



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
Telephone and Fax: 01237 474976
E-mail townclerk@northamtowncouncil.gov.uk

You are hereby summoned to attend a Neighbourhood Plan Advisory Group Meeting on Tuesday 20th July 2021 at 6.00pm, to be held on Zoom.

Topic: Northam Neighbourhood Plan Advisory Group

Time: Jul 20, 2021 06:00 PM London

Join Zoom Meeting:

<https://us02web.zoom.us/j/81331838273?pwd=ZGFkQVMrZms2VURHMmdSc25CMXF4UT09>

Meeting ID: 813 3183 8273

Passcode: 998051

The Agenda for the meeting is set out below.

Members of the public will be admitted at the start of the meeting.

M. J. Mills

Mrs Jane Mills Fd Community Governance MILCM, PSLCC
Town Clerk

Date of issue: 14th July 2021

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

AGENDA

- 1 Apologies**
- 2 Chairman's announcements**



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

- 3 **Declarations of interest:**
Members are reminded that all interests should be declared prior to the item being discussed.
- 4 **To agree the agenda as published**
- 5 **To confirm and sign the minutes of the meeting held 24th June 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 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
- 7 **To consider how to review the approved policies for currency.**
- 8 **To receive action points. (*herewith*)**
- 9 **To approve the meeting schedule for the year to 30.04.2022. (*herewith*)**
- 10 **To receive an update on the inclusion of a policy concerned with *Principal and Full-Time Residence*. (*Mr G Townsend*)**
- 11 **To review the wording of the below listed policies:**
 - i. Tourism Attractions & Accommodation (*herewith*)
 - ii. Richmond Dock (*herewith*)
 - iii. Provision for Young People (*herewith*)

Northam Town Council – Minutes of the Northam Neighbourhood Plan Advisory Group Meeting held by Zoom on Thursday 24th 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 1st 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 1st April 2021**
It was resolved to confirm the minutes of the meeting held 1st 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.....

Northam Neighbourhood Plan Advisory Group Action Points

Arising from 24 June 2021:

Deputy Town Clerk to contact Mr G Townsend regarding his feedback concerning **Primary Residence**.

Mr Townsend to address the Advisory Group at the July 2021 meeting.

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.

To be included in V1.7, ongoing.

Policy numbers to be removed from the Neighbourhood Plan during its drafting stages, so as to avoid confusion as the order of policies evolves.

Completed in V1.7

An item to review the agreed policies for currency to be included on the next agenda.

On the agenda.

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.

Ongoing.

Cllr Hodson to share the detail of the demographic figures used to evidence the **Affordable Housing** policy with the Deputy Town Clerk.

Deputy Town Clerk to resend the request.

Members of the Advisory Group to share information they have and gain from their networks regarding the **Affordable Housing** and any other policy with the members of the Advisory Group.

Ongoing.

The **Affordable Housing** policy would be returned to a future meeting for consideration.

On the agenda.

Deputy Town Clerk to revise the wording and layout of the **Broadband and Utilities** policy.

Ongoing.

Deputy Town Clerk to revise the wording and layout of the **Business** policy.

Ongoing.

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

Ongoing.

Deputy Town Clerk to upload all relevant minutes to the Sharepoint site.

Uploaded 5th July 2021

Deputy Town Clerk to re-issue the invites to the Sharepoint site.

The link was shared on 5th July 2021.

Deputy Town Clerk to redraft meeting schedule.

Schedule redrafted for the 2nd to last Tuesday of each month, circulated for comment and on July agenda for approval.

Proposed Meeting Schedule to 30.04.2022

20th July 2021

31st August 2021

21st September 2021

26th October 2021

23rd November 2021

21st December 2021

25th January 2022

22nd February 2022

22nd March 2022

26th April 2022

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 - 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) In the area defined on Map B2, proposals for new or extensions to existing tourism accommodation and attractions will be supported provided they cannot reasonably be located outside the area defined on Map B2 and proposals comply with policies NNP2 & £, NDAT Local Plan policy DM17 and in the case of tourism accommodation, they utilise existing buildings.**

- c) In the countryside, proposals for new or extensions to existing tourism accommodation and attractions will be supported provided that they cannot reasonable be located outside the countryside and proposals comply with NDAT Local Plan policies DM17 & 18.**
- d) Improved access to Westward Ho! beach will be supported.**
- e) 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.

Policy - Richmond Dock

The NDTLP Spatial Vision for Northam states that Appledore will develop further as '*a centre for maritime activities*'. This objective is supported and the Richmond Dock site (Map B5) is allocated for redevelopment as a visitor attraction, with a dry dock capable of admitting ships and with small business units. Proposals for the site will be supported where:

- a) They enable public access to the historic site and enhance the tourism offer of Appledore
- b) The design, massing and materials used in any new buildings, enhances the setting and integrity of the dry dock and the adjacent conservation area.
- c) Any new buildings do not exceed two storeys in height or occupy more than 30% of the site.
- d) The dry dock remains capable of its original use, with sufficient vehicular access and clear working space.
- e) There is no adverse impact on the amenity of residents in the area, or on the existing flood defences on the site.
- f) The construction methods do not adversely impact on the historic structure and setting.
- g) The future maintenance of the dry dock, dock gate mechanism and curtilage walls to be secured through the provision of a legal agreement.

Objective

The following policy seeks to achieve three objectives:

- 1) To establish a sustainable heritage attraction in Richmond Dock which will draw visitors to Appledore and enable continued maintenance and preservation of the historic structure and its setting, enhancing the nearby conservation area.
- 2) To maintain Richmond Dock as a site for employment, ensuring that it remains capable of being used as a working dry dock.
- 3) To protect the amenity of Appledore residents from the threat of flooding, excessive noise, foul odours, vibration and the loss of privacy or light.

Conformity

ECD3 ECD4 NOR ST09 ST15 NPPF185-189

Justification

Opposition to housing on the site was demonstrated in responses to repeated development proposals over recent years, including objections raised by C.A.S.H. (Celebrating Appledore's Maritime Heritage) and the Appledore Residents Association.

That the overriding principles guiding development, were that the dry dock remains in working order and that the historic structure and its setting are protected, is shown by the Appledore Area Design Statement (Adoption Draft) November 2006. Those same principles informed the planning inspector's report in the Richmond Dock Appeal in 2011 (APP/W1145/E/11/2144897)

This is a prominent site in the centre of the village of local and national importance, and this is recognised with a Grade II* listing. It makes a great contribution to the character and identity of Appledore, but this historic dock has been neglected and is in a state of disrepair. The site probably contains archaeological remains of dock buildings, historic shipbuilding and other maritime activities. It adjoins the Appledore and New Quay Street conservation areas, as well as the South West Coastal Footpath. Any unauthorised entry to the deep dock area poses a possible health and safety issue.

Provision for Young People

Issues

Provision for indoor and outdoor activities and creative pursuits accessible to young people is fragmented across the Northam Neighbourhood Plan (NNP) area. Young people's needs and concerns may be marginalised in the NNP area with local demographics identifying a higher proportion of older people in the population than the Torrridge District average, as referenced in para 10.343 of the North Devon & Torrridge Local Plan 2011-2031. The Green Infrastructure Strategy (GIS) identified a shortage of open space facilities for teenagers. Any housing developments on open green spaces impact on the freedom of young people to, come together, interact and connect with the natural environment.

Young people locally have limited access to adventure and activity centres in the area. Without opportunities to participate in challenging activities, they may not develop the coping strategies which can build resilience and self-reliance.

Many young people have to seek jobs, apprenticeships and traineeships outside the NNP area. There is limited scope for young entrepreneurs to gain business experience and no dedicated office space, hot-desking etc. available for rent in the plan area to encourage business start-ups, according to local property consultants.

Policy - Provision for Young People

- a) Development proposals that increase young people's access to open space and sport and recreation facilities will be supported.**
- b) Development proposals will be supported which add new, or enhance current provision of facilities, which enable young people to develop all forms of creative expression, performance arts, sport and recreational activities, personal and team building challenges.**
- c) Proposals for developments which prioritise employment opportunities for young people, either new build or re-use of existing buildings, will be supported providing compliance with NNP17.**
- d) Proposals for commercial, retail, industrial business and work training schemes, with a particular emphasis on the employment of young people , will be supported, providing compliance with NNP17**

Objective

To provide young people with access to a range of challenging activities which help foster growth mindsets.

It is intended that provision of sport and recreation facilities, and opportunities for creative expression across the NNP area will be monitored on a regular basis, assessing how open

spaces and future developments might better serve the needs and aspirations of young people.

It is the intention to support proposals for business development and start-ups that directly benefit young people.

Conformity

ST11 ST22 NOR NOR6 NOR7 NPPF83 NPPF91 NPPF96-97

Justification

Reports highlight the adverse effect on young people's wellbeing of excessive screen time and addiction to social media, (Children's Commissioner's 2017 report: *Growing Up Digital Taskforce* and Barnardo's 2017 paper: *Childhoods in a Digital World* while outdoor activities and creative pursuits help promote their physical, mental and emotional health (National Trust 2013 report by Stephen Moss: *Natural Childhood*).

The NPPF February 2019 Section 8: Open Space and Recreation, para 96 states precisely the need for quality open space and opportunities for sport and physical activity, and the importance this has on the health and wellbeing of communities.

In a representative sample of young people's priorities, the top three most valued existing amenities, Green Spaces & Parks, Sport & Recreation facilities, The Beach & Sea.

As to what facilities were most needed, the top two options were, Sport & Recreational facilities and Adventurous Activities.