



## 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 11<sup>st</sup> September 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: 5<sup>th</sup> 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 21<sup>st</sup> August 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 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) **1/0650/2025/FUL**  
Proposal: Conversion of redundant outbuilding to form ancillary building  
Location: 31 Fore Street, Northam  
Response date: 8<sup>th</sup> September 2025 extended 12<sup>th</sup> September 2025
  - ii) **1/0635/2025/FUL**  
Proposal: Change of use of ancillary domestic accommodation to 1 no. holiday let  
Location: The Tree Tops Annexe, 43A Richmond Park, Northam,  
Response date: 14<sup>th</sup> September 2025
  - iii) **1/0649/2025/FUL**  
Proposal: Retrospective minor additions/adjustments to dwelling and additional outbuilding.  
Location: Lenwood Cottage, Silford Road, Northam,  
Response date: 19<sup>th</sup> September 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) 1/0438/2025/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!,  
(Northam Town Council recommended that the proposal be granted permission.)

### **ii) 1/0495/2025/FUL**

Proposal: Erection of single garage and associated works  
Location: 112 Bay View Road, Northam,  
(Northam Town Council recommended that the proposal be granted permission.)

### **iii) 1/0543/2025/FUL**

Proposal: Extension and alterations to include associated works  
Location: Fordlands, Heywood Road, Northam,  
(Northam Town Council recommended that the proposal be granted permission.)

## **9 Torridge District Council Planning Decisions**

Torridge District Council, the determining Authority, has notified the Council that the following applications have been **withdrawn**:

### **i) 1/0439/2025/FUL**

Proposal: Conversion of redundant agricultural building into a one bedroom dwelling (Affecting a Public Right of Way)  
Location: Barn At Grid Reference 245505 128192, Lower Cleave, Northam,  
(Northam Town Council recommended that the proposal be granted permission.)

## MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE

**31<sup>st</sup> July 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Guy Langton (Town Clerk & RFO), Nick Arnold (co-opted member of NNP working group)

**2508/255 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.

**2508/256 Chair's announcements**

The Chair made no announcements.

**2508/257 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

**2508/258 To agree the agenda as published**

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

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

**2508/259 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 31<sup>st</sup> 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 Lo-Vel (all in favour).

**2508/260 Public Participation**

None were present.

**2508/261 To receive an update on the progress of the Northam Neighbourhood Plan**

The District Council had completed the required checks and the Northam Neighbourhood Plan had been open for consultation, from the 13<sup>th</sup> August until the 26<sup>th</sup> September 2025. The working group has drafted a poster/leaflet to be circulated to local businesses and organisations to advertise the consultation period to the public. The website and Facebook pages would also be used.

At the end of the consultation period, the District Council will make the representations available to the working group to review and comment if required.

The Plan would then be passed to an external examiner for review, along with all the evidence the Council has produced and the representations. The Examiner may choose to hold formal hearings, undertake site visits or simply undertake a desk-based exercise. Any feedback from the examination would be considered by this committee and the working group.

The amended Plan would then be put before Full Council for approval before submission to the District Council for referendum and in due course, it was hoped, adoption. It was expected that the Northam Neighbourhood Plan would be adopted in 2026.

**2508/262 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) **1/0350/2025/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

Cllr Hames reported that he, as ward member, had called the proposal in, so it would be considered by the Torridge District Council plans committee.

It was **resolved** to submit no further comments.

Proposed: Cllr Newman-Mckie; Seconded: Cllr Bach (majority in favour)

*N Arnold left the meeting at this point (18:45)*

ii) **1/0575/2025/FUL**

Proposal: Creation of parking space and removal of street sign

Location: 2 New Causeway, Northam

It was **resolved** to recommend the proposal be granted permission, though the Council expected a condition be applied to any granted permission requiring the applicant to meet the full cost of relocating the sign and post to a suitable location.

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

**2508/263 North Devon Council Planning Applications:**

The committee was asked if it wished to comment on the following application:

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

The outline application was noted but the committee did not wish to submit any comments at that stage.

**2508/264 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) **1/0500/2025/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.)

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

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