

	INSTOW PARISH COUNCIL - TRACKER - COUNCIL PROJECTS/DECISIONS			
SUBJECT	COUNCIL MEETING DATE	ACTIVITY	Action	Completed
Car Park	16.11.23	Line markings not yet done		
	14.12.23	Michael Williams do do line markings		
	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 plan showing position of markings to be sought from either Cllr Arthur or former Clerk Roger Levick. <b>Action Clerk</b> to contact Roger Levick. 25.4.24- Neither RL nor NA know anything about line markings.		
	17.6.24	There is a document in assets register regarding Line Markings		
	18.7.24 03.03.25	IPC agreed to mark up 2 further parking bays once a solution to garages has been finalised. Grills have been informed		
	15.05.2025	IPC possibly extending lease - Cllr Arthur to contact Ken Miles		
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		
	18.1.24	The prospective purchaser of The Sands has withdrawn. IPC is concerned about the deterioration of the empty building. <b>Cllr Johnson</b> to contact Surveyor Steve Clements regarding restoration and future use of the building.		
	18.1.24	<b>Clerk</b> 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 Christie 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.		

	21.3.24	Cllr Edwards has been in dialogue with 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. <b>Action: Cllr Edwards</b> 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 next Council meeting.	JE	
	18.4.24	Cllr Edwards reported that NDC's Ken Miles says they are doing all they can. <b>Action: Cllr Edwards</b> to bring a proposal for a Community/Parish response to the next IPC meeting. <b>Cllr McCrum</b> to pass the Sands file to Cllr Edwards.		
	20.6.24	<b>Cllr Edwards</b> to meet owner Mr Patel this week. <b>Cllr Renshaw</b> to keep the Sands at the forefront of Ken Miles' (CEO ND Council) thinking	JE	
	18.7.24 & 19.9.24	See minutes- Cllr Edwards to facilitate a village consultation in September about The Sands	No Change	
<b>THE SANDS</b>	21.11.24	After long discussions for IPC to pay for preplaning. IPC voted as follows: <b>Against:</b> Cllrs Scott, McCrum, Hopkins, Johnson, Foster. <b>For:</b> Clls Edwards.	No Change	
	12.12.24	IPC will not be pursuing pre planning, as per previous meeting.		
	16.01.25	The owner of The Sands visited on 16.01.2025 no other updates recorded.		
	15.05.2025	Cllr. Becky Coombs has request a visit to site. Update June 19th meeting		
<b>Parking &amp; Congestion in Instow</b>	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 awaiting responses from local businesses. For further discussion on Cllr Arthur's return.		
	18.1.24	<b>Cllr Johnson</b> to liaise with Cllrs Arthur, Edwards and Hopkins.		
	21.3.24	Cllr Arthur had circulated to Councillors by email a document 'Instow Parking Proposal'. <b>Action: Cllrs</b> 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. <b>Action: Cllr Arthur</b> to submit consolidated plan to Devon County Council for an early indication on feasibility.		
	20.6.24 & 18.7.24 & 19.9.24 & 15.05.2025	<b>Cllr Arthur</b> awaiting meeting with DCC Councillor Biederman		

<b>Parking &amp; Congestion in Instow</b>	21.11.24	Refer to Minute 90 point 4	No Change	
<b>HILLSLEIGH</b>	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.		
	15.2.24	Ongoing. Mr Jones is very busy.		
	14.3.24	Mr Jones unavailable, his replacement is dealing with a huge backlog.		
	18.7.24	Clerk to chase up Mr Jones' replacement.	Clerk	Y
	21.11.24	Replacement Tree Preservation Officer - Mr Andrew Van Koutrik - NDC		
	16.01.25	The Chair has confirmed Mr Andrew Van Koutrik of NDC is working on the matter		
	20.3.25 & 15.05.2025	A report of 2 trees have been taken down. Awaiting update for Mr Van Koutrik after his site visit. Department is still to sorted at NDC.		
<b>BOATS on BEACH</b>	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. <b>Clerk</b> to contact Pete Short about collecting mooring fee from the latest boat to be deposited on the beach while awaiting repair.	Contact made with PS 23.1.24, no response	
	15.2.42	There is now an additional damaged boat on the beach. <b>Action Cllr Foster</b> to liaise with Yacht club as they know who owns it. <b>Cllr Johnson</b> 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.' <b>Auction: Cllr Arthur</b> to contact NDC's Ken Miles re procedure for removal.	NA	
	21.3.24	<b>Cllr Johnson</b> to review Crown Estates Contract to determine the situation regarding the ongoing collection of mooring fees.	EJ	

<b>BOATS on BEACH</b>	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. <b>Action Cllr Hopkins</b> to liaise with the Marines for removal.		
	20.6.24	Cllr Arthur has been in dialogue with NDC's Hannah Pettifer.		
	18.7.24	Awaiting meeting between Andrew Woolacott (Christie Estates) and Pete Short.		
	12.12.24	Mr Hendy Jnr boat owner - Cllr McCrum confirmed the owner after conversation with Mr Hendy Snr. Update due 16 Jan 2025 meeting. Clerk to confirm with Peter Short & Christies.		
	16.01.25	Mr Hendy Jnr boat owner. The boat is on Christies land and he does not want to move the boat. Only Christies would be able action a move under a court order. Note: Mr Hendy Jnr lives on another boat he owns.		
	20.02.25	Noted On Site		
	20.03.25	Cllr Hopkins reported. Boat has been removed from the beach - New owner. Action is now closed.		
	17.04.2025	Boat is on an anchor on IPC part of beach. IPC to investigate having a byelaw (as is usual in most parts of country) to say if anchored for more than 14 days they are considered moored, and mooring fees will apply.		
	15.05.2025	Keel on boat now broken - Looking into introduce a 14 day limit bye laws. Clerk and Cllr Arthur to update at 19th June IPC meeting		
<b>Section 106 monies</b>	21.07.24	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.		
	18.1.24	<b>Cllr Scott</b> now has a contact email address for local EA re licence for benches		
<b>BEACH SAFETY</b>	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. <b>Clerk and Cllr Johnson</b> to review communication with EA and Christie Estates regarding vehicle barrier to beach.		
	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. <b>Action: Clerk</b> 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	<b>Action: Cllr Arthur</b> to review letter and send to Andrew Woollacott.	NA	
	16.5.24	Awaiting response to letter from Cllr Arthur to Christie Estates.		
	17.6.24	BBQ concerns- reported to Christie's Estates, awaiting response.		
	20.6.24 & 18.7.24 19.9.24 & 12.12.24	No response to date.		
	16.01.25	Cars are driving on the beach - Awaiting on two agency to action permission for mandatory 'no driving on the beach' signs to be installed		
	20.03.2025	Land rovers and Jet Ski weekend of 15th 16th March 2025 Photos sent to IPC to monitor and forward to Christies. EA to be asked to reinstate the Barrier on ramp.		
<b>NDC garages, wall and position of defibrillator</b>	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. Clerk to contact EA		
	16.11.23	Awaiting response from Cllr <b>Renshaw</b>		
	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.		
	02.5.24	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.		
	18.7.24	ND Cllr Renshaw to liaise with NDC's Helen Bond.		
	19.9.24	See minute 61/24-24 re developments		
	21.11.24	Rear wall needs to be repaired before NDC parking spaces can be created.		
	21.11.24	1.NDC submitted costs for allocated parking spaces: £2600.00 per space per year. (pre storm cost was £75.00 per months for a lockable garage). IPC annual charge non allocated £304.04 incl VAT) Clerk RL has emailed NDC with IPC concerns about high charges.		
	12.12.24	NDC have withdrawn the comment about access from rear of the Car Park (error on NDC part) Planning ref. 79320		
	18.12.24	Instow Garages Plot – Parking Spaces – Revised charged via email		
	16.01.25 updated 20.02.25	David Stanning - Instow Garages Plot - Parking Spaces - Revised charges. D Cllr Coombs confirmed Planning ref. 79320 Work starting 03/03/2025		
	20.03.25	Scaffolding could not be erected, as access required for owners and new purchasers move at Quay House Cottage. Update after 30.03.2025		
	17.04.2025	NDC Cllr Coombs will update - NDC still waiting for their party wall surveyor to approve details that arose from the last meeting, at the beginning of April. NDC are expecting to get the green light from him for the contractor to start work again soon.		

<b>Bus shelters condition survey</b>	18.1.24	<b>Cllrs Johnson &amp; Hopkins</b> to report on condition survey and cleaning programme at next meeting		
	15.2.24	<b>Cllr Johnson</b> to issue condition survey report to IPC.	EJ	
	19.9.24	Clerk reports all shelters in satisfactory condition.		
	21.10.24	<b>Chairman</b> has completed a survey of shelters.		
	21.11.24	5 x Notice Boards to be purchased and replace damaged walls within bus shelters.	MJS	
	12.12.24	Chair to chase 5 x Notice Boards.	MJS	
	16.01.25	Chair to arrange one installation to check suitability, before the rest are installed	MJS / MW	
	20.02.25	1 Notice board purchased & installed opposite Chapel.	MJS/MW	
	20.03.25	3 Notice boards to be installed.		
	17.04.2025	3 notice boards installed, one waiting for parts.	MW	
<b>Use of land at Slee's Corner/Chandlers Court</b>	15.2.24	Minute 188. <b>Cllr Hopkins</b> 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	<b>Cllr Scott</b> 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	
	20.06.24	Japanese knotweed has been identified, and must be removed. Action yet to be identified.	MJS	
	25.03.25	Being monitored		
<b>Electric Vehicle charging points</b>	10.5.24	agenda item 10 c 18.4.24. <b>Cllr Foster</b> has liaised with WSP, who in turn are liaising with NDC as owners of the car park.		
	20.6.24 & 18.7.24 & 19.9.24	<b>Cllr Foster</b> awaiting dialogue with NDC.		
	16.01.25	Cllr Foster still waiting for NDC to arrange a meeting	MF	
	20.02.25	Next Meeting Tuesday, March 4th with DCC (online)	MF / DCC	

	20.03.25	Cllr Foster awaiting for presentations the names Levi* Project *Local Electrical Vehicle Infrastructure. A national project with 71 for North Devon in Car Parks, a low voltage setup. Instow Included. Tenders are to be set up. More info due April 2025. A fully funded project.		
	17.04.2025	Cllr. Foster to send around presentation. No further updates.		
	15.05.2025	Awaiting tender to be circulated. No update until received	Cllr. Foster	
<b>Litchard Cross solar farm</b>	10.5.24	<b>Cllrs Arthur and Foster</b> 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.		
	19.9.24	Cllr Arthur nominated as the Trustee representing IPC		
	21.10.24	Cllr Foster nominated as Trustee representing IPC - Cllr Arthur as back up.		
	21.11.24	Legal documents and bank account to be prepared.	NA	
	12.12.24	Meeting took place in December 2024, progress being made.	NA	
	16.12.25 / 20.02.25	Cllr Arthur confirmed Bank account now opened. Management Company / Administer- Not yet confirmed - Still under discussion	NA	
	20.03.25	No updates		
	17.04.2025	Management company has changed. Legal delay of 2 - 3 months. Cllr Biederman thanked Victoria for all her hard work.		
	15.05.2025	Grantscape are appointed as the management company. Correspondence between Infinis Energy Services Ltd and Fremming P.C Cllr. Arthur will update again June IPC meeting		
<b>Solar Lights in Car Park</b>	18.7.24	Awaiting reply from SL Company		
	19.9.24	Clerk to chase Solar Light company.	RL	
	12.12.24	Clerk to obtain a local companies for quotations.		



	16.01.25 / 20.03.25	Contactor to site 14.02.25 awaiting qte	JAM	
<b>Sand Management</b>	18.7.24	Meeting A Bell, <b>Cllrs Arthur &amp; Edwards</b> to see way forward NE agreed to consider joint proposals from IPC, CE, EA Biosphere.		
	21.10.24	<b>Cllrs Edwards, Johnson and Hopkins</b> to be appointed to Sands Management Committee. Parishioner Geoff Colenso has volunteered to join the committee; approved by Chair.		
	21.11.24	Christies to arrange a meeting in January between all agencies involved.		
	16.01.25	Cllr Johnson update all from the meeting held between all agencies involved See appendix 3	Ongoing	
	16.01.25	Cllr Yeadon ask Cllr Johnson this problem will not go away. Long term solution is mother nature. The one best option we can do, rather than let problem over grow look at all data reference the dunes, as they will grow and this would trap the sand.		
	20.02.25	Cllr. Scott read out a statement from Cllr. Johnson - Issued to parish web site and Parish News. Confirmation was given in the budget and agreed by councillors for 10K to be put aside for Sand management issues.	Ongoing	
	17.04.2025	Cllr. Johnson updated the meeting on progress to date. Sand has been cleared. ISAFAG have done a good job clearing area around Marine Court. Long discussion regarding payment for work done so far. Long term solutions being considered.	Ongoing	
	15.05.2025	Scraper (for sand control) purchased - Cllr Hopkins will take responsibility for collection and storage.		
<b>Emergency Plan</b>	17.04.25	To be discussed at IPC meeting in May	Ongoing	
	15.05.2025	Emergency Planning - Cllr. Yeadon will lead the program reporting back to all councillors at the IPC monthly meetings.		