

Harberton Parish Neighbourhood Plan (HNP)

DRAFT Minutes of the meeting of the Steering Group

7.00pm, Thursday 23rd February 2017 Harberton Parish Hall

Steering Group members in attendance: Ginny Davidson, Roger Hands, Nuala McDonnell, Alex Williams, Charlie Wynne.

Members of the public in attendance:

Formal apologies: Peter Kirkham, Sally Lougher, Stanley Oldfield, Dennis Smith

Absent: 0

Minutes Secretary: Cat Radford

1. **Apologies** were received as above.

1.1 Record of two consecutive meetings missed None

2. Declaration of Interests: To declare any interests (nature and scope) on items on the agenda

Name	Item	Detail	Action Taken
Charlie Wynne		Prospective owner of land in Follaton for mixed use development.	Noted. Advice received from Devon Association of Local Councils (DALC) suggested that it should not be necessary to restrict any engagement in discussion (or voting on decisions) as decisions on sites should be made on evidence based principles.
Roger Hands		Member of South Devon Rural Housing	Noted. See above.

3. **New members to the steering group** – none

4. **Consider approval of minutes of the last meeting** the minutes of the meeting of 1st December 2016 were signed with one minor amendment.

5. Actions from minutes not included elsewhere on the agenda

5.1 Website update It was reported that the website is now up to date, subject to including boxes around the land use policies.

5.2 Gathering data on Road Traffic Incidents within the Parish Ginny's work on a traffic survey is ongoing to check speed, volume of traffic, pollution etc. Current figures in use are from 2011. It was suggested to do an air quality survey/test in Harbertonford.

5.3 List of protected areas ongoing (Ginny)

5.4 Review housing numbers from site 3 ongoing (Charlie)

5.5 Rural tree policy ongoing (Nuala) **ACTION:** Ginny agreed to forward updated guidance for tree and hedges

5.6 Receive report from attendance to Neighbourhood Plan training in Bath Ginny and Roger were glad to attend the event. Speakers were very good and knowledgeable with practical insight into the process. The following points were reported:

- Be very cautious when using consultants, there is a lot of information that should come from your local authority, but if there is something you want to check specifically, then make sure you have a very tight brief.
- The significance of the evidence base is key, it was advised that groups must consider whether existing evidence base is sufficient or if aspects are out of date. It was agreed that appendices should include these evidences. It was considered that housing survey is missing key information about older people and may be out of date. It was commented that the South Hams housing needs survey included an older demographic. It was agreed to look at this to see if data was split into wards. **ACTION: Roger** to circulate the 2013 report. The CLT have asked if they can maximise on opportunities afforded by the regulation 14 consultation process and include questions in the survey. **It was AGREED** this was a good idea as results would add to the evidence base. There was a discussion whether any surveys would change the content of the plan chapters, or would contribute to the evidence base of the current drafts. It had been commented by the Parish Council that policy wording should be open so that Housing Needs Surveys can be undertaken when necessary. The following wording was proposed: "To be supported any development must have due regard for the latest local housing need survey".
- Consider housing 'need' versus the public perception of housing sites. The was discussion how questions are framed. It was commented that there is some data within the current survey referring to staying in the Parish, downsizing etc. **ACTION: CHARLIE** to review the data to produce a summary.
- Information had been given about using the Community Infrastructure Levy (CIL) planning charge to help deliver infrastructure support in the local area, rather than Section 106 funding as a percentage of the money goes directly to the local area. When this was raised at the meeting of the Parish Council the D.Cllr commented that both Exeter and Teignbridge Councils are using the CIL but all the other districts

are only using Section 106 agreements as the latter can bring in considerably more funding and are negotiated with the developer.

- It had been commented that it is not necessary to have the co-operation of neighbouring parishes and that district councils can't impose this on Neighbourhood Planning areas.

6. Receive update from Parish Council meetings

6.1 Acknowledgement of Parish Council resolution It was noted that at the Parish Council meeting of 13th December 2016 the Parish Council resolved to accept the proposal of the Neighbourhood Plan Steering Group to place housing sites for the villages of Harberton and Harbertonford in order of public preference as the next step for housing. Although supported in principal, there were comments as to the efficacy of the proposal.

At the meeting of 14th February 2017 councillors were asked to comment on discussion papers as prepared by Charlie as to how this information might be laid out. Parish Councillors discussed housing need assessment, with a comment that development at Follaton provides more of a strategic need than local need. There were also comments about the difficulty of providing low cost/affordable housing on high cost land, suggesting that the 'least unpopular' sites may only be viable for commercial open market housing.

Cllrs commented that catching housing need can be very difficult as housing need is very fluid because of how the private rental market works – this often has an impact of families moving quite regularly, sometimes having to move out of the parish.

6.2 Tree Preservation Order (TPO) review Following a public commented regarding the felling of an oak tree outside the village conservation areas, the C.Cllr proposed that the Parish Council might consider undertaking a review of TPO's in the Parish to ensure that valued trees are protected. It was mooted to include public consultation on that issue when undertaking the 'have we got it right' consultation exercise. **It was AGREED** that the HNP would not include these questions in the survey, allowing the Tree Wardens and the Parish Clerk to undertake some research and to include the information if relevant when drafting the tree section.

7. **Second Home Policy** Questionnaire responses showed strong support for that new open market housing should carry a condition preventing its purchase as a second home. Recently the High Court ruled that a vote as part of the St Ives Neighbourhood Plan asking whether new homes should be occupied as "principal residences", was compatible with human rights legislation and therefore lawful. Following this judgement, South Hams District Council released a statement suggesting that they would support Neighbourhood Plans if they made the decision to have a second home policy. The St Ives 'Principal Residence Requirement' was discussed, as was the value of such a proposal in the Harberton Parish (compared to Dartmouth or Salcombe for example). **It was AGREED** to include a policy that states *"the HNP will not encourage new housing development that will be targeted as second homes. 87% agree with the statement new open market housing should carry a condition preventing its purchase as a second home"*.

8. Consider revisions to the Plan:

8.1 Woodland/Tree preservation section and policies Not drafted

8.2 Housing Section The steering group reviewed the discussion paper. **It was AGREED** to use the following wording:

"The questionnaire results reveal that whilst Winsland House does receive majority support none of the sites within the two villages did receive majority support.

However, in recognition of the requirement of the Neighbourhood Plan to identify possible sites for development, and requests to provide further sites for Affordable Housing, the table below lists the sites in order of popularity."

It was AGREED to use table 1.

9. Discuss 'Have we got it right' consultation process

Following referral by a SHDC officer to regulations which apply to Neighbourhood Planning and Nuala reviewed the regulations to identify any areas in which the HNP is lacking. The following summary of outstanding action points had been made:

- A. prepare a consultation statement; Cat commented that SHDC has suggested the HNP look at published consultation statements, particularly the Parish of Roche in Cornwall. **ACTION: Cat** will circulate links.
- B. consult with entities set out in paragraph 1 Schedule 1 (Natural England, Environment Agency, Highways Agency etc). These entities are allowed 5 weeks in which to respond.
- C. prepare a statement explaining how the proposed neighbourhood plan meets the requirements of paragraph 8 of Schedule 4B to the 1990 Act (i.e.that it accords with national policy and generally with the local plan, contributes to sustainable development, and that it conforms with EU obligations);
- D. prepare an environmental report prepared in accordance with paragraphs (2) and (3) of regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004(a); or a statement of reasons why it

does not require an environmental assessment because it is unlikely to have significant environmental effects.
ACTION: Nuala will complete the generic form that SHDC has forwarded.

There was a discussion about the next consultation processes and whether the 'have we got it right' questionnaire will be the final public consultation, or if further drafts will be produced for later consultation.

The following sequence was suggested:

- 1: Have we got it right' - ask for responses to policies as drafted. Use the opportunity to collect more data for the evidence base.
- 2: Make amendments to plan based on results
- 3: Receive legal advice on policy wording
- 4: Consult with entites
- 5: Make amendments to plan based on results
- 6: Final public consultation
- 7: Finalise consultation statement prior to submission.

The following **ACTIONS** were agreed:

ALEX: to review the transport chapter to look for gaps in the evidence base

ROGER: review housing needs reports and circulate to the group

GINNY: Begin a list of organisations/entities to consult with.

ALL: Forward thoughts on local organisations to consult with to Ginny.

NUALA: complete the South Hams Strategic Environmental Assessment and Habitats Regulations Assessment Screening Assessment request form.

10. Any other business.

10.1 Winsland House presentation It was reported that the Winsland House developer has asked to attend a meeting of the HNP to give a presentation on development plans for the site. It was noted that some members of the Parish Council had attended such meetings before. The Parish Council had declined to respond initially, concerned that any comments they might make could be construed as 'predetermination'. The HNP suggest a presentation is made at the Public Session of the Parish Council meeting, laying out ground rules (as per Bantham example). It was queried whether the developer had met with either Totnes or Dartington local plans.

10.2 Joint Local Plan Consultation It was reported that it is expected that consultation on the Joint Local Plan document will be open from 15th March 2017, and that time should be allocated at the next meeting of the HNP to respond to the plan.

11. Confirm date and time of the next meetings It was reported that a venue had been booked for the following dates:

Thursday	30	Mar	2017	7.00 - 9.00	Harberton Parish Hall
Thursday	27	April	2017	7.00 - 9.00	Harberton Parish Hall
Thursday	25	May	2017	7.00 - 9.00	Harberton Parish Hall
Thursday	29	June	2017	7.00 - 9.00	Harberton Parish Hall