

## Harberton Parish Neighbourhood Plan

Minutes of the meeting on Tuesday 2<sup>nd</sup> December 2014, Harbertonford CE Primary School

Present: Simon Blackler, Geoff Broom, Martin Clayden, Ginny Davidson, Shona Duncan, Denise Hawkins, Nuala McDonnell, Henry Osborne, Lorraine Osborne, Tim Padfield, Dennis Smith, Charlie Wynne.

Apologies: James Bell, Giles Clayden, Anton Fitzpatrick, Alex Williams, Christine Caunter.

Minutes: Cat Radford

The meeting was opened by Geoff Broom, as chairman of Harberton Parish Council, who welcomed everyone to the meeting before circulating the new Steering Group Terms of Reference as agreed by the Parish Council.

**It was agreed** that Charlie Wynne would be Chairman of the Harberton Parish Neighbourhood Plan Steering Group.

**It was agreed** that it would be recommended to the Parish Council that Cat Radford be secretary for the Steering Group in order to take minutes of monthly meetings, subject to the Parish Council making funding available.

Simon Blackler, Geoff Broom, Martin Clayden, Ginny Davidson, Shona Duncan, Denise Hawkins, Nuala McDonnell, Lorraine Osborne, Dennis Smith and Charlie Wynne put themselves forward to be members of the steering group. It was agreed to extend invitations to James Bell, Giles Clayden, Anton Fitzpatrick, Alex Williams and Chris Caunter.

It was noted that the majority of volunteers were Harberton residents. **It was agreed** that Harbertonford residents would be encouraged to participate via personal invitation and via email invitation.

### Funding

It was reported that 'bridge funding' of up to £7,000 had been made available to assist development of Neighbourhood Plans to which the Steering Group may wish to apply. Funds are not available for salaries or hardware, but can be used to contract specialists or marketing costs for example. Bids must be based on quotes received and funds must be spent by March 2015.

It was discussed that the following activities would need to be financed:

- Print and distribution of a revised plan (estimated 800 copies)
- Premises costs for Steering Group meetings
- Premises costs for face to face meetings with the public/public workshops
- Professional fees for the creation of an updated website

The cost of circulating plans for consultation via Post Office delivery, but the lack of area specificity suggests it would not be appropriate to use this route. Similarly the Totnes News distribution doesn't cover the correct geographical area and it was recommended that the Steering Group use the same method to circulate plans as the Parish Councillors had done, by door to door hand delivery.

**It was agreed** that the Steering Group would cost a bid. It was reported that the current Parish Council budget includes £300 for the Neighbourhood Plan, most of which has not yet been spent.

### Principles

In addition to the Terms of Reference, **it was agreed** that the Steering Group would adopt the following principles:

#### **Democracy, Transparency and Accountability.**

**Democracy** - The Neighbourhood Plan is a "Community Lead" initiative. This means that it's the primary job of the Steering Group (and the PC as the supervising body) to gather the opinions of the community and present them in the form of a Neighbourhood Plan.

**Transparency** - This principle means we should have no secrets - nothing is too delicate, controversial or longwinded for the public - everything on the web, all correspondence and every meeting should be entirely open and transparent.

**Accountability** - all Policies in the Neighbourhood plan should be attributed to a number of residents or votes by the steering group or Parish Council. This is to prevent any individual writing something into the document without that entry being passed by a recorded vote.

This should ensure that:

- the plan is community lead and representative

- the Steering Group is inclusive
- anyone can become involved and felt heard

It was agreed that:

- meetings should be recorded and posted on the website
- agreed policies should note the process on which agreement has been made (i.e. majority vote)

### **Taking the Neighbourhood Plan Forward**

Some of those who had worked on the Neighbourhood Plan to date were invited to comment on what needed further work in order to complete the plan. The following was suggested:

- **Employment** This is currently based on the last census, and tourism is missing. It would be of value to ask the question 'What is the role of tourism within Harberton Parish?' and it would be worthwhile to bring together tourism operators to contribute to a chapter on tourism.
- It was proposed to undertake specific consultation workshops with **Young People** and **Farmers and Land Owners**.
- **Housing** This section may seem advanced, but sites need to be established as viable by speaking with the landowners, with Highways, to assess drainage, to detail type of development and to ensure that the public agree. Review of the South Hams District Council planning checklist (available online) would assist this process. A Housing specific public workshop was proposed.
- The **findings of the recent consultation** should be reviewed, collated and analysed.

There was conversation about the depth and detail relevant for Neighbourhood Plans and what would be of benefit for the Parish. **It was agreed** to look at some completed plans for clues (available online).

The following task groups **were agreed**:

- **Review of the Housing Section** to be lead by Ginny, Simon, Martin and Lorraine.
- **Review of the Sustainable Energy Section** to incorporate comments made during consultation. Lead by Nuala and Dennis.
- **Consultation, Engagement, Website and Communications** Lead by Charlie and Shona.
- **Establish a Tourism Chapter** Lead by Nuala.

All steering group members agreed to read information available via the current website prior to the next meeting. It was agreed that the Housing Section was of high priority for all to become familiar.

**It was agreed** that Ginny and Denise would cover attendance of Totnes Town Plan and Dartington Parish Plan meetings between them. Attendance is of value as Harberton and Dartington Parishes share a boundary, and Totnes and Harberton Parishes share an interest in development at Follaton.

### **Steering Group Meetings**

**It was agreed** the next two meetings would be on the 8<sup>th</sup> and 29<sup>th</sup> of January and the last Thursday of each month thereafter. The next meeting would be held in Harbertonford. The following meetings would be held alternately between Harberton and Harbertonford, subject to hall availability. A new mailing group would be established.

Meeting closed.