



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk: Guy Langton (CiLCA, PSLCC)

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Please scan QR code for the Council's website



To all members of the Council:

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

THURSDAY 21st August 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: 15th August 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 31st July 2025 (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 progress of the Northam Neighbourhood Plan (verbal, p7 and attached)**
- 8 **Torrige District Council Planning Applications:**
Torrige District Council, the determining Authority, has asked for comments from the Town Council on the following Parish planning applications:
 - i) **[1/0350/2025/FUL](#) re-consultation**
Proposal: Demolition of existing outbuilding and erection of 1 dwelling with attached annexe and garage (self-build) (Amended Description)
Location: Land At Pitt Bungalow, Pitt Lane, Appledore
Response date: 4th September 2025
 - ii) **[1/0575/2025/FUL](#)**
Proposal: Creation of parking space and removal of street sign
Location: 2 New Causeway, Northam
Response date: 21st August 2025 (extension requested)
- 9 **North Devon Council Planning Applications:**
The Town Council may wish to comment on the following Parish planning applications:
 - i) **[80423](#)**
Proposal: Outline application for erection of 9 dwellings (6 market and 3 affordable) to include access and scale (appearance, landscaping and layout reserved)
Location: Land at Westleigh Devon
Consultation end date: 22nd August 2025.
- 10 **Torrige District Council Planning Decisions**
Torrige District Council, the determining Authority, has **granted** permission for the following applications with conditions as filed:
 - i) **[1/0500/2025/FUL](#)**
Proposal: Erection of ground floor and first floor extensions, including roof dormer and associated alterations
Location: 10 Highfield, Northam
(Northam Town Council recommended that the proposal be granted permission.)

- ii) **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!
(Northam Town Council recommended that the proposal be granted permission.)
- iii) **1/0311/2025/FUL**
Proposal: Erection of 2 single storey extensions
Location: 48 Goodwood Park Road, Northam
(Northam Town Council recommended that the proposal be granted permission.)
- iv) **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!
(Northam Town Council recommended that the proposal be granted permission.)

MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE

31st July 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.

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

In attendance: Miss Tina Tucker Community Engagement Admin Officer

2507/228 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.

2507/229 Chair's announcements

The chair pointed out that there was an appeal hearing in the chambers last week for 36 houses on Pitt Lane and it will be a while before we hear the outcome.

2507/230 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

2507/231 To agree the agenda as published

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

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

2507/232 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 10th July 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 Newman-McKie (all in favour).

2507/233 Public Participation

None were present.

2507/234 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 document is still with Torridge District Council.

We have asked them to expedite the review of it. One of their initial comments is that the parish map is not accurate. The Town Clerk has asked for a correct map to be supplied

2507/235 To note the revised street naming policy adopted by the Planning Authority

This was noted

2507/236 To receive an update on the future of the two red BT boxes in Appledore (GE/0245/2025 & GE/0247/2025)

Full council agreed to adopt the box.

2507/237 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](#)

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

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

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

ii) [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
 Response date: 1st August 2025.
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Bach; Seconded: Cllr Lovel (all in favour)

iii) [1/0552/2025/FUL](#)

Proposal: Conversion of loft space with addition of three roof lights.
 Location: 11 New Street, Appledore
 Response date: 2nd August 2025
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Lo-Vel; Seconded: Cllr Newman-McKie (all in favour)

iv) [1/0480/2025/FUL](#)

Proposal: Erection of replacement dwelling, garage, outbuilding and associated landscaping (self-build)
 Location: Westleigh, Diddywell Road, Northam
 Response date: 7th August 2025.
 It was **resolved** to recommend the proposal be granted permission.
 Proposed: Cllr Bach; Seconded: Cllr Newman-McKie (Majority in favour1 abstention and 1 against)

v) [1/0569/2025/FUL](#)

Proposal: Replacement extension and associated alterations
 Location: 16 Vernons Lane, Appledore
 Response date: 7th August 2025.
 It was **resolved** to recommend the proposal be granted permission subject to the conservation officer's observations.
 Proposed: Cllr Bach; Seconded: Cllr Lo-Vel (Majority in favour with 1 abstention)
 There was a further **proposal** that the Town Clerk writes to the Conservation Officer asking her to in future provide members with her comments on all Listed Building applications and all applications in Conservation Areas in order to help members come to decisions on these applications.'
 Proposed: Cllr Hames; Seconded: Cllr Newman-McKie (all in favour)
Action Point: Town Clerk writes to the Conservation Officer asking her to in future provide members with her comments on all Listed Building applications and all applications in Conservation Areas in order to help members come to decisions on these applications.'

vi) [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!
 Response date: 9th August 2025.
 To ask Torridge District Council to allow the Committee to defer comment on this application until a Flood Risk Assessment has been provided to the Environment Agency by the applicant.'
 Proposed: Cllr Hodson; Seconded: Cllr Newman-McKie (all in favour)
Action Point: To ask Torridge District Council to allow the Committee to defer comment on this application until a Flood Risk Assessment has been provided to the Environment Agency by the applicant.'

2507/238 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) **1/0403/2025/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.)

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

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

Item 7 To receive an update on the progress of the Northam Neighbourhood Plan

Torridge – a great place to live, work and visit

Riverbank House, Bideford, Devon, EX39 2QG

Northam Town Council
Town Hall
Windmill Lane
Northam
EX39 1BY



Our Ref: NP/NOR/NTC **Your Ref:**

Date: 12 August 2025

Dear Northam Town Council,

Northam Neighbourhood Plan – Consultation in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended)

Further to the submission of the proposed Northam Neighbourhood Plan on 13 May 2025, Torridge District Council found it and the accompanying documents to meet the legal requirements set out in Regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

The District Council are undertaking formal consultation on the draft Northam Neighbourhood Plan, and the consultation and related documents will be available on our website from **Wednesday 13 August 2025**. We encourage the town council to promote the consultation via notice boards, websites etc., **not before 13 August 2025, and until 16:45 on Friday 26 September 2025**.

We wish to thank Northam Town Council for their work towards developing their Neighbourhood Plan, and we look forward to providing the required consultation in accordance with Regulation 16.

We are starting to make arrangements for the appointment of an independent examiner, and we will be in touch to discuss this in due course.

In the meantime, please do not hesitate to contact us if we can be of assistance.

Yours sincerely,

Tristan Otten

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