

Harberton Parish Neighbourhood Plan (HNP)

Minutes of the meeting of the Steering Group

7.00pm, Thursday 26th November 2015 Harbertonford CE Primary School

In attendance: Ginny Davidson, Roger Hands, Julian Holland, Sally Lougher, Nuala McDonnell, Alex Williams and Charlie Wynne.

Apologies: Martin Clayden, Peter Kirkham and Dennis Smith

Minutes secretary: Cat Radford

Agenda

1. **Apologies** - were received as above.
 - 1.1. It was noted that Martin Clayden had missed two consecutive meetings.
2. **New members to the steering group** Anton Fitzpatrick was nominated, seconded and elected to the steering group.
3. **Consider approval of minutes of the last meeting** The minutes were signed as an accurate record.
4. **Actions from minutes not included elsewhere on the agenda**

Agency Data Analysis – **It was agreed** that this was not needed at this stage. It was commented that there is a budget surplus which can be reallocated. A form of variation can be completed if proposed spending is dramatically different from current budget headings.

Website It was reported that a methodology statement had been drafted and approved by the Parish Council. **It was agreed** that this statement be uploaded to the website and sent to the individual who attended the meeting of the Parish Council to raise public concern about anonymity.

Charlie agreed to review the plan chapters appearing on the website to ensure that they are the most recent drafts. It had been noted that chapters had reverted to February 2015 versions.

It was agreed to update the 'story so far' and to use the same text to send a thank you email to questionnaire respondents. This email would also reference the 'have we got it right' consultation phase and give respondents the option to 'opt in' to receiving regular email updates. It was discussed whether the website could reference regulation and guidelines that already legislate on topics raised by consultees. **Roger agreed** to produce a list to be uploaded to the website.

Comments from open days Circulation of the PDF of comments to the committee had been actioned. **It was agreed** that these comments go on the website.

Topic Groups **Charlie agreed** to join the housing working group. **Nuala agreed** to speak to a contact about joining the Heritage and Landscape working group.
5. **Receive comments from Parish Council meeting** – there were none
6. **Read website comments and consider publication** - it was agreed that these could be circulated by email for approval.
7. **Consider approval of spending** The following payment was approved:

Devon Senior Voice	Late September/Oct Freepost Postage	£22.64
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8. Discuss working group responses to questionnaire data in order to:

8.1 agree approach for plan chapter review and revisions

The Transport and Social Amenities group had produced a document for comment which was discussed.

It was agreed that the working groups' next task would be

- to compare the current chapter with the data analysis and review policy statements according to consultation responses
- to form new policy statements if key issues raised in consultation are not reflected in the current chapter
- provide evidence from consultation to support policy in the form of graphs, numeric results and/or quotes as appropriate

It was agreed that the Neighbourhood Plan should be approximately 30 pages long, each chapter being approximately 5 pages or less.

It was agreed that the current sustainable energy chapter forms a good template for chapters as they are developed.

It was agreed working groups should 'track changes' on the plan for the purpose of bringing proposed changes to committee.

Action: Cat to circulate data to each working group to enable them to continue this work.

It was agreed that if working groups wish email draft chapters in advance of the next meeting they should be sent to Cat by 30th December 2015.

8.2 create an outline for the 'Have We Got It Right' leaflet and further questions for Parishioners.

It was agreed that the 'Have We Got It Right' leaflet would aim to be an A5 summary booklet with links to the full Neighbourhood Plan chapters available on the website.

It was agreed that there would be the option for parishioners to request a paper copy of the full plan if they wish.

It was agreed that there would be the opportunity for parishioners to comment on the summary and draft plan via questions and opportunities to comment – format and precise questions to be agreed at a future meeting.

9. Update of meetings attended or invited to - none

10. Any other business - none

11. Confirm date of next meeting. As the next natural meeting of the Neighbourhood Plan Committee would fall on the 31st December 2015 it was agreed that this should be cancelled and replaced with a meeting on the 7th January. **Cat agreed** to arrange a meeting venue.

Meeting closed at 8.50