

**Northam Town Council – Minutes of the Northam Neighbourhood Plan Advisory Group Meeting held by Zoom on Thursday 24<sup>th</sup> June 2021**

**Present:** Cllrs Chalmers, Hames, Hodson Laws, and Shelley  
Non-Councillor Members: Mr G Allen and Ms J Smart

**In attendance:** Mr G Langton – Deputy Town Clerk  
Two members of the public

- 2106/222 To elect a Chairman of the Advisory Group**  
Cllr Shelley was **elected** as Chair of the Advisory Group  
Proposed: Cllr Laws, Seconded: Cllr Hames (all in favour)
- 2106/223 To elect a Vice Chairman of the Advisory Group**  
Cllr Hames was **elected** as Vice Chair of the Advisory Group  
Proposed: Cllr Shelley, Seconded: Cllr Laws (all in favour)
- 2106/224 Apologies**  
Apologies were received from Ms Bartleman, Cllr Newman-McKie and Mr G Townsend.
- 2106/225 Chairman’s announcements**  
The Chair announced that the meeting would be held by Zoom wherever possible in the future.
- 2106/226 Declarations of interest**  
Members were reminded that all interests should be declared prior to the item being discussed.
- 2106/227 To agree the agenda as published**  
It was **resolved** to agree the agenda as published, on the understanding that the policies planned to be discussed in the 1<sup>st</sup> April 2021 minutes (policies NNP14, NNP17 & NNP18) would be considered under agenda item 12 (minute 2106/233).  
Proposed: Cllr Shelley, Seconded: Cllr Hodson (all in favour)
- 2106/228 To confirm and sign the minutes of the meeting held 1<sup>st</sup> April 2021**  
It was **resolved** to confirm the minutes of the meeting held 1<sup>st</sup> April 2021  
They will be signed at a later date.  
Proposed: Cllr Laws, Seconded: Cllr Hodson (majority in favour, 1 abstention  
Member not present at the meeting)
- 2106/229 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 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*  
Both members of the public addressed the Advisory Group.
- 2106/230 To receive action points**  
Action Points were noted.  
**Action point: Deputy Town Clerk to contact Mr G Townsend regarding his feedback concerning primary residence.**  
**Action point: Deputy Town Clerk to include a new policy on Public Parking in the Neighbourhood Plan, the detail of which would be considered at a later date.**  
**Action point: Policy numbers to be removed from the Neighbourhood Plan during its drafting stages, so as to avoid confusion as the order of policies evolves.**

- 2106/231** **To note the adopted Georgeham Neighbourhood Plan 2021-2031.**  
The Advisory Group noted Georgeham's Adopted Neighbourhood Plan, commenting positively on its layout and the evidence used to support its policies. The Advisory Group noted the detail of this Plan's Recreation, Public Transport, Road, Health and Sport policies.
- 2106/232** **To consider if the Northam Neighbourhood Plan v1.6 (June2021) and included policies should be reviewed to ensure required alignment to Local and National policy, and guidance, in liaison with Officers at Torridge District Council.**  
The Advisory Group noted that, since the wording had been agreed, some of the policies had been overtaken by circumstances, especially when considered alongside the new owner/operator of Appledore Shipyard, the contents of Government draft white paper on development (consultation undertaken in Autumn 2020).  
**Action point: An item to review the agreed policies for currency to be included on the next agenda.**  
**Action point: Deputy Town Clerk to review and if necessary revise the order, format and structure of the Plan as current policies are confirmed and new ones emerge, with reference to the policies included commonly in adopted Plans**
- 2106/233** **To consider the approach to the outstanding work to prepare the Northam Neighbourhood Plan v1.6 (June2021).**  
The Advisory Group agreed to include the consideration of the wording of the policies on Affordable Housing, Broadband and Business in this item.  
Affordable Housing: The Advisory Group noted that this policy would need revision in the light of the demographic changes, housing costs, Local and National policies seen over recent years.  
**Action point: Cllr Hodson to share the detail of the demographic figures used to evidence this policy with the Deputy Town Clerk.**  
**Action point: Members of the Advisory Group to share information they have and gain from their networks regarding this and any policy with the members of the Advisory Group.**  
**Action point: The policy would be returned to a future meeting for consideration.**  
Broadband and Utilities: The Advisory Group noted the amendments suggested by a member of the public in his address to the meeting. It was **resolved** to incorporate the detail of the policy to reflect the wording provided by the member of the public but also tease the policy apart into its constituent parts.  
Proposed: Cllr Hodson, Seconded Mr Allen. (all in favour)  
**Action point: Deputy Town Clerk to revise the wording and layout of the policy.**

Business: The Advisory Group noted the changes to the employment opportunities across the area and wider region, and that this would affect the ambition of the policy. The Group considered the inclusion of community work hubs as an exemplar of the new way of working being seen, noting too the inclusion of these Hubs in the Vision Statement. The Advisory Group noted the address from a member of the public regarding the detail of the policy in regard to rural business development.

It was **resolved** to incorporate the detail of the policy to reflect the wording provided by the member of the public but also tease the policy apart into its constituent parts.

Proposed: Cllr Hames, Seconded Cllr Shelley. (All in favour)

**Action point: Deputy Town Clerk to revise the wording and layout of the policy.**

**Action point: Cllr Chalmers to draft a policy on Community Business Hubs for review at a future meeting.**

*7:55pm - Cllr Hodson and Cllr Laws left the meeting*

**2106/234 To consider updates on the webpage and Sharepoint site.**

The Deputy Town Clerk updated the Advisory Group on the content of the webpage and Sharepoint site.

**Action point: Deputy Town Clerk to upload all relevant minutes to the Sharepoint site.**

**Action point: Deputy Town Clerk to re-issue the invites to the Sharepoint site.**

**2016/235 To consider the meeting schedule for the year to 30.04.2022.**

It was **resolved** that the meeting schedule be redrafted and circulated to Advisory Group members for consideration and presented to the next meeting for approval.

Proposed: Cllr Shelley, Seconded: Cllr Chalmers. (All in favour).

**Action point: Deputy Town Clerk to redraft meeting schedule.**

There being no further business the meeting closed at 8:10pm

Signed .....

Dated.....