INSTOW PARISH COUNCIL - TRACKER - COUNCIL PROJECTS/DECISIONS

Tracker Updated 1026

SUBJECT	COUNCIL MEETING DATE	ACTIVITY	Action
THE SANDS	16.11.23		
	18.7.24 & 19.9.24	TBC by – NDC	
	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	
	May-26	Application awaiting Bat report	
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.	
	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	
	16.7.2026	Many solutions discussed with DCC. IPC to update requirements and go back to DCC	
	17.9.2026	Meeting awaited	
	15.10.2026	Member of public reported parking on Quay Lane grass verge and was advised to report when seen via Crimestoppers	
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.	
		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	
BOATS on BEACH	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	
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.	
	16.5.2026	Boat owner on last high tide of year has moved boat to where it cannot be moved until September	
	17.9.2026	Boats will not be able to be moved until spring tides	
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 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	
	18.6.2026	EA met with IPC and agreed scheme. Now awaiting final authorisation	
	15.10.2026	The benches have been ordered and work commenced on the noticeboard design	
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	

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	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 **274/0126** 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	
	16.5.2026	No progress on Bollards or gate due to weather and awaiting removal of sand	
	16.7.2026	Cllr. Hopkins informed bollard adj Commodore beach entrance quotations timecales etc. to be circulated soon.	
	15.10.2026	Cllr. Hopkins advised that the gate repair opposite the gatehouse was in production.	Repair Completed
100/1026	15.10.2026	Cllr Hopkins provided an example bollard costing £257.20. Council approved purchase and costs of installation	Cllrs. Hopkins & Scott
Bye Law Boats 259/1225	11.12.2025		
276/0126	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 Feruary '26 meeting	
Bus shelters condition survey	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	
	15.10.2026	Clerk to obtain quotes for solar lights for bus shelters	Clerk
	May-26	see Mins 293/0226	
Use of land at Slee's Corner/Chandlers Court	15.2.24		CH
	20.06.24	Japanese knotweed has been identified, and must be removed. Action yet to be identified.	MJS
	29.6.2026	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.	
	15.05.2025	Awaiting tender to be circulated. No update until received	Cllr. Foster
	19.06.2026	Cllr Foster was informed that progress is being made	
	15.10.2026	A "Teams" meeting was taking place to provide update on the programme	
Sand Management	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	
276/0126	15.01.2026	Sand group hada 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	

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	21.5.2026	IPC to clear sand first week June, max budget £2500.	
	18.6.2026	Sand cleared first week June.	
	17.9.2026	Cllr Elliot reported no update from English Nature	
	15.10.2026	Cllr Scott reported that a new licence had been approved	
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 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	
276/0126	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.	
	May-26	Decided to distribute questionnaire with parish mag.	
	Jun-26	Possible rethink of emergency plan and distribution.	
	16.7.2026	C/Fwd to September. Cllr Bunclark volunteered to help. Suggestion of creation of a "cool" place in heatwaves-village hall air conditioning.	
	17.9.2026	Publicity in October for questionnaire to be issued in November.	
Red Phone Box Purchased & Defibrillator	19.06.2025		Clerk
	17.07.2025 /16.10.2025	Awaiting adoption papers. The second phone box which was removed, Clerk to clarity 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	
	Apr-26	Housing are all installed for Defibs - Hard Defibs to be installed early w/c 20.04.2026	
	Jun-26	1 Defribilator installed, extra parts on order and signage.	
	15.10.2026	A member of public advised the defibrillator in phone box may be missing. Cllr Hopkins to investigate	Cllr Hopkins
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 /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 https://what3words.com 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	**Action:** Steve to document evidence (including photographs) Include sewage compliance in upcoming planning considerations Suggestion: Use https://what3words.com 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.**	
Councillor Training	16.4.2026	Course to be cancelled and re-arranged	
86/0926	17.09.2026	Cllrs to email Clerk with availability for the courses 23/09, 14/10, 04/11 & 25/11	
100/1026	15.10.2026	Some courses booked. Clerk advised DALC issuing new dates for courses	
Toilet Repairs 86/0926	17.9.2026	Cllrs approved Painting and repairs to the door	
100/0926	15.10.1026	A quote for painting received from Boni for £2,434.99 was accepted.	
Bus Shelters -Future use 105/1026	15.10.2026	To consider future uses for bus shelters if buses no longer pass along the sea front.	