

Harberton Parish Neighbourhood Plan (HNP)

Minutes of the meeting of the Steering Group

7.00pm, Thursday 29th January 2015 at Harbertonford CE Primary School

Present: Simon Blacker, Martin Clayden Ginny Davidson, Shona Duncan, Anton Fitzpatrick, Denise Hawkins, Julian Holland, Nuala McDonnell, Lorraine Osborne, Dennis Smith, Charlie Wynne (Chair)

Apologies: James Bell, Geoff Broom, Chris Caunter, Giles Clayden, Peter Kirkham, Sally Lougher, Alex Williams.

Minutes: Cat Radford

Agenda

1. **Apologies** as above.
2. **Review and agree the draft minutes from the previous meeting.** The minutes were signed as an accurate recording of the meeting.
3. **Actions from minutes not included elsewhere on the agenda.** None.
4. **New members to the steering group.** Julian Holland was voted onto the steering group.
5. **Review of questions for consultation.** It was agreed to include this item in the report from the housing team below.
6. **Reports from task groups**
 - a. **Housing:** On the afternoon of 29th January the housing team met with South Hams District Council (SHDC) Officers Bridget Green, Strategic Planning Officer and Casandra Harrison, Affordable Housing Enabling Officer and reported:
 - There is no further news regarding housing allocations in the Parish, no confirmed Sustainability Framework, nor any confirmed sections for the SHDC Local Plan 'Our Plan' but there is a revised timetable likely to be published next week (week beginning 01/02/15).
 - The Steering Group is encouraged to undertake another scoping exercise with the wider public to garner opinion about development and get people talking. It was advised to enter this scoping exercise with an open mind and not be restricted to housing sites that had already been proposed. It was commented that reviewing the raw data from the last public consultation showed that people are concerned about flooding and about increased traffic but there is not much detail to be gleaned and another workshop would be beneficial.
 - SHDC encouraged the gathering of public opinion towards developing a Design and Development Code, appraising housing mix, size and style.
 - The HNP may also include preclusions for who housing is developed for – it can specify that housing has to be affordable, or even reserved for people already residing in, or with a connection to the Parish and not for profit making schemes. It was commented that this might make a difference to how some members of the public view future development if such restrictions were in place.
 - SHDC asked for information about empty/derelict homes in the Parish. Although some of this information has been gathered, it was suggested this could be asked of the wider public in order to compile a list.
 - Although the HNP can't be at odds with the Local Plan, it can propose new sites for development. It was suggested that both plans should be progressed simultaneously. SHDC referred to two Neighbourhood Plans, one in St James, Exeter and one in Thame, Oxfordshire that had contributed improved housing solutions in neighbourhoods, altering those specified in the Local Plan.
 - Information was given regarding the development boundary between Harberton and Harbertonford, which although there are some preclusions, this doesn't apply to low cost housing, which is considered a special case.
 - Bridget Green will send a Landscape Character Assessment document to refer to; as the character of the village is important, particularly being in a conservation area.

- Casandra Harrison will send information about the sites for affordable housing development that have been put forward.
- In asking about assessing infrastructure needs, the response was that the Neighbourhood Plan should indicate the needs and desires of neighbourhood residents and assessment of the suitability of sites and infrastructure should be left to SHDC. However, if there are concerns about the impact of housing to infrastructure, to flooding and increased traffic, these concerns should be flagged up within the plan for SHDC to review.
- There was the general advice **if something is important to you, put it in the plan.**

It was RESOLVED to wherever possible work towards the Local Plan timetable so that the NP can feed in completed ideas to try to influence the South Hams District Council 'Our Plan'.

It was RESOLVED to draw up a project plan when the timetable was published.

It was RESOLVED to hold two housing workshops in the spring, one in Harberton and one in Harbertonford. It was discussed that large maps of the Parish should be prepared, along with photographs of the villages to encourage discussion. Workshops could include interactive mechanisms to gather public opinion, it was commented that good examples of this could be seen at the ATMOS project at the old Dairy Crest site in Totnes. **Action: Ginny to find out who ran the Dartington housing workshop and feedback approach.**

It was commented that there was funding available for Mobilisation Workshops, with a deadline of 13th February for Applications to Apply, as advertised in Edition 13 of Notes on Neighbourhood Planning <https://www.gov.uk/government/publications/notes-on-neighbourhood-planning-edition-13>.

It was RESOLVED that Denise draw up a funding application for a spring workshop to include

- 2x village map downloads
- Procuring and printing aerial photographs of the village
- General stationery
- The cost of hiring 2 venues
- Publicity printing costs
- Questionnaire printing
- The purchase of Parish addresses
- Newspaper advertising
- Light refreshments

Further to this, it was suggested that general funds could be used to purchase an Ecology Snapshot from the Devon Biodiversity records office for £100.

b. Social Amenity.

- **It was RESOLVED** that a policy would be incorporated under the chapter Social amenities: leisure and recreation facilities, reading: 'The following areas are designated as areas of tranquillity within paragraph 123 of the NPPF where tranquillity will be protected'
- **It was RESOLVED** The green lanes of Watery Lane and the green lane between Rolster Bridge and Keys Englebourne, and from Keyes Engleborne to Harberton would be included and additions made through consultation.
- **Action:** Anton bring names of all the other green lanes and a map highlighting all the footpaths to the next meeting to consider inclusion.

c. Consultation, Engagement, Website and Communications

- It was reported that Shona has set up an HNP Facebook page. **It was RESOLVED** to include scoping out a Facebook strategy at the next meeting.

- The new website is up and running, but will take a while to complete the build. In the interim, the existing HNP site will be amended with changes proposed and agreed, and amend the front page to say that the site is being revised. **Action:** Cat to liaise with Tim Padfield regarding active links to the previous website page.
- **It was RESOLVED** to agree a communications summary at the end of each meeting which can immediately be posted as a tweet, email, news item for the Parish Magazine and Village Life and disseminated monthly.
- **It was RESOLVED** to send news to email addresses already on the mailing list (via a new 'undisclosed' list) with the option to unsubscribe.
- The HNP website data protection and privacy policy will be the same as the Parish Council website policies. **It was RESOLVED** that under the email sign up box there would be a statement declaring that email privacy is guaranteed, we will not share your email address with anyone.

d. Tourism

- Further to the research shared at the last meeting, it was reported that in extrapolating from information for Visit Britain website (calculations of spend per visitor, per bed in the South Hams) there is an approximate tourist spend £5.5million in the Harberton Parish. **Action:** Nuala to circulate the data via email.
- It was proposed that tourism should be a subheading in an 'Economy' section, to include other industry topics such as farming, and the silver pound.

- e. **Sustainable Energy.** It was agreed that those who are interested in the Sustainable Energy chapter read through the new chapter (as published on the website) in light of the renewable energy planning applications in the Parish, bringing comments to the next meeting.

7. Invitations and reports on meetings:

- **Meeting regarding Winsland House Development 29th January 2015.**
Members of the housing topic group attended a public consultation meeting regarding a potential a housing development for 150 houses in Follaton. It was reported that there was particular concern about highways access amongst local members of public. It was commented that SHDC had already turned this site down for future development. Totnes and Dartington NP groups were also represented at the meeting as it is proposed that this development would be in the Totnes NP, is in the Harberton Parish and nearest to the centre of Dartington's neighbourhood. The issue of referendum was discussed in relation to the Follaton area. A meeting concerning boundaries is taking part on 28th March to which Denise and Ginny will attend, along with representatives of Totnes, Dartington, Berry Pomeroy and Stoke Gabriel NP groups.
- **Future Homes Conference 6th and 7th February, Dartington Hall.** Ginny and Martin will sign up to this conference.

8. Any other business

- The communication bulletin from the HNP will be drafted by Charlie, using the draft minutes for information and suggestions from the group.

Meeting closed at 9pm