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 26th November 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: 20th November 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 15th October 2026** (p4-6)

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 **To note and receive the slides from a presentation at the DALC conference**
- **Neighbourhood Planning in a Changing World** *(enclosed)*

9 **To note and receive the Torridge District Council correspondence regarding the National Scheme of Delegation** *(enclosed)*

10 **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) **1/0788/2026/FUL**
Proposal: Proposed first floor extension.
Location: 32 Highfield, Northam,
Response date: 27th November 2026 (deadline extension approved)

ii) **1/0755/2026/FUL**
Proposal: Demolition of existing out-building and erection of two storey side extension
Location: 2, Scott Avenue, Appledore
Response date: 27th November 2026 (deadline extension approved)

iii) **1/0790/2026/FUL**
Proposal: Change of use from commercial (Class E) to a wine and cocktail bar (Sui Generis)
Location: 9A, Marine Parade, Appledore
Response date: 29th November 2026

iv) **1/0836/2026/ADV**
Proposal: Retrospective advertisement application for the erection of a non- illuminated sales board for a temporary period of 5 months.
Location: Land At Grid Reference 245331 127914, Chircombe Lane, Northam
Response date: 4th December 2026

v) **1/0846/2026/FUL**
Proposal: Extension to create second floor and alterations, including access widening and associated works
Location: Denaryn, Goats Hill Road, Northam
Response date: 4th December 2026

vi) **1/0804/2026/FUL**

Proposal: Dorma Roof window in lieu of velux roof lights and change from grey roof tiles to Tudor Brown following approval of 1/0793/2014/FUL (Variation of Condition 2 of planning approval 1/0646/2015/FUL)
Location: Benderloch, Kingsley Avenue, Appledore
Response date: 10th December 2026

vii) **1/0844/2026/FUL**

Proposal: Single storey side and rear extension.
Location: 32, Richmond Park, Northam
Response date: 11th December 2026

10 Torridge District Council Planning Decisions

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

i) **1/0624/2026/FUL**

Proposal: Retrospective application for installation of rear doorway access to mezzanine
Location: 20 Fore Street, Northam,
(Northam Town Council recommended that the proposal be **granted** permission.)

ii) **1/0663/2026/LBC**

Proposal: Replacement of condemned gas pipe
Location: Quayside House, Irsha Street, Appledore
(Northam Town Council made no comment.)

iii) **1/0670/2026/FUL**

Proposal: Retrospective application for the demolition of glass conservatory and erection of flat roof extension
Location: 18, Riverside Court, Bideford
(Northam Town Council recommended that the proposal be **granted** permission.)

iv) **1/0596/2026/OUT**

Proposal: Outline application with all matters reserved for two dwellings
Location: Green Acres, Hilltop Road, Bideford
(Northam Town Council recommended that the proposal be **granted** permission.)

v) **1/0050/2026/REMM**

Proposal: Reserved matters application for appearance, landscaping, layout & scale pursuant to planning approval 1/1192/2015/OUTM in respect of phase 2 (Variation of conditions 1, 6, 7, 9 & 10 of planning approval 1/0004/2021/REMM)
Location: Land At Grid Reference 244140 128473, Northam
(Northam Town Council made no comment.)

vi) **1/0724/2026/FUH**

Proposal: Creation of Parking Area
Location: 7, Knights Field Rise, Northam
(Northam Town Council recommended that the proposal be **granted** permission.)

vii) **1/0710/2026/ADV & 1/0711/2026/LBC**

Proposal: Replace 2 existing illuminated sign written fascia signs and install 1 proposed illuminated hanging swing sign
Location: Seagate Hotel, The Quay, Appledore
(Northam Town Council recommended that the proposal be **granted** permission.)

MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE
15th October 2026 at 6.30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllrs Hames (Chair), Horrocks, Lo-Vel, Newman-McKie and Sawyer.
In attendance: Guy Langton (Town Clerk & RFO).

2610/361 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)
Cllr Bach tendered his apologies. There were two vacant seats.

2610/362 Chair's announcements
The Chair noted that a Local Government Organisation update from central government was still awaited, following the pause announced in July 2026.

2610/363 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.

2610/364 To agree the agenda as published
It was **resolved** to agree as published.
Proposed Cllr Newman-McKie, Seconded Cllr Lo-Vel (all in favour)

2610/365 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 24th September 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 Horrocks (all in favour).

2610/366 Public Participation
There were none present.

2610/367 To receive an update on the Northam Neighbourhood Plan
The Chair reported that council was awaiting advice on required changes from Torridge District Council.

The Town Clerk reported that central government had published a 'road map' of how to proceed after a Neighbourhood Plan had been made. This would be shared with a future meeting of this committee.

2610/368 To note the tree preservation order
The committee noted Tree Preservation Order 012/2026 for trees at Staddon House, Staddon Road, Appledore.

2610/369 To note the correspondence from Torridge District Council in reference to the enforcement summary
The Town Clerk reported that the Planning Authority had advised the council that it would no longer be sharing local enforcement lists with parish and town councils, following a GDPR issue. The Chair reported that the Planning Manager would be presenting a report on enforcement to a Full Council meeting of Torridge District Council.

2610/370 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) **1/0724/2026/FUH**

Proposal: Creation of parking area

Location: 7 Knights Field Rise, Northam,

It was **resolved** to recommend the proposal be granted permission, subject to the matters being raised by South West Water being resolved to that organisation's satisfaction.

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

ii) 1/0719/2026/REM

Proposal: Reserved matters application for appearance, landscaping, layout & scale for 8 no. dwellings pursuant to planning approval 1/0252/2022/OUTM (affecting a public right of way)

Location: Land At Grid Reference 242787 128504, Westward Ho!

It was **resolved** to make the following comment:

The council was concerned about the visual impact of the proposed dwellings on the landscape and skyline and referred to the comments of the NDCNL regarding this matter, including the omission of drawings detailing the appearance of the dwellings. The council therefore asks that the omission is addressed and the proposal reconsulted upon or the consultation period extended to allow comments to be submitted.

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

iii) 1/0753/2026/FUL

Proposal: Proposed vehicular access and parking.

Location: 27 Atlantic Way, Westward Ho!,

It was **resolved** to recommend the proposal be granted permission, subject to the matters being raised by South West Water being resolved to that organisation's satisfaction.

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

iv) 1/0768/2026/REM

Proposal: Reserved matters application for access, appearance, landscaping, layout & scale pursuant to planning approval 1/0042/2024/OUT

Location: Breakers View, Park Avenue, Westward Ho!,

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

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

2610/371 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) **1/0579/2026/FUH**

Proposal: Demolition of chimney breast and erection of single storey extension

Location: Umtali, Golf Links Road, Westward Ho!,

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

ii) **1/0525/2026/FUL**
Proposal: Demolition of existing conservatory and erection of a double-storey side extension
Location: 1 Foxhole Lane, Northam,
(Northam Town Council recommended that the proposal be **granted** permission.)

iii) **1/0623/2026/FUL**
Proposal: Single storey rear extension and alterations
Location: Westleigh, Diddywell Road, Northam,
(Northam Town Council recommended that the proposal be **granted** permission.)

There being no further business, the meeting closed at 7.25pm

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

DRAFT