

INSTOW PARISH COUNCIL - TRACKER - COUNCIL PROJECTS/DECISIONS			
SUBJECT	COUNCIL MEETING DATE	ACTIVITY	Action
Car Park	16.11.23	Line markings not yet done	
	17.07.2025	Cllr Arthur, Scott to look at lease.	
	18.09.2025	Wall completed, waiting for painted white lines (due w/c 06/10/2025). No progress release.	
	16.10.2025	Car park – Wall completed, parking lines painted, confirmation of signed completion Light to be fixed early November / Notice Board due for delivery November 2025	
THE SANDS	16.11.23		
	18.7.24 & 19.9.24	TBC by – NDC	No Change
	17.07.2025	Mr Patel has submitted a pre planning application no other updates.	
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.	
	18.09.2025 / 16.10.2025	Awaiting meeting with DCC	
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.	
	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.	
BOATS on BEACH	14.12.23	Peter Short is in communication with Christie Estates re clearing boat by Boathouse	
	18.09.2025 / 16.10.2025	Clerk to write to NDC asking about Marine Byelaw - Still no response from NDC	
Section 106 monies	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	Cllr Scott now has a contact email address for local EA re licence for benches	

	18.09.2025	Instow have provided NDC with two S106 schemes – one for benches on the seaward side of the flood defence wall outside John's shop part of Marine Parade and the other for information boards for walkers in the Puttermouth beach dunes.	
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	
	18.09.2025 / 16.10.2025	The clerk reported that EA were adamant that there would be no bollards on the ramp up to the beach. The clerk to write to EA about liability of any accidents on the beach due to vehicles using the slipway access. .	
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. Clerk to contact EA	
	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.	
	19.05.2025	The main wall is now demolished, down to the stone plinth. The specification was to build off this stone plinth but a section at the ramp end of the car park is essentially just stone and earth, so needs strengthening before this can happen. The structural engineer has visited and advised that we build a concrete ring beam on top of the wall to lay the bricks on. Aesthetically the wall will look the same, as we will face the small section of concrete beam with brick slips. As this is a variation to the planning application, NDC have confirmed have to go back to committee	
	19.06.2025	Allocated Parking : At the moment there is no movement on the cost of a space. After feedback from the public I have contacted the estates team and is agreed that the approach is it to only be offered to permanent residents of Instow. NDC Cllr Coombs has requested if they are minded to change this at any point she consulted on it. The original figure for the permit was set at £1,560.00 per annum. After feedback from Councillors and the public, NDC reduced the figure to £1,250.00 per annum. NDC believe this is a fair price. NDC are offering the spaces to all former garage tenants in the first instance. NDC endeavour that all other spaces will be available to permanent residents only	
	18.09.2025	The clerk reported that she had asked BT regarding the telephone kiosk at the Boathouse end of the village. No reply from BT to date	
Bus shelters condition survey	18.1.24	Cllrs Johnson & Hopkins to report on condition survey and cleaning programme at next meeting	

	19 05 2025	Damaged Bus Shelter M Williams to back good, leave wooden frame in place for the foreseeable future. Do not replace the plastic window.	
	18.09.2025 /16.10.2025	After discussion it was decided to keep our own bus shelters on the route 21, but ask for help towards repairs on the ones on the Quay and by the car park. Awaiting contribution amount	
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
	20.06.24	Japanese knotweed has been identified, and must be removed. Action yet to be identified.	MJS
	25.03.25	Being monitored	
Electric Vehicle charging points	10.5.24	agenda item 10 c 18.4.24. Cllr Foster has liaised with WSP, who in turn are liaising with NDC as owners of the car park.	
	15.05.2025	Awaiting tender to be circulated. No update until received	Cllr. Foster
Solar Lights in Car Park	18.7.24	Awaiting reply from SL Company	
	18.09.2025 /16.10.2025	The clerk was given permission to go ahead and get these lights installed Work to be completed by 19th November 2025 By DS Electrical	
Sand Management	18.7.24	Meeting A Bell, Cllrs Arthur & Edwards to see way forward NE agreed to consider joint	
	17.07.2025	Awaiting Grant to be deposited into IPC bank account	
Emergency Plan	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.	
	17.07.2025	Cllr Hopkins to contact Cllr. Yeadon to work with him and move the project forward.	CH,DY

	18.09.2025	Cllr Yeadon to report next meeting	
Red Phone Box Purchased & Defibrillator	19.06.2025	IPC have started the process to purchased one Phone Box (near Marine Car Park) Adopting our parish Telephone boxes. K6 entry number 1249913 Instow the Quay SS 43SE 1/110 K6. This will house a defibrillator	Clerk
	17.07.2025 /16.10.2025	Awaiting adoption papers. The second phone box which was removed, Clerk to clarity if we can reinstall or move the current phone box once adopted. One Cllr to obtain quote to move the phone box. one Cllr and Clerk to obtain quotes for defibrillator.	
Sewage	17.07.2025	FOIA 2000 - Sewage Leaks - Barnstaple - Abbotsham - North Devon Report received from pennon-group - Request for data in a format so IPC can view. done 21.07.2025	
	18.09.2025 /1610.	No further updates from SW Water. Chair to contact S May	
Road Wardens	16/10/2025	Clerk to confirm names for training to NDC. Information for on line and face to face training required from NDC	
Parish News	16/10/2025	Clerk to write a piece for the magazine to invite all parishioners to share their thoughts, concerns, and ideas—no matter how big or small. Your voice matters, and together we can continue to shape a vibrant, welcoming, and resilient community.	