

Tracker IPC 2024-25	INSTOW PARISH COUNCIL - TRACKER - COUNCIL PROJECTS/DECISIONS				
SUBJECT	COUNCIL MEETING DATE	ACTIVITY	Action	Completed	
CAR Park	16.11.23	Line markings not yet done			
	14.12.2023	Michael Williams do do line markings			
	18.1.24	Defer line markings until the spring			
	21.3.24	Cllr Scott has purchased materials; painting to be undertaken by Michael Williams as soon as weather permits			
	18.4.24	Awaiting dry weather for marking 2 more spaces by the garages and yellow lines for motorbike parking near the parking meters. The paln showing postion of markings to be sought from either Cllr Arthur or former Clerk Roger Levick. Action Clerk to contact Roger Levick. 25.4.24- Neither RL nor NA know anything about line markings.			
	17.6.24	There is adocument in assets register regarding Line Markings			
	20.6.24	IPC agreed not to proceed with line markings.			
THE SANDS	16.11.23	Letter drafted by Cllrs Edwards and McCrum has been sent to Ken Miles and Ian Roome at NDC 14.11.23			
	14.12.23	No response from NDC yet.			
	18.1.24	The prosepctive purchaser of The Sands has withdrawn. IPC is concerned about the deterioration of the empty building. Cllr Johnson to contact Surveyor Steve Clements regarding restoration and future use of the building.			
	18.1.24	Clerk to contact Ken Miles at NDC about lack of response to letter of 14.11.23	CM 23.1.24		
	25.1.24	Letter from Ken Miles forwarded to Councillors.			
	8.2.24	Cllr Edwards suggests asking NDC to consider issuing a completion order. He has also sought the views of Chritie estates, Selaine Saxby MP, and Ian Roome of DCC			
	15.2.24	Cllr Renshaw reported that the Sands is now for Sale via agents Phillip Smith & Dunn.			

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	21.3.24	Cllr Edwards has been in dialogue wiith Ian Roome and Ken Miles of NDC, Selaine Saxby MP. and the building's owner Mr Patel. No satisfactory response has been obtained from Mr Patel.The Parish Council continues to express grave concerns about the condition of The Sands. Action: Cllr Edwards to contact Mr Patel again, offer to meet him to ask what he intends to happen to the building.. Cllr Edwards to report back at the mexst Council meeting.	JE		
	18.4.24	Cllr Edwards reported that NDC's Ken Miles says they are doing all they can. Action: Cllr Edwards to bring a proposal for a Community/Parish response to the next IPC meeting. Cllr McCrum to pass the Sands file to Cllr Edwards.			
	20.6.24	Cllr Edwards to meet owner Mr Patel this week. Cllr Renshaw to keep the Sands at the forefront of Ken Miles' (CEO ND Council) thinking			
Parking & Congestion in Instow	19.10.23	Proposal delayed due to Councillors absence. To be on November agenda. Cllr Hopkins to liaise with Clls Arthur & Edwards.			
	16.11.23	Cllr Hopkins is awating responses from local businesses. For further discssion on Cllr Arthur's return.			
	14.12.23	For Agenda Jan 2024			
	18.1.24	Cllr Johnson to liase with Cllrs Arthur, Edwards and Hopkins.			
	15.2.24	See minutes. Report almost complete.	NA		
	21.3.24	Cllr Arthur had circulated to Councillors by email a document 'Instow Parking Proposal'. Action: Cllrs to feedback comments to Cllr Arthur within the week. The proposal will then be passed to DCC via Cllr F Biederman, prior to taking it to the public.	all Cllrs		
	18.4.24	IPC Councillors had given feedback to Cllr Arthur. Action: Cllr Arthur to submit consolidated plan to Devon County Council for an early indication on feasibility.			
	20.6.24	Cllr Arthur awaiting meeting with DCC Councillor Biederman			

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HILLSLEIGH	21.July.23	The Chairman has managed to contact Mr Jones at NDC regarding TPOs in garden, and Mr Jones has informed her that a blanket TPO will be put on the whole garden. This item will remain on the tracker until the planning application goes through.			
	16.11.23	CLlr Scott to chase application.			
	14.12.23	Ongoing	23.11.23 AW response		
	14.12.23	Ongoing			
	15.2.24	Ongoing. Mr Jones is very busy.			
	14.3.24	Mr Jones unavailable, his replacement is dealing with a huge backlog.			
	18.4.24 & 20.6.24	No developments.			
BOATS on BEACH	16.11.23	Clerk to ask Christie Estates to clear broken boat from Puttermouth Beach			
	14.12.23	Peter Short is in communication with Christie Estates re clearing boat by Boathouse			
	18.1.24	There are now 3 boats on the beach. Clerk to contact Pete Short about collecting mooring fee from the latest boat to be deposited on the beach while awaiting repair.	Contac made with PS 23.1.24, no response		
	15.2.42	There is now an additional damaged boat on the beach. Action Cllr Foster to liaise with Yacht club as they know who owns it. Cllr Johnson will liaise with Andrew Woollacott about the long-abandoned boat on the beach	MF EJ		
	21.3.24	Christie Estates Manager, Andrew Woollcott, is concerned to establish the legal position on dealing with the 'long abandoned boat.' Action: Cllr Arthur to contact NDC's Ken Miles re procedure for removal.	NA		
	21.3.24	Cllr Johnson to review Crown Estates Contract to determine the situation regarding the ongoing collection of mooring fees.	EJ		

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	21.3.24	Cllr Foster advised that The 'additional damaged boat' referred to on 15.2.24 is no longer a hazard		
Boats on beach	18.4.24	The Environment Agency is dealing with the the boat on the main beach, which is on their land. The Motor boat at the far end of the beach to be moved by Cllr Hopkins. NDC advised IPC not to deal with the Boat on Christie Estates land, but Christie Estates to deal with it. The small white wrecked boat by Marine Parade opposite Bath Terrace is on IPC land. Cll Scott has contacted Pete Short re disposal. Action Cllr Hopkins to liaise with the Marines for removal.		
	20.6.24	Cllr Arthur has been in dialogue with NDC's Hannah Pettifer.		
Section 106 monies	21-Jul-23	Planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended), commonly known as s106 agreements, are a mechanism which make a development proposal acceptable in planning terms, that would not otherwise be acceptable. – Nothing heard.		
	21.9.23	Cllr Scott to chase the Environment Agency.		
	14.12.23	No development.		
	18.1.24	Cllr Scott now has a contact email address for local EA re licence for benches		
	20.6.24	No developments.		
BEACH SAFETY	22.11.23	EA responded via email,22.11.23 passed to Beach Committee Russell Smith Asset Performance Advisor, North Devon russell.smith1@environment-agency.gov.uk		
	14.12.23	Christie estates to be contacted regarding replacement of railings and signage.(Cllr Foster/Clerk)		
	02.01.24	Christie Estates confirm that the railings belong to the Environment Agency. They will look at moving/replacing the small and partially hidden 'no vehicle access' sign.		
	9.1.24	Clerk to meet EA's Russell Smith on 15.1.24		
	18.1.24	Clerk submitted a report of her meeting with EA. Clerk and Cllr Johnson to review communication with EA and Christie Estates regarding vehicle barrier to beach.		

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	15.2.24	Andrew Woollacott (Christie Estates) would support any application to Devon County Council regarding bollards at the edge of the road to prevent unauthorised access to the slipway. Action: Clerk to contact DC Councillor Frank Biederman	CM 20.2.24	
	14.3.24	Cllr Scott & Clerk met with Cllr Biederman at the slipway. Draft letter regarding to Christie Estates and EA re bollards with Cllr Arthur for review.		
	21.3.24	Action: Cllr Arthur to review letter and send to Andrew Woollacott.	NA	
	18.4.24	Awaiting response to letter from Cllr Arthur to Christie Estates.		
	16.5.24	Awaiting response to letter from Cllr Arthur to Christie Estates.		
	17.6.24	BBQ concerns- reported to Christies Estates, awaiting response.		
	20.6.24	No response to date.		
NDC garages, wall and position of defibrillator	19.10.23	on 21.9.23 ND Cllr Renshaw had been asked to chase up the decision on the repair or demolition of the garages and ask permission for IPC to place a defibrillator on the remaining wall. IPC awaits a response on both matters.		
	16.11.23	Awaiting response from Cllr Renshaw		
	14.12.23	ND Cllr Renshaw to contact Helen Bond.		
	12.1.24	An externally sited defibrillator will require connection to electricity to heat the cabinet, so this location is unsuitable for a defibrillator.		
	18.1.24	No further development from Cllr Renshaw on development of garage site or retention of wall.		
	15.2.24	See minutes, awaiting further response from NDC		
	21.3.24	Cllr Foster reported that residents of Quay Cottage, adjacent to the car park, have advised him that NDC intends to reduce the height of the wall to 1.8 meters/6ft, and develop allocated parking spaces.		
	18.4.24	No further developments		
	2.5.24	from Petra Sloman at NDC : 'Helen Bond confirms that plans are in place to reduce the wall and to develop the former garage block area into parking spaces.The process has turned out to be quite lengthy, but progress is being made with the intention to create allocated parking spaces. At an appropriate stage NDC will offer allocated spaces to residents.'		
	20.6.24	Conversation ongoing.		

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Bus shelters condition survey	18.1.24	Cllrs Johnson & Hopkins to report on condition survey and cleaning programme at next meeting			
	15.2.24	Cllr Johnson to issue condition survey report to IPC.	EJ		
	21.3.24	Cllr Johnson to issue condition survey report to IPC.	EJ		
	18.4.24 & 20.6.24	Cllr Johnson to re-issue condition survey report to IPC.			
Use of land at Slee's Corner/Chandlers Court	15.2.24	minute 188. Cllr Hopkins to identify a group of local people to restore & maintain area, then seek permission from Highways and owners of Chandlers Court	CH		
	21.3.24	Cllr Scott had discussion with a landscape architect who will review the planting, subject to prior removal of brambles. Cllrs agreed that M Williams be engaged to remove brambles.	MJS		
	18.4.24 & 20.6.24	Volunteers awaiting suitable weather to commence.			
IPC Councillor emails	18.4.24 & 20.6.24	All Councillors to clarify with Clerk use of instowparish.com email address. Cllrs Johnson, Hopkins, Foster, Edwards and Scott will use ipc.com email addresses. Action Cllrs to advise Clerk when emails are active and website/NDC info to be updated.	all		
Metric car park meter contract termination	10.5.24	item no 8 on minutes 18.4.24. Credit notes issued on 9.5.24 state 'Credit issued, agreed by Deborah Shorter.....Contract is no longer active' but no written confirmation yet. Deborah Shorter is on leave until 13.5.24			
	16.5.24	Metric contract for card reader will cease 31 May 2024			
	20.6.24	Metric machine is currently out of use and marked as such. Clerk to pursue.			
Electric Vehicle charging points	10.5.24	agenda item 10c 18.4.24. Cllr Foster has liaised with WSP, who in turn are liaising with NDC as owners of the car park.			
	20.6.24	Cllr Foster awaiting dialogue with NDC.			
Litchardon Cross solar farm	10.5.24	Cllrs Arthur and Foster to report on recent meeting.			
	16.5.24	Awaiting administration set up by Fremington Parish Council			
	17.6.24	Clerk forwarded email from Sue Squire to all IPC Councillors re meeting 26.6.24 at Lovacott Village Hall			
	20.6.24	See minute no 31 24/25.			