

INSTOW PARISH COUNCIL - TRACKER - COUNCIL PROJECTS/DECISIONS

Tracker Update			
SUBJECT	COUNCIL MEETING DATE	ACTIVITY	Action
<b>Car Park</b>	16.11.23	Line markings not yet done	
	17.07.2025	Cllr Arthur, Scott to look at lease.	
	18.09.2025	Wall completed, waiting for painted white lines (due w/c 06/10/2025). No progress release.	
	16.10.2025	Car park – Wall completed, parking lines painted, confirmation of signed completion. Light to be fixed early November / Notice Board due before end of 2025	
235/1125	20.11.2025	Dismantled garages area now completed with new parking bays including lockable bollards, bays are all numbered. Six bays to date have been taken for annual rent, for local residents only (not holiday lets or second homes) Council asked to report any discrepancies to ensure promises are upheld. Cllrs Arthur, Johnson, Scott to arrange a meeting with Ken Miles of NDC. A committee will be reviewing the possible transfer of assets from North Devon Council to parishes including the Marine Parade car park. Parish expressed interest in being included in discussions. Potential costs and contributions were mentioned; aim is to protect local interests ahead of Local Government Reorganisation (LGR). Parish expressed interest in being included in discussions. Potential costs and contributions were mentioned; aim is to protect local interests ahead of Local Government Reorganisation (LGR).	
259/1225	11.12.2025	Cllrs to update in January meeting	
262/1225	11.12.2025	Car Park Solar Panel managing the working of the ticket machine. Sign needs to be replaced as bad weather removed the sign.	
	Mar-26	Ticket machine working well.	
<b>THE SANDS</b>	16.11.23		
	18.7.24 & 19.9.24	TBC by – NDC	No Change
	17.07.2025	Mr Patel has submitted a pre planning application no other updates.	
	20.11.2025	North Devon ward Cllr Coombs stated a planning application could be due in 2026. From the current owners of the dwelling.	
	11.12.2025	Planning application Cllr Becky Coombs to update in January 2026 IPC meeting	
	Mar-26	Application awaiting Bat report	
<b>Parking &amp; Congestion in Instow</b>	19.10.23	Proposal delayed due to Councillors absence. To be on November agenda. Cllr Hopkins to liaise with Clls Arthur & Edwards.	
	18.09.2025 / 16.10.2025	Awaiting meeting with DCC	
	20.11.2025	Still awaiting a meeting with Ken Miles of NDC & DCC	
259/1225	11.12.2025	Meeting with DCC required Cllrs Arthur and Scott to arrange	
	16.4.2026	Many solutions discussed with DCC. IPC to update requirements and go back to DCC	
276/0126	15.01.2026		
	Mar-26	There will be a meeting in March between Highways and IPC	
	16.4.2026	Many solutions discussed with DCC. IPC to update requirements and go back to DCC	
<b>HILLSLEIGH</b>	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.	
	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.	
259/1225	11.12.2025	Cllrs Scott to call Mr Van Koutrik	
276/0126	15.01.2026	Cllrs Scott to call Mr Van Koutrik	
<b>BOATS on BEACH</b>	14.12.23	Peter Short is in communication with Christie Estates re clearing boat by Boathouse	
	18.09.2025 / 16.10.2025	Clerk to write to NDC asking about Marine Byelaw - Still no response from NDC	

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239/1125	20.11.2025	Mooring Byelaw request help from North Devon ward Cllr Coombs, she will report back to the clerk, to enable enforcement. See minutes 237/1125. Member of the public has kindly moved the abandoned boat further down the beach and plans to relocate it again when conditions allow. On inspection noted complex ropes and attachments; further investigation required.
276/0126	15.01.2026	Cllrs Athur is in communications ref Byelaws - Update due February 2026 Lease document confirmed date and wording 3034 is correct.
	16.4.2026	Boat owner on last high tide of year has moved boat to where it cannot be moved until September
<b>Section 106 monies</b>	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	<b>Cllr Scott</b> 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 John's shop part of Marine Parade and the other for information boards for walkers in the Puttermouth beach dunes.
	Mar-26	EA met with IPC to discuss benches Chair to update
	16.4.2026	EA met with IPC and agreed scheme. Now awaiting planning permission.
<b>BEACH SAFETY</b>	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
	18.09.2025 / 16.10.2025	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 the slipway access. .
239/1125	20.11.2025	Beach Safety Significant progress reported. The Environment Agency has agreed, subject to legal covenants, to allow installation of an AOL (lifesaving equipment) on the beach. Nick confirmed via email to the Chair there are no covenants restricting access or installation. Christie's have provided written consent (emails received). Copies of land registry documents and Christie's emails will be sent to confirm agreement. Proposed timeline: Work to be carried out in January, 2026 unless objections arise. Council noted this as a major positive development.
259/1225	11.12.2025	Significant progress reported. – Bollard to be erected once Environment Agency has confirmed the recommended specification. Clerk to report back at January 2026 meeting.
276/0126	15.01.2026	Repair of Gate & Beach Notice Installation: As noted in <b>274/0126</b> Cllr. Hopkins to repair gate by end of January '26
	March 2026	Cllr Hopkins reported that he had bought a Barber Surf Rake Beach Cleaner/stone picker/litter picker for use on the beach
	March 2026	Cllr. Hopkins repair gate asap - Due delayed due to weather & see 292/0226 mins
	16.4.2026	No progress on Bollards or gate due to weather
<b>Bye Law Boats</b> 259/1225	11.12.2025	
<b>276/0126</b>	15.01.2026	Nick Arthur to update at January 2026 meeting. Due to Cllr Arthur approved absents update was emailed and more information due in February '26 meeting
<b>NDC garages, wall and position of defibrillator</b>	19.10.23	
	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

INSTOW PARISH COUNCIL - TRACKER - COUNCIL PROJECTS/DECISIONS

	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 Boathouse end of the village. No reply from BT to date	
239/1125	20.11.2025	Dismantled garages new parking bays are all completed with lockable bollards in place for the parking bays. Numbered. Six bays to date have been purchased for local residents.	
<b>Bus shelters condition survey</b>	18.1.24	Cllrs Johnson & Hopkins to report on condition survey and cleaning programme at next meeting	
	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 /16.10.2025	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. Awaiting contribution amount	
	20.11.2025	Parish has declined to take on new bus shelters scheme. Request submitted to District Council for financial assistance as per their offer to refurbish two existing shelters. The Clerk is instructed to obtain quotes for battery-powered lights for bus stops, as several stops have been impacted defecating.	
259/1225	11.12.2025	Quotes received from Cllr Hopkins. Deferred confirmation to January 2026 meeting	
	Mar-26	see Mins 293/0226	
<b>Use of land at Slee's Corner/Chandlers Court</b>	15.2.24		CH
	20.06.24	Japanese knotweed has been identified, and must be removed. Action yet to be identified.	MJS
	25.03.25	Being monitored	
<b>Electric Vehicle charging points</b>	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.	
	15.05.2025	Awaiting tender to be circulated. No update until received	Cllr. Foster
	16.4.2026	No update to date	
<b>Solar Lights in Car Park</b>	18.7.24	Awaiting reply from SL Company	
	18.09.2025 /16.10.2025	The clerk was given permission to go ahead and get these lights installed Work to be completed by 19th November 2025 By DS Electrical	
	20.11.2025	Completed	
	Mar-26	Solar Lights installed outside toilet block and working	
<b>Sand Management</b>	18.7.24	Meeting A Bell, Cllrs Arthur & Edwards to see way forward NE agreed to consider joint	
	17.07.2025	Awaiting Grant to be deposited into IPC bank account	
<b>276/0126</b>	15.01.2026	Sand group had a meeting with with external bodies, IPC have asked if they would contact IPC before booking appoints and go through Cllr. Johnson.	
	16.4.2026	Various rules for the movement of sand put in place. These are displayed on the website and have been sent to ISAG	
<b>Emergency Plan</b>	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 at October meeting.	
239/1125	20.11.2025	Councillor Yeadon informed the council that he is preparing a detailed update on the Emergency Plan, which will be presented at the next parish council meeting scheduled for 11 December 2025.	
259/1225	11.12.2025	Deferred to January 2026	

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<b>276/0126</b>	15.01.2026	That expenditure up to £400 be authorised for printing and envelope costs associated with the Emergency Plan questionnaire, to avoid delay between meetings. Cllrs Hopkins to obtain quotes. Cllrs Lopez confirmed to Cllrs Hopkins that she would be available to help if required.	
	Mar-26	See Mins 303/0226	
<b>Red Phone Box Purchased &amp; Defibrillator</b>	19.06.2025		Clerk
	17.07.2025 /16.10.2025	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. One Cllr to obtain quote to move the phone box. one Cllr and Clerk to obtain quotes for defibrillator.	
239/1125	20.11.2025	Clerk confirmed cost for two new defibrillators one to be located in the Phone Box near Marine Car Park, with the second one sighted the other end of the Parish opposite Land End toilets in the bus stop in a locked housing. £4700.00 + VAT. Clerk to investigate Defibrillator training for the Cllrs and Instow Parishioners. Possibly link in with Instow WI Bystanders resolution campaign.	
259/1225	11.12.2025	Update in January 2026	
	Mar-26	Housing are all installed for Defibs - Hard Defibs to be installed early w/c 20.04.2026	
<b>Sewage</b>	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 /16.10.2025	No further updates from SW Water. Chair to contact Steve May.	
239/1125	20.11.2025	Update from Steve May regarding sewage issues, confirmed leaks. Action: Steve to document evidence (including photographs) Include sewage compliance in upcoming planning considerations Suggestion: Use <a href="https://what3words.com">https://what3words.com</a> for precise location. Report documents & issue to the clerk when leaks have been identified. Cllrs Hopkins to speak to Steve May & his contact, explaining action requested.	
259/1225	11.12.2025	<b>Action:</b> Steve to document evidence (including photographs) Include sewage compliance in upcoming planning considerations Suggestion: Use <a href="https://what3words.com">https://what3words.com</a> for precise location. Report documents & issue to the clerk when leaks have been identified. <b>Cllrs Hopkins to speak to Steve May &amp; his contact, explaining action requested.</b>	
<b>Road Wardens</b>	16.10.2025		
245/1125	20.11.2025	Road Warden Scheme including training. Name of Instow Parish Neighbourhood Watch coordinator Joanne Sway. Contracts for Road Warden Scheme (Dom, Elliot, Paula) Action: Clerk forwarded paper copies of DCC contracts to relevant parties for review. Training can be scheduled for January 2026.	
263/1225	11.12.2025	Cllrs all decided not to take up the scheme at present	
<b>Parish News</b>	16.10.2025		
	20.11.2025	No response from article in Parish News. Repeated for December edition.	
<b>Lighting General</b> 259/1225	11.12.2025	Contractor DS Electrical has not yet completed the work to light by the toilet block in Marine Car Park. Quote remains unchanged. Clerk to chase again. Clerk to obtain a quote ask for a for battery / or a recommend light for the numerous bus stops.	
<b>276/0126</b>	15.01.2026	Clerk to chase again	
	Mar-26	Quote obtained from RH Max £150.00 for two lights and installed- Can be completed w/c 27/04/2026	
<b>Recreation Ground Hut</b>	16.4.2026	Cllr Arthur to advice DCC (leaseholder) of intention to demolish	
<b>Councillor Training</b>	16.4.2026	Course to be cancelled and re-arranged	