



NORTHAM TOWN COUNCIL

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Please scan QR code for the Council's website



To all members of the Council:

You are hereby summoned to attend the **PLANNING AND DEVELOPMENT MEETING** on
THURSDAY 30th January 2025 at 6.30pm

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda overleaf.

Membership: Cllr Hames (Chair), Cllr Bach (Deputy Chair), Cllr Brading, Cllr Lo-Vel and Cllr Newman-McKie, plus the Mayor, Cllr Tait, ex-officio.

Questions by the public: There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council, and at Committee meetings in respect of business on the agenda.

Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

Recording, photographs and filming: In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability. The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states: *Subject to subsection (2)* below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states:

Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

Guy Langton

Guy Langton, Town Clerk & RFO

Date of issue: 24th January 2025

AGENDA

- 1 **To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)** *All apologies must be notified to the Town Council offices prior to the meeting.*
- 2 **Chair's announcements**
- 3 **To receive any dispensations and disclosable pecuniary or other interests**
Members are reminded that all interests must be declared prior to the item being discussed.
- 4 **To agree the agenda as published**
- 5 **To confirm as a correct record and sign the minutes of the Planning and Development Meeting held on 8th January 2025 (pages 4-6)**
- 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 receive an update on the progress of the Northam Neighbourhood Plan (p7-9)**
- 8 **To receive and note the December 2024 National Planning Policy Framework, as circulated to TDC Plans Committee members** *(electronic copy circulated - copies available on request)*
- 9 **To consider making a comment on the Xlinks 1 Limited's application for a development consent order (deadline 13th March 2025) (attached)**
- 10 **Torrige District Council Planning Applications:**
Torrige District Council, the determining Authority, has asked for comments from the Town Council on the following Parish planning applications:
 - i) [1/0002/2025/FUH](#)
Proposal: Removal of existing lean-to front porch and creation of enclosed front porch
Location: 2 Venton Drive, Westward Ho!
Response date: 31st January 2025
 - ii) [1/0035/2025/FUL](#)
Proposal: Change of use of lower ground floor flat from holiday let to residential
Location: Culloden House, Fosketh Hill, Westward Ho!
Response date: 10th February 2025
 - ii) [1/1060/2024/FUL](#)
Proposal: Extension to surgery and associated works
Location: Northam Surgery, Bay View Road, Northam, Bideford
Response date: 15th February 2025
- 11 **Torrige District Council Planning Decisions**
Torrige District Council, the determining Authority, has **granted** permission for the following applications with conditions as filed:
 - i) 1/0993/2024/FUL
Proposal: Erection of side extension
Location: 37 Burrough Road, Northam
(Northam Town Council recommend the proposal be granted permission)
 - ii) 1/0975/2024/FUH
Proposal: Ground floor single storey rear and side extension
Location: 32 Amyas Way, Northam
(Northam Town Council recommend the proposal be granted permission)

iii) 1/0990/2024/FUL
Proposal: Erection of hydrotherapy pool building and associated works
Location: Northam Lodge, Rosehill, Heywood Road
(Northam Town Council recommend the proposal be granted permission)

iv) 1/1022/2024/FUL
Proposal: Conversion of 4 no. flats to 1 no. dwelling
Location: Appledore House, Meeting Street, Appledore
(Northam Town Council recommend that this was noted)

12 Torridge District Council Planning Decisions

Torridge District Council, the determining Authority, has **refused** permission for the following applications with conditions as filed:

i) 1/0915/2024/FUL
Proposal: Change of use of ancillary domestic accommodation to 1no. open market dwelling
Location: The Tree Tops Annexe, 43A Richmond Park, Northam
(Northam Town Council recommend the proposal be refused permission)

ii) 1/0970/2024/FUL
Proposal: Erection of rear extension, roof extension, garage and external works
Location: 36 Fairlea Crescent, Northam
(Northam Town Council recommended that the proposal be granted permission.)

iii) 1/0976/2024/FUL
Proposal: Retrospective creation of vehicular access, including installation of gates, wall, fence, and hedgebank; the partial removal of the unauthorised boundary wall and fencing; closing of the existing vehicular access; and associated works, including landscaping (Affecting a public right of way)
Location: River View, Bidna Lane, Northam
(Northam Town Council recommend the proposal be refused permission.)

MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE
8th January 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllrs Brading, Hames (Chair), Lo-Vel and Newman-McKie

In attendance: Guy Langton, Town Clerk & RFO

- 2501/509 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)**
 Cllrs Bach and Tait gave their apologies, the reasons for which were approved by the meeting.
- 2501/510 Chair's announcements**
 The Town Clerk reported that the Devon Association of Local Councils had published a list of Zoom events that members of the committee may be interested in.
- Heritage Issues and the Planning System:** Designed for councillors and officers wanting a greater understanding of the planning system as it relates to heritage issues.
19 February, 18.30-20.15
- Planning Enforcement, Appeals and Planning obligations:** Designed for all councillors and officers to give all a greater understanding of planning appeals and enforcement as well as S.106 agreements, CIL and other planning obligations.
28 January, 18.30-20.15
- Introduction to Planning:** Designed for both councillors and clerks wanting an overview of the planning system and their council's role within it.
13 February 18:30-20:15
- The details would be circulated to members.
- 2501/511 To receive any dispensations and disclosable pecuniary or other interests**
 Members were reminded that all interests must be declared prior to the item being discussed.
- 2501/512 To agree the agenda as published**
 It was **resolved** to agree the agenda as published.
 Proposed Cllr Brading, Seconded Cllr Lo-Vel (all in favour)
- 2501/513 To confirm as a correct record and sign the minutes of the Planning & Development Committee meeting held on 12th December 2024**
 It was **resolved** that to approve the minutes of that Planning & Development committee meeting as a true and correct record.
 Proposed Cllr Lo-Vel, Seconded Cllr Brading (all in favour).
- 2501/514 Public Participation**
 None present at the meeting
- 2501/515 To receive an update following the receipt of the report from the NDP Examiner engaged to undertake a 'health check' of the Northam Neighbourhood Plan**
 The Chair reported that the NNP Working Group had considered an examiner's report on the draft Plan, had completed some of the amendments she suggested, including separating the Local Green Spaces from the sports fields within the policy appendices. The Council's mapping provider had been asked to redraw the maps. The owners of the proposed Local Green Spaces had been written to. One reply had been received and the others would be followed up in due course.
 There remained work to do to complete the Plan for submission but the Working Group was continuing to progress that work.

2501/516

Torridge District Council Planning Applications:

Torridge District Council, the Determining Authority, asked for comments from the Town Council on the following Parish planning applications:

i) 1/1043/2024/FUL

Proposal: Extension and alterations to existing dwelling including new garage and driveway (Variation of Condition 2 of Planning Permission 1/0326/2023/FUL)

Location: Fordlands, Heywood Road, Northam

Response date: 30th December 2024 (extension granted until 10th January 2025)

It was **resolved** to recommend that the proposal be refused permission on the grounds that it would have an adverse visual impact on a listed building and affects the amenity of other properties locally.

Proposed: Cllr Hames, Seconded: Cllr Newman-McKie (all in favour)

ii) 1/1016/2024/FUL

Proposal: Replacement single storey rear extension

Location: 15 Kimberley Park, Northam

Response date: 2nd January 2025 (extension granted until 10th January 2025)

It was **resolved** to recommend that the proposal be granted permission.

Proposed: Cllr Hames, Seconded: Cllr Newman-McKie (all in favour)

iii) 1/1063/2024/FUL

Proposal: Adaptation/replacement of single storey extensions to side/rear of dwelling, enlargement of garage & internal refurbishment works including insertion of roof lights to side elevations

Location: Cedarwood, Lakenham Hill, Northam

Response date: 5th January 2025 (extension granted until 10th January 2025)

It was **resolved** to recommend that the proposal be granted permission.

Proposed: Cllr Newman-McKie, Seconded: Cllr Brading (all in favour)

iv) 1/1071/2024/FUL and 1/1072/2024/LBC

Alterations and extension to outbuilding to form ancillary accommodation

Location: Wellesbourne, Limers Lane, Northam

Response date: 13th January 2025

It was **resolved** to recommend that consideration of the proposal be deferred so the Conservation Officer's report could be reviewed.

Proposed: Cllr Hames, Seconded: Cllr Newman-McKie (all in favour)

Action point: request an extension to the 31st January 2025.

v) 1/1001/2024/FUL

Replacement outbuildings

Location: 71 Atlantic Way, Westward Ho!

Response date: 16th January 2025

It was **resolved** to recommend that the proposal be granted permission.

Proposed: Cllr Lo-Vel, Seconded: Cllr Brading (all in favour)

2501/517

To Note: Torridge District Council Planning Decisions

Torridge District Council, the determining Authority, had granted permission for the following applications with conditions as filed:

i) 1/0944/2024/FUL

Proposal: Erection of rear extension and internal alterations

Location: Norlow, First Raleigh

(Northam Town Council recommend the proposal be granted permission)

ii) 1/0898/2024/FUL
Proposal: Part retrospective works and extension to existing outbuilding
Location: Sylvaner, Chircombe Lane, Northam
(Northam Town Council recommend the proposal be granted permission)

iii) 1/0934/2024/FUL
Proposal: Erection of a garage
Location: Adderley House, 135 Bay View Road, Northam
(Northam Town Council recommend the proposal be refused permission)

iv) 1/0961/2024/FUL
Proposal: Demolition of domestic garage and construction of extensions to the side and rear of dwelling, plus internal refurbishment works and landscaping
Location: 3 Swanswood Gardens, Westward Ho!
(Northam Town Council recommend the proposal be granted permission)

2501/518

To Note: Torridge District Council Planning Decisions

Torridge District Council, the determining Authority, had refused permission for the following applications with conditions as filed:

i) 1/0972/2023/OUT
Proposal: Outline application for 1no. dwelling with all matters reserved (Affecting a Public Right of Way)
Location: Land At Grid Reference 244709 127666, Raleigh Hill
(Northam Town Council recommend the proposal be refused permission)

ii) 1/0760/2024/FUL
Proposal: Roof conversion and rear extension
Location: 9 Highfield, Northam
(Northam Town Council recommend the proposal be granted permission)

There being no further business the meeting closed at 7:20pm.

Signed.....Dated.....

Item 7 To receive an update on the progress of the Northam Neighbourhood Plan

Health Check Examination

The Health Check Examiner (HCE)'s final report has now been received. Her recommendations are as follows:

Recommendations

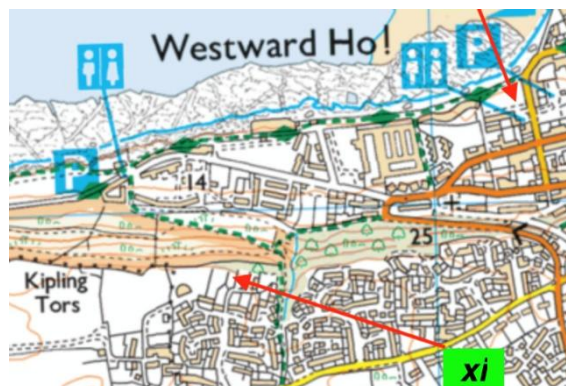
1. Consider the proposed modification to the policies. These are only suggestions, and the steering group can choose to retain the original wording and allow the Independent Examiner to make the decision on whether or not the policy meets the Basic Conditions.
2. Consider including the list of community assets in policy CF1.
3. Consider the implications of the NPPF 2025 in particular paragraphs 69,70 and 74.

The HCE has advised the Town Clerk that it took a day longer than anticipated to complete the examination. Her invoice is awaited, her rate is £600 per day, so it is anticipated to be £2,400. A copy of the full report has been circulated with this agenda and is available on request.

Local Green Spaces

The Local Green Space consultation letters have been sent to the land owners, with responses as follows:

- Westward Housing were willing to have Backfield in Appledore included, noting it was already a village green, registered with Devon County Council.
- Northam Town Council agreed at its meeting on the 22nd January 2025 that the four parcels it owns could be included as identified Local Green Spaces. Those parcels are Burrough Farm, Anchor Park, 'Blackies' and Westward Ho! Park.
- Torridge District Council was yet to respond regarding 'Humpty Dumpty Hill (off Great Burrows Rise), Hillcliff Gardens (Irsha St), The Village Green in Westward Ho! and the land at Tors View (shown in the map extract, right).
- The Diocese of Exeter objected to the inclusion of the Rectory Garden on the grounds that
 - *"The land is a private garden. It is not particularly visible from the streetscape being behind a boundary wall. An individual Incumbent is free to choose whether to allow members of the public to access the garden for an event for example, but conversely they are entirely free to not allow any access. As such, we consider it to be entirely inappropriate for it to allocated as a Local Green Space."*



Local Green Space maps have been revised by PEAR Technology to meet the changes to the LGS and sports field designations recommended by the HCE. This was done as part of the agreed revision to maps. Further changes may be charged.

Neighbourhood Plan design and drafting

The Council had engaged GFive Design to prepare the final version of the NNP, along with a website with the same plan in electronic format to assist with the consultation and recommendation exercises.

Key stages for preparing a Neighbourhood Plan

As the Northam Neighbourhood Plan has been in development since 2017, and the membership of the steering group has evolved over the years, it may be helpful to remind members of the stages to complete the process.

The Stages as defined by central government are available ([Make a neighbourhood plan - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/make-a-neighbourhood-plan); [Neighbourhood planning - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/neighbourhood-planning) and [Plan-making - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/plan-making)).

The University of Reading has also undertaken research into Neighbourhood Plans, which may be access on their website at [Neighbourhood Planning - information, resources and events \(reading.ac.uk\)](https://www.reading.ac.uk/neighbourhood-planning).

In researching this paper, I found numerous local pieces of guidance for those preparing a Plan, and have drawn the list below together from various sources.

Step 1 – Designate a Neighbourhood Area – Complete.

Step 2 – Publicise Neighbourhood Area – Complete.

Step 3 – Parish/town Council prepare Neighbourhood Plan – Current.

Step 4 - Building evidence for your plan – Current.

Step 5 – Developing a vision, key aims and objectives – Current.

Step 6 – Writing the Neighbourhood Plan – Current.

Step 7: Health Check Examination – including Strategic Environmental Assessment Directive (SEA) Requirements – Complete.

Step 8 - Pre-submission Consultation – To start.

At this stage, a Pre-submission Neighbourhood Plan should be prepared for consultation. Under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 Neighbourhood Plans are required to undertake a minimum of **6 week consultation** inviting representations from local people, neighbouring councils and other statutory consultees. The Regulations state Neighbourhood Plans must be:

- Publicised in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area”. The Parish/town Council needs to include:
 - a. Details of the Neighbourhood Plan proposals;
 - b. Details of where and when the Neighbourhood Plan proposals can be inspected;
 - c. Details of how to make representations; and
 - d. The date by which any representations must be received, being no less than 6 weeks from the date of publication.
- Consult any ‘consultation body’ referred to in [Schedule 1](#) who may be affected by the proposals in the Neighbourhood Plan.
- Send a copy of the Neighbourhood Plan to the Council. It may be useful for the QB to consult on a summary of the Neighbourhood Plan which focuses on the proposals and policies instead of the whole Neighbourhood Plan.

Please note: Groups should consult the District Council before the final draft is publicised for consultation. This is to ensure the final draft including its proposals and policies are compliant with the Basic Conditions and there are no underlining issues or uncertainties.

Step 9: Submission of Neighbourhood Plan – To start.

Following the pre-submission consultation, the QB’s should prepare a Consultation Statement, which should include the following details:

- Details of people and organisations consulted.
- Details of how they were consulted

- Summary of the main issues and concerns raised through the consultation process
- Descriptions of how these issues and concerns have been considered and addressed in the Neighbourhood Plan.

The QB must also prepare a statement explaining how the Neighbourhood Plan fulfils the Basic Conditions. The basic conditions are set out in [paragraph 8\(2\) of Schedule 4B to the Town and Country Planning Act 1990](#) and state that a Neighbourhood Plan:

- Must be appropriate having regard to National Policy
- Must contribute to the achievement of sustainable development
- Must be in general conformity with the strategic policies in the development plan for the local area
- Must be compatible with human rights requirements and EU obligations.

The submission of the Neighbourhood Plan to the District Council must include the following:

- A map or statement which identifies the area to which the plan relates
- A consultation statement: explaining the consultation undertaken in preparing the Neighbourhood Plan
- The proposed Neighbourhood Plan
- the Basic Conditions Statement
- A copy of a Screening Assessment or Environmental Report (if necessary).

Step 10 – Publication Consultation and Independent Examination – To start.

On submission of the Neighbourhood Pan and the associated documents stated above, the 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 Council will arrange to appoint an Independent Examiner in agreement with the QB. The Council will 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 (as stated above) and nothing else. The Examiner will issue a report for the Council to publish and consider. The Council must consider the Examiner’s report and reach a decision whether to refer the Plan to public referendum or refuse the plan.

Step 11 – Referendum and Adoption – To start.

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 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, unless the Neighbourhood Plan is considered to breach EU obligations or Convention Rights. Once the Neighbourhood Plan is made, it then becomes part of the Local Plan for the District.