

INSTOW PARISH COUNCIL

Minutes of the Annual General Meeting & Council Meeting of Instow Parish Council held on Thursday 21 May 2026 in the Village Hall

Present

Councillors Nick Arthur, Jane Bunclark, Chris Hopkins, Eliot Johnson, Paula Lopez and Mary Jane Scott.

In attendance

NDC Councillor Coombs

Locum Parish Clerk – M. Isaac

There were 19 members of the public present.

The meeting opened at 19.45.

01/0526 Election of Chair 2026/2027

RESOLVED that Councillor Scott be appointed Chair for 2026/2027. Councillor Scott signed the Declaration of Acceptance of Office.

02/0526 Election of Vice Chair 2026/2027

RESOLVED that, in his absence and with his agreement, Councillor Foster be appointed Vice Chair for 2026/2027. Councillor Foster to sign the Declaration of Acceptance of Office before the next meeting.

Council recorded its thanks to Councillor McCrum for her time as Vice Chair of the Parish Council.

03/0526 Apologies for Absence.

Mike Foster (prior commitment), Susie McCrum (prior commitment), Dom Yeadon (previously approved).

It was resolved to approve these apologies

04/0526 Councillors' Declarations of Interest

There were no Declarations of Interest.

05/0526 Register of Members Interest

Members were reminded to check their details on the register of Members Interest required under the Council's code of conduct and amend accordingly if required.

06/0526 Minutes of the Annual General Meeting 2025

The minutes of the Annual General Meeting held on 15th May 2025 were approved as a correct record and signed by the Chair.

07/0526 Bank Signatories

It was RESOLVED that the current signatories Councillors Arthur and Scott be re-affirmed as Bank Signatories and that Councillor Lopez be added as an additional signatory on the bank accounts.

08/0526 Standing Orders and Financial Regulations

RESOLVED that the Standing Orders and Financial Regulations be adopted as they are but to be reviewed over the coming months.

09/0526 Procedures and Policies

RESOLVED:

- a) That the Councils Procedures and Policies be adopted following the recent review.
- b) That the adoption of a scheme of delegation for the Clerk be considered at the next Parish Council meeting.

10/0526 Register of Assets

RESOLVED That the Asset Register 2025/2026 be noted and agreed.

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**Instow Parish Council
Fixed Asset Register**

	2026		2025
	Purchases	Disposals	
Value at end	and	and write	Value at end
of year	revaluations	offs	of year
£	£	£	£
2 bus shelters	7,737.78		7,737.78
bus shelter seats	950.00		950.00
5 stone bus shelters	14,608.13		14,608.13
26 Wooden seats	11,256.53		11,256.53
Cyan bench	291.24		291.24
Solar light	-		-
Village gates	1,666.94		1,666.94
War Memorial	36,695.09		36,695.09
Flood Defence	2,778.23		2,778.23
Chairmans Regalia	609.70		609.70
Fuel Oil Tank	-		-
Dog Bins	458.56		458.56
Laminator	29.99		29.99
Printer	221.76	221.76	-
New dog bins	323.34		323.34
Scraper for beach	975.00	975.00	-
Village Hall - charity asset held by Instow Parish Council as trustee	-		-
Notice boards	1,662.50	638.50	1,024.08
Litter bins	-		-
New Signal Box Sign	170.00		170.00
Defibrillator	4,625.00	3,065.00	1,560.00
Car park meter	2,564.00		2,564.00
Council car park & toilet block and contents	18,750.00 12,500.00		18,750.00 12,500.00
Cash Machine Counter	125.65		125.65
Tools and ladder donated by Charlie Harper	100.00		100.00
Shredder	95.90	95.90	
Telephone box	1.00	1.00	
Mobile Phone	135.00		135.00
Dell Micro PC, monitor, keyboard and mouse	375.00		375.00
Metric Ticket Machine in Car Park	4,145.00		4,145.00
	123,851.34	4,997.16	- 119,299.26

11/0526 Financial Risk Assessment

RESOLVED That the Financial Risk Assessment was reviewed and will be adopted at a later date.

12/0526 Subscriptions, Direct Debits and Standing Orders

RESOLVED That the following subscriptions, direct debits and standing orders be agreed:

- a) Devon Association of Local Councils.
- b) Booker Limited
- c) Nest
- d) Service Charges
- e) Allied Irish Bank Machine Costs
- f) HM Custom & Excise
- g) SLCC Enterprises
- h) South West Water Board

13/0526 Appointment of Committees and Working Parties

RESOLVED that the Terms of Reference for the following Committees and Working Parties be presented at the next Full Council meeting for approval and that the following appointments be agreed:

Finance Committee

Councillors - Chair Lead, Councillors Arthur, Johnson, Foster and Lopez

Beach Management Working Party

Councillors – Chair, Vice Chair, Arthur, Bunclark, Johnson, Hopkins. Lead – Johnson

Emergency Planning Working Party

Councillors – Councillors Yeadon – lead, Hopkins

Planning Rota - All Councillors – rota to be sent around later

Data Protection – Councillor Yeadon – Lead

Co-opt and interviews – Chair – lead, Councillors Arthur (Vice Chair) Foster and Bunclark

Internal auditor – It was resolved that James Hellyer of Accountancy Edge continue as the Parish internal auditor for 2026/2027.

14/0526 Appointments to Outside Bodies

RESOLVED That the following present appointments be reaffirmed and agreed:

Lichardon Cross Solar Farm Body - Councillors Arthur and Foster

Trustees of Parish Hall – Councillors Foster and Hopkins

Trustees of Instow Recreation Ground – Councillors Scott, Johnson and McCrum

15/0526 Council Insurance

It was noted that the Councils Insurance policy expires on 31st May 2026, and that it would be reviewed and renewed and be ratified at the next council meeting.

16/0526 Accounts for year to 31st March 2026

Councillor Scott went through the major points of the financial summary of the accounts.

It was RESOLVED that the accounts for 2025 – 2026 be agreed and adopted.

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Instow Parish Council							
Receipts and Payments 1 April 2024 to 31 March 2026 with prior year comparison							
				2025-2026		2024-2025	
Receipts				£	£	£	£
Precept					16,524.00		15,737.00
Devon CC Footpath Grant					-		-
Car Park Takings					62,967.23		65,334.58
Bank Interest					1,625.56		109.47
Grants: DCC Grass Cutting (1 year)					1,605.60		2,796.85
Mooring Fees					1,083.33		416.67
Output VAT collected in year					12,925.23		13,224.25
MOD Atturm					272.93		272.93
Christie Estate grant towards beach cleaning (2 years)					5,000.00		1,600.00
NDDC Councillor Grant					200.00		-
Miscellaneous					338.92		-
TOTAL					102,542.80		99,491.75
Payments				£	£	£	£
Clerk's Salary & Admin Fee				14,166.12		16,570.67	
Clerk's Pension				878.37	15,044.49	405.94	16,976.61
Clerk's Expenses					764.67		903.19
Grants	Village Hall			410.00		560.00	
	Parish News			530.00		530.00	
	Churchyard grass cutting			820.00		820.00	
	All Saints Community Centre			270.00		270.00	
	Village Hall Go Green			10,000.00			
	Mid Devon Mobility			-	12,030.00	100.00	2,280.00
Internal Audit Fee					500.00		119.55
External Audit Fee					315.00		315.00
Beach Cleaning					1,905.85		1,853.45
Beach Management					4,547.55		-
Grass Cutting					2,369.00		2,360.00
Parking Meter Costs					4,351.16		5,088.49
Car Park Maintenance and Business Rates					2,192.04		1,386.03
Handypersons including footpaths					7,850.02		8,786.35
Dog Bin Emptying					941.85		1,215.63
Repairs					2,520.35		1,010.93
Insurance					1,650.78		1,583.58
Toilet Cleaning, water, supplies and repairs					12,424.88		11,355.89
Defibrillator maintenance					-		135.00
DALC Membership					352.27		234.02
VAT on payments in year					3,698.44		2,059.79
Net VAT paid to HMRC for current year					9,624.82		11,048.83
Crown Estates for beach lease					750.00		750.00
Website and Software costs					607.00		456.00
Advertisements					-		225.45
Miscellaneous					1,259.75		868.70
Equipment purchases					4,997.16		790.99
Bank Charges					114.32		13.05
TOTAL					90,811.40		71,816.53
Balance Brought Forward as at 1 April 2025					125,173.33		97,498.11
Transfer to Provison for Maintenance carpark & toilets					10,000.00		10,000.00
Surplus for the Year					1,731.40		17,675.22
Balance carried Forward as at 31 March 2026					136,904.73		125,173.33

17/0526 Calendar of Meetings 2026-2027

It was RESOLVED that meetings would continue to be held on the 3rd Thursday of each month, (except December 2026 meeting which is one week earlier). No meetings to be held in August.

COUNCIL

13 Members of the public left the meeting

18/0526 Public Participation

A Parishioner thanked Councillor Arthur for producing a report regarding the removal of sand to be submitted to Christie Estates.

19/0526 To Approve requests to vary the order of business

It was agreed to bring forward item 30 on the agenda regarding the consideration of the Planning Applications received.

20/0526 Planning Applications

- a) **81755** Extensions to front and rear, together with internal alterations, Watersmeet, Lane End Road, Instow.
The Council received representations from a Parishioner.

RECOMMENDED Refusal for the following reasons:

- i) Negative Impact on the neighbouring cottages in the Conservations Area
 - ii) Scale and Massing of both the extension to the Parade elevation and adjacent to Bar View Cottage.
 - iii) The extensions appears to be overbearing and overlooking two Cottages and two windows overlooking the neighbouring Cottages should only be glass that cannot be seen through for privacy.
- b) **81690** Demolition of conservatory and erection of rear extensions together with alterations to dwelling, Lyncroft, Instow.
RECOMMENDED No Objections.
- c) **81675** Variation of condition 2 (Approved Plans) attached to planning permission 79519 (Conversion of former Methodist Church into one residential unit & reinstatement of window opening) to allow amendments to the internal layout, external amenity space and a new access, Instow Methodist Church, Anstey Way, Instow.

RECOMMENDED that concerns be expressed regarding the lack of parking on highway safety grounds. The lack of parking for the lower ground floor flat already causes problems with the occupants parking their two cars on pavements and verges, blocking the footpath and causing lack of vision for cars coming out

of Quay Lane, the additional maisonette above would have no parking either, making things worse.

21/0526 County & District Council Ward Members. Reports

The Council noted an update report from NDC Councillor Becky Coombs read at the meeting.

Cllr Becky Coombs report for the Instow council meeting 21.5.2026

Application 79401- Newsted. Is still in the process with legal departments for agreement and sign off of the section 106 agreement.

Application 80564 (invalid until reports provided) Update from officer that applicant is in the process of commencing ecology reports in relation to Bats.

Assets transfer request due to LGR- Marine parade carpark IPC request to have transferred from NDC. Initial assessment has taken place for all assets requested from various parishes and town councils. The initial assessment identified that marine parade car park was not felt to be at risk due to having perpetuity planning of being a car park. These assessments are not set in stone and it has been decided by the strategy and resources committee that a working party will be set up to look in more detail at asset request. As you saw from my email, I've already started the process of putting a case forward to why I support IPC having the car park transferred to them.

NDC parking spaces in Marine parade carpark- I'm currently in the process on working on a way to try and move forward of negotiating a scheme to be in benefit of full-time residence and with the aim of all the spaces being leased. More will follow on this.

Yelland Jetty- I have been working alongside of Cllr Biederman (In his role with the MP) looking at the site. I have been liaising with the council's planning and enforcement team to look at that side of the concerns. I've now had full guidance and our planning department had contacted the marine management agency for advice. Due to legislation around the pontoon being a floating vessel this item is not deemed enforceable by the council. Also, the storage units shipping containers contained within the compound are classed as movable structures and are also unenforceable. I am pleased to report that the owners have been working alongside the environment agency to look at other issues.

In the absence of DCC Councillor Frank Biederman summary of his report (previously circulated) below:

Summary of Key Points

- The Bickington gas main replacement works are scheduled to begin on **15 June 2026** and are expected to continue in phases until **December 2026**, with wider works continuing into **Spring 2027**.
- Following representations made to Devon County Council (DCC) and Wales & West Utilities (WWU), the original start date was delayed until after GCSE and A-Level examinations.
- Significant concerns continue to be raised regarding congestion, emergency access, rat-running, vulnerable residents, business impacts, and the resilience of diversion routes.
- I have formally raised an extensive list of operational and community concerns directly with senior officers at DCC, WWU, transport representatives, and other stakeholders.
- Whilst some responses have now been received, a number of important operational issues still appear unresolved prior to commencement.
- I am continuing to press for stronger mitigation measures, clearer escalation plans, improved communication, and further review of temporary traffic management options.
- A revised shuttle bus timetable and updated public transport arrangements are still awaited.
- Businesses are already reporting reduced customer numbers due to advance signage creating the impression routes are already closed. This has been raised urgently with the relevant authorities.
- A further update will be circulated once additional operational information and revised transport details are received.

22/0526 Minutes of the Meeting for Instow Parish Council

RESOLVED that the minutes of the meeting held on 16th April 2026 be approved as a correct record and signed by the Chair.

23/0526 Matters arising from the minutes.

a) Access gate to the beach

Councillor Hopkins stated that he would do the necessary alteration when the sand had been removed as the hole is at present filled with sand

b) Hut in recreation ground

Councillor Arthur agreed to write to DCC the leaseholder regarding the intention to demolition of the hut.

c) Car Park Barrier repair

Councillor Arthur stated that he required the details of the person to chase. It was stated that an insurance claim could be made.

24/0526 Vacancy for Clerk to the Parish Council

The Chair reported that the current Parish Clerk was leaving the Parish Council on 22nd May 2026. The Council wished her well for the future

It was agreed:

- a) That the Roles of Parish Clerk and Car Park Management Officer be split and that the role of Parish Clerk be to act as the administrative, Responsible Finance Officer and Proper Officer of the Council only.
- b) That the process to seek a new Clerk be actioned as soon as possible and that advice be sought from Roger Levick regarding how many hours was required for Car Park Management duties and how many for Clerk duties (currently 16 hours per week including Car Park Management) and proceed on this basis.
- c) That the process to seek a Car Park Management Officer be actioned as there was an interested party.
- d) That the Clerk vacancy be advertised via DALC, SLCC and Parish News.

The Council recorded its thanks to Roger Levick for acting as temporary Car Park Collector.

25/0526 Appointment of Responsible Financial Officer (RFO)

RESOLVED that Councillor Paula Lopez be appointed to act as temporary s151 Responsible Financial Officer, until the appointment of a new Parish Clerk

26/0526 Appointment of Locum Support

RESOLVED:

- a) That Roger Levitt continues to be appointed as the Car Park Collector at a fee of £35 per collection and to appoint/use Locum Clerks until a new clerk appointed.
- (b) That an invoice be sought from Martyn Isaac for Locum Parish Clerk duties already carried out.

27/0526 Committee Minutes

There were no Committee Minutes to be adopted.

28/0526 Tracker update

The Council reviewed the progress of current actions on the Tracker.

Parking and Congestion – Councillors Arthur, Eliot and Scott to clarify required parking scheme and Councillor Arthur to obtain an updated map. Council recorded its thanks to DCC Councillor Biederman for his support.

Boats on beach – No Update

S106 – monies – That the monies would be released when the Newstead Planning Application had been approved.

Erection of Bollards – Councillor Hopkins agreed to obtain a quote for the new bollards

Defibrillators – Councillor Hopkins agreed to install the new defibrillators. Eleanor Rusell, a Parishioner, stated the defibrillators needed to be registered. There was a debate to be had as to whether the defibrillators Code numbers should be included on the cabinets or only registered with the emergency services. Council agreed to seek advice from Eleanor.

Sands Care Home Planning Application – Awaiting Bat report

Sand Removal – Action agreed under minute 35/0526. It was asked whether the small section from the Bus Shelter along the wall towards the Cricket Club could be included. Councillor Johnson advised that this area was not within the licence and part of the SSSI.

29/0526 Correspondence

The correspondence was noted with the following updates:

- a) That Instow Sands Action Group had sought a representative of the Parish Council on the group. It was considered that any appointment would be a conflict of interest.
- b) Local Plan. That it had been noted that some Parish Council's had received a communication regarding the Local Plan and infrastructure requirements. Instow Parish Council had not been mentioned but would seek the requirement of super-fast broadband for the village. NDC Councillor Coombs agreed to raise the matter with NDC.
- c) Request from NDADA for permission to start a sponsored walk on the beach was agreed.
- d) Memorial Bench. It was noted that this had not been ordered and a new quote required for an Iroko hardwood bench.
- e) That the issues raised by Dave Budd regarding the damage to the wildflower's areas on the verge and why the plants are left to seed be reported in the Parish Magazine.
- f) That Ian Roome MP had reported anti-social behaviour in the sand hills to Andrew Wills Devon Police and Tim Birtwisle NDC and the Police were investigating. NDC Councillor Coombs stated that any such issues should be reported via 101 as this

raises the profile of the problem with the Police for action. It was agreed to put article in the Parish magazine asking the public to report anti-social behaviour on 101 (by phone or online) – bonfires, vandalism, noisy parties etc.

- g) Verges – Peter Yeo had volunteered to trim the Cherry Trees on the verge in New Road and the Rowan Trees at the bottom of Rectory Lane. It was agreed to seek a quote from him to undertake the work.
- h) Vandalism – It was noted that vandalism had occurred in the Bus Shelter on Slee’s Corner and the Noticeboard damaged. It was agreed that it is not replaced.

30/0526 Car Park Ticket Machine

It was noted that it was advised that the car park ticket machine had become obsolete and would cost approx. £5,000 + Vat to replace. Roger Levick had stated that it was still working.

It was agreed to continue with the existing machine until the future of the car park was known following Local Government Reorganisation.

31/0526 Training Councillors.

It was agreed that the Good Councillors training be rearrange for a later date to be suggested by Councillor Arthur.

32/0526 Defibrillation Installation and Training

It was agreed that consideration of the above matter be deferred to the next Parish Council meeting.

33/0526 Emergency Plan

Councillor Hopkins reported that he had circulated the Emergency Plan but had had no feedback.

It was agreed that Councillor Hopkins go ahead and get the leaflet printed.

34/0526 Instow on Show – 9th August 2026

That the request to use the beach for the Instow on Show on 9th August be approved.

35/0526 Work on the Beach

The Council received a report from Councillor Johnson (Appendices). He reported that the works would be undertaken on the 4th and 5th June. The works would be carried out in three parts with assistance of the Marines. The cost of the works would be circa £5/6,000. Christie Estates had agreed a grant of £2,500 towards the works. He suggested that the Parish Council allocate a budget of up to £2,500 towards the works.

It was agreed that a budget of up to £2,500 be allocated towards the beach cleaning and sand management operation.

Councillor Johnson advised that those carrying out/participating in the works would be covered by their own insurance.

Councillor Johnson to send letter and confirm sand removal grant from Christie Estates.

36/0526 Finance

- a) Council resolved to approve the payments shown on the Finance Sheet May 2026 below.

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		Finance - 10.4.2026 to 21.5.2026 Invoices & Credits				
Ref Number Internal	Statutory Power	Payment now due & Description	Notes	Net Cost (£)	VAT (£)	Total
1	LGA 1972 s111 & s.113	North Devon Council (SD11656695) – Staff costs Salary April			£1.29	£ 1,151.33
2	LGA 1972 s111	Clerks Monthly Expense per agreement				£ 62.50
3	LGA 197 Section 135	Paul Fletcher – Pavement Cleaning				£ 406.72
4	LGA 1972 (Misc. Prov.) Act 1957, s4 & Act 1953, s4	Julie Braddick – Toilet Block, 10 Bus shelters Inc. Cleaning materials				£ 1,043.54
5	Local Government (Misc. Prov.) Act 1953, s4 Act 1953, s4	Peter Parker & Sons – 6 Bus Stop frames and glass cleaning				£ 90.00
6		Miranda Lloyds - beach cleaning for 5 weeks				308.70
7	LGA 1972 Section 137	Flowbird (U100025208) Airtime and transaction charges		£ 238.91	£ 47.78	£ 286.69
8		Dave Budd - Grass Cuttings 5 & 6 May				£ 350.00
9		Clear Councils - Insurance for year				£ 1,650.78
10		Western Web Renewal of Web space for year (25441)		£ 80.00	£ 16.00	£ 96.00
11		Roger Levick - Locum carpark collector				£ 79.40
12		Source for Business - Carpark toilet water				£ 11.91
13	LGA 1972 Section 137	Flowbird Maintenance contract		£ 425.02	£ 85.00	£ 510.02
		Total		£ 318.91	£ 63.78	£ 4,386.24
	Statutory Power	Direct Debits Already Paid	Notes	Net Cost (£)	VAT (£)	Total
	LGA 1972 Section 137	AIMBS Payment for car park transactions				£ 176.65
	Pensions Act 2008	Nest 07/04/2026	DD			£ 76.70
	BSCS LGA 1972 s111	Bank Charges 30/04/2026	PAY			£ 23.76
		Flowbird Smart				£ -
		Bookers				£ 118.13
		DALC - Credit				
		Total				£ 395.24
		Total Outgoings				£ 4,781.48
		Monies In				
	LGA 1972 Section 137	Car Park Card Payments > 15/03/2026				£ 5,595.00
	LGA 1972 Section 137	Car Park Cash >15/03/2026				£ 1,733.20
		NDDC half year precept 2026-2027				£ 9,089.00
		Total				£ 16,417.20
		Bank Accounts				
		Treasurers/ Community				£ 85,269.26
		Business				£ 8,734.88
		Deposit & Investment				£ 55,379.25

b) New Phone Contract – Councillor Hopkins agreed to investigate and report back, it was agreed that any mobile phone should be able to support the receiving and sending of emails to aid the Clerk.

37/0526 Beach Safety

There were no safety issues raised.

38/0526 Future Agenda Items

To revisit Committees/Working Parties and Terms of References.
To consider a Scheme of Delegation for the Clerk.
To review updated Standing Orders and Financial Regulations.

DATES OF FUTURE MEETINGS

Meetings will take place in 2026 on the 3rd Thursday of each month (except December 2026 meeting which is one week earlier) and no meeting in August
Next meeting 18th June 2026 in the Village Hall @ 7.00pm

The meetings closed at 9.15 p.m.

Signed.....Date.....2026

APPENDIX

PARISH COUNCIL MEMORANDUM

Request for Funding Approval – Beach Cleaning and Sand Management Operation

To: Members of the Parish Council
From: Eliot Johnson, Parish Councillor
Date: 20 May 2026
Subject: Request for Allocation of £2,500 for Beach Cleaning and Sand Drift management Operation

Purpose of the Request

This memorandum seeks the approval of the Parish Council to budget up to £2,500 to support a planned beach cleaning and sand management operation aimed at

restoring safe public access, improving environmental conditions, and addressing the long-term effects of coastal weather patterns on the parish shoreline. The IPC's contribution should be limited to 50% of the actual cost, but no more than £2500.

Background

Recent winter storms and persistent coastal winds have resulted in significant sand drift accumulation along sections of the beach and surrounding access areas. The movement and build-up of sand have obstructed pathways, affected drainage, and buried public amenities, limiting safe access and reducing public enjoyment of the beach and surrounding areas. If left unmanaged, these accumulations may continue to impact accessibility, visitor experience, and the overall usability of the parish coastline.

Proposed Use of Funds

The requested funding will support removal and redistribution of accumulated sand and debris, hire of appropriate cleaning and light mechanical equipment, provision of protective and safety materials, waste collection and disposal services, volunteer coordination, transportation, and temporary public safety signage. An outline of the planned operations is attached.

Expected Outcomes

The operation is expected to restore safe access to beach pathways and facilities, reduce environmental and infrastructure impacts caused by sand drift, improve the overall appearance and usability of the coastline, and support ongoing coastal maintenance efforts while encouraging greater community participation in environmental stewardship.

Recommendation

I respectfully recommend that the Parish Council approve the allocation of £2,500 for the execution of the beach cleaning and sand management operation as outlined in the attached detailed operational plan. Due to the continuing effects of seasonal storms and coastal erosion, it is anticipated that similar maintenance operations may need to be repeated in the future, and additional funding requests may therefore be required at a later date. Your consideration and support of this initiative are greatly appreciated.

Beach Sand Movement Proposal for 4-5th June 2026

This document is submitted to CDE and IPC to seek permission to carry out work on Instow Beach on or around the 5th and 6th of June 2026. The proposal forms a part of the ongoing sand management of Instow beach sand between the Boat house and the Quay.

Timing: The proposed dates are the 4th and 5th of June
The Marines have availability and the tides are favourable
The current License is only valid till end of June 26

Tide Times 5th June 2026

Low Tide: 03:47 BST 1.67 metres

High Tide: 07:34 BST 7.64 metres

Low Tide: 15:51 BST 1.89 metres

High Tide: 19:54 BST 7.81 metres

Scope of Work: The work scope has been divided into three parts.

1. High banked sand drifting onto the road in the vicinity of the Instow Arms
2. The section further up river approx. opposite the Sand NH.
3. The section adjacent to the access ramp and Commodore Hotel.

The work is broken up into these packages to give clarity and to designate the priority of works. If possible, these may be carried out simultaneously.

Resources: The resources required for this work can be broken down into three parts.

1. Heavy moving equipment – Supplied by the Marines who have supplied available dates
2. Sand Trucking equipment – 3 set of equipment have been secured with up to another possible three sets plus a mini digger being sourced.
3. Manpower for Marshalling

Insurance: It is assumed that all parties will self-insure

Safety M/ment: ISAG have previously offered their services to cover this function. This is not oversight of the work but to ensure the public stay at safe distances from the operations. This will be voluntary work and only 'thank you' expenses are expected.

Approval Process: This work programme will be submitted to CDE for their approval and for consideration for funding. Oversight of the works will be by an appointed IPC Representative.

Communications: Notice of this operation should be widely distributed - an outline of the work should be included in the Monthly Newsletter (if time permits), be posted on the various village website and spread through the various local organisations.

Execution: The IPC rep is to ensure the work is carried out in accordance with the approved plan and the License approval received

Reporting: On completion a short report should be sent to CDE covering equipment used, time of operations, how much sand was moved and any learning points for future operations.

Funding :The proposed work is expected to require funding of around £5000.00 if commercial rates are required. However, it is hoped that this can be reduced by philanthropy of local people. Funding should be sourced from IPC, CDE and funds raised by ISAG.

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