



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 22nd November 2022 at 5.00pm, to be held in the Council Chamber.

Zoom details available on request.

M. J. Mills

Mrs Jane Mills Fd Community Governance MILCM, PSLCC
Town Clerk

Date of issue: **16th November 2022**

The following are members of the Neighbourhood Plan Advisory Group:

Councillors Hames, Sargent, Mrs Hodson, and Miss Woodhouse, plus the Mayor ex-officio.
(Two vacancies, one each for a Northam Ward and Appledore Ward elected member).

Non-Councillors: Mr G Allen, Ms Bartleman, Ms J Smart.

All elected Members of the Council are entitled to attend.



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AGENDA

1 Apologies

2 Chairman's Announcements

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 Meeting held 2nd November 2022 (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 latest iterations of the Northam Neighbourhood Plan (v3.2) and its Appendices (v3.1) and consider their recommendation to full council with a view to presenting these drafts for *pre-submission consultation*. (herewith)

9 To consider options for the pre-submission consultation exercise, including but not limited to:

- Open-days at the Town Hall, with boards containing details about
 - Neighbourhood Planning
 - The objectives of the Northam Neighbourhood Plan
 - The policies that underpin the Neighbourhood Plan
- Advertised through the Council's Webpage (which can include links to all docs and the information boards) and shared on Facebook
- Posters with QR codes (for Webpage) to advertise the process.

Northam Town Council – Minutes of the Northam Neighbourhood Plan Advisory Group Meeting held by Zoom on Wednesday 2nd November 2022

Present: Cllrs Hames (Chairman), Mrs Hodson, Laws and Sargent.
Non-Councillor Members: Mrs E Bartleman and J Smart

In attendance: Mr G Langton – Deputy Town Clerk.
Three member of the public.

2211/534 Apologies

Apologies were received from G Allen.

2211/535 Chairman's announcements

The Chairman made no announcements. Cllr Mrs Hodson reported that the census figures were now available for public access.

2211/536 Declarations of interest:

Members were reminded that all interests should be declared prior to the item being discussed.

2211/537 To agree the agenda as published

It was **resolved** to agree the agenda as published.

Proposed: Cllr Hames, Seconded Cllr Mrs Hodson (all in favour)

2211/538 To confirm and sign the minutes of the meeting held 14th July 2022.

It was **resolved** to confirm the minutes of the meeting held 14th July 2022.

They would be signed at a later date.

Proposed: Cllr Sargent, Seconded: Cllr Mrs Hodson (all in favour).

2211/539 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.

A member of the public addressed the group commenting on the content of the draft plan as presented, offering to submit maps to accompany policies ED2, EN2 and EN3.

He noted that the presentation of the plan would conform to others and be clearer if the objective statements were removed from the policy text boxes.

He also offered to work with Cllr Hames, providing text for the basic conditions statement.

A second member of the public offered to proof read the final draft.

2211/540 To consider the action points.

The action points were noted, all were complete.

2211/541 To ratify the decision to amend the Neighbourhood Plan document in line with the feedback from Torridge District Council officers and the working group.

It was **resolved** to ratify the decision to amend the Neighbourhood Plan document in line with the feedback from Torridge District Council officers and the working group.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Hames (all in favour).

- 2211/541 To ratify the decision to amend the Neighbourhood Plan document in line with the feedback from Torridge District Council officers and the working group.**
It was **resolved** to ratify the decision to amend the Neighbourhood Plan document in line with the feedback from Torridge District Council officers and the working group.
Proposed: Cllr Mrs Hodson, Seconded: Cllr Hames (all in favour).
- 2011/542 To receive and consider the newest version of the Neighbourhood Plan and appendices (v2.9)**
The group noted typographical, semantic and stylistic errors, which would be corrected. It also noted that a list of non-registered heritage assets would be included in the appendices and that data was required from *Devon Home Choice* to support policies within the Plan. The Group considered that the final draft would benefit from proof reading by someone not involved directly in the production, thanking the member of the public for her offer to proof read the final draft.
The Group **resolved** to recommend the most recent draft to Full Council for approval to be presented for *Pre-Submission Consultation* the appropriate way, correcting the typographical, semantic and stylistic errors and proof-reading (by S Croft, volunteer) before presentation, noting that the list of non-registered heritage assets would be included when available.
Action point: Members to send identified typographical, semantic and stylistic errors and comments to the Deputy Town Clerk for correction.
Action point: Cllr Sargent to collate list of non-registered heritage assets.
Action point: Cllr Mrs Hodson to seek data on identified need for bungalows from *Devon Home Choice*.
Action Point: Cllr Hames to gather census data.
Action point: Deputy town Clerk to include Climate Survey in the appendices.
Action point: Deputy Town Clerk to share the final draft for proof reading with S Croft, when available.
- 2011/543 To consider the draft Community Engagement Strategy.**
It was noted that the final Plan submitted should additionally include a consultation statement and record of engagement. These would be drafted at the appropriate time.
It was **resolved** to adopt the submitted Community Engagement Strategy document.
Proposed: Cllr Hames, Seconded: Cllr Laws (all in favour).
- 2011/544 To consider the draft Basic Conditions statement.**
It was noted that the compliance with national and local planning policy needed to be reviewed for completeness.
Action point: Cllr Hames and N Arnold to review and amend as appropriate.
- 2011/545 To note and update progress against the key stages of a neighbourhood plan.**
The Group noted the steps remaining as:
Step 8: Pre-submission Consultation (6-week minimum timescale)
Step 9: Submission of Neighbourhood Plan
Step 10: Publication Consultation and Independent Examination (6-week minimum timescale)
Step 11: Referendum and Adoption.
Plans for the pre-submission consultation would be considered at the Full Council meeting along with the draft Plan.
Action point: Deputy Town Clerk to consult Torridge District Council regarding the requirements of the pre-submission consultation stage.

There being no further business the meeting closed at 8.10pm.

Signed

Dated.....