



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk: Guy Langton (CiLCA, PSLCC)

Telephone: 01237/474976

admin@northamtowncouncil.gov.uk

www.northamtowncouncil.gov.uk

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To all members of the Council:

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

THURSDAY 13th November 2025 at 6.30pm

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

Membership:

Appledore Ward: Cllr Hames

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

Westward Ho! ward: Cllr Bach, Cllr Hodson. (two vacancies)

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.

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: 7th November 2025

AGENDA

- 1 **Training from Helen Smith, the Planning Manager at Torridge District Council (the Local Planning Authority).**
- 2 **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.*
- 3 **Chair's announcements**
- 4 **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.
- 5 **To agree the agenda as published**
- 6 **To confirm as a correct record and sign the minutes of the Planning and Development Meeting held on 23rd October 2025 (p4-6)**
- 7 **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.
- 8 **To receive an update on the progress of the Northam Neighbourhood Plan (verbal)**
- 9 **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) **1/0835/2025/FUL**
Proposal: Proposed first floor extension to existing garage for new home office/ancillary living accommodation
Location: 59 Hanson Park, Northam
Response date: 21st November 2025
 - ii) **1/0837/2025/FUL**
Proposal: Erection of two-storey side extension and decking with associated alterations
Location: The Mount, Lakenham Hill, Northam
Response date: 21st November 2025
 - iii) **1/0843/2025/FUH**
Proposal: Single storey rear extension with raised decking
Location: 33 Windmill Lane, Northam,
Response date: 27th November 2025
 - iv) **1/0850/2025/FUH**
Proposal: First Floor Rear Extension
Location: 4 Windmill Lane, Northam
Response date: 30th November 2025
- 10 **Torridge District Council Planning Decisions**
Torridge District Council, the determining Authority, has **granted** permission for the following applications with conditions as filed:
 - i) **1/0679/2025/FUL**
Proposal: Single storey rear extension and internal alterations
Location: 8 Orchard Gardens, Bideford
(Northam Town Council recommended that the proposal be granted permission.)

- ii) **1/0422/2025/FUL**
Proposal: Part retrospective change of use to a Microbrewery, Bar and Food Outlet (Hot Food) including Beer Garden (sui generis)
Location: 20 Fore Street, Northam
(Northam Town Council recommended that the proposal be granted permission.)
- iii) **1/0649/2025/FUL**
Proposal: Retrospective minor additions/adjustments to dwelling and additional outbuilding.
Location: Lenwood Cottage, Silford Road, Northam,
(Northam Town Council recommended that the proposal be granted permission.)

MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE
23rd October 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllrs Bach (Mayor), Hames (Chair), Horrocks, Newman-McKie and Lo-Vel

In attendance: Guy Langton (Town Clerk & RFO), two members of the public.

2510/405 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)

Cllr Hodson tendered her apologies, the reason for which were approved. There were two vacant seats.

2510/406 Chair's announcements

The Chair made no announcements.

The Town Clerk read out correspondence from officers at the planning authority.

The Conservation Officer had been written to asking if she was able to provide her report prior to the Council considering proposals concerning listed buildings or in conservation areas. She reminded the committee that the 21-day period is the same for all consultees.

The Planning Manager had responded to a query raised by Cllr Hames regarding the effect of the High Court judgement on the resubmission of proposal 1/0576/2025. She explained that the judgement had quashed the previous approval, but the proposal had been resubmitted with amendments and could therefore be considered again.

The Town Clerk noted a proposal for permission in principle (1/0807/2025/PIP). It was resolved to delegate responsibility for responding to the Clerk, in consultation with the Chair. The points to be noted in the response would be noted at item 2510/412 and presented to the next meeting of this committee for ratification.

2510/407 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. There were none

2510/408 To agree the agenda as published

It was **resolved** to agree agenda as published.

Proposed Cllr Newman-McKie, Seconded Cllr Hames (all in favour)

2510/409 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 2nd October 2025

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 Bach, Seconded Cllr Lo-Vel (all in favour).

2510/410 Public Participation

There were no members of the public present.

2510/411 To receive an update on the progress of the Northam Neighbourhood Plan

The consultation period for the Northam Neighbourhood Plan had closed on the 26th September 2025. To date, 120 responses had been uploaded to the Consultation website. The working group would meet in early November to review the comments.

2510/412 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) **1/0716/2025/FUL**

Proposal: New dormers and balconies to front elevation

Location: 27 Staddon Road, Appledore

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

Proposed: Cllr Bach; Seconded: Cllr Newman-McKie (all in favour)

- ii) **1/0741/2025/FUL**
 Proposal: Conversion of existing garage into granny annexe and erection of single garage
 Location: Roborough, First Raleigh, Northam
 It was **resolved** to recommend the proposal be granted permission, on the condition that the annexe should remain as ancillary accommodation directly related to the main dwelling.
 Proposed: Cllr Newman-McKie; Seconded: Cllr Horrocks (all in favour)
- iii) **1/0757/2025/FUL**
 Proposal: Removal of condition 4 of decision notice 1/0581/2011/FUL (holiday occupancy)
 Location: The Old Coach House, 3A St Helens, Padshall Park, Bideford
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Bach; Seconded: Cllr Horrocks (all in favour)
- iv) **1/0733/2025/FUL**
 Proposal: Proposed dwelling and garage (Removal of condition 4 of planning approval 1/0540/2018/FUL)
 Location: Land At Southmoor House, Buckleigh Road, Westward Ho!
 It was **resolved** to recommend the proposal be granted permission but that the loss of trees be mitigated by the planting of two more trees.
 Proposed: Cllr Lo-Vel; Seconded: Cllr Newman-McKie (majority in favour)
- v) **1/0776/2025/FUL**
 Proposal: Alterations to front elevation and porch entrance
 Location: Waterfront Inn, Golf Links Road, Westward Ho!
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Bach; Seconded: Cllr Horrocks (all in favour)
- vi) **1/0796/2025/FUL**
 Proposal: Erection of indoor golf coaching facility
 Location: Royal North Devon Golf Club, Westward Ho!
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Horrocks; Seconded: Cllr Bach (majority in favour)
- vii) **1/0807/2025/PIP**
 Proposal: Permission in principle for construction of 1no. dwelling
 Location: Land At Grid Reference 244149 127521, Hilltop Road, Bideford, Devon
 It was **resolved** to delegate responsibility for responding to the Town Clerk, in consultation with the Chair, noting that:
 The site history indicates five proposals for development have been refused, and one withdrawn, since the mid-1970s. Planning history of a site is a material consideration and the reasons cited previously for refusal remain:
 The proposal was for development on a greenfield site and would affect green infrastructure, contrary to Local Plan policies DM08A (landscape and seascape character) and ST14 (Enhancing Environmental Assets).
 It was outside the current development boundary, contrary to Local Plan policy ST06 (spatial development strategy for Northern Devon's main centres)
 Proposed: Cllr Hames; Seconded: Cllr Bach (all in favour)

2510/413 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) **1/0650/2025/FUL**
 Proposal: Conversion of redundant outbuilding to form ancillary building
 Location: 31 Fore Street, Northam, Bideford, Devon
 (Northam Town Council recommended that the proposal be granted permission.)

- ii) **1/0635/2025/FUL**
 Proposal: Change of use of ancillary domestic accommodation to 1no. holiday let
 Location: The Tree Tops Annexe, 43A Richmond Park
 (Northam Town Council recommended that the proposal be refused permission.)

- iii) **1/0254/2025/FUL**
 Proposal: Retrospective application for the erection of a new bar and storage building, pergolas and proposed band stand shelter with the associated works.
 Location: Land At Grid Reference 243195 129182, Golf Links Road, Westward Ho!
 (Northam Town Council recommended that the proposal be granted permission.)

There being no further business the meeting closed at 7:05pm.

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