



NORTHAM TOWN COUNCIL

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To all members of the Council:

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

THURSDAY 4th December 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: 28th November 2026

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 13th November 2025 (p4-5)**
- 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 and consider:**
 - a) **the response to be submitted to the Examiner's initial questions (verbal and attached), and**
 - b) **engaging a planning specialist to prepare maps as identified by the Planning Authority and Examiner**
- 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) **1/0859/2025/FUL**
Proposal: Erection of rear extension, loft conversion, front porch, detached garage and associated works (affecting public right of way)
Location: Tree Tops, Durrant Lane, Northam,
Response date: 6th December 2025.
 - ii) **1/0832/2025/ADV**
Proposal: Town Council notice board
Location: Northam Town Council, Council Offices, Windmill Lane,
Response date: 19th December 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) **1/0331/2025/FUL**
Proposal: Erection of 1 no. dwelling and additional double garage with associated works (amended plans and red edge)
Location: Woodbine Cottage, Tadworthy Road, Northam, Bideford
(Northam Town Council recommended that the proposal be granted permission.)
 - ii) **1/0566/2025/FUL**
Proposal: Installation of a sea wall (affecting a Public Right of Way)
Location: Land North Of The Pier House, Merley Road, Westward Ho!, Bideford
(Northam Town Council recommended that the proposal be granted permission.)

- iii) **1/0741/2025/FUL**
Proposal: Conversion of existing garage into granny annexe and erection of single garage
Location: Roborough , First Raleigh,
(Northam Town Council recommended that the proposal be granted permission.)
- iv) **1/0704/2025/FUL**
Proposal: Alterations to roof dormers and associated works (amended description) (Variation of condition 2 of planning approval 1/0195/2025/FUL)
Location: 7 Hillcliff Terrace, Irsha Street, Appledore,
(Northam Town Council recommended that the proposal be granted permission.)
- v) **1/0716/2025/FUL**
Proposal: New dormers and balconies to front elevation
Location: 27 Staddon Road, Appledore,
(Northam Town Council recommended that the proposal be granted permission.)
- vi) **1/0553/2025/FUL and 1/0554/2025/LBC**
Proposal: Alterations, renovation and partial demolition of existing building, erection of new garage, and merging of 'Staddon House' and 'Little Staddon' into one dwelling
Location: Staddon House And Little Staddon , Appledore,
(Northam Town Council recommended that the proposal be granted permission.)

10 Torridge District Council Planning Decisions

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

- i) **1/0575/2025/FUL**
Proposal: Creation of parking space and repositioning of street sign (Amended description)
Location: 2 New Causeway, Northam,
(Northam Town Council recommended that the proposal be granted permission.)
- ii) **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,
(Northam Town Council recommended that the proposal be granted permission.)

Minutes of the Planning and Development Committee
13th November 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.

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

In attendance: Guy Langton (Town Clerk & RFO), Mr N Arnold (Co-opted member of the NNP working group).

2511/436 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)

Cllr Horrocks tendered his apologies, the reason for which were approved. There were two vacant seats.

2511/437 Chair's announcements

The Chair made no announcements.

2511/438 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

2511/439 To agree the agenda as published

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

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

2511/440 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 23rd 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).

2511/441 Public Participation

There were no members of the public present.

2511/442 To receive an update on the progress of the Northam Neighbourhood Plan

The Working Group had considered the 119 responses to the Regulation 16 consultation, which had closed on the 26th September 2025 and a response to the main points had been drafted and would be sent to the Examiner. The most detailed comments had been received from Torridge District Council, making 116 comments. These comments included objecting to the inclusion of two Local Green Spaces within its ownership (Tors View and the Village Green, both in Westward Ho!). That Council had provided feedback on the Plan on numerous occasions previously and not indicated any objection.

The appointed examiner for the Plan had also provided his initial feedback in the form of questions to Northam Town Council and the District Council regarding the detail of a number of the policies. A response would be prepared and considered by Full Council before being sent, for which the Town Council would need to request an extension to the requested response date of the 24th November.

Action point: Circulate the full set of responses to the Regulation 16 consultation and the Examiner's to all members of the Council.

2511/443 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

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

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

Mr Arnold left the meeting at this pint (18:55)

ii) **1/0837/2025/FUL**

Proposal: Erection of two-storey side extension and decking with associated alterations

Location: The Mount, Lakenham Hill, Northam

It was **resolved** to recommend the proposal be granted permission, noting concern that the proposal did not accommodate solar PV panels. The Council considered that to not instal solar panels was a missed opportunity.

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

iii) **1/0843/2025/FUH**

Proposal: Single storey rear extension with raised decking

Location: 33 Windmill Lane, Northam,

It was **resolved** to recommend the proposal be granted permission. The Council expects a condition to be applied to any permission that the one-bedroom extension remain an annex to the main dwelling and not be used as a separate, self-contained unit. With the increased roof area, the Council considered that it would have been an opportunity to instal solar PV panels.

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

iv) **1/0850/2025/FUH**

Proposal: First Floor Rear Extension

Location: 4 Windmill Lane, Northam,

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

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

2511/444 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) **1/0679/2025/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.)

There being no further business the meeting closed at 7:10pm.

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