

Harberton Parish Neighbourhood Plan (HNP)

Minutes of the meeting of the Steering Group

7.00pm, Thursday 28th September 2017 Harberton Parish Hall

In attendance: Ginny Davidson, Roger Hands, Nuala McDonnell, Stanley Oldfield, Dennis Smith, Alex Williams, Charlie Wynne.

Apologies: Sally Lougher, Peter Kirkham

Public: 1, Louise Fisher

Minutes: Ms C. Radford

Agenda

1. **Apologies** were received as above
- 1.1 Record of two consecutive meetings missed. Peter Kirkham had missed more than two consecutive meetings.
2. **New members to the steering group – consider electing new members to the steering group**
There were none.
3. **Declaration of Interests: To declare any interests (nature and scope) on items on the agenda.**

Name	Item	Detail	Action Taken
Roger Hands		Chartered Surveyor	No interest on item on the agenda but noted.

4. **Consider approval of minutes of the last meeting It was AGREED** to sign the minutes of the meeting of 10th July 2017 as an accurate record.
5. **Actions from minutes not included elsewhere on the agenda**
- 5.1 Gathering data on Road Traffic Incidents within the Parish (Ginny) Ongoing: Charlie to provide Ginny with a Map showing the area for which the data is required.
- 5.2 Outcome of discussion with CLT group Although the HNP steering group had expressed concerns about the constraints of the site whilst undertaking site visits in June, the project is now so established it is moving forward into planning and all plots have been allocated. **ACTION: It was AGREED** that Cat ask to ask Nick Williams as a member of the CLT to come to the next meeting of the HNP to give more information about the project and to contribute to discussion about site assessment.
6. **Consider comments from website** There were none.
7. **Receive update from Parish Council meeting**
- 7.1 Site Assessment It was reported that members of the Parish Council had enquired as to how the site assessment will be summarised so that it is clear how the evidence has been used to inform the sites included in the plan.
- 7.2 Notification of status of the HNP as a 'working group' of the Parish Council. It was reported that the Parish Council is reviewing it's Standing Orders and as part of this process the clerk had been seeking clarity of the committee status of the HNP for the purposes of publishing members interests. It was agreed that the HNP group should follow its principals of being open and transparent and this will be taken into account by the clerk and councillors when the Standing Orders are revised.
8. **Discuss site assessment framework and presentation of site assessment**
Nuala had presented the site assessments in a new format, proposing use of colour coding:
Green – positive
Red – Negative (serious constraints)
Orange – Some issues that could be resolved

The group reviewed proposed colour coding for each site and agreed changes. Where further information was required, the following actions were noted:

Site 2 ACTION: Stanley Reference to kilns in the immediate area that should be checked. (Stanley)

Site 4 Look up whether the site is in flood zone 3a or 3b.

Action: ROGER To request information from South West Water on water and sewage infrastructure for the number of houses the Parish has been allocated.

It was agreed to introduce new headings within the format of the site assessment that reflect the policies as written in the Draft HNP. **ACTION: ALL** members review the document and bring suggestions for new headings to the next meeting.

It was AGREED to create the new heading: '**Downstream Flood Risk**' to reflect public concern/impact on properties downstream.

It was AGREED to undertake this exercise on all sites to provide evidence on sites that may be excluded from the plan. **Action: ALL** members look at sites haven't been reviewed and bring comments to the next meeting.

9. **Discuss traffic chapter with reference to community initiatives through the Police** not discussed.

10. **Any other business.**

Revised introduction to HNP

It was reported that Ginny and Nuala had redrafted the introduction to the HNP. It was agreed to circulate in advance of the next meeting to consider approval. **ACTION: Cat to circulate.**

South Hams District Council (SHDC) comments on plan

It was commented that the steering group should complete the review of comments by SHDC planning officers. **It was AGREED** to add this as an agenda for the next meeting.

Site 9 Affordable Housing The owner of site 9 commented that the development of affordable was very important to them. They would like to ensure that the houses remain affordable in perpetuity. It was discussed whether the future status of planned affordable homes could be protected through planning conditions or Section 106 agreements.

Next agenda The following items were agreed:

Review introduction

Review site assessments

- Review sites not yet attended to
- Consider group proposals on new headings

Review SHDC officer comments on draft plan.

Meeting closed at 9.15pm