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**Northam Town Council – Minutes of the Northam Neighbourhood Plan Advisory Group Meeting held by Zoom on Tuesday 22nd February 2022**

**Present:** Cllrs Hames (Chairman), Hodson, Woodhouse, Laws and Sargent.

Non-Councillor Members: Mrs E Bartleman, Mrs J Smart, Mr G Allen.

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

 Two members of the public.

**2202/1141 Apologies**

No apologies had been received.

**2202/1142 Chairman’s announcements**

The Chairman made no announcements

**2202/1143 Declarations of interest:**

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

**2202/1144 To agree the agenda as published**

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

 Proposed: Cllr Sargent, Seconded Cllr Laws (all in favour)

**2202/1145 To confirm and sign the minutes of the meeting held 31st January 2022**

It was **resolved** to confirm the minutes of the meeting held 31st January 2022.

 They would be signed at a later date.

Proposed: Cllr Laws, Seconded: Cllr Woodhouse (majority in favour, 1 abstention (not present)).

**2202/1146 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 member of the public wished to address the Group.

**2202/1147 To consider the action points.**

The action points were noted.

**2202/1148 To consider the updated Northam Neighbourhood Development Plan ‘NNP v2.7’ to include:**

1. **dates encompassed by the Plan**
2. **sections in red (amended) at pages 4, 5, 7, 8, 9, 10, 12, 18, 19, 22, 24, 25, 26, 27, 28, 29, 33, 34, 36, 39, 40, 47, 48, 54, 68, 72 & 73.**

 Cllr Hames reported on the work of the subgroup, which had met twice since the last meeting of the Advisory Group. Typographic changes advised by Mr. Townsend had been incorporated and a revised Vison Statement had been drafted by the Mayor, Cllr Mrs. Hodson.

 Revisions had also been drafted for the Community Facilities, Public Transport and Appledore Shipyard/Maritime policies.

 The subgroup had considered the merit of amending the wording to policies EN2 and EN3 in the light of discussions at the previous meeting of the Group. No amendments had been made.

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It was **resolved** to approve the wording for the Vision Statement, Community Facilities and Public Transport policies (with a minor amendment).

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

**Action point: Deputy Town Clerk to confirm the changes in v2.8 of the Neighbourhood Plan.**

**2202/1149 To consider the approach to revising and updating the sections in blue at pages 41 to 44 of ‘NNP v2.7’**

It was **resolved** to approve the wording as drafted for inclusion in the Neighbourhood Plan, changing the title to ‘Appledore Employment Zone’ and the wording at ED1(ii) & 7.13 from ‘fishing, shipbuilding and maritime-related’ to ‘maritime, engineering and allied trades or associated industries’.

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

**2202/1150 To consider the steps as outlined in the ‘NNP Timetable’**

It was **resolved** to suspend standing orders to allow a member of the public to address the Group.

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

Mr N Arnold offered to photograph and map the green corridors relevant to Policy EN5.

It was **resolved** to re-enter standing orders.

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

It was **resolved** to accept Mr Arnolds offer to photograph and map the green corridors relevant to Policy EN5.

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

It was **resolved** to send v2.8 of the Neighbourhood Plan, along with specific questions and points for clarification, to Officers at Torridge District Council for review and comment.

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

It was **resolved** to approve the work and actions as outlined on the NNP Timetable.

Proposed: Cllr Laws, Seconded Cllr Woodhouse (all in favour).

**Action Points:**

**Deputy Town Clerk to draft a Community Profile for review.**

**Cllr Hames and Mr Arnold to photograph and map the green corridors relevant to Policy EN5.**

**Cllr Mrs. Hodson to draft the Statement of Community Engagement.**

**All members of the Group to review the feedback evidence posted to the SharePoint site.**

**Cllr Hames to draft the Basic Conditions statement.**

**Deputy Town Clerk to publicise v2.8 on the Council’s dedicated webpage, sharing the link on social media.**

**Cllr Mrs. Hodson to seek the social media Officer at Torridge District Council’s advice on setting up a stand-alone Facebook Page.**

**Subgroup to draft specific questions and points for clarification by Torridge District Council Officers.**

**Consideration of the Consultation Strategy to be included on the next agenda of this Advisory Group.**

**Consideration of plans for publicising the Neighbourhood Plan at the May Fair to be included on the next agenda of this Advisory Group.**

There being no further business the meeting closed at 8:15pm

Signed ………………………………………………. Dated……………………………