

**MINUTES OF A MEETING OF INSTOW PARISH COUNCIL HELD AT  
INSTOW PARISH HALL ON  
THURSDAY 21<sup>st</sup> JANUARY 2016 AT 7.30 pm**

**Present: -** Councillor Green (In the Chair)  
  
Councillors Mrs Clements, Crombie and Mrs Hackett,  
  
Mr M Isaac (Clerk) and DCC Councillor Biederman.

**In Attendance:** 6 parishioners/members of the public.

**118                    OPENING OF THE MEETING**

The meeting was declared open by the Clerk.

**119                    APOLOGIES**

Apologies were received from Councillors Johns, Moores, Renshaw and Vandersteen.

**120                    COUNCILLOR DECLARATION OF INTERESTS**

There were no declarations of interest announced.

**121                    POLICE REPORT**

There was no Police report.

**122                    NEIGHBOURHOOD PLANS**

The Council agreed to consider item 9 on the agenda Neighbourhood Plans before item 5 on the agenda.

The Chairman welcomed Graham Townsend (NDC) to the meeting.

Graham Townsend briefly outlined the Neighbourhood Plan process.

He stated that Neighbourhood Plans were part of the Government Localism Agenda. It was a Community led framework that could be for the whole or part of the Parish and could help shape the development and growth of the local area. It could cover as much or little as the community determined.

He further stated that the first question to be asked by any body looking to produce a Neighbourhood Plan is why they want one and what do they hope to achieve from having one? Neighbourhood Plans were not compulsory and involve a lot of time and cost. The Local Planning Authority (LPA) can advise what may realistically be achieved with a NP so that a community can decide whether it was right for them or not. If a body other than a Parish Council wishes to produce a NP they need to apply for designation as a Neighbourhood Forum

The plan can set planning policies which must have regard to National Policies and the Strategic Policies in the Local Development Plan, contribute to sustainable development and take into account EU and Human right obligations. The Plan can be for a 5 -20 year's period.

The first formal stage of producing a plan is to apply to have a Neighbourhood Area designated. The application to designate is made to the LPA and needs to include a map of the proposed area and a declaration that the body making the application is a “relevant body” as defined by legislation. Also required was an explanation of why the applying body believed the proposed area was appropriate. The area would often equate to the parish, particularly if a Parish Council was making the application. It may however be smaller, such as one particular settlement or part of a settlement. It may go beyond a parish’s boundaries into a neighbouring parish. Whatever is applied for however should have a rationale behind it.

He also stated that the Local Planning Authority would provide assistance/advice in producing the plan and undertake a referendum at the appropriate time when the Plan had met the relevant legal test.

Following the presentation Councillors and Parishioners asked question of Mr Townsend

It was agreed that an item be put on the agenda for the next meeting to consider whether to apply for an area to be designated a Neighbourhood Plan area.

### **123 PARISHIONERS QUESTIONS**

The Clerk explained that there was 15 minutes set aside for this item with parishioners being given precedence over members of the public.

The following issues were raised:

#### No1 Old Rectory Close: Fencing.

It was stated that at a previous meeting that this matter was going to be referred to North Devon Council. Has this been done and if so what was the outcome?

The Clerk reported that he had referred the matter to NDC Planning Enforcement for investigation. NDC had acknowledged that they would investigate the matter and advise in due course.

#### Planning Application: 58606 Marine Parade.

It was asked what action has been taken as a result of the Delegated Decision in respect of this site, bearing in mind the arguments put forward and supported by the IPC to REJECT approval? Has the District Councillor been asked to CALL IN this proposal? If not, why not?

The Chairman stated that Planning Applications are all delegated to the Planning Officers to determine. However a District Councillor may ask for the application to be considered by the Planning Committee. It is Councillor Moores intention to call in the application.

The Chairman read out an e mail from Mrs Mackenzie-Shapland, NDC Planning Officer

Stating ‘following a meeting with Councillor Moores who advised of continued concerns from the public regarding the above site and its ability to cope with development given recent surface water flooding and the sewerage infrastructure in the locality that although the technical consultees are not currently raising objection but it was agreed that shewould re-

consult with them and send them the recent evidence provided by the public and ask them to re-examine their responses in light of this information.

Once the responses were received she would arrange a meeting with Councillor Moores to discuss how to move forward.

Planning Application: 58608 Barton Lane

It was asked what was the situation regarding this site?

The Chairman reported that NDC Planners were recommending Refusal to the application and it was up to the applicants to consider what they wished to do.

Planning Application: Yelland Quay.

A Parishioner reported that he had been told by the Agents that the application would be filed before the end of January.

He asked what action had the IPC requested concerning further Public Consultation and information beyond the small print of an extremely complex application?

As part of the plan was within the INSTOW Parish Council Boundary, what action does IPC envisage concerning, Proposed House, Sea Wall and the distance of natural habitat?

The road traffic issues would involve considerable additional construction and logistic movements on the B3233 and through Instow Village as well a major junction adjacent to the Parish Boundary.

What discussion has the IPC/District Councillor already had with the developers, prior to submission?

The Chairman stated that a Public consultation event would be arranged in conjunction with Fremington Parish Council at the appropriate time. He further stated that Instow Parish Council had had no contact/discussions with the proposed developers.

Minutes and Agenda on Web Site

A Parishioner asked why the minutes of February 2015 and the draft minutes/agenda did not appear to be on the Council web site ? The Clerk replied that he thought that they were but would investigate. It was also asked when was the Council going to adopt the transparency code.

Planning Application 58626 Anstey Way

A Parishioner stated that at the last meeting the Council recommended approval to the amended Anstey Way application. He asked what had happened regarding the previous concerns raised ?

The Chairman stated that Councillors were of the view that the concerns had been addressed as far as possible.

**124 REPORT COUNTY COUNCILLOR F. BIEDERMAN**

Councillor Biederman reported that DCC was currently scrutinising its budgets and that the draft budget for People section had balanced.

He stated that the hedge from the bridge to the Marine Camp was the responsibility of the Christie Estate and that DCC would chase them to get the hedge cut back.

**125 REPORT OF DISTRICT COUNCILLOR B MOORES**

In the absence of Councillor Moores there was no NDC report

**126 MINUTES**

It was **RESOLVED** that the minutes of the meeting held on 10<sup>th</sup> December 2015 be approved as a correct record and signed by the Chairman.

**127 BEACH CLEANING CONTRACT**

Councillor Green informed Council that the current beach cleaning contract ended at the end of March 2016.

He stated that the Council needed to consider future options and suggested that a working party be appointed to consider the way forward.

The Clerk reported that a Parishioner had informed him that at Croyde beach the tractor clean had been abandoned in favour of a litter pick which had proven successful.

It was agreed:

- a) That a working party be appointed consisting of 4 members to consider the way forward.
- b) That in the interim period Mr Cook, the existing contractor be asked to continue on a monthly basis whilst the Council decides the way forward.

**128 MATTERS ARISING FROM THE MINUTES**

- a) Minute 111(a) Location of a Defibrillator  
The Council noted the quotation received.  
It was agreed that authority be delegated to Councillors Crombie and Vandersteen to decide whether or not to accept the Managed Solution agreement.

- b) Minute 111(d) Public Conveniences: Tender specification

The recommendations of the Sub Committee were adopted.

The Council noted an e mail from Diana Hill NDC regarding the Lane End toilets.

- c) Bus Shelter and Flood Gates opposite the Boat House Refurbishment  
The Clerk reported that the work was programmed to hopefully take place at the end of January

- d) Appointment of a third Member to meet Smiths Gore

It was agreed that the Councillor Mrs Clements be appointed to attend the next meeting.

## **129                    CORRESPONDENCE**

### **(i)            Matters for discussion/resolution or noting: -**

- a)        The Council noted an E Mail from Mr Gale regarding field names for future developments.
- b)        The Council noted an E Mail from Mr Armstrong regarding a broken drain at the bottom of Rectory Lane. It was also noted that the drain had been fixed by Christie Estate
- c)        The Council noted an E Mail from Mr Brown regarding traffic issues in Huish Lane. Councillor Biederman agreed to raise the matter at a meeting of the DCC HATOC Committee
- d)        The Council noted a letter from Mr Fairbrother regarding an incident on Instow Beach. Mr Fairbrother has confirmed the incident occurred on 11 January not 13 January.
- e)        The Council noted an E Mail from DCC regarding funding to help communities become more resilient to flooding.
- f)        The Council noted an E Mail regarding Training Day Using the Seascape Character Assessment for Coastal development decisions.
- g)        The Council noted a letter from Lieutenant Colonel Salberg, 24 Commando Regiment requesting information regarding Royal Engineer activities in North Devon to mark the 300<sup>th</sup> anniversary of the formation of the Sappers as Royal Engineers. It was agreed to refer the letter to Mr Champion

## **130                    FINANCE**

The Council agreed/noted the following payments/receipts:

### **1. INCOME: -**

Car Park Takings	Period ending 11 December 2015	£	382.70
Car Park Takings	Period ending 18 January 2016	£	882.20
Carol Service Collection		£	104.40
	<b><u>TOTAL</u></b>	<b><u>:-</u></b>	<b><u>£ 1,369.30</u></b>

### **2. EXPENDITURE: -**

Mr. B Keane	Village Handyman	£	184.00
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The Council in accordance with standing order 5 agreed to continue the meeting past 9.30 p.m. in order to complete the remaining business on the agenda

**131 PLANNING**

- a) 60316 Increase size of rear 1<sup>st</sup> floor dormer window to enable bathroom to be installed with new patent glazed roof section to ground floor kitchen and rear lobby, The Nuns Garden, 1 Kiln Close Lane. Instow

The Council noted agreed the recommendation of Sub Committee of No Objections

- b) 60349 Extension & Alterations to dwelling & formation of raised deck, 3 Cleveland Villas, Marine Parade, Instow.

The Council recommended APPROVAL of the application but noted the concern expressed by the Sub Committee regarding over-looking of the neighbours property.

- c) 60491 Extension to Dwelling, Caynham, Anstey Way, Instow

The Council recommended APPROVAL of the application but noted the concern expressed by the Sub Committee regarding parking if occupants have more for than 1 car.

- d) 60466 Extension and Alterations to dwelling, Lundy View, Millards Hill, Instow

The Council noted the receipt of the above application to be considered by the Sub Committee

- e) 60429 Proposed Extension & Alterations, Wyvern, Anstey Way, Instow

The Council noted the receipt of the above application to be considered by the Sub Committee

**132 MATTERS RAISED AT THE DISCRETION OF THE CHAIRMAN**

The following issues were raised:

- a) The Sands – Councillor Green stated that NDC would refuse the current application unless the applicant agreed to an assessment by the District Valuer and contribution to affordable housing.
- b) It was reported that a mattress and other rubbish had been dumped by the dog bin on the Marine Camp slipway. The Clerk agreed to report to NDC as fly tipping.

There being no other business the meeting was closed at 9.50 p.m.

**Chairman** .....

**Dated:** - .....