

# NORTHAM NEIGHBOURHOOD PLAN 2024-2031



## EVIDENCE BASE 2: Community Engagement





## Northam Neighbourhood Plan: Evidence Base 2

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# 1 Northam Neighbourhood Plan Steering and Advisory Groups Terms of Reference

## A) Northam Neighbourhood Plan Steering Group Terms of Reference and Membership (2017-2019)



Northam Parish Council  
Neighbourhood Plan Steering Group  
Terms of Reference and Membership

### 1. Purpose of the steering group

1.1 The objective of the Steering Group is to produce a sound Neighbourhood Plan for Northam Parish that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

1.2 The steering group will meet monthly to:

- Determine the overall scope and objectives of the plan;
- Agree a project timescale and endeavour to secure compliance;
- Build and maintain links with the Local Planning Authority (LPA);
- Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements;
- Agree a project communication, consultation and engagement strategy;
- Approve all background and evidence based reports prior to publication;
- Agree all consultation documents prior to publication;
- Make recommendations to the LPA on resourcing the plan,
- Agree, subject to ratification by the Parish Council, a final submission version of the Northam Neighbourhood Plan;

- Actively support and promote the preparation of the Northam Neighbourhood Plan throughout the duration of the project.
- Establish when necessary, working groups to focus on specific areas of the plan.
- Co-Opt contributors with specific skills when required.

1.3 The Steering Group will be established for a time-limited period. The project is intended to run until a Plan has been presented for independent examination. The Steering Group will remain active until the independent examiners report is published.

## **2. Steering Group Objective**

2.1 The objective of the Steering Group is to produce a sound Neighbourhood Plan for the Parish of Northam that defines the spatial planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

## **3. Steering Group Membership**

3.1 The Steering Group will have the following membership and will be chaired by the elected chair of the Steering Group.

- 4 x Town Council members (One from each ward; Appledore, Westward Ho!, Northam and Orchard Hill)
- 2 x Representatives from the Appledore Residents Association,
- 2 x Representatives from the Westward Ho! Residents Association,
- 2 x Northam Resident Representatives,
- 2 x Representatives from the business community.
- Jane Mills, Town Clerk (Non-voting)
- Maria Bailey Planning Ltd, Planning Consultant (Non-voting)

3.2 Steering Group membership will be reviewed from time to time. Whilst organisations will have their nominated representatives, it will be acceptable for substitutes to attend meetings as necessary.

3.3 Representatives will be expected to give feedback to the organisations that they are representing.

#### 4. Meetings

4.1 Steering Group meetings will take place monthly, normally to commence at 7pm on the first Monday in the month.

4.2 Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of four members shall be present where matters are presented for decisions to be taken. A simple majority will be required to support any motion. The Chairman shall have one casting vote.

#### 5. Conduct and Interests

5.1 The Steering Group will follow the code of conduct. Whilst Members as individuals will be accountable to their parent organisations, the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Steering Group will achieve this through applying the following code of conduct principles:

- Work with mutual trust and respect, and combine their expertise;
- Be clear when their individual roles or interests are in conflict;
- Provide feedback from Steering Group meetings to their parent organisations;
- Assist their parent organisation to bring appropriate ideas and concerns to the attention of the Steering Group;
- Inform the Steering Group when they are unable to deliver agreed actions;
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
- Actively promote equality of access and opportunity.

5.2 In situations where interests and roles are in conflict they must be declared before the business is discussed and the Steering Group member should leave the room for that item.

## **B) Northam Neighbourhood Plan Advisory Group Structure and Terms of Reference and Membership (2020-onwards)**

Note: the Northam Neighbourhood Plan Advisory Group was amalgamated with the Northam Towns Council Planning and Development Committee in March 2024, but the terms of reference and membership of the group remained the same.

### **NORTHAM TOWN COUNCIL NORTHAM NEIGHBOURHOOD PLAN ADVISORY GROUP STRUCTURE AND TERMS OF REFERENCE**



**The objective of the Advisory Group is to produce a sound Neighbourhood Plan for the Parish of Northam that defines the spatial planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.**

#### **COMPOSITION**

The Group will comprise six members (two from each ward), in addition ex -officio member with full voting rights, the Mayor and three members of the public, one from each ward.

#### **MEMBERSHIP**

The membership of the Group will be decided upon its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year

#### **MEETINGS**

Meetings will be convened as per the Schedule of Meetings, agreed at the Annual Council Meeting in May each year.

#### **MINUTES**

Minutes will be presented to the next available ordinary meeting of the Town Council, for noting and adopting.

#### **QUORUM**

The quorum of the Group will be 4 elected members

#### **GENERAL**

Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes record the decision as **RECOMMENDED** and it will then be brought to attention of the Full Council for decision.

The Town Clerk will support the Committee assisted by other officers.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to discussion.

## **POWERS / ROLE**

- The objective of the Group is to produce a sound Neighbourhood Plan for the Northam Town Council area that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.
- Determine the overall scope and objectives of the plan;
- Agree a project timescale and endeavour to secure compliance;
- Build and maintain links with the Local Planning Authority (LPA);
- Keep under review the legislative requirements around Neighbourhood Planning to ensure the plan meets all requirements;
- Agree a project communication, consultation and engagement strategy;
- Approve all background and evidence based reports prior to publication;
- Agree all consultation documents prior to publication;
- Make recommendations to the LPA on resourcing the plan,
- Agree, subject to ratification by the Town Council, a final submission version of the Northam Neighbourhood Plan to Torridge District Council;
- Actively support and promote the preparation of the Northam Neighbourhood Plan throughout the duration of the project.
- Establish when necessary, working groups to focus on specific areas of the plan.
- Co-Opt contributors with specific skills when required.

## **BUDGETARY RESOURCES**

The Committee will seek from the Council an annual budget allocation, with delegated responsibility for its expenditure in the implementation of its role.



## **2 Northam Neighbourhood Plan Community Engagement Strategy**

### **NORTHAM NEIGHBOURHOOD PLAN COMMUNITY ENGAGEMENT STRATEGY**

#### **CONTENTS**

**1 What is this Strategy about?**

**2 What is Community Engagement?**

**3 Our Vision and Values for Community Engagement**

**4 Involving you in the Northam Neighbourhood Plan**

**5 Recording Community Engagement and Giving Feedback**

**6 Our Commitment to You**

**Appendix 1 - Statutory Requirements For Community Engagement In Neighbourhood Planning**

## **1 WHAT IS THIS STRATEGY ABOUT?**

This Strategy outlines how we will work together to inform, consult and involve local people in the development of a neighbourhood plan for Northam Parish.

Everyone should be involved in making our parish a great place to live, work and play. If you live in Northam Parish, you will have knowledge about the area and how it can be improved. If you are a local group or business you will have information and ideas that can help shape the future of the area.

This Strategy is therefore intended for anyone who is interested in getting involved in improving the future of our Parish. This includes private organisations, voluntary and community groups, residents, workers, students and any individual with an interest in how their environment and community could change over time. By participating in the preparation of the neighbourhood plan you can make sure that decisions being made are the best for you and Northam Parish.

The Strategy sets out our community engagement values and standards and aims to



maximise community engagement in the plan-making process and to thereby ensure that every resident has the opportunity to get involved with the plan-making process and/or to share their views on future development in our Parish.

The remainder of this strategy document is divided into the following sections:

- What is Community Engagement?
- Our Vision and Values for Community Engagement - this section details how our vision and principles will guide our approach to Community Engagement.
- Involving you in the Northam Neighbourhood Plan – this section details our standards, types of community engagement, and how we intend to include everybody in the plan-making process.
- Recording Community Engagement and Giving Feedback - how we will record evidence of Community Engagement and provide feedback to the community.
- Our Commitment to You - how we will protect and safeguard the rights of everyone who takes part in community engagement activities.

Appendix 1 sets out the statutory process with regard to community engagement that the Plan will follow.

## **2 WHAT IS COMMUNITY ENGAGEMENT?**

Community engagement is consistent good quality, coordinated communication in order to involve all the people who could be influenced or impacted by the Northam Neighbourhood Plan. The business, public and voluntary sectors all need to be included in this Community Engagement Strategy. As the Neighbourhood Plan is looking at designating certain sites we will also need to engage with landowners.

In order to achieve successful Community Engagement activities, Northam Neighbourhood Plan will seek to fulfil five functions:

- **INFORM YOU** - Providing appropriate information about the Neighbourhood Plan and the policies and developments that might affect or interest you.
- **CONSULT YOU** - Providing opportunities for you to have your say about the Plan through consultations, surveys, workshops and conversations. Acting on the feedback we receive and showing how it has influenced the decisions made.
- **INVOLVE YOU** - Providing opportunities to get involved, over and above informing and

consulting, to give you a greater influence over the making of a plan for the area.

- COLLABORATE WITH YOU – Creating partnerships with the community in each aspect of decision-making including development of options and analysis of alternatives.
- EMPOWER YOU – More decisions on matters within the Neighbourhood Plan should lie with the community.

The above five functions will guide and structure Section 4: Involving you in the Northam Neighbourhood Plan.

### 3 OUR VISIONS AND VALUES FOR COMMUNITY ENGAGEMENT

The Northam Neighbourhood Plan Advisory Group has agreed a vision for Northam to 2031:

*To maintain and enhance the individual characteristics of Northam, Orchard Hill, Appledore and Westward Ho! and to build a more sustainable self-reliant community of collaboration, connection and a strong sense of collective purpose.*

To achieve our vision, a majority of residents must agree with the Neighbourhood Plan, so information must be provided on the development of Plan and be targeted at the right people at the right time in an accessible way.

Northam Neighbourhood Plan Advisory Group's values for preparing its Neighbourhood Plan are:

- TRANSPARENCY
- HONESTY
- DEMOCRACY
- INCLUSIVENESS
- RESPECT

The Northam Neighbourhood Planning Group is committed to involve, collaborate with and empower the communities of Northam and we will follow the principles set out in the following table:

<p><b>Be open and honest with the community. We will:</b></p>	<ul style="list-style-type: none"> <li>• Let people know why we are engaging and use the right methods that are proportionate to the significance of the issues to engage local people.</li> <li>• Be clear about what can be influenced and what can't.</li> <li>• Use honest, accurate and unbiased information.</li> </ul>
<p><b>Listen to the community's views. We will:</b></p>	<p>Listen and respond to individuals and communities, enabling and empowering residents to play an effective role in shaping their local area.</p>
<p><b>Include as many people in the process. We will:</b></p>	<p>Undertake fair and impartial engagement to a high standard to ensure that communities are offered equal opportunities to participate in issues that may affect them and make a difference.</p>
<p><b>Work together collaboratively with the community. We will:</b></p>	<ul style="list-style-type: none"> <li>• Act together when appropriate with a consistent approach to community engagement.</li> <li>• Create a record of engagement activities to provide an overview of what consultation has and will be undertaken, and use the findings where applicable to avoid consultation overload.</li> <li>• Share knowledge and information openly with the community, whilst respecting confidentiality and use what we have learnt from contact with local</li> </ul>

	people to better understand and engage with the community
Keep in touch with the community. We will:	Provide feedback and demonstrate the changes that are made as a result of engagement.

#### 4 INVOLVING YOU IN THE NORTHAM NEIGHBOURHOOD PLAN

The five functions of Community Engagement set out in Section 2: *What is Community Engagement?* will guide and structure our use of community engagement methods as follows:

<p><b>1 INFORM YOU:</b> Informing you about the Northam Neighbourhood Plan so you know what is going on and when, and using a range of different ways of keeping in touch such as:</p>	<p>Website updates Posters and leaflets. Local newspaper press releases, radio and TV interviews. Newsletters, letters, leaflets or summaries. Information stalls/open days/exhibitions. Public and specific meetings, presentations. Providing updates and presentations to residents' and community groups. Dedicated Facebook page.</p>
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<p><b>2 CONSULT YOU:</b> Consulting you about the Neighbourhood Plan to allow you to have your say or have an opinion about how the neighbourhood or how the Plan will affect you. Ensuring that you can have confidence that your views will be</p>	<p>Ideas to engage you:</p> <ul style="list-style-type: none"> <li>• Questionnaires and surveys, structure feedback form.</li> <li>• Online surveys and e-consultation (via the internet). Face to face interviews.</li> </ul>
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<p>considered in the plan-making process.</p>	<ul style="list-style-type: none"> <li>• Taking part in meetings of residents' and community groups.</li> <li>• Discussion/focus groups.</li> <li>• Written consultation through letter or email.</li> <li>• Consultation events/workshops/exhibitions.</li> <li>• Online consultation.</li> <li>• Public meetings.</li> <li>• Documents or information available in offices, public buildings or online.</li> <li>• Verbal and informal consultation with a written record taken.</li> </ul>
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<p><b>3 INVOLVE YOU:</b> Involving you in the Neighbourhood Plan so you can influence, directly participate, design and be part of the development of the plan.</p>	<p><b>Structured Workshops</b></p> <p>Public or specific targeted discussion meetings with interested parties</p> <p>Public or stakeholder workshops to identify issues and shape options.</p> <p>Online discussion forums.</p> <p>Schools workshops</p> <p>Responding promptly and honestly to comments and complaints.</p> <p>Allowing non-voting public participation in Northam</p> <p><b>Neighbourhood Plan Advisory Group meetings</b></p> <p>Allowing and encouraging interested individuals to volunteer their services in support of the Plan and its related activities.</p> <p>Interaction with councillors and</p>
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	<p>planning staff of Torridge District Council, and Councillors and employees of Northam Town Council.</p>
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<p><b>4 COLLABORATE WITH YOU and 5 EMPOWER YOU:</b> Collaborate with and empower you in the Neighbourhood Plan to make it more than simply an involvement exercise but a way to galvanise and build relationships with communities and to provide the necessary information and support to enable people to make a decision about planning in their neighbourhood.</p>	<p>Throughout the development of the Plan there will be opportunities for the Northam Neighbourhood Plan Advisory Group to collaborate with other organisations.</p> <p>Liaising with other neighbourhood planning groups that are further down the line than Northam to learn from experience</p> <p>Test out new ways of engaging to see if different methods work</p> <p>Ensure the process of making the plan allows people to continue involvement</p>
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## 5 RECORDING COMMUNITY ENGAGEMENT AND GIVING FEEDBACK

We will maintain a record of all events that inform and consult people in Northam, a record of who were engaged, and a record any issues or concerns that were raised. This record will take the following form:

Plan Stage	Engagement	Who With	When	Issues/Concerns
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In order to provide feedback:

- We will aim to look at all engagement and consultation responses. Where we can act on suggestions, within reason we will do so. If not, we will aim to explain why.
- Where possible we will aim to keep those who have responded informed of subsequent consultations as the plan progresses to help build momentum towards referendum.
- After a formal consultation on the plan we will summarise the comments received in a statement that will be made available on our website.

- Following questionnaires, workshops and other forms of engagement we will make the findings available on our website.

## **6 OUR COMMITMENT TO YOU**

This section explains how we will protect and safeguard the rights of everyone who takes part in community engagement activities.

### **i) Data protection**

When we deal with feedback we will comply with the Data Protection Act 1998. Details will be held by Northam Town Council and will remain secure and confidential. Details will only be used for research purposes and will not be passed on to any third parties or used for marketing purposes in accordance with the Data Protection Act 1998. In all our dealings with the public, we are committed to following the Human Rights Act 1998.

### **ii) Freedom of Information Act**

When we deal with feedback we will comply with the Freedom of Information Act 2000. We will publish a summary of the information gathered and detail how the results are being used to help shape the Northam Neighbourhood Plan.

### **iii) Equal Opportunities**

We will comply with Equal Opportunities legislation. We recognise that the provision of equal opportunities in all our activities will benefit Northam Parish. All members of the public will be treated fairly and will not be discriminated against.

### **iv) Health and Safety Act 1974**

We will ensure any Neighbourhood Planning events and activities take into consideration the health and safety of everyone involved. Risk assessment will be carried out as and when required.

### **v) Safeguarding**

We are committed to safeguarding the welfare of children, young people and vulnerable adults and will ensure that appropriate safeguarding measures are built into the design of events involving children, young people and vulnerable adults. Where necessary, DBS checks will be carried out on anyone working directly with this section of our community.

## **APPENDIX 1 - STATUTORY REQUIREMENTS FOR COMMUNITY ENGAGEMENT IN NEIGHBOURHOOD PLANNING**

Community engagement to shape development plans is advised in: the National Planning Policy Framework, para 16 c) (December 2023 edition); the Localism Act 2011 which amends the various planning Acts to incorporate Neighbourhood Development Plans into the statutory planning system; and The Neighbourhood Planning (General) Regulations 2012 ('Regulations').

<http://www.legislation.gov.uk/ukxi/2012/637/contents/made>

Before submitting the draft Neighbourhood Plan to Torridge District Council, Northam Town Council will have to:

- Publicise the Plan those who live, work or carry out business in the area, explaining where and what the Plan is all about and how people can comment on the draft plan
- Consult with any statutory bodies like Historic England, Natural England, the Highways Agency or the Environment Agency or even neighbouring parishes that the plan may affect.
- Send a copy of the proposals to the local authority.
- There will be a 6 weeks to receive comments on the draft plan

The Regulations require two Statements to accompany completed Neighbourhood Development Plans for submission to the Independent Examiner and subsequent Referendum. These are the:

- Basic Conditions Statement and;
- Consultation Statement

The Basic Conditions Statement has a requirement for compatibility with EU obligations, including human rights requirements. Therefore public engagement must be undertaken from the outset and recorded in a logical manner to form an audit trail.

The Consultation Statement will include:

- Details of who was consulted about the plan
- Explain how they were consulted
- Summarise main issues and concerns raised
- How these issues and concerns have been considered and or addressed



At the end of the process of writing the plan there will be a referendum and if the Plan is accepted it will have development control power against which planning applications must be tested.



The logo for the Northam Neighbourhood Plan (NNP) is positioned at the top center. It features the text "Northam Neighbourhood Plan" in a small font above the large, bold letters "NNP". Below "NNP" is a banner with the slogan "Our plan. Our future." The logo is set against a circular background with a stylized building. To the left of the logo is the coat of arms of Northam, which includes a shield with a cross, a ship, and a lion, surrounded by a decorative border. The main title "Northam Neighbourhood Development Plan" is written in a large, blue, sans-serif font. Below the title, the text "Public Meetings March 2019" is written in a smaller, black, sans-serif font. The entire content is framed by a white background with blue geometric shapes on the left and right sides.

**PowerPoint slide for initial consultation public meetings – March 2019**



### **3 Northam Neighbourhood Plan Record of Community Engagement**

#### **NORTHAM NEIGHBOURHOOD PLAN RECORD OF COMMUNITY ENGAGEMENT**

This working document is a record of community engagement activities undertaken during the preparation of the Northam Neighbourhood Plan (NNP). It has been updated periodically as the Plan progresses.

The purpose and use of this document are set out in the Northam Neighbourhood Plan Community Engagement Strategy, section 5.

The data in this document will form an audit trail of public engagement in the plan-making process that will be used to prepare the Northam Neighbourhood Plan Consultation Statement.

The Consultation Statement will include:

- Details of who were consulted about the plan
- Explanation of how they were consulted
- Summary of the main issues and concerns raised
- Explanation of how these issues and concerns have been considered and or addressed
- Appendices detailing the Consultation responses for the Initial Consultation, the Young Person's Focus Group, the Pre-submission and the Examination Consultations.

#### **PLAN STAGES FOR THE NORTHAM NEIGHBOURHOOD PLAN**

##### **1 GETTING STARTED**

1.1 Identify need for Neighbourhood Plan

1.2 Designation of NNP area.

##### **2 ESTABLISHMENT OF NNP GROUP**

##### **3 INITIAL CONSULTATION**

3.1 'Call for Sites' for residential development

##### **4 DRAFT PLAN WRITING**

4.1 Review feedback

4.2 Evidence collection

4.3 Plan-writing and discussion

##### **5 CONSULTATION ON DRAFT PLAN**

##### **6 AMENDMENT OF DRAFT PLAN**

6.1 Review feedback

6.2 Evidence collection

- 6.3 Amendment of Plan
- 6.4 Consultation with TDC Planning
- 6.5 Preparation of Draft Submission Plan
- 7 PRE-SUBMISSION CONSULTATION
  - 7.1 Public Consultation
  - 7.2 Consultation with consultees set out in Schedule 1 to the Neighbourhood Planning General Regulations (2012) (as amended).
- 8 AMENDMENT OF DRAFT SUBMISSION PLAN
  - 8.1 Review Feedback
  - 8.2 Evidence collection
  - 8.3 Amendment of Plan
  - 8.4 Preparation of Final Submission Plan and supporting documents
  - 8.5 Final Health Check
  - 8.6 Final Consultation with Landowners
- 9 SUBMISSION OF PLAN TO TDC/INDEPENDENT EXAMINATION
  - 9.1 Submission of Plan to TDC
  - 9.2 Independent Examination community engagement
- 10 REFERENDUM
  - 10.1 Referendum community engagement
- 11 ADOPTION
  - 11.1 Adoption community engagement
  - 11.2 Plan Review activities

Abbreviations used

HC = Health Check on pre-submission draft of NNP by Mr D. Stebbing (examiner), January 2023.

IES = Initial Engagement Survey

IQ = Initial Questionnaire for the NNP

NP = Neighbourhood Plan

NNP = Northam Neighbourhood Plan

NPPF – National Planning Policy Framework

NTC = Northam Town Council

TDC = Torridge District Council

## TIMETABLE OF COMMUNITY ENGAGEMENT ACTIVITIES

Plan Stage	Engagement	Who with	When	Issues/Concerns/Outcomes
Decision to move forward with NP	Meeting of Northam Town Council	NTC members and officers – public participation allowed	24.4.17	Councillors voted to move forward with an NP for the NTC area (Parish of Northam)
1 GETTING STARTED	Public meetings to establish need for NP. The first meeting was held in Appledore	NTC councillors and Appledore residents	7.3.17	Meeting supported NP. This meeting was held before the NTC meeting above but councillors informed meeting of intention to create NP Meeting supported NP and request made for volunteers to serve on NP steering group. Meeting consulted residents on views on the proposed NP.
		NTC councillors and residents	5.6.17	
		NTC councillors and Appledore residents	3.7.17	

Plan Stage	Engagement	Who with	When	Issues/Concerns/Outcomes
2 ESTABLISHMENT OF NNP GROUP	Public meeting to set up NNP group	Northam Parish councillors and residents	7.8.17	Meeting agreed to set up NNP website, FaceBook page, and finalised and agreed the draft terms of reference document for NNP Steering Group. (This document forms part of the evidence base of the Plan.) Maria Bailey Planning Ltd was engaged to support the development of the Plan. This support continued until the end of 2018 and provided valuable professional support to establish the basis of the NP and its community engagement.
		NNP Steering Group first meeting with councillors and members of public as members.	4.9.17	First NNP group meeting.

Plan Stage	Engagement	Who with	When	Issues/Concerns/Outcomes
3 INITIAL ENGAGEMENT SURVEY (IES)	IES questionnaire in shops and libraries.	Questionnaire to identify attitudes to the area and priorities for the Neighbourhood Plan.	1.9.17-30.9.17	Support for concept of NNP.
	IES questionnaire	All houses in the Parish of Northam (IES questionnaire distributed with 'Link' Magazine)	1.9.17	Support for concept of NNP.
	Website and IES questionnaire	IES questionnaire placed on NNP website	September 2017	Support for concept of NNP.
	Public Consultation Day at Westward Ho!	Chair of NNP Steering Group, Northam Town	16.9.17 Westward Ho! Co-op	Informal drop-in with Northam and Westward Ho! residents to fill in IES questionnaire. Attendees including a

	and Northam	clerk and residents	10-12 am Northam Square 12.15-2 pm	number of younger residents. Support for concept of NNP
3 INITIAL QUESTIONNAIRE	Initial Questionnaire (IQ) created to identify broad issues and priorities for NNP.	IQ created by NNP Steering Group.	Autumn 2017	NNP Steering Group plans distribution of IQ leaflet.
	IQ distributed	Every household in Northam Parish. IQ has 5% return rate mainly from older people	Spring 2018 Initial results shared with NNP group 5.4.18	Most important issues in responses were: health care facilities, green spaces and heritage and transport. Most valued aspect of NNP area was quality of environment, followed by community and village life and then safety. The key concerns were development, traffic and parking.
	Young person's IQ	Special version of IQ leaflet aimed at young people with distribution to schools, shops and houses. In addition the Chair of the NNP Steering Group and the Northam town clerk spoke to students in local schools.	January-February 2018	See box above. Feedback was broadly the same as the IQ aimed at the general population (see above).
3.1 Call for Sites	'Call for sites' for housing developments	Northam Town Council advertising in <i>North Devon Gazette</i> , Northam Town Council and Northam Neighbourhood Plan websites. Engagement with landowners in Parish of Northam.	16.8.18 to 30.8.18. Six sites considered 16.10.18.	Six proposed sites were put forward. All six sites discounted due to conflict with emerging NDAT Local Plan strategic policies as summarised in Appendix 1 of this document. Shortly after its conclusion, this process was superseded by the adoption of the NDAT Local Plan, which contained a full set of housing allocations based on an assessment of local housing needs. Northam Town Council has made no further call for sites.

Plan Stage	Engagement	Who with	When	Issues/Concerns/Outcomes
4 DRAFT PLAN WRITING 4.1 Review feedback	The Steering Group identified and reviewed all issues and concerns in the IQ responses. Draft Vision for Northam Parish and outline objectives produced.	Review of the general and young people's IQ responses.	April 2018	The review of issues and concerns in the IQ responses concluded that the main issues for the NP to address were protection of countryside between settlements; location of housing and development.  The review of issues and concerns in the IQ responses also enabled the Steering Group to identify four themes for the NNP: community, housing, the environment and heritage, and, business

				and employment. The responses also enabled the NNP Steering Group to identify an associated set of community aspirations for each theme
	NNP Steering group sets up focus groups on Housing and development; Green Spaces and Heritage; and Tourism, Business and Employment.	NNP Steering group and volunteer members of public	14.5.18	Terms of reference were agreed for the three focus groups. Full Steering group was to review discuss and modify the emerging draft objectives and policies produced by the focus groups.
4.2 Evidence collection		NNP Steering group sets up evidence library of relevant documents to enable focus groups to evidence policies.	3.6.18	Focus groups also consulted publically available sources such as the NPPF, and Torridge Ward Profiles, and NDAT Local Plan and supporting documentation; and Northam Town Council Northam Housing Needs Survey.
4.2 Evidence collection	Focus groups research draft detailed objectives and policies	NNP Steering group and volunteer members of public	June – October 2018	Focus groups researched evidence for the emerging objectives and policies.
4.3 Plan-writing and discussion	Focus groups draft detailed objectives and policies	NNP Steering group and volunteer members of public	June – October 2018	The focus groups held regular informal meetings to discuss the emerging draft objectives and policies.
	Informal review of Plan objectives and Policies	Planning officers of TDC	26.11.18	TDC planning officers reviewed the emerging policies and Plan and attended steering group meeting. They suggested general considerations for drafting the NNP, in-line with national guidance, and numerous textual modifications to policies,
	Further review of Plan objectives and policies	NNP Steering group and volunteer members of public	December 2018 – January 2019	Steering group reviewed suggestions by TDC planning officers. In consequence numerous textual modifications were made to the emerging policies. This work produced a draft of the Plan for the initial consultation.

Plan Stage	Engagement	Who with	When	Issues/Concerns/Outcomes
5 INITIAL CONSULTATION ON DRAFT POLICES	Four public meetings, (Westward Ho! Northam, and two in Appledore.)	Meetings attended by 30-40 residents in each settlement.	March-April 2019 Meeting dates: Westward Ho! 19.3.19; Northam 20.3.19; Appledore 22.3.19 Appledore 8.4.19 July 2019	Meeting comments and questions broadly supportive of draft NNP. Copies of Initial Consultation Questionnaire were distributed and the responses collated. (The questionnaire and its responses are summarised in Appendix 2 of this document.)
	Initial Consultation and link to draft	FaceBook members and	March-April 2019	The purpose of this engagement activity was simply to publicise the

	Plan publicised on Facebook.	friends resident in Northam Parish.		consultation and no feedback was requested.
	Questionnaire on policies in the draft NNP	Local residents at meetings and who visited website	March-April 2019	The questionnaire and its results are summarised in Appendix 2 of this document.
		Focus group with young people from Northam Parish attending Bideford College	July 2019	The issues/concerns raised in this Focus Group are detailed in Appendix 3 of this document.

Plan Stage	Engagement	Who with	When	Issues/Concerns/Outcomes
	Reconstitution of the NNP group	Initial discussions within Northam Town Council and recruitment of new public representatives.	October 2019 to January 2020	During the course of the amendment of the draft plan (see 6.1 and 6.2 below)) the NNP Steering Group was reconstituted from an informal working group supported by Northam Town Council into the NNP Advisory Group. In its new form the group became an advisory sub-committee of Northam Town Council with some new members (public representatives, councillors, and Council officials). The new Advisory Group had no formal representation for Orchard Hill since under the Torridge (electoral changes) order of 2017; this district council ward was now part of Northam ward and would be represented by Northam ward councillors and public representatives.
6 AMENDMENT OF DRAFT PLAN	6.1 Review feedback 6.2 Evidence collection	Discussion in NNP group.	July 2019-October 2022 (note work slowed by pandemic, see below).	In July 2019 the Planning Partnership was engaged to support the development of the Plan. This support continued until January 2021 and provided valuable professional advice on the drafting of policies. The review of draft Plan incorporated detailed feedback from consultation on pre-submission draft plan: These are summarised as follows: EN1 – additional LGS sites identified. EN4 – additional valued view identified. EN5 – additional green corridor identified. ED1 and ED2 – unsustainable development not supported in undeveloped coast. ED3 in its present form informed by consultation responses showing strong support for maritime-related industry at Appledore Shipyard.
PAUSE IN COMMUNITY ENGAGEMENT ACTIVITIES	COVID restrictions curtailed community engagement		2020-2021	In accord with national COVID restrictions, NNP Advisory Group meetings were held online by zoom. The Plan remained on the NNP

	activities.			website and NTC website and the zoom meetings enabled public interest to be sustained in the preparation of the Plan.
6 REVIEW AND FURTHER AMENDMENT OF DRAFT PLAN	6.4 Draft plan submitted to TDC Planners for consultation.	TDC planners members of NNP group	June-October 2022	The TDC Planners made numerous general and specific suggestions. As a result of their comments: The NNP was restructured on thematic grounds as suggested by TDC. All policies were re-numbered. The Vision and objectives of the Plan were clearly stated and linked to the policies as suggested. Policy HO7 Residential Care and Nursing Homes and Policy TR3 Public Transport were removed from the draft Plan. Policies EN5, HE2 and ED3 and their supporting texts were substantially rewritten. All other policies and supporting text were reviewed and all were partly amended to address the general and policy-specific points.

Plan Stage	Engagement	Who with	When	Issues/Concerns/Outcomes
7 PRE-SUBMISSION CONSULTATION	Consultation consisted of: Online questionnaire. The pre-submission draft Plan and appendices available to read and/or download on the Neighbourhood Plan section of the Northam Town Council website.	All residents of Northam Parish	6th January - 17th February 2023	The questionnaire and its results are summarised in Appendix 3 of this document.
	Paper questionnaires and paper copies of the Plan were placed for public reference and collection in safe and accessible locations in each settlement. These were: Appledore Library Northam Library and Northam Town Hall Summerlands Tackle, Westward Ho!	All residents of Northam Parish		The use of paper questionnaires and copies of the Plan was intended to benefit people without access to the Internet.
	Drop-in consultation sessions and	Residents of Appledore, Northam and	Appledore 8.2.23 Northam	The questionnaire and its results are summarised in Appendix 3 of this document. The timings of these



	exhibition in each of the three main settlements: At each session paper copies of the Plan were available along Advisory group members to answer questions. People attending the drop-in sessions were encouraged to complete the consultation questionnaire.	Westward Ho!	9.2.23 Westward Ho! 13.2.23, All events at 3-7 pm	events were designed to be accessible to people who were unable to attend evening events and working people and parents who could only attend early evening events. All venues were accessible to people with disabilities. The numbers of attendees were Appledore (25), Northam (36). Westward Ho! (22).
	A short summary of the policies and a questionnaire form was sent to every household in the parish. Consultees could respond: SUPPORT, DON'T SUPPORT, NEUTRAL to each policy and make detailed comments.	All residents of Northam Parish	.	The questionnaire and its results are summarised in Appendix 3 of this document.
	Extensive publicity of the Plan and consultation events on Facebook.	All residents of Northam Parish who use Facebook		This community engagement activity was undertaken to publicise the consultation and encourage readers to fill in the questionnaire rather than seek feedback directly. 10 posts (one with 3 variants each targeting a main settlement). All but one post had a link to the consultation questionnaire. The posts appeared on 11 Facebook pages with a total membership of 11,000. Of these an estimated 2-3,000 are residents of Northam Parish. The posts were shared on a total of 50 other Facebook pages. Where data is available posts were read by around 25% of the total readership. The posts generated 253 'likes' and 18 people replied to say they had filled in the questionnaire. There were no negative comments about the NNP.
	A number of posters were placed in each settlement with details of the consultation and a QR code to access the website.	Residents of Appledore, Northam and Westward Ho!		This community engagement activity was undertaken to publicise the consultation rather than seek feedback.
	Email/postal consultation letter	82 local stakeholder groups	January 2023	The Town Council received specific comments from: North Devon AONB; Everywhere is Somewhere;

		(businesses, charities and local interest groups.) The charities contacted included those working with families, children, young people, elderly people and people with disabilities. The local groups contacted included residents' groups, faith groups, sports and recreation and heritage groups.		Baker Estates Ltd.; One stakeholder group, the South West Coast Footpath Association responded.
	Email/postal consultation letter	<p>Any statutory consultation body (referred to in Paragraph 1 of schedule 1 of the Neighbourhood Planning (General) Regulations 2012) whose interests may be affected by the proposals within the draft Neighbourhood Plan were consulted. They were as follows:</p> <p>Torrige District Council  Devon County Council  Adjoining Parish Councils  The Coal Authority  Homes England  Natural England  The Environment Agency  Historic England  Network Rail  The Highways Agency  The Marine Management Organisation  South West Water  Northern Devon Healthcare NHS</p>	January 2023	<p>Nine of the statutory bodies responded to the letter. These were: The Environment Agency; Devon and Cornwall Police; NHS Devon Integrated Care Board (ICB); North Devon AONB Partnership The Marine Management Organisation (MMO) Torrige District Council. (In addition Torrige District Council engaged an independent examiner, Derek Stebbing BA (Hons) Dip EP MRTPI (Intelligent Plans and Examinations Ltd), to make a health check of the Plan. It should be noted that this health check included the appendices and Record of Community Engagement but none of the other supporting documentation). Historic England  Natural England  The Coal Authority</p> <p>In brief, all the comments made by through the consultation questionnaire, letters and by the statutory consultees and in the health check were reviewed and, where relevant, acted upon and the Plan amended accordingly. The comments made by the statutory bodies and resulting amendments made to the Plan are set out in Appendix 3 of the Consultation Statement.</p>

		Trust Devon and Cornwall Police  TTVS North Devon Plus		
	Correspondence from NTC	Landowners affected by the Plans were invited to comment on the Plan.	Autumn 2023	No comments were received

Plan Stage	Engagement	Who with	When	Issues/Concerns/Outcomes
8 AMENDMENT OF DRAFT SUBMISSION PLAN	Review of all consultation comments	Working group of members of Steering Group and public volunteers	March – October 2023	Six (approximately monthly) meetings were held. The schedule of meetings was interrupted in May owing to NTC elections.
8.1 Review Feedback		Working group reviewed and discussed all consultation responses. Individual members of the working group did this work and thereafter the proposed amendments were discussed in meetings.	March- April 2023	It was noted that most public responses were limited to expressing ‘support’, ‘neutral’ or do not support responses. There were 117 additional comments made all of which were reviewed and their influence on the Plan is detailed in Appendix 4 of this document. The most extensive and useful comments came from TDC and HC. Other useful comments were made by the Environment Agency. The main amendments made to the Plan are summarised in Appendix 4 of this document.
8.2 Evidence collection		Volunteer member of the public supported by NTC officers and councillors.	March- November 2023	As a result of the consultation responses and in order to ensure the NNP was robustly evidenced, the following policies were re-researched with rewritten policy and supporting text where necessary: HO1, HO2 (Appendix 2 of the NNP was also rewritten to include the new evidence); HE1 (in Appendix 6 of the NNP); and the new Northam Parish Heritage Assessment added to the evidence base of the NNP.
8.3 Amendment of Plan		Working group of members of Steering Group and public volunteers	April- October 2023	NNP was amended with regard to the consultation responses by the working group meeting in discussion. After each meeting amendments were added to the draft Plan and further discussed at the subsequent working group meeting. The main amendments are summarised in Appendix 4 of this document.
8.4 Preparation of Final Submission Plan and supporting		Volunteer member of the public supported by NTC officers and councillors.	December 2022- January 2023, and November- December	Submission and supporting documentation drafted and subsequently amended to reflect amendments to the NNP and Appendices, and the pre-submission consultation; in addition relevant text

documents			2023	was reviewed and amended using evidence from the newly adopted North Devon and Torridge Joint Landscape Assessment Update.
8.5 Final health check	Email and report	Deborah McCann, NPIERS examiner	October 2024 – January 2025	The Health Check Final Report concluded: 'The Northam Neighbourhood Development Plan and the policies within it, subject to the recommended modifications would meet the Basic Conditions.' As stated in Appendix 5 of this document, the general recommendations and all the recommended policy modifications were accepted.
8.6 Final consultation with landowners	Letter, email, full NTC Council meeting	Owners of proposed LGS sites included in Policy EN1: The Church of England, Exeter Diocese; Northam Town Council; Savills on behalf of Church of England, Exeter Diocese; Torridge District Council; Westward Housing	December 2024 – January 2025	Church of England object to inclusion of Rectory Gardens. Rectory Gardens removed from Policy.  22.1.25 Northam Town Council (full Council meeting) vote to approve LGS sites in its ownership (Blackies; Anchor Park (Appledore); Westward Ho! Park; Burrough Farm (Northam). All sites designated as LGS  Savills make no response regarding designation of Allotments south of Marshford as LGS. Site designated as LGS  Torridge District Council makes no objection to the designation of Humpty-Dumpty Field and Hillcrest Gardens as LGS. No definite response regarding the designation of Tors View and The village green, Westward Ho! All sites designated as LGS.  Westward Housing supported inclusion of Backfield, Village Green, Appledore in policy. Site designated as LGS.

Plan Stage	Engagement	Who with	When	Issues/Concerns/Outcomes
9 SUBMISSION OF PLAN TO TDC/INDEPENDENT EXAMINATION				
9.1 Submission of Plan to TDC				
9.2 Independent Examination community engagement				

Plan Stage	Engagement	Who with	When	Issues/Concerns/Outcomes
10 REFERENDUM				
10.1 Referendum				

community engagement				

Plan Stage	Engagement	Who with	When	Issues/Concerns/Outcomes
11 ADOPTION				
11.1 Adoption community engagement				

**Pre-application Consultation, Westward Ho! February 2023**



**APPENDIX 1 – SUMMARY OF ASSESSMENT OF PROPOSED HOUSING SITES RESULTING FROM NORTHAM TOWN COUNCIL ‘CALL FOR SITES’ – AUGUST 2018**

Site	Outcome/Reason	Notes
1 Seabright Cottage, Diddywell Road, Northam	DISCOUNTED Site did not conform to Local Plan strategic policy on highways.	Assessment concurs with SHLAA Assessment Proforma, reference SHA/NOR/4.
2 Knapp House, Churchill Way, Northam	DISCOUNTED Site poorly related to settlement development boundaries; site does not conform to Local Plan strategic policies on coalescence and undeveloped coast.	Assessment concurs with SHLAA Assessment Proforma, reference SHA/NOR/100.
3 Land at Bloody Corner, Churchill Way, Northam	DISCOUNTED Site outside settlement	In 2021 Torridge District Council refused a proposal

	development boundary; site does not conform to Local Plan strategic policy on undeveloped coast.	for housing on this land on these grounds. This decision was upheld on appeal (reference APP/W1145/W/21/3283161).
4 <u>Green Pastures, Lenwood Road, Northam</u>	DISCOUNTED Site in open countryside and isolated from existing settlements; site does not conform to Local Plan spatial strategy for rural area.	Assessment concurs with SHLAA Assessment Proforma, reference SHA/NOR/33.
5 Land at Durrant Lane, Northam	DISCOUNTED Wildlife corridor identified in Devon Biodiversity Plan. Site within and does not conform to Local Plan strategic Green Wedge policy.	
6 Land behind Tregarthyn, Durrant Lane, Northam	DISCOUNTED Locally unacceptable. Site creates dense continuous form of development. Site on margin of and potentially undermines Local Plan strategic Green Wedge policy.	

## APPENDIX 2 – SUMMARY OF QUESTIONNAIRE RESPONSES IN INITIAL CONSULTATION – MARCH-APRIL 2019

The NNP Steering Group collated a total of 82 responses from members of the public to this consultation. The questionnaire listed the policies in the Plan and provided space to comment on each of them. It should be noted that many respondents chose only to comment on certain policies. In this summary, the comments have been assessed and the percentage of responses to a policy that are clearly supportive of that policy are given. The figures in brackets refer to the absolute number of responses firstly clearly in support and secondly clearly not in a support of that policy. In the interests of clarity in the present policy references are used in this summary statement.

### Summary of responses (using present policy numbers):

POLICY (2019 policy numbers in parenthesis):	SUPPORT % (numbers of responses in parenthesis)	DO NOT SUPPORT % (numbers of responses in parenthesis)	Note reference
EN1/EN1a) (NNP1)	95 (19)	5 (1)	1
EN2 (NNP2)	98 (56)	2 (1)	
EN3/EN3a) (NNP3/NNP4)	94.5 (54)	5.5 (3)	2
EN4 (NNP5)	98 (52)	2 (1)	
EN5 (NNP7)	100 (32)	0 (0)	
HE1 (NNP6)	96 (50)	4 (2)	
TR2 (NNP9)	100 (35)	0 (0)	
HO1 (NNP15)	86.5 (19)	13.5 (3)	

HO3 (NNP12)	100 (19)	0 (0)	
DE1 (NNP11)	100 (19)	0 (0)	
DE2 (NNP8)	97 (32)	3 (1)	
TR1 (NNP14)	100 (19)	0 (0)	
ED1 (NNP17)	90.5 (19)	9.5 (2)	
ED2 (NNP18)	9.5 (2)	90.5 (19)	3
HE2 (NNP19)	79 (19)	11 (5)	
ED3 (NNP20)	90.5 (19)	9.5 (2)	

#### Notes

1 – 5 respondents suggested that Appledore Football ground became a Local Green Space; 5 respondents suggested that Westward Ho! village green became a Local Green Space. A number of residents subsequently requested that Tors View, Westward Ho! be designated as a Local Green Space.

2 – a policy known as NNP4 on protecting historic boundaries such as hedges and walls was supported by 63 respondents with one respondent not supporting it. Five respondents suggested that the Policy should specify the use of native and broadleaf trees. This policy is now sub-clause ii of Policy EN3.

3 – Policy NNP18 Tourism Development and now known as ED2 was the only policy not supported in the consultation. This reflected respondents concern that the Policy supported development in unsustainable locations such the area between settlements. During the review of policies that followed the consultation NNP18 was subsequently amended to reflect these concerns.

#### SUMMARY

All but one of the NNP policies were strongly supported by respondents. Slightly weaker support for HE2 appears to reflect differing local views due to complexity of development constraints at Richmond Dock. In numerical terms, there were far more supportive responses for EN2, EN3, and EN4 than the other policies. As noted above the policy that did not receive support (NNP18) was subsequently amended to reflect the concerns of respondents.

### APPENDIX 3 - YOUNG PEOPLE'S FOCUS GROUP – July 2019

After being briefed by a teacher about the scope of neighbourhood plans, 19 students at Bideford College in the 12-18 age range completed the NNP questionnaires. The students were residents in Northam Parish and represented all wards of Northam Town Council.

The six aspects considered most important in order were:

- 1 Health & Leisure,
- 2 Schools/Nurseries/Childcare,
- 3 Business/Employment,
- 4 Healthcare,
- 5 Green Spaces & Housing.

It is perhaps just as helpful to know that Roads, Transport, Parking, Technology and Tourism are not so important in young people's perceptions.

In their questionnaire responses students identified what they valued most about their area and their biggest concerns. In the follow-up focus group on 17th July they then decided which issues were most important. The combined results were as follows:

a) What they valued most

The top three most valued amenities were:

1. Green spaces and parks (16 nominations)
2. Sport & recreation facilities (15 nominations)

### 3. The beach and the sea (13 nominations)

Lower down in order were:

4. Quality of Life e.g. safe, peaceful, close community (7 nominations)
5. Local shops (6 nominations)
6. Access to adventurous activities (5 nominations)

Their biggest concerns were:

1. Having too little to do
2. Impact on green spaces and scenery from housing developments
3. Too few job opportunities making young people move away.
4. Litter

Facilities that might better meet their needs

When the focus groups were asked what facilities were most needed, the top two options were:

1. Sport & Recreational Facilities and Adventurous Activities (9 nominations each)
2. More cafes, restaurants and coffee bars (5 nominations)
3. More jobs for young people (4 nominations)
4. More affordable homes/fewer holiday homes (3 nominations)
5. Easier/cheaper parking (3 nominations)

## SUMMARY AND NOTES

The NNP Steering Group reviewed and discussed the issues and concerns raised by the focus group. Although they decided ultimately not to bring forward a specific Young Person's Policy in the NNP, they determined that the aspiration for sports and recreational facilities would be supported by Policy EN1 Local Green Spaces; the aspiration for 'more cafes' etc. would be supported by Policy ED1 Business; the aspiration for more jobs would be supported by Policies ED1 and ED3 Appledore Employment Zone; the aspiration for more affordable homes and fewer holiday homes would be supported by Policies HO2 New Affordable Housing and ED2 Tourism Attractions and Accommodation; and the aspiration for easier/cheaper parking would be supported by Policy TR3 Public Car Parking.

## **APPENDIX 4 – SUMMARY OF NNP PRE-SUBMISSION CONSULTATION RESPONSES AND RESULTING AMENDMENTS - February 2023**

The pre-submission consultation questionnaire was delivered to all 6,500 residences in the Parish of Northam. As noted in the Record of Community Engagement it was also available online for completion online or to download, and as a paper document at selected venues and at Consultation events.

Northam Town Council received a total of 505 responses to the pre-submission consultation. Nearly all the responses were made using the pre-submission questionnaire (either online or by returning paper copies.) One response was 'spoiled' and therefore unusable. The questionnaire asked respondents to rate their response to each policy in the pre-submission NNP draft as either 'SUPPORT', 'DO NOT SUPPORT' or 'NEGATIVE'. If they wished respondents could also make more detailed comments on the policies

The policy ratings may be summarised as follows:

Spring 2023, Pre-submission Consultation Summary of responses to the consultation questionnaire by percentages (numbers in brackets):

NOTE: Where applicable the present policy name(s) and reference number(s) are parentheses.



POLICY	SUPPORT %	DO NOT SUPPORT %	NEUTRAL %
CF1: COMMUNITY FACILITIES	96.5 (491)	0 (0)	3.5 (17)
HO1: SIZE OF DWELLINGS	50.5 (254)	22.5 (114)	27 (136)
HO2: NEW AFFORDABLE HOUSING	80 (403)	10.5 (54)	9.5 (47)
HO3: NEW REDEVELOPED AND REPLACEMENT DWELLINGS (HO3: RESIDENTIAL DESIGN AND AMENITY)	77 (387)	6.5 (34)	16.5 (83)
HO4: QUALITY OF DESIGN (DE1: QUALITY OF DESIGN)	84 (423)	7 (35)	9 (46)
HO5: ENERGY CONSERVATION AND CARBON REDUCTION (DE2: RENEWABLE ENERGY)	85 (430)	5.5 (27)	9.5 (47)
TR1: RESIDENTIAL PARKING PROVISION	83 (418)	5.5 (28)	11.5 (58)
EN1: LOCAL GREEN SPACES (EN1 and EN1a) OPEN SPACE AND RECREATION)	97 (490)	2 (8)	1 (6)
EN2: PREVENTION OF COALESCENCE (EN2: PROTECTING IDENTITY OF SETTLEMENTS)	97 (490)	1 (6)	2 (8)
EN3: PROTECTING RURAL CHARACTER (EN3 and EN3a) PROTECTING DARK SKIES AND REDUCE LIGHT POLLUTION)	97.5 (491)	1 (6)	1.5 (7)
EN4: PROTECTING VALUED VIEWS	91 (460)	1 (5)	8 (39)
HE1: PROTECTION OF HERITAGE ASSETS (HE1: CONSERVATION OF HERITAGE ASSETS)	96 (485)	0.5 (3)	3.5 (16)
EN5: PROTECTION OF BIODIVERSITY (EN5: PROTECTION OF GREEN CORRIDORS AND BIODIVERSITY ENHANCEMENT)	96.5 (487)	0.5 (3)	3 (14)
TR2: CYCLE AND PEDESTRIAN ROUTES	83.5 (422)	3 (15)	13.5 (67)
ED1: BUSINESS	67.5 (340)	5 (26)	27.5 (138)
TR3: PUBLIC CAR PARKING	86.5 (436)	2 (9)	11.5 (59)

ED2: TOURISM ATTRACTIONS AND ACCOMMODATION	60.5 (304)	12 (61)	27.5 (139)
HE2: RICHMOND DOCK	89 (450)	2 (9)	9 (45)
ED3: APPLEDORE MARITIME EMPLOYMENT ZONE	90.5 (456)	0.5 (3)	9 (45)

All policies were supported by a majority of respondents. The policies that received 90% support or more were EN3, EN1/EN2, CF1/EN5, HE1, EN4, and ED3. The only policies that received less than 70% support were ED1, ED2 and HO1. There were in addition 117 comments, which appear in Appendix 2 of the Plan Consultation Statement. It should be noted that some of these comments were either general or not related to policy areas covered by the Plan. Those comments relevant to the Plan and the actions taken may be summarised as follows:

### Summary of public comments to the pre-submission consultation and action taken

TOPIC	SUMMARY OF COMMENTS	NUMBER OF COMMENTS	ACTION TAKEN
Protection of green spaces/countryside	Comments supported protection of countryside and valued green spaces.	17	Comments addressed in policies EN1, EN2, EN3, EN4, EN5, ED1 and ED2.
Concerns regarding new housing development	Concerns regarding new housing development cited excessive numbers of houses, inadequate infrastructure, and poor quality of development.	39	Comments noted. Quality of development addressed in policies HO3 and HO4.
Types of housing	Comments supported affordable dwellings/dwellings for local people (8); opposed use of dwellings for second homes and holiday lets (10); made suggestions for types of dwelling to suit local needs (4); suggestions for energy-efficient dwellings.	22	Comments on affordable dwellings addressed in policy HO2; comments on types of dwelling addressed in policy HO1; comments on energy efficient dwellings addressed in policy HO5; other comments noted.
Car parking (residential and private)	Comments supported provision of sufficient public and residential parking; additional comments supported provision of electric vehicle (EV) charging points (3).	14 (+3)	Comments on residential parking and EV charging points addressed in policy TR1; comments on public parking and EV charging points addressed in policy TR3.
Cycling/walking routes	Comments support provision of more/improved cycling/walking routes. (One comment made by a representative of the South West Coast Path Association)	6	Comments on cycling and walking addressed in policy TR2. Setting of South West Coast path protected in policy EN3.
Miscellaneous	Suggestions for new valued	5	Comment on

comments	views (policy EN4) (3). More protections for rural area in south of Parish (1); Support for more children's play areas (1); Suggestions for Richmond Dock development (1); Support for community facilities.		community facilities and children's play area addressed in policies CF1 and EN1. All other comments noted.
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In response to comments from members of the public a number of amendments were made to the policy and supporting text of the Plan. The amendments are summarised below.

Amendments to plan text made in response to public comments during the pre-submission consultation

POLICY	AMENDMENT
CF1	Reference to children's play added to sub-clause iii.
EN1	Knapp Wood removed as proposed Local Green Space.
HO4	Policy text in clause 1 slightly amended for clarity.
HE2	Supporting text amended to reference amenity of residents.
ED3	Supporting text amended to include traffic mitigation.

#### SUMMARY OF MAIN AMENDMENTS TO THE NNP IN RESPONSE TO THE PRE-SUBMISSION CONSULTATION

General – Restructuring of NNP sections in a more logical order. Numerous textual alterations for clarity. All maps re-drawn.

Objectives – most objectives re-written to reflect changes made to policy text. New over-arching objective to achieve sustainable development in conformity to the NPPF as suggested by HC.

The main policy amendments were as follows:

POLICY	MAIN AMENDMENTS IN RESPONSE TO CONSULTATION COMMENTS	NOTES
CF1	Text edited; reference to children's play in sub-clause iii) in response to public comment.	
HO1	Policy re-focussed on size of dwellings and provision of more adaptable and accessible dwellings. Policy re-researched. Policy and supporting text amended in relation to TDC comments.	Appendix 2 has been re-researched and re-written to support this policy.
HO2	Policy re-focussed on maximising provision of affordable housing in a tenure mix that meets local housing needs. Policy re-researched.	Appendix 2 has been re-researched and re-written to support this policy.
HO3	Clause 2 removed from policy text.	
HO4	Policy edited and sub-clauses 1 ii. And 1 iii. Policy amended with suggestions from TDC, the Environment Agency and a member of the public.	
HO5	Policy amended using suggestions by TDC and the Environment Agency.	
TR1	Policy edited for clarity. Policy amended using suggestions by TDC	
EN 1	Policy re-drafted in response to suggestions by HC and TC. One proposed Local Green Space removed in response to a suggestion from a member of the public.	Appendix 3 has been re-researched and redrafted to support the amendments to the Policy Text.

EN2	Policy re-drafted for clarity and in response to comments by TDC and HC. Supporting text redrafted to support amended policy text.	
EN3	Policy retained.	
EN4	Policy amended in response to comments by TDC.	
HE1	Policy amended in response to comments by TDC and HC	Appendix 6 has been re-researched and redrafted, and a Northam Parish Heritage Assessment prepared in the evidence base of the NNP to support the amendments to the Policy Text.
EN5	Policy edited for clarity with amendments suggested by Environment Agency and TDC.	
TR2	Policy edited for clarity with amendments suggested by TDC.	
ED1	Policy edited for clarity	
TR3	Policy edited for clarity	
ED2	Policy retained	
HE2	Policy edited for clarity; and amended in response to comments by TDC; also alteration to supporting text to reflect public comment on amenity of residents	
ED3	Supporting text amended on traffic mitigation to reflect public comment	Former Appendix 9 removed in response to comment by HC.

## APPENDIX 5 – RECOMMENDATIONS IN FINAL HEALTH CHECK AND AMENDMENTS MADE TO THE PLAN

	General Recommendation	Notes	Modification to Plan
1	Consider the proposed modification of the policies.		Recommendation accepted. Policy modifications accepted as set out in Table 14.
2	Consider including the list of community assets in policy CF1.		Recommendation accepted.
3	Consider the implications of the NPPF 2024 in particular paragraphs 69,70 and 74.	NPPF paragraphs refer to the allocation of small and medium-sized housing sites. In conformity to national policy, in 2018 Northam Town Council issued a call for sites for potential housing allocation through the Plan. As stated in Appendix 1a) above, six sites were considered but discounted due to potential conflict with emerging strategic policies of the NDAT Local Plan. Shortly after its conclusion, this	Recommendation accepted.  Section 7 of the Plan, the Record of Community Engagement and Consultation Statement amended to document this process.

		process was superseded by the adoption of the NDAT Local Plan, which contained a full set of housing allocations based on an assessment of local housing needs. Northam Town Council has made no further call for sites.	
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#### Policy Recommendations and Modifications Made

POLICY	RECOMMENDATION	MODIFICATION
CF1	None	-
HO1	None	-
HO2	Re-write proposed with clause 2 removed because viability assessments outside scope of neighbourhood planning.	Recommendation accepted and policy modified.
HO3	None	-
TR1	Re-write proposed with 2 ii) removed and policy on parking provision made more flexible to conform to Local Plan policy DM06.	Recommendation accepted and policy modified.
	Separate HO4 and HO5 from housing policies because they deal with non-residential development	Recommendation accepted. By agreement with health check examiner HO4 and HO5 given new references (DE1 and DE2) and moved to new sub-section.
DE1 (HO4)	Re-write proposed as a general development design policy with addition of clauses 1 and 2 from HO5.	Recommendation accepted and policy modified.
DE2 (HO5)	Re-write proposed as renewable energy policy with loss of clauses 1 and 2 to HO4.	Recommendation accepted and policy modified.
EN1	Three sports and recreation sites more appropriately protected under NPPF paras 102 and 103 – these sites moved to new supplementary policy EN1a). One other site removed from policy. Policy amended to clarify conformity to NPPF.	Recommendation accepted and policy modified.
EN1a)	New supplementary open space and recreation policy for three sports and recreation sites from EN1.	Recommendation accepted and policy added to Plan.
EN2	New policy text on protecting the identity of settlements proposed as clause 1 in amended EN3.	Recommendation accepted. Recommended clause 1 in EN3 retained as policy EN2 because clause 1 relates to a different NDAT Local Plan strategic policy and a separate set of planning considerations to EN3.
EN3	New policy text on protecting the identity of settlements proposed as first clause.	Recommendation accepted and policy

	Remainder of policy text amended for clarity, and dark skies provision moved to new supplementary policy EN3a). Addition of new text on protecting identity of settlements as noted above.	modified. As noted above, recommended clause 1 retained as separate policy EN2.
EN3a)	New supplementary dark skies policy with provisions on lighting required and protection for valued views in EN4.	Recommendation accepted and policy added to Plan.
EN4	None	-
HE1	Policy modified to ensure conformity to NPPF protections for heritage assets.	Recommendation accepted and policy modified with additional clause 1 on protections for locally listed non-designated heritage assets under NPPF. Health Check examiner makes no objection to additional clause 1 because policy text 'remains substantially the same'.
EN5	Minor modification for clarity.	Recommendation accepted and policy modified.
TR2	None	-
ED1	None	-
TR3	None	-
ED2	None	-
HE2	None	-
ED3	None	-

