**To all members of the Council:**

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

**THURSDAY 31st July 2025 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: 25th July 2025

**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 19th June 2025** *(p4-5)*

**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 progress of the Northam Neighbourhood Plan** *(verbal)*

**8 To note the revised street naming policy adopted by the Planning Authority** *(p6 and attached)*

**9 To receive an update on the future of the two red BT boxes in Appledore** (GE/0245/2025 & GE/0247/2025) *(p6-7)*

**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)[**1/0495/2025/FUL**](https://publicaccess.torridge.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SXR0GTQKLBQ00)

Proposal: Erection of single garage and associated works

Location: 112 Bay View Road, Northam

Response date: 28th July 2025 - extension requested until 1st August 2025

ii)[**1/0553/2025/FUL**](https://publicaccess.torridge.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SZ12UQQKLPO00) **and** [**1/0554/2025/LBC**](https://publicaccess.torridge.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SZ12V9QKLPP00)

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

Response date: 1st August 2025.

iii)[**1/0552/2025/FUL**](https://publicaccess.torridge.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SZ0ZYUQKLPL00)

Proposal: Conversion of loft space with addition of three roof lights.

Location: 11 New Street, Appledore

Response date: 2nd August 2025

iv)[**1/0480/2025/FUL**](https://publicaccess.torridge.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SXKOODQKL8X00)

Proposal: Erection of replacement dwelling, garage, outbuilding and

associated landscaping (self-build)

Location: Westleigh, Diddywell Road, Northam

Response date: 7th August 2025.

v)[**1/0569/2025/FUL**](https://publicaccess.torridge.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SZ6LUEQK0D000)

Proposal: Replacement extension and associated alterations

Location: 16 Vernons Lane, Appledore

Response date: 7th August 2025.

vi)[**1/0566/2025/FUL**](https://publicaccess.torridge.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SZ50FWQK0D000)

Proposal: Installation of a sea wall (affecting a Public Right of Way)

Location: Land North Of The Pier House, Merley Road, Westward Ho!

Response date: 9th August 2025.

**11 Torridge District Council Planning Decisions**

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

i) **1/0403/2025/FUL**

Proposal: Erection of conservatory to side of property

Location: 32 Dudley Way, Westward Ho!

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

ii) **1/0373/2025/FUL**

Proposal: Part retrospective application for the extension of an existing garage and conversion of the garage to ancillary accommodation

Location: 2 Richmond Park, Northam

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

iii) **1/0467/2025/FUL**

Proposal: Proposed front extension to accommodate single storey

front porch and single storey extension to bedroom

(Disabled Access)

Location: 6 Shoreland Way, Westward Ho!, Bideford, Devon

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

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**Minutes of the Planning and Development Committee**

**10th July 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Guy Langton (Town Clerk & RFO)

**2507/174 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)**

All members were present. There were two vacant seats.

**2507/175 To agree the agenda as published**

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

Proposed Cllr Bach, Seconded Cllr Horrocks (all in favour)

**2507/176 Chair’s announcements**

The Chair announced that Knapp House had apparently been sold to a holiday park developer.

**2507/177 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.

**2507/178 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 19th June 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 Horrocks (all in favour).

*Cllr Hodson entered at this point (6.35pm)*

**2507/179 Public Participation**

None were present.

**2507/180 To receive an update on the progress of the Northam Neighbourhood Plan and consider the establishment of a working group to review the feedback from the Planning Authority and Independent External Examiner**

The Council had heard from the Planning Authority that an officer had been assigned to review the submission.

**Action point: The Town Clerk would contact that officer to clarify the timeline and start date of the formal six-week consultation period.**

**2507/181 To note the Tree Preservation Orders placed on specimen trees at Knapp House (TPO/004/2025)**

The Chair noted that these new TPOs would add to the Order placed on the woodland as a whole and other specimen trees on the site.

**2507/182 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:

1. **1/0511/2025/FUL**

Proposal: Demolition of domestic garage and construction of extensions to the side and rear of dwelling, plus internal refurbishment works and landscaping (Variation of condition 2 of planning approval 1/0961/2024/FUL)

Location: 3 Swanswood Gardens, Westward Ho!

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

Proposed: Cllr Bach; Seconded: Cllr Hodson (all in favour)

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**ii) 1/0500/2025/FUL**

Proposal: Erection of ground floor and first floor extensions, including

roof dormer and associated alterations

Location: 10 Highfield, Northam

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

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

**iii)** **1/0438/2025/FUL**

Proposal: Single storey extension to front of dwelling with balcony roof, replacement of existing garage with open carport & associated landscaping

Location: 74 Atlantic Way, Westward Ho!

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

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

**iv) 1/0543/2025/FUL**

Proposal: Extension and alterations to include associated works

Location: Fordlands, Heywood Road, Northam

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

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

**2507/183 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) **1/0395/2025/FUL**

Proposal: Erection of two storey side extension

Location: Oakridge, Limers Lane, Northam

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

**2507/184 Torridge District Council Planning Decisions**

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

i) **1/0251/2025/OUTM**

Proposal: Outline application with all matters reserved except for

access for up to 39no. dwellings

Location: Land At Grid Reference 245543 129173, Northam

(Northam Town Council recommends the proposal be refused permission)

ii) **1/0398/2025/REM**

Proposal: Reserved matters application for Access, Appearance,

Landscaping, Layout and Scale for 1no. dwelling pursuant

to application 1/1293/2021/OUT

Location: Culloden House, Fosketh Hill, Westward Ho!

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

iii) **1/0399/2025/FUL**

Proposal: Erection of 1no. dwelling (Variation of Condition 1 of

planning approval (1/1249/2022/REM)

Location: Land At Grid Reference 243202 129005, Kingsley Road, Westward Ho!

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

There being no further business the meeting closed at 7:00pm.

Signed………………………………………………..Dated……………………………………………….

**Item 8 To note the revised street naming policy adopted by the Planning Authority**

The following was received from Torridge District Council, the Planning Authority, regarding its revised street naming policy (attached). The suffixes referred to in the policy as permissible are also attached.

*Please be advised that, as of 14th July 2025, Torridge District Council has adopted a new Street Naming & Numbering Policy.*

*Following feedback from local parish & town councils, we have now included a paragraph encouraging developers to approach the local parish council before they formally request new street names.*

*This will provide your organisation with opportunities to take a more proactive role in the street naming process by working directly with the developers.*

*It is our hope that parish councils will use these opportunities to work with developers and to come up with pre-approved names that comply with the rules in the policy.*

*This will mean that when we send a consultation as part of the formal application process, the matter will have already been resolved at a previous parish council meeting, leading to a much quicker response.*

*It is noted that developers reserve the right to apply without consulting your organisation first. This will result in a full consultation of 21 days taking place.*

**Item 9 To receive an update on the future of the two red BT boxes in Appledore** (GE/0245/2025 & GE/0247/2025)

In April, this committee was asked its views on BT’s planned removal of red call boxes in Appledore – one adjacent to the Seagate Hotel (in the car park) and one adjacent to the Beaver Inn, on the pavement.

The Council’s views were submitted in advance of the 10th July deadline and is copied below.

*Dear Sirs*

*Northam Town Council would like to make representations to retain the two call boxes listed in the table below.*

*The Council considered the matter at its Planning Committee held on the 24th April 2025. At that meeting it resolved to request both call boxes be retained.*

*The mobile signal coverage at both locations is unreliable. This, when considered in conjunction with their coastal locations, means that they provide essential access to the telecoms network, allowing anyone to contact the emergency services, should people be in danger in or close to the estuary, including the Coast Guard (and thus the RNLI). Finally, the location of both is in a conservation area and these red boxes contribute greatly to the traditional street scenes.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | *01237473974* | *PCO   PCO1 IRSHA STREET APPLEDORE BIDEFORD* | *EX39 1RZ* | *Torridge District* | *11/04/2025* | *10/07/2025* | *3* |
| *2* | *01237474215* | *PCO   PCO1 CAR PARK THE QUAY APPLEDORE BIDEFORD* | *EX39 1QS* | *Torridge District* | *11/04/2025* | *10/07/2025* | *3* |

The Planning Authority have now received the outcome of the consultation exercise from BT, a screenshot of that outcome is presented overleaf.



It is noted that the Council, as title holders of the carpark adjacent to the Seagate Hotel, would become owners of the red box located there. The car park is leased to the Seagate Hotel. The Town Clerk will seek advice from BT and the Council’s legal advisors regarding any implications for the Council.

It is also noted that a community group has expressed an interest in maintaining the Red Box adjacent to the Seagate.

A further email from Torridge says:

BT had responded to my letter in which they clarified that only the internal equipment would be removed from the payphone, and the structure itself would remain. They also stated that if the payphone was not adopted, it would be locked to avoid any misuse of the structure.

There is more information on how to adopt the boxes on the link below.

<https://business.bt.com/help/article/phone-line-and-services/payphones/buying-adopting-bt-phone-box/>

**Recommendation: The committee refer the matter to Full Council.**