrete ring beam on top of the wall to lay the bricks on. Aesthetically the wall will look the same, as we will face the small section of concrete beam with brick slips. As this is a variation to the planning application, NDC have confirmed have to go back to committee	
	19.06.2025	Allocated Parking : At the moment there is no movement on the cost of a space. After feedback from the public I have contacted the estates team and is agreed that the approach is it to only be offered to permanent residents of Instow. NDC Cllr Coombs has requested if they are minded to change this at any point she consulted on it. The original figure for the permit was set at £1,560.00 per annum. After feedback from Councillors and the public, NDC reduced the figure to £1,250.00 per annum. NDC believe this is a fair price. NDC are offering the spaces to all former garage tenants in the first instance. NDC endeavour that all other spaces will be available to permanent residents only	
	18.09.2025	The clerk reported that she had asked BT regarding the telephone kiosk at the Boat House end of the village. No reply from BT to date	
Bus shelters condition survey	18.1.24	Cllrs Johnson & Hopkins to report on condition survey and cleaning programme at next meeting	
	15.2.24	Cllr Johnson to issue condition survey report to IPC.	EJ
	19.9.24	Clerk reports all shelters in satisfactory condition.	
	21.10.24	Chairman has completed a survey of shelters.	
	21.11.24	5 x Notice Boards to be purchased and replace damaged walls within bus shelters.	MJS
	12.12.24	Chair to chase 5 x Notice Boards.	MJS
	16.01.25	Chair to arrange one installation to check suitability, before the rest are installed	MJS / MW
	20.02.25	1 Notice board purchased & installed opposite Chapel.	MJS/MW
	20.03.25	3 Notice boards to be installed.	
	17.04.2025	3 notice boards installed.	MW

	19 05 2025	Damaged Bus Shelter M Williams to back good, leave wooden frame in place for the foreseeable future. Do not replace the plastic window.	
	18.09.2025	After discussion it was decided to keep our own bus shelters on the route 21, but ask for help towards repairs on the ones on the Quay and by the car park.	
Use of land at Slee's Corner/Chandlers Court	15.2.24	Minute 188. Cllr Hopkins to identify a group of local people to restore & maintain area, then seek permission from Highways and owners of Chandlers Court	CH
	21.3.24	Cllr Scott had discussion with a landscape architect who will review the planting, subject to prior removal of brambles. Cllrs agreed that M Williams be engaged to remove brambles.	MJS
	20.06.24	Japanese knotweed has been identified, and must be removed. Action yet to be identified.	MJS
	25.03.25	Being monitored	
Electric Vehicle charging points	10.5.24	agenda item 10 c 18.4.24. Cllr Foster has liaised with WSP, who in turn are liaising with NDC as owners of the car park.	
	20.6.24 & 18.7.24 & 19.9.24	Cllr Foster awaiting dialogue with NDC.	
	16.01.25	Cllr Foster still waiting for NDC to arrange a meeting	MF
	20.02.25	Next Meeting Tuesday, March 4th with DCC (online)	MF / DCC
	20.03.25	Cllr Foster awaiting for presentations the names Levi* Project *Local Electrical Vehicle Infrastructure. A national project with 71 for North Devon in Car Parks, a low voltage setup. Instow Included. Tenders are to be set up. More info due April 2025. A fully funded project.	
	17.04.2025	Cllr. Foster to send around presentation. No further updates.	
	15.05.2025	Awaiting tender to be circulated. No update until received	Cllr. Foster
Litchard Cross solar farm	10.5.24	Cllrs Arthur and Foster to report on recent meeting.	
	16.5.24	Awaiting administration set up by Fremington Parish Council	
	17.6.24	Clerk forwarded email from Sue Squire to all IPC Councillors re meeting 26.6.24 at Lovacott Village Hall	
	20.6.24	See minute no 31 24/25.	
	19.9.24	Cllr Arthur nominated as the Trustee representing IPC	

	21.10.24	Cllr Foster nominated as Trustee representing IPC - Cllr Arthur as back up.	
	21.11.24	Legal documents and bank account to be prepared.	NA
	12.12.24	Meeting took place in December 2024, progress being made.	NA
	16.12.25 / 20.02.25	Cllr Arthur confirmed Bank account now opened. Management Company / Administer- Not yet confirmed - Still under discussion	NA
	20.03.25	No updates	
	17.04.2025	Management company has changed. Legal delay of 2 - 3 months. Cllr Biederman thanked Victoria for all her hard work.	
	15.05.2025, 17.07.2025	Grantscape are appointed as the management company. Correspondence between Infinis Energy Services Ltd and Fremming P.C Cllr. Arthur will update again June IPC meeting Update required by Cllr Arthur at IPC meeting on 18 September 2025.	
	18.09.2025	The grant scheme is now up and running.	
Solar Lights in Car Park	18.7.24	Awaiting reply from SL Company	
	19.9.24	Clerk to chase Solar Light company.	RL
	12.12.24	Clerk to obtain a local companies for quotations.	
	16.01.25 / 20.03.25. 17.07.2025	Contactor to site 14.02.25 awaiting qte New contractor to qte - Gmec quoting July 2025	
	18.09.2025	The clerk was given permission to go ahead and get these lights installed.	
Sand Management	18.7.24	Meeting A Bell, Cllrs Arthur & Edwards to see way forward NE agreed to consider joint proposals from IPC, CE, EA Biosphere.	
	21.10.24	Cllrs Edwards, Johnson and Hopkins to be appointed to Sands Management Committee. Parishioner Geoff Colenso has volunteered to join the committee; approved by Chair.	
	21.11.24	Christies to arrange a meeting in January between all agencies involved.	
	16.01.25	Cllr Johnson update all from the meeting held between all agencies involved appendix 3	See Ongoing

	16.01.25	Cllr Yeadon ask Cllr Johnson this problem will not go away. Long term solution is mother nature. The one best option we can do, rather than let problem over grow look at all data reference the dunes, as they will grow and this would trap the sand.	
	20.02.25	Cllr. Scott read out a statement from Cllr. Johnson - Issued to parish web site and Parish News. Confirmation was given in the budget and agreed by councillors for 10K to be put aside for Sand management issues.	Ongoing
	17.04.2025	Cllr. Johnson updated the meeting on progress to date. Sand has been cleared. ISAFAG have done a good job clearing area around Marine Court. Long discussion regarding payment for work done so far. Long term solutions being considered.	Ongoing
	15.05.2025	Scraper (for sand control) purchased - Cllr Hopkins will take responsibility for collection and storage.	
	19.06.2025	Clerk to write to CDE ref Grant towards beach cleaning in Instow. Done	Clerk
	17.07.2025	Awaiting Grant to be deposited into IPC bank account	
Emergency Plan	17.04.25	To be discussed at IPC meeting in May	Ongoing
	15.05.2025	Emergency Planning - Cllr. Yeadon will lead the program reporting back to all councillors at the IPC monthly meetings.	
	17.07.2025	Cllr Hopkins to contact Cllr. Yeadon to work with him and move the project forward.	CH,DY
	18.09.2025	Cllr Yeadon to report next meeting	
Red Phone Box Purchased	19.06.2025	IPC have started the process to purchased one Phone Box (near Marine Car Park) Adopting our parish Telephone boxes. K6 entry number 1249913 Instow the Quay SS 43SE 1/110 K6. This will house a defibrillator	Clerk

	17.07.2025	Awaiting adoption papers. The second phone box which was removed, Clerk to clarify if we can reinstall or move the current phone box once adopted.	
Sewage	17.07.2025	FOIA 2000 - Sewage Leaks - Barnstaple - Abbotsham - North Devon Report received from pennon-group - Request for data in a format so IPC can view. done 21.07.2025	
	18.09.2025	No further updates from SW Water	

