

Following the Local Government and Accountability Act 2014 the Council now has a policy on filming and recording of Local Council and Committee meetings which will be on view in the Council Chamber or Committee Room as appropriate. Those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings. Those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Members of the public may not wish to be recorded and the Chair of the meeting will ensure insofar as is possible that any request not to be recorded will be respected.

The Council's policy may be viewed on the Policies page of its [website](#).



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

Town Clerk: Mrs Jane Mills MILCM  
Telephone and Fax: 01237 474976  
E-mail [townclerk@northamtowncouncil.gov.uk](mailto:townclerk@northamtowncouncil.gov.uk)

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

**You are hereby summoned to attend a Neighbourhood Plan Advisory Group Meeting on Thursday 28<sup>th</sup> March 2024 at 6.30pm in the Chamber the Town Hall.**

*M J Mills*

Mrs Jane Mills BA(Hons), MILCM, PSLCC, Town Clerk

Date of issue: **22<sup>nd</sup> March 2024**

The following are members of the Neighbourhood Plan Advisory Group:

Councillors Lo-Vel, Newman-McKie, Bruins, Mrs Hodson and Brading, plus the Mayor ex-officio. (Two vacancies for Appledore Ward elected members).

Non-Councillors: Mr G Allen, Ms E Bartleman and Mr N Arnold.

All elected Members of the Council are entitled to attend.

### **AGENDA**

- 1 Apologies**
- 2 Announcements from the Chair**
- 3 To agree the agenda as published**
- 4 Declarations of interest:**  
*Members are reminded that all interests should be declared prior to the item being discussed.*
- 5 To confirm and sign the minutes of the Advisory Group Meetings held on 22<sup>nd</sup> November 2023 (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 Action Points (herewith)**
- 8 To receive the Wildlife site resource map and species information for neighbourhood planning - Northam (herewith)**
- 9 To receive and consider the maps prepared by PEAR Technology (one amendment phase is permissible to each map) (herewith)**
- 10 To consider setting up a working group to undertake the next steps in the preparation of the Northam Neighbourhood Plan (verbal)**

**Northam Town Council – Minutes of the Northam Neighbourhood Plan Advisory Group Meeting held on Wednesday 22<sup>nd</sup> November 2023**

**Present:** Cllrs Hames (Chair), Brading, Bruins, Hodson and Lo-Vel.  
Non-Councillor Members: Ms E Bartleman, Mr G Allen, Mr N Arnold.

**In attendance:** Mr G Langton – Deputy Town Clerk.

- 2311/530 Apologies**  
No apologies had been received.
- 2311/531 Chairman’s announcements**  
There were no announcements from the Chairman.
- 2311/532 Declarations of interest:**  
Members were reminded that all interests should be declared prior to the item being discussed.
- 2311/533 To agree the agenda as published**  
It was **resolved** to agree the agenda.  
Proposed: Cllr Hodson, Seconded: Cllr Brading. (All in favour).
- 2311/534 To confirm and sign the minutes of the Advisory Group Meeting held on 26<sup>th</sup> October 2023**  
The minutes were **confirmed** as a true and correct record.  
Proposed: Cllr Hames, Seconded: Cllr Brading. (All in favour). The minutes were signed by the Chair.
- 2311/535 Public Participation**  
It was announced that members of the public were 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 would be entitled to speak once only in respect of business itemised on the agenda and should 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. No members of the public were present.
- 2311/536 To receive and consider the updated Neighbourhood Plan, Appendices and associated documents.**  
The Chair thanked Mr Arnold for all the work he had carried out preparing the documents for this meeting. In addition to the agreed documents (the basic conditions statement and consultation statement), Mr Arnold had drafted the remaining suite of documents that would support the Northam Neighbourhood Plan through its submission and examination process. The list of documents prepared was:
- i. A document list for the Northam Neighbourhood Plan
  - ii. Northam Parish Heritage Assessment
  - iii. Northam Neighbourhood Plan Community Engagement Strategy
  - iv. Northam Neighbourhood Plan Record of Community Engagement
  - v. Executive Summary

- vi. Consultation Statement
- vii. Equality Impact Statement
- viii. Basic Conditions Statement
- ix. Statement of Conformity with EU Obligations and Legislation (the former SEA/HRA Screening reports and it may become part of the Basic Conditions Statement.)

The Group reviewed the submitted documents noting that recent events would necessitate some editorial changes, specifically the change of title for the North Devon Coast AONB to the North Devon Coast National Landscape. A similar approach would need to be taken for other documents that would change the basis or evidence for the emerging Neighbourhood Plan.

It was **resolved** to approve the draft of the Northam Neighbourhood Plan, Appendices and supporting documents.  
Proposed: Cllr Brading, Seconded: Cllr Hodson. All in favour

**Action points:**

- NA to redraft the Plan, Appendices and Supporting Documents as appropriate in response to changes in the nomenclature of the North Devon Coast AONB and submit a list of other corrections and editorial notes.
- GL to carry out the corrections as identified currently in the documents' *editorial notes* and in response to the above action in the documents currently approved.

**2311/537**

**To note the next steps in the preparation of the Northam Neighbourhood Plan.**

The Group noted that the Plan had progressed through the first eight steps of the 11 identified, as follows:

*Completed stage:*

- Step 1 – Designate a Neighbourhood
- Step 2 – Publicise Neighbourhood Area
- Step 3 – Parish/town Council prepare Neighbourhood Plan
- Step 4 – Building evidence for your plan
- Step 5 – Developing a vision, key aims and objectives
- Step 6 – Writing the Neighbourhood Plan
- Step 7 – Strategic Environmental Assessment Directive (SEA) Requirements
- Step 8 – Pre-submission Consultation

*Current stage:*

Step 9 – Editing and Submission of Neighbourhood Plan  
This would be supported by the 9 documents listed in the previous minute and the Appendices.

*Stages to start:*

Step 10 – Publication Consultation and Independent Examination (which includes a minimum 6-week consultation period)

On submission of the Neighbourhood Plan and the associated documents stated above, the District Council checks that the submitted documents satisfy the legal requirements before the Neighbourhood Plan is subject to a minimum 6 week public consultation.

During the consultation period, the District Council will arrange to appoint an Independent Examiner and submit the Neighbourhood Plan and the associated documents along with the representations received for independent examination. Please note: During the examination, the Examiner will test that the Neighbourhood Plan fulfils the Basic Conditions. The Examiner will issue a report which must be published and considered. The District Council must consider the Examiner's report and refer the Plan to public referendum or refuse the plan.

#### Step 11 – Referendum and Adoption

In reaching a decision, the Council will publish a decision statement and make arrangements to organise a public referendum. Not less than 28 days before the date of the referendum, the District Council must publish on their website and make available an information statement and specified documents in relation to the referendum. This information must be available throughout the referendum period. Where a referendum results in a majority yes (over 50% plus 1) the Council must make (adopt) the Neighbourhood Plan as soon as possible, it then becomes part of the Local Plan for the District.

#### 2311/539 **To consider costs for proofreading, document design and map production.**

It was **resolved** to engage professionals to assist with the work on the Neighbourhood Plan as follows:

Engage the Council's mapping provider (*Pear Technology*) to prepare the maps as identified (below) at the quoted cost (approx. £1,700)

Engage a designer (*gfivedesign*) to design the document(s) and create a dedicated website at the quoted cost (approx. £2,750)

Proposed: Cllr Brading, Seconded: Cllr Hodson. All in favour

#### **Action point:**

- GL to contact proof readers with the entire document list for revised pricing.

#### **Required Maps.**

##### *Main Body:*

1. The Neighbourhood Plan Area

##### *Appendices:*

2. App3: Local green spaces - Rectory Gardens
3. App3: Local green spaces - Marshford Allotments
4. App3: Local green spaces - Blackies
5. App3: Local green spaces - Cricket Ground, Westward Ho!
6. App3: Local green spaces - 'Humpty Dumpty Hill'
7. App3: Local green spaces - Westward Ho! Park
8. App3: Local green spaces - Escarpment woodland between Bay View Road and Atlantic Way
9. App3: Local green spaces - Anchor Park
10. App3: Local green spaces - Backfield Village Green, Appledore
11. App3: Local green spaces - Hillcliff Gardens, Irsha Street
12. App3: Local green spaces - Tors View, Cornborough Drive, Westward Ho!
13. App3: Local green spaces - The Village Green, Westward Ho!
14. App3: Local green spaces – Appledore Football Club Ground
15. App3: Local green spaces – Bideford Blues/Park United Football complex
16. App3: Local green spaces – Burrough Farm, Northam
17. App4: The area between the development boundaries of Northam/Westward Ho! and Appledore
18. App5: Valued Views - Pimpley Bridge (looking NE)

- 19. App5: Valued Views - Bone Hill (looking N/NW)
- 20. App5: Valued Views - Bidna Hill (looking E/SE)
- 21. App5: Valued Views - Lookout Field, Staddon Hill (looking SW)
- 22. App5: Valued Views - Windmill Lane (looking N/NE)
- 23. App5: Valued Views - Backfield Village Green, Appledore (looking N)
- 24. App5: Valued Views - Staddon Road (looking SW)
- 25. App6: Heritage Assets - (i) to (v) Appledore
- 26. App6: Heritage Assets - (vi) Westward Ho!
- 27. App7: Green Corridors - (i) to (iv) Appledore and Northam
- 28. App7: Green Corridors - (v) Westward Ho!
- 29. App8: Conservation Areas – Northam
- 30. App8: Conservation Areas – Appledore
- 31. App9: Appledore Maritime Employment Zone

*Additional maps:*

- 32. Designated and undesignated wildlife areas.

The group ended the meeting at 8:00pm.

Signed .....

Dated.....

# Northam Neighbourhood Plan Advisory Group

## Action Points

ARISING FROM 22 <sup>ND</sup> NOVEMBER 2023:	UPDATE	COMPLETE?
NA TO REDRAFT THE PLAN, APPENDICES AND SUPPORTING DOCUMENTS AS APPROPRIATE IN RESPONSE TO CHANGES IN THE NOMENCLATURE OF THE NORTH DEVON COAST AONB AND SUBMIT A LIST OF OTHER CORRECTIONS AND EDITORIAL NOTES.	Revised document received by the Officer.	Yes.
GL TO CARRY OUT THE CORRECTIONS AS IDENTIFIED CURRENTLY IN THE DOCUMENTS' EDITORIAL NOTES AND IN RESPONSE TO THE ABOVE ACTION IN THE DOCUMENTS CURRENTLY APPROVED.	Editing work is ongoing	Partially complete
GL TO CONTACT PROOF READERS WITH THE ENTIRE DOCUMENT LIST FOR REVISED PRICING.	Proof Readers contacted. Estimates (not quotes) range from £460 to £1,120.	Not complete
APPONT PEAR TECHNOLOGY TO PROVIDE MAPPING	Pear instructed. Await completed maps.	Not complete
CONTACT DEVON WILDLIFE TRUST FOR A 'WILDLIFE INFORMATION SUMMARY (NEIGHBOURHOOD PLAN)' FOR THE NORTHAM NEIGHBOURHOOD PLAN	The work has been planned in by the Trust. Awaiting receipt of the report (cost £120 exVAT) Report received	Complete
CONFIRM THE WEB AND DOCUMENTN DESIGNER	Instruction issued. Deposit payment made. The next stage is to await the proof-read documents to prepare into a designed Plan document.	Partially Complete.
PICTURES OF THE AREA REQUESTED TO SUBMIT TO THE DESIGNER	Many have been received but more are always welcome.	Partially complete