



**NORTHAM TOWN COUNCIL**  
TOWN HALL  
WINDMILL LANE  
NORTHAM  
DEVON  
EX39 1BY

To: All Members of the Neighbourhood Plan Advisory Group  
Cc: All Northam Town Councillors

Town Clerk: Mrs Jane Mills MILCM  
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**You are hereby summoned to attend a Neighbourhood Plan Advisory Group Meeting on Wednesday 21<sup>st</sup> April 2021 at 6.00pm by zoom. The Agenda for the meeting is set out below.**

**The link for the meeting is shown below. The public will be admitted from the waiting room at the start of the meeting.**

Topic: Neighbourhood Plan Meeting  
Time: Apr 21, 2021 06:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/85911543348?pwd=bXVQOXQ1UnQzT2hsYXc1QmNnQnZQdz09>

Meeting ID: 859 1154 3348  
Passcode: 560871

*M. J. Mills*

Mrs Jane Mills Fd Community Governance MILCM, PSLCC  
Town Clerk

Date of issue: 15<sup>th</sup> April 2021

The following are Members of the Neighbourhood Plan Advisory Group: Councillors Chalmers, Hames, Mrs Hodson, Laws, Newman-McKie and Shelley. Non-Councillors, Mr G Allen, Ms Bartleman, Ms J Smart, but all Members of the Council are entitled to attend.

### AGENDA

- 1 Apologies
- 2 Chairman's announcements
- 3 Declarations of interest:

*Members are reminded that all interests should be declared prior to the item being discussed.*



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!  
Twinned with Mondeville, France and Büddenstedt, Germany  
Office open: Monday to Friday mornings



Trustees of the Common Right

- 4 **To agree the agenda as published**
- 5 **To confirm and sign the minutes of the meeting held 1<sup>st</sup> April 2021***(herewith)*
- 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*
- 7 **To receive action points** *(herewith)*
- 8 **To review policies - Parking (15), Broadband (17), Business (18) and Tourism (19)**  
*(documents herewith)*
- 9 **To consider updates on the website**

**Northam Town Council – Minutes of the Northam Neighbourhood Plan Advisory Group Meeting held by Zoom on Thursday 1<sup>ST</sup> April 2021**

**Present:** Cllrs Chalmers (Chairman), Hames, Laws, Newman-McKie and Shelley  
Non-Councillor Members: Ms Bartleman and Ms J Smart

**In attendance:** Mrs Jane Mills – Town Clerk  
Mr G Langton – Deputy Town Clerk  
Mr G Townsend – Planning Consultant  
Cllr Leather  
1 member of the public

- 2104/1352 Apologies**  
Apologies were received from Cllr Mrs Hodson and Mr G Allen
- 2104/1353 Chairman’s announcements**  
There were none.
- 2104/1354 Declarations of interest**  
Members were reminded that all interests should be declared prior to the item being discussed.
- 2104/1355 To agree the agenda as published**  
It was **resolved** to agree the agenda as published.  
Proposed: Cllr Laws, Seconded: Cllr Shelley (all in favour)
- 2104/1356 To confirm and sign the minutes of the meeting held 4<sup>th</sup> March 2021**  
It was **resolved** to confirm the minutes of the meeting held 4<sup>th</sup> March 2021  
They will be signed at a later date.  
Proposed: Cllr Laws, Seconded: Cllr Shelley (majority in favour, 1 abstention  
Member not present at the meeting)
- 2104/1357 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*  
The member of the public did not wish to speak.
- 2104/1358 To receive action points**  
Action Points were noted and a table will be incorporated in the affordable housing policy and items (b) (c) and (d) will be retained in the size of dwellings policy.
- 2104/1359 To receive evidence for policies (Mr Townsend)**  
Mr Townsend spoke about the justification for the primary residence policy. Most available evidence is anecdotal. There is no large-scale analysis, really only opinions. It may be important to consider looking at a survey. Mr Townsend will look further and report back. He was thanked for his help.
- 2104/1360 To consider Affordable Housing Figures (2017 Housing Needs Survey circulated by e-mail)**  
Members had been supplied with the Housing Needs Survey which had been instigated by Northam Town Council. Cllr Mrs Hodson was concerned that this survey was from 2017 and does not represent the current demographic. Post pandemic trends need to be looked at.

At this juncture Mr Townsend gave his apologies and left the meeting after advising Members to send him any questions.

**2104/1361 To consider Cycling Issues**

It was **resolved** to amend the cycle parking policy to read:

(e) all housing developments should incorporate secure and accessible cycle parking, preferably covered from the weather, and providing one space per bedroom for each dwelling and one space per five dwellings for visitor bicycles.

Proposed: Cllr Hames, Seconded: Cllr Laws (all in favour)

**2104/1362 To consider finalising policies 14-16 (sent previously)**

It was **resolved** to defer finalising policy 14 until the outcome of the parking group meeting and to accept policy 15 with the amendments to the size of dwellings.

Proposed: Cllr Laws, Seconded: Cllr Shelley (all in favour)

The Town Clerk was asked to place on the next agenda the following items for consideration:

- A report on parking.
- Moving forward with policies 14, 17 and 18 and
- The website

***Actin Point – Place items on next agenda.***

The date for the next meeting was set for 21<sup>st</sup> April 2021

There being no further business the meeting closed at 19.45 pm

Signed .....

Dated.....

## Action Points for NNP

APRIL 2021

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**Evidence for policies**

Mr Townsend to bring further information to next meeting.

**Adoption of policies**

(1) To place the matter of Affordable Housing figures on the next agenda and the Town Clerk was also asked to circulate the 2017 Housing Needs survey results.

(2) Incorporate table in NNP15

(3) Retain items b,c and d in NNP15

(4) Cycling issues to be on next agenda

## **Residential Development (ctd)**

### **Issues**

#### **Objective**

The main objectives in making provision for parking are to enhance the visual character of the development, by ensuring that cars and bicycles are an unobtrusive part of the scene through the appropriate location, layout and detailed design of the parking spaces. To reduce the use of cars and conserve land by providing no more than the minimum number of vehicle parking spaces required to meet future demands, and to encourage cycling, by providing sufficient numbers of bicycle parking spaces to meet future demands. To help make parking provision visually unobtrusive the layout of the development as a whole should be designed to make building plots wide enough and deep enough to plant trees and shrubs to soften the visual impact of in-curtilage parking provision located in front of the building line. The use of trees and shrubs to soften the visual impact of on-street parking and cars parked in grouped parking areas would add greatly to the visual amenity of an area.

#### **Policy**

##### **NNP15 Parking Provision.**

- a) **New dwellings with 1-2 bedrooms must provide one off-street parking space, whilst 3 or more bedrooms a minimum of two off-street spaces. The need for more spaces will be based on the views of the Highway Authority.**
- b) **Proposals for apartments providing communal provision will be assessed separately in consultation with the Highway Authority.**
- c) **Housing developments of four or more dwelling units will be required to provide one further off-street parking space per four dwelling units.**
- d) **Provision of electric vehicle charging points will be supported wherever suitable.**

#### **Conformity**

DM06 NPPF105 NPPF106

#### **Justification**

In the two consultation leaflets issued, parking and road congestion featured prominently in responses received, and the level of car parking provision on developments was an issue. Whilst every effort is made to reduce the dependence on the car for many it is essential, with two cars per household being the norm in the Northam area. (TDC Ward Profiles 2017) National planning restrictions in respect of parking provision were abolished in 2011 and the NPPF allows local parking standards for developments. The Secretary of State called for new developments to be built with sufficient parking to reflect local market demand. (Technical Consultation on Planning 31/7/2014 sections 2.77 & 2.78)

## Issues

### Objective

One of the main issues regarding the provision of dwellings for families and retired people is the size of the property. It is the aim of the plan to provide housing that is less expensive to buy/rent and maintain. There is a proven need for more bungalows this would provide suitable homes for those who wish to downsize possibly freeing-up family sized homes. People with some physical disabilities also require ground floor living provision. There is also a need to cater for more single person households. Family dwellings of one, two and three bedrooms, terraced, single or semi-detached are also required and will be encouraged.

### Policy

#### **NNP16 Size of Dwellings**

- a) **The provision of smaller dwellings (those with one, two or three bedrooms) will be supported, with particular emphasis on the provision of more bungalows. (Rooms otherwise designated on plans, but clearly capable of use as bedrooms, will be counted as bedrooms for the purposes of this policy)**
- b) **Dwellings of 5 bedrooms or more will, exceptionally, be allowed where evidence is provided that this is needed to provide the main residence of a household with a minimum fifteen-year residency in the area.**
- c) **New dwellings should be designed to be flexible, adaptable and accessible in order to cater for the changing needs of a typical household.**
- d) **All new homes will be required to meet the Lifetime Homes standard.**

### Conformity

ST01 ST02 ST18 DM22 NPPF5 NPPF12

### Justification

In the Northam Town Council 2017 housing needs survey to the question how many bedrooms do you require, 54% answered two, 28% three and 15% one. Only 3% answered 4 or more. Projected household types 2011-2031 show a large increase in one person households, lone parent + dependent child(ren), couple no dependent children and a couple and one or more adults. (SHMA Torridge & N Devon update) The study identifies the demand and increasing need for more one and two bed bungalows and houses.

## Issues

### Objective

The NNDP recognises the importance of high quality communications infrastructure as a crucial aspect of new developments. There is a preponderance of local businesses and self-employed persons who work from home. It is essential for those businesses, and for households in general, that improved reliable communication systems are in place.

### Policy

#### **NNP17 Broadband & Utilities**

- a) **New developments for retail, residential or commercial premises must provide a high quality digital infrastructure, providing access to a range of providers, and should prioritise full fibre connections which should be installed prior to occupation.**
- b) **Proposals to provide access to a super-fast broadband network, and to improve the speed of existing services, will be supported, provided that the location and design of any above-ground network installations do not detract from the character of the local area.**

### Conformity

DM11A NPPF112

### Justification

Our area comes within the coastal and estuarine zone granted Assisted Area Status. To enable a vibrant economy, it is essential that our proportion of the 8,400 self-employed and 2,500 businesses in the Torridge District are properly serviced with a modern high speed telecommunications infrastructure.



## **Business & Employment**

### **Issues**

The NNDP recognises that the provision of local employment opportunities crucial to support a thriving community, and to minimise the number of people who have to undertake long journeys to work. The plan will encourage business and employment development to secure a prosperous economic future by providing adequate sites for current and future employment needs, and by supporting and encouraging more business start-up development to broaden the economic base. Well paid quality employment in the local area would help to alleviate the daily out-of-area commute and ease traffic congestion. The beautiful Northam area is an ideal location for the establishment of high-tech employment opportunities. There is a shortage in the area of modern employment sites, with good connection to high-speed broadband, which are essential in supporting local job opportunities.

### **Objective**

The following policy is focused on supporting existing businesses and encouraging the establishment of new ones in appropriate locations. One aim is to enable residents to work in the area obviating the need to travel. A re-invigorated local fishing industry is also to be encouraged. It is also the intention of this policy to ensure that any future business development respects the sensitive landscape setting of Northam, Appledore and Westward Ho!, and its heritage assets, community spirit and distinct sense of place between those settlements.

### **Policy**

#### **NNP18 Business**

- a) **Within settlement boundaries, proposals will be supported for new business premises and the expansion of existing ones, or new start-up/incubator units, with preference given to brown-field sites, provided that proposals demonstrate they will benefit the local economy.**
- b) **Within settlement boundaries, proposals for live/work home units will be supported provided they are not detrimental to the amenity of neighbours.**
- c) **Within the development boundary of Appledore, development proposals for the fishing industry will be supported providing they conform to the appropriate character policies for the location.**
- d) **Outside settlement development boundaries, small scale proposals for farm diversification schemes and other rural business enterprises which require a rural location will be supported providing an economic need is demonstrated which benefits the local economy, and which cannot reasonably be met within development boundaries, provided that proposals comply with Policies NNP2, NNP3.**
- e) **Loss of existing employment uses will only be supported where it can be demonstrated the existing use is no longer required or viable, and the premises/site/business has been actively marketed for at least twelve months at an appropriate market price.**

### **Conformity**

ST06 St09 ST11 DM09 DM11a DM12 DM14 DM15 NPPF80-84

**Justification**

In the Spatial Development Strategy of the ND&T Local Plan 2011-31 Northam is designated as a Main Centre. ST06 states, The Main Centres will support appropriate levels of growth that will increase the towns' capacities to increase self-containment, to meet their own needs and those of the surrounding communities where such is sought through the local vision. There is a need to increase employment opportunities across all sectors in the NNDP area, and to reduce the need to travel for work outside the area thus helping to reduce pollution and traffic congestion.

## Tourism

### Issues

The Tourism Industry in the area is a major employer and economic driver of the local economy. An enhanced tourism provision, particularly in Westward Ho! and Appledore, would provide further local job opportunities. Whilst offering that upgraded provision, it is essential that the very reason visitors are attracted to the area is not compromised. With the Golden Sand Blue Flag beach at Westward Ho!, the National Coastal Footpath, Northam Burrows and the oldest links Golf Course in England, added to the beautiful countryside and the fishing village atmosphere of Appledore, there is much to be conserved and wherever possible enhanced within the area.

### Objectives

The intention is to protect, enhance and support the existing tourism facilities, as well as attracting new ones, and also provide easier, safer and increased access to Westward Ho! beach for all users. There is also a need to raise the profile of Appledore as a tourism destination in its own right. Ensure provision of modern holiday accommodation and facilities in the area whilst improving tourism attractions by the addition/enhancement of tourism infrastructure. Tourism developments need to respect the beautiful landscape and unique setting of Northam, Appledore and Westward Ho! which contribute in a major way to the attractiveness of the area as a place to visit, with a large area being defined as Undeveloped Coast in the Coast & Estuary Strategy of the ND&T Local Plan 2011-31.

### Policy

#### **NNP19 Tourism Attractions & Accommodation.**

- a) **Within settlement development boundaries, proposals for sustainable tourism attractions, leisure developments, mix and range/styles of new tourist accommodation (excluding Appledore) associated tourism facilities and services will be supported, where they enhance the quality and/or diversity of the local tourism offer, and do not detract from the character of the area, residential amenity, protected landscapes, environment or heritage assets.**
- b) **Outside settlement development boundaries in the areas covered by Policies NNP2 & NNP3 or the countryside, proposals for new or extensions to existing tourism accommodation and attractions will be supported provided that, they cannot reasonably be located outside the areas covered by NNP2 and NNP3 or the countryside, and that proposals comply with those policies. Where available, existing buildings are utilised for new tourism accommodation and attractions.**
- c) **Improved pedestrian access to Westward Ho! beach will be supported.**
- d) **Proposals for all-weather tourism facilities providing year round use in Westward Ho! will be supported.**

### Conformity

ST09 ST13 ST14 NOR NOR05 NOR06 DM08A DM17 DM18 NPPF 166-169

### Justification

Tourism is a major economic driver in the area, and sustainable tourism offering high-quality year-round provision of attractions and accommodation is crucial. The wealth generated

and jobs created in our coastal community if lost would be very difficult to replace. In order to provide a sustainable tourism offer, it is essential that developments are delivered without detrimental impact to valued environmental and historic assets, which are what make the area attractive to visitors. That is why a distinction is drawn between development proposals within settlement boundaries and the areas covered by Policies NNP2 & NNP3 and the Open Countryside. In the two questionnaires issued, the combined responses showed Green Spaces & Heritage at 42% and Infrastructure at 21% were the two most important issues for residents.