

HARBERTON PARISH COUNCIL

Minutes of Harberton Parish Council EGM

7.30pm, Tuesday 4th November 2014 held at Harbertonford CE Primary School

In attendance: Cllrs Beamish, Broom (Chair), Clayton J.Hockings, S.Hockings, Hoddinott, Janes, Trott, Williams, Wynne.

Apologies: Cllr Camp

Public: 7

Clerk: Ms Radford

Public Session

One member of the public addressed the council to suggest that the review of the terms of reference not restrict membership of the committee, on the grounds that more public participation would help spread the workload. She made the case for her own skills in marketing and communication being of benefit to future development of the plan. The member of the public praised the Parish Council's new website and suggested that a similar site would be of benefit to the Neighbourhood Plan as the current Neighbourhood Plan site is not considered user friendly by some. It was also commented that it was probably not appropriate for a Parish Councillor to run the site.

The public session was closed.

Agenda

1. Apologies

Apologies were received from Councillor Camp.

2. Revise Harberton Neighbourhood Plan Steering Group Terms of Reference.

The Chairman reported that a paper had been circulated with the agenda, which collated the comments made by councillors in review of the terms of reference. The original terms of reference were submitted to South Hams together with a map of the area in January 2013 seeking the District Council's agreement for the Parish to proceed to prepare a neighbourhood plan. The circulated paper set out the original submission (A) and changes discussed at the informal neighbourhood plan meetings chaired by Cllr Wynne (B), proposals put forward by Cllr Padfield (C), by Cllr Broom (D), by Cllr Trott (E) and by various residents (F).

The Chairman reported that he had sent the paper to Bridget Green, Strategic Planning Officer at South Hams District Council, who had responded to say that the Parish Council should keep the terms of reference simple.

Parish Councillors discussed each section before proposing and seconding motions, proposing amendments, voting on amendments and finally voting on the motion proposed.

Harberton Parish Neighbourhood Plan Steering Group Terms of Reference

1. Purpose of the Steering Group

The Parish Council **resolved** that:

'The purpose of the group is to oversee the preparation of a neighbourhood plan for the Parish. The task will include the consultation with the community and other interested parties through public meetings, workshops and contact through village websites and newsletters.'

2. Objectives of the Group

The Parish Council **resolved** that the following statement would be the **Objectives of the Group**:

'To create a plan expressing the wishes and aspirations of Parish residents as accurately as possible in relation to local planning and development matters.'

The meeting was adjourned in order to hear from Totnes Town Mayor, Jacqi Hodgson, who spoke about how Dartington and Totnes have chosen to manage their Neighbourhood Planning processes. Ms Hodgson answered councillors' questions about group management and how volunteers were initially gathered and deployed, before the meeting was reconvened to make a resolution on membership.

3. Membership and Governance

a) Membership

The Parish Council **resolved** that:

'Membership of the group will include parish councillors, volunteers including those who indicated an interest in assisting in the preparation of the neighbourhood plan in the initial parish wide consultation and co-opted stakeholders with a role to play in the future implementation of the Plan.'

'Members will be expected to attend on a regular basis. Members who fail to attend 2 meetings will be assumed to have resigned.'

Councillors discussed the appropriate size of the steering group. The Chairman was asked to adjourn the meeting in order to hear the opinions of the members of the public present. All members of the public agreed that the number of members should be higher rather than lower. A comment was made that voting membership should be limited to those who would be able to vote at the Neighbourhood Plan referendum. The meeting was reconvened.

The Parish Council **resolved** that: *'Membership is limited to 21 people.'*

Adopting a set of governance principals was discussed, but considered out of the scope of the Terms of Reference. It was agreed that this would be an issue for the Steering Group to discuss at a subsequent meeting.

b) Role

The Parish Council **resolved** that:

'The steering group will be responsible for the work programme and producing the draft plans for consideration by the Parish Council. It will also inaugurate working groups to undertake research and proposals for topics in the neighbourhood plan specifying the work to be done and timetabled, and seeking working party members.'

c) Powers of co-option

The Parish Council **resolved** that:

'Additional members will be co-opted to replace any members who are unable to continue their involvement and to strengthen the group in respect of particular issues or opportunities identified in the course of the plan preparation, co-opting individuals for limited periods if required to provide expert input on a particular topic.'

d) Declarations of interests

The Parish Council **resolved** that:

'Members will be asked to declare any pecuniary interests in particular issues or land as appropriate as a condition of their participation in the plan preparation.'

e) Voting

The Parish Council **resolved** that:

'Only members eligible to vote who are on the electoral roll in the Neighbourhood Plan area are eligible to vote in the steering group.'

f) Parish Council Role

The Parish Council **resolved** that:

'The Parish Council will be asked to confirm and agree the work programme for the preparation of the plan; agree any interim proposals put forward for consultation with the public; the draft plan prior to community consultation and the final draft prior to submission to South Hams Council.'

g) Resolution of disagreements

The Parish Council **resolved** that:

'Disagreements which cannot be resolved within the Steering Group will be put to the Parish Council for discussion and decision.'

4. Reporting and Feedback

The Parish Council **resolved** that:

'Information will be shared with the community through public consultation meetings, a Parish Council controlled website and through the regular Parish newsletter and magazine.'

Minutes of Group meetings and of workshops and consultations will be recorded and displayed on the Parish noticeboards in Harberton and Harbertonford. Copies will also be kept available for public inspection by the Parish Clerk and the Chairman and Secretary of the Steering Group.'

5. Resources and Finance

The parish council **resolved** that the following statement be used under Resources and Finance:

'Project costs are likely to arise for a paid clerk, for hiring venues for public meetings and workshops, and for the preparation and circulation of printed materials. The Steering Group will draw on the expertise and knowledge of appropriate officers at South Hams District Council and Devon County Council, and use relevant information held by those Councils.'

Additional financial assistance may be required for the printing and distribution of draft plans. It is assumed that the District Council will meet the costs of the independent review of the plan and the community referendum before formal adoption.'

6. Monitoring and review

The Parish Council **resolved** that:

'The preparation of the plan will be regularly monitored by the Parish Council through monthly reports from the Steering Group. Ongoing arrangements for the review and monitoring of progress on the plan's implementation after adoption will be set out in the plan.'

The meeting was closed at 10.00pm.