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**Northam Town Council – Minutes of the Northam Neighbourhood Plan Advisory Group Meeting held by Zoom on Tuesday 26th April 2022**

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

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

Cllr Tisdale (not an Advisory Group member)

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

One members of the public.

**2204/1320 Apologies**

Apologies were received from Cllr Laws.

**2204/1321 Chairman’s announcements**

The Chairman noted that Mrs Smart had submitted suggested amendments to the wording of Policy EN2, drafted in conjunction with a resident, Mr Arnold. It was agreed to include the amended text in the next draft version of the Neighbourhood Plan, which would be ratified at the next meeting of the Group.

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

**2204/1322 Declarations of interest:**

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

**2204/1323 To agree the agenda as published**

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

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

**2204/1324 To confirm and sign the minutes of the meeting held 22nd February 2022**

It was **resolved** to confirm the minutes of the meeting held 22nd February 2022.

They would be signed at a later date.

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

**2204/1325 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.*

The member of the public addressed the Committee explaining the reason for the amendments to strengthen and clarify Policy EN2, thus clarifying the Environmental Policies and their relationship with Local Plan policy NOR(h).

**2204/1326 To consider the action points.**

The Group noted that Statement of Community Engagement and Basic Conditions were being drafted and would be presented to the next meeting of this Group for consideration.

The Group thought it appropriate the Cllr Hames also attend the feedback meeting with Torridge District Council .

**Action Point: Deputy Town Clerk to inform Torridge District Council Officers.**

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The Deputy Town Clerk reported that he would be seeking the Torridge District Officer’s advice regarding the creation of a dedicated Facebook page.

**Action point: Deputy Town Clerk to contact Torridge district Council Officer.**

The Group thought it appropriate the Cllr Hames also attend the feedback meeting with Torridge District Council .

**Action point: Deputy Town Clerk to inform Torridge District Council Officers.**

**2204/1327 To consider the submissions from a member of the public regarding Biodiversity and Heritage**

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

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

Mr N Arnold outlined the work he had submitted for consideration.

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

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

It was **resolved** to include the submitted paper in the next draft of the Plan.

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

**2204/1328 To consider the draft Community section.**

It was **resolved** to defer consideration of the submitted draft, alongside the revised text circulated by Cllr Hames at the next meeting of the Group.

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

**2204/1329** **To consider publicising the Northam Neighbourhood Plan at the May Fair on 30th April 2022**

It was **resolved** to not present the Plan on the 30th April 2022, the detail considered to be too much to expect residents to engage with at the event.

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

**2204/1330 To consider the reviewed feedback as shared with members of the Group on Sharepoint.**

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

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

Mr N Arnold offered to share his notes from the 2019 consultation exercise, having kept a copy.

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

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

The Chairman thanked him for his input and welcomed his offer to share his notes. The Chairman would also refer to his notes from those consultation meetings in 2019 and share any notes that did not appear on the SharePoint site.

It was **resolved** to defer consideration of the feedback until the extra detail had been shared.

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

**Action point: Cllr Hames to share any available information via the Deputy Town Clerk.**

**Action point: Deputy Town Clerk to share information provided by Mr Arnold when received.**

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**2204/1331 To consider the strategy for consulting on the revised Neighbourhood Plan** The Group discussed various methods for seeking feedback on the draft Plan from residents and interested groups across the Northam Town Area. Cllr Woodhouse noted that given the approximate population, to ensure significance there would need to be 377 responses from across the area.

The Group discussed the merits of using focus groups to identify themes that would then be put to residents more widely how this would be undertaken. Cllr Woodhouse offered to analyse feedback from focus groups for themes, should that approach be taken.

Cllr Hames considered that a date for the completion of this phase was essential, to ensure the work was prioritised.

It was **resolved** to defer final consideration of the method and timescales to after the receipt of the full feedback on the current draft from officers at Torridge District Council.

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

**Action point: Deputy Town Clerk to circulate the full feedback from Torridge District Council Officers after the meeting.**

There being no further business the meeting closed at 8:23pm

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