



NORTHAM TOWN COUNCIL

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To all members of the Committee:

You are hereby summoned to attend the **PLANNING AND DEVELOPMENT MEETING** on

THURSDAY 23rd July 2026 at 6.30pm

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda overleaf.

Membership (two vacancies):

Appledore Ward: Cllr Hames

Northam/Orchard Hill ward: Cllr Horrocks, Cllr Lo-Vel, Cllr Newman-McKie (Mayor)

Westward Ho! ward: Cllr Bach, Cllr Sawyer

Questions by the public: There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council, and at Committee meetings in respect of business on the agenda.

Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted. If, in the opinion of the Chairman, the business of the meeting is disrupted in any way, the Chairman may ask the person/s causing the disruption to be quiet and if they refuse then ask them to leave. **Mobile phones must be switched off or silenced during the meeting.**

Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

Recording, photographs and filming: In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. 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.

Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability. The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states:

Subject to subsection (2) below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states:

Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

Guy Langton

Guy Langton, Town Clerk & RFO

Date of issue: 17th July 2026

Members are requested to turn off or silence their mobile phones for the duration of the meeting.

AGENDA

- 1 **To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)** *All apologies must be notified to the Town Council offices prior to the meeting.*
- 2 **Chair's announcements**
- 3 **To receive any dispensations and disclosable pecuniary or other interests**
Members are reminded that all interests must be declared prior to the item being discussed.
- 4 **To agree the agenda as published**
- 5 **To confirm as a correct record and sign the minutes of the Planning and Development Meeting held on 2nd July 2026 (p4-7)**
- 6 **Public Participation**
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
- 7 **To receive an update on the Neighbourhood Plan (verbal)**
- 8 **Torridge District Council Planning Applications:**
Torridge District Council, the determining Authority, has asked for comments from the Town Council on the following Parish planning applications:
 - i) [1/0442/2026/FUL](#)
Proposal: Rear single storey extension, attic conversion with dormer window, installation of solar PV's mounted to southern roof plane and internal reconfiguration
Location: 35 Western Avenue, Appledore
Response date: 27th July 2026
 - ii) [1/0467/2026/LBC](#)
Proposal: Removal of existing window frames and installation of new replacement window/door frames, together with repair of 3no. windows on South West elevation
Location: Staddon House, Staddon Road, Appledore, Bideford
Response date: 30th July 2026
 - iii) [1/0483/2026/FUL](#)
Proposal: Creation of annex for a dependant relative
Location: The Posting House, Honey Street, Northam,
Response date: 31st July 2026
 - iv) [1/0486/2026/FUL](#)
Proposal: Change of use of building to pilates studio and treatment rooms
Location: 7 Fore Street, Northam,
Response date: 6th August 2026.
 - v) [1/0503/2026/FUL](#)
Proposal: Loft conversion including creation of dormers
Location: 3 Irsha Street, Appledore
Response date: 7th August 2026.

9 **Torridge District Council Planning Decisions**

Torridge District Council, the determining Authority, has **granted** permission for the following applications with conditions as filed:

i) **1/0331/2026/FUH**

Proposal: Extension to front porch

Location: 6 Skern Way, Northam,

(Northam Town Council recommended that the proposal be granted permission.)

ii) **1/0330/2026/FUL**

Proposal: Retrospective application for the siting of ground mounted solar panels

Location: Marshford House, Churchill Way, Northam,

(Northam Town Council recommended that the proposal be granted permission.)

iii) **1/0424/2026/DEM**

Proposal: Demolition of two storey structure and garage extension

Location: Barn At Grid Reference 245505 128192, Lower Cleave, Northam,

(Northam Town Council made no comment at this stage.)

iv) **1/0347/2026/FUL**

Proposal: Erection of two-storey side extension and decking with associated alterations (Variation of condition 2 of planning approval 1/0837/2025/FUL)

Location: The Mount, Lakenham Hill, Northam,

(Northam Town Council made no comment at this stage.)

MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE
2nd July 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllrs Hames (Chair), Horrocks, Lo-Vel and Sawyer.

In attendance: Guy Langton (Town Clerk & RFO)

2607/136 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)

Cllrs Bach and Newman-McKie submitted their apologies, the reasons for which were approved. There were two vacant seats.

2607/137 Chair's announcements

The Chair announced that Torridge District Council had approved the Northam Neighbourhood Plan for a referendum of the community.

2607/138 To receive any dispensations and disclosable pecuniary or other interests

Members were reminded that all interests must be declared prior to the item being discussed.

2607/139 To agree the agenda as published

It was **resolved** to agree as published, though it was noted that the circulated agenda had two typographical errors and incorrectly identified the minutes to be confirmed as the 30th April rather than 11th June - the correct minutes were circulated, however. Proposed Cllr Horrocks, Seconded Cllr Lo-Vel (all in favour)

2607/140 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 11th June 2026

It was **resolved** that to approve the minutes of that Planning & Development committee meeting as a true and correct record, they were signed by the Chair.

Proposed: Cllr Lo-Vel, Seconded: Cllr Sawyer (Majority in favour with 1 abstention - not present at the meeting).

2607/141 Public Participation

There were no members of the public present.

2607/142 To receive the Northam Neighbourhood Plan Examiner's report and receive an update on the next steps

As the Chair had announced, TDC had approved Northam 's Neighbourhood Plan to be put to a referendum of the community, expected to be the 3rd September 2026.

The Working Group had met to consider the options for publicising the referendum, noting that the Council could not encourage the community to vote one way or the other but could encourage the community simply to vote. Postal and proxy voting are allowed (The Neighbourhood Planning (Referendums) Regulations 2012. Sch.3 s5 and 14)

The council could only incur limited expenses in publicising the referendum, as described in Sections 4 & 5 of [The Neighbourhood Planning \(Referendums\) Regulations 2012](#)

Briefly, the council can incur referendum expenses of £2,362 + 0.059p/elector

On 31st December, the wards had the numbers were Appledore: 2974, Northam: 4218, Westward Ho!: 3329 = 10,521

10,521 x 0.059p = £620.74.

Total spend allowable: £2,982.74.

Expenses must be declared and include any notional expenses, where property, services or facilities are provided free of charge or at a discount. It is an offence for a campaign organiser to exceed the referendum expenses limits and if found guilty would be liable to a fine of up to £5,000 and/or imprisonment of up to 12 months.

2607/143 To note Tree Protection Orders (enclosed)

Land at Knapp House, Northam, Bideford, EX39 1NT - TREE PRESERVATION ORDER 004/2025, as specified in the table below.

Reference	Description	Situation
T1	Lime Tree	In open parkland to south of Knapp House and north of Grooms Cottages
T2	Sycamore Tree	To north of footpath and east of Knapp House
T3	Oak Tree	To east of static caravans at T3 Oak Tree Knapp House and south of Hillside Cottage

2607/144 Torridge District Council Planning Applications:

Torridge District Council, the determining Authority, has asked for comments from the Town Council on the following Parish planning applications:

i) **1/0424/2026/DEM**

Proposal: Demolition of two storey structure and garage extension

Location: Barn At Grid Reference 245505 128192, Lower Cleave, Northam

It was **resolved** to recommend the proposal be granted permission, subject to a condition being placed on the approval that the applicant acquires the necessary European Protected Species Licence from Natural England prior to any work commencing.

Proposed: Cllr Horrocks; Seconded: Cllr Sawyer (all in favour)

ii) **1/0435/2026/FUH**

Proposal: Single storey extension to front of dwelling

Location: 37 The Fairways, Westward Ho!

It was **resolved** to recommend the proposal be granted permission.

Proposed: Cllr Lo-Vel; Seconded: Cllr Sawyer (all in favour)

iii) **1/0445/2026/FUL**

Proposal: Single storey extension and alterations to existing dwelling

Location: Atlantis House, Churchill Way, Northam

It was **resolved** to recommend the proposal be granted permission.

Proposed: Cllr Lo-Vel; Seconded: Cllr Horrocks (Majority in favour, 1 abstention)

iv) **1/0410/2026/REMM**

Proposal: Reserved matters application for appearance, landscaping, layout & scale for 53 no. dwellings pursuant to planning approval 1/0252/2022/OUTM (affecting a public right of way)

Location: Land Off Cornborough Road, Westward Ho!

Noting that the principle of development at this location had been established by the outline permission, the Council had no comments to make at this stage other than to request the S106 is reconsidered and varied if necessary. This was in light of the time elapsed since the S106 agreement was signed, and the likely delay until the contributions are made in this multi-phase development compounded by the effects of Local Government Reorganisation. In particular, the detail referring to the timing of contributions and the provision and management of and community facilities both on the site and across the wider parish would benefit from review.

v) **1/0434/2026/FUL**

Proposal: Dwelling (Variation of condition 6 of planning approval 1/1081/2009/FUL)

Location: Development Plot At Tors View, Westward Ho!

It was **resolved** to recommend the proposal be refused permission on the grounds that it would detrimentally affect the skyline vista from the beach, Westward Ho! and the coast path.

Proposed: Cllr Hames; Seconded: Cllr Horrocks (Majority in favour, 1 against & 1 abstention)

vi) **1/0371/2026/REM**

Proposal: Reserved matters application for the approval of appearance, landscaping, scale and layout for the erection of two dwellings pursuant to outline permission 1/0096/2022/OUT

Location: Land At Grid Reference 246387 130514, Alpha Place, Appledore

It was **resolved** to recommend the proposal be refused permission on the grounds that there was insufficient detail contained within the application demonstrating how the design and construction of the planned dwellings would not detract from their setting in the conservation area.

Proposed: Cllr Sawyer; Seconded: Cllr Lo-Vel (Majority in favour, 1 abstention)

vii) **1/0419/2026/FUL**

Proposal: Demolition of existing garage and erection of dwelling (self-build)

Location: Torridge Garage, Torridge Road, Appledore

It was **resolved** to recommend the proposal be refused permission on the grounds that the planned single off-road parking space did not comply with policy DM04 (1)(h) of the North Devon and Torridge Local Plan, which requires new development to 'provide safe and appropriate highway access and incorporate adequate well-integrated car parking'. Nor does it comply with policy TR1 Residential Parking Provision of the emerging Northam Neighbourhood Plan, which seeks to 'ensure that cars are an unobtrusive part of the scene' With only one narrow garage space, it is likely the development as planned will require future occupants to park their vehicle(s) on the road. Setting the structure back on the site would allow for further off-road parking on the site.

Proposed: Cllr Horrocks; Seconded: Cllr Lo-Vel (Majority in favour, 1 abstention)

viii) **1/0385/2026/FUL**

Proposal: Replacement single storey extension and installation of solar panels

Location: 1 Southmoor House, Buckleigh Road, Westward Ho!

It was **resolved** to comment that whilst the proposal was broadly acceptable, it would have been supported by this council if the design of the replacement extension was more in keeping with the style of the rest of main house. As designed in the documents, the proposed replacement extension would be out of keeping with the character of the area and the main building.

Proposed: Cllr Sawyer; Seconded: Cllr Hames (All in favour)

ix) **1/0436/2026/LBC**

Proposal: Replacement windows and doors

Location: 2 Northam House, Heywood Road, Northam

It was **resolved** to recommend the proposal be granted permission.

Proposed: Cllr Horrocks; Seconded: Cllr Hames (All in favour)

2607/145

Torridge District Council Planning Decisions

It was noted that Torridge District Council, the determining Authority, had **granted** permission for the following applications with conditions as filed:

i) **1/0296/2026/LBC**

Proposal: Installation of iron railings

Location: 5 Odun Road, Appledore

(Northam Town Council recommended that the proposal be granted permission.)

ii) **1/0277/2026/FUL**

Proposal: Proposed extension and alterations of existing garage into office, shower room and gym

Location: Clover Bank, Sandymere Road, Northam

(Northam Town Council recommended that the proposal be granted permission.)

iii) **1/0250/2026/FUL**

Proposal: Demolition of existing barns and erection of two dwellings

Location: Agricultural Buildings at Duckhaven Stud, Cornborough Road, Westward Ho!

(Northam Town Council made no comment at this stage.)

iv) **1/0309/2026/FUL**

Proposal: Proposed internal alterations and single storey rear extension, to include demolition of the existing conservatory and the conversion of the existing garage

Location: 9 Millennium Way, Westward Ho!

(Northam Town Council recommended that the proposal be granted permission.)

v) **1/0327/2026/LBC**

Proposal: Retrospective Internal alterations

Location: 8 Pitt Hill, Appledore

(Northam Town Council recommended that the proposal be granted permission.)

There being no further business, the meeting closed at 6:50pm

Signed.....Dated.....