



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 Thursday 1st April 2021 at 6.00pm by zoom. The Agenda for the meeting is set out below.

The link for the meeting is shown below. The public will be admitted from the waiting room at the start of the meeting.

Topic: Neighbourhood Plan April 1st 2021
Time: Apr 1, 2021 06:00 PM London

Join Zoom Meeting
<https://us02web.zoom.us/j/83240784306?pwd=SnB4UHh6QWlxd0UvM21Ma3JzaWIKUT09>

Meeting ID: 832 4078 4306
Passcode: 881429 *M. J. Mills*

Mrs Jane Mills MILCM
Town Clerk

Date of issue: 25th March 2021

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

AGENDA

- 1 Apologies**
- 2 Chairman's announcements**
- 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 4th March 2021 (herewith)**



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

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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.

7 To receive action points (herewith)

8 To receive evidence for policies Mr Townsend)

9 To consider Affordable Housing Figures (2017 Housing Needs Survey circulated by e-mail)

10 To consider Cycling Issues

11 To consider finalising policies 14-16 (sent previously)

Northam Town Council – Minutes of the Northam Neighbourhood Plan Advisory Group Meeting held by Zoom on Thursday 4th March 2021

Present: Cllrs Chalmers (Chairman), Mrs Hodson, Hames, Laws and Shelley
Non-Councillor Members: Ms Bartleman, Ms J Smart and Mr G Allen

In attendance: Mrs Jane Mills – Town Clerk
Mrs P Moores – Assistant Town Clerk
Mr G Langton – Deputy Town Clerk
Mr G Townsend – Planning Consultant
Cllr Leather
2 members of the public

2103/1249 Apologies

Apologies were received from Cllr Newman-McKie.

At this juncture, Cllr Chalmers left the meeting briefly and Cllr Shelley assumed the Chair.

2103/1250 Chairman's announcements

There were none.

2103/1251 Declarations of interest

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

2103/1252 To agree the agenda as published

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

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

2103/1253 To confirm and sign the minutes of the meeting held 18th February 2021

It was **resolved** to confirm the minutes of the meeting held 18th February 2021
They will be signed at a later date.

Proposed: Cllr Hames, Seconded: Cllr Shelley (all in favour)

Cllr Chalmers returned to the meeting and resumed the Chair.

2103/1254 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.

A member of the public spoke about policies 14, 15 and 16.

2103/1255 To consider action points

Members were happy with the Justification and noted the Action Points.

Following a meeting with Mr Townsend, Cllr Chalmers, Cllr Hodson, the Town Clerk and Deputy Town Clerk, where issues were raised regarding evidence for policies, Mr Townsend will bring further information to the next Neighbourhood Plan meeting. It is clear that the evidence in the Plan will need to be robust in order for the Plan to succeed.

Action Point - Mr Townsend to bring further information to next meeting.

2103/1256 To consider adopting polices 13–16 ready for publication (information sent previously)

These policies have been re-numbered due to the insertion of an Affordable Housing Policy which will be NNP14.

Members discussed issues under Affordable Housing. Cllr Shelley had combined some figures supplied to him but it is important to break these down as there is a distinct variance between the Wards. This will be an agenda item at the next meeting and it was **resolved** that a table will be inserted.

Proposed: Cllr Shelley, Seconded: Cllr Chalmers (all in favour)

Members then discussed NNP15 (was previously 14) including whether or not there should be a separate policy for Parking in the Plan. Also some of the objectives will need changing.

There was a discussion about DM06 in the Local Plan to consider whether or not this is adequate or whether there is a need to be more specific.

It was **resolved** to incorporate the following in the policy:

The below table shows indicative parking provision to be provided within any new residential development, including residential conversion. Any application that proposes a lower or higher level of parking will be required to provide evidence to justify this proposal.

1 bedroom dwellings – 1 space per dwelling

2 bedroom dwellings – 2 spaces per dwelling

3 bedroom dwellings – 2 spaces per dwelling

4 bedroom dwellings – 3 spaces per dwelling

Houses in multiple occupation – 1 space per 2 bed spaces.

A suitable number of spaces for the purpose of drop-offs should be provided.

Proposed: Cllr Hames, Seconded: Cllr Chalmers (all in favour)

It was a further **resolved** to retain items b, c and d in NNP15 and consider e, cycling at the next meeting.

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

Consideration will need to be given at the next meeting for the inclusion of cycling issues. Cllr Hames to provide suggested text after looking at Cycling within the Local Plan (DM04)

It may be necessary to incorporate a further paragraph regarding car parks when the result of the Appledore Parking Working Group plans are known.

Action Points

(1) To place the matter of Affordable Housing figures on the next agenda and the Town Clerk was also asked to circulate the 2017 Housing Needs survey results.

(2) Incorporate table in NNP15

(3) Retain items b,c and d in NNP15

(4) Cycling issues to be on next agenda

2103/1257 To consider the website

There was a brief discussion regarding information which should be provided on the NNP website and there will be an investigation as to whether or not draft documents could be accessible to members only of the group.

There being no further business the meeting closed at 8.35 pm

Signed

Dated.....

Action Points for NNP

APRIL 2021

Evidence for policies

Mr Townsend to bring further information to next meeting.

Adoption of policies

(1) To place the matter of Affordable Housing figures on the next agenda and the Town Clerk was also asked to circulate the 2017 Housing Needs survey results.

(2) Incorporate table in NNP15

(3) Retain items b,c and d in NNP15

(4) Cycling issues to be on next agenda