

Harberton Parish Neighbourhood Plan

Minutes of the meeting of the Steering Group

7.30pm, Thursday 8th January 2015 at Harbertonford CE Primary School

Present: Simon Blackler, Geoff Broom, Chris Caunter, Martin Clayden, Ginny Davidson, Julian Holland, Sally Lougher, Nuala McDonnell, Dennis Smith, Alex Williams, Charlie Wynne (Chair).

Apologies: James Bell, Giles Clayden, Shona Duncan, Anton Fitzpatrick, Denise Hawkins, Peter Kirkham, Lorraine Osborne.

Minutes: Cat Radford

- 1. Review and agree the draft minutes from the previous meeting.** Amendments were made to the minutes and it was agreed to include the complete wording of the principles adopted in full. It was agreed that the chair would sign these minutes when these changes had been made.
- 2. Actions from minutes** It was reported that the Parish Council had resolved to make funds available for 4 hours per month for Cat Radford to act as secretary to the Neighbourhood Plan Steering Group to arrange meetings and take minutes.

Further research into 'bridge funding' had been undertaken. **It was agreed** that task groups should identify potential costs, particularly with regard to professional fees paid for specialist work undertaken. The suggestion of using funds for mapping software and a report from Devon Biodiversity Records Centre were made. **Action:** Cat to forward funding link to everyone who would make suggestions towards application at the next meeting. **Action:** Charlie to contact Strategic planning for insight into further funding beyond March.

3. New members to the steering group

Personal invitations had been made to Harbertonford residents who had declined to join the steering group. Further invitations will be made prior to the next meeting. Sally Lougher and Julian Holland were added to the new mailing list, but not yet voted on to the Steering Group.

- 4. Agree meeting times and venues for future meetings** It was agreed that future meetings would be held 7.00 – 9.00pm alternately between Harbertonford CE Primary School main hall and Harberton Parish Hall meeting room.

5. Reports from task groups:

a. Housing

Members of the housing task group had reviewed the Neighbourhood Plan and suggested clarity was needed around the history of the sites; which point sites had been included, how they had been nominated and whether there was still the option for development. Geoff Broom responded by giving further information on the status of each site, commenting that land owners have refused to allow development on some of the sites included.

It was reported that Strategic Planning had been asked for an update on the progress of the Local Plan. An approximate 6 month time frame had been indicated, but was unknown, neither was there any confirmation of the number of homes to be allocated; if an indication of approximately 60 homes in Harbertonford and only 'exceptional' development in Harberton had been reviewed. It was commented that there would be a focus on sustainable development.

The steering group discussed public responses to the housing section at the 2014 consultation exhibition and **it was agreed** that further consultation was necessary, possibly holding housing topic public workshops in both Harberton and Harbertonford villages. The group discussed the types of questions that should be asked in order to best understand the desire of the community – it was suggested that asking what people *need* is

more useful than what people *want*. It was agreed that the steering group should collate a list of questions to be used throughout consultation at the next meeting, members agreeing to draft questions before the meeting in preparation. It was suggested that bridge funding could be used to contract a professional survey company.

Group discussion included:

- Developing a Neighbourhood Plan to reflect the needs of the young and the old, discussing possibilities for sheltered accommodation in the Parish for Parish residents, thus contributing to the economy.
- The level of responsibility the Steering Group accepts for ensuring that a designated site is suitable for development, with regards to infrastructure (sewerage, highways, flooding etc). It was argued that it was beyond the scope and resources of the Steering Group to undertake full surveys of each site, yet it would be pointless to include sites that would never be developed due to excessive costs of development or planning refusal; nor should a Neighbourhood Plan include development that the infrastructure is unable to support.

It was agreed that Geoff Broom draw up a document detailing background and status of each site included in the plan for circulation.

It was agreed that Ginny look at the raw data from the 2014 exhibition consultation.

It was agreed that the plan should be updated to remove the sites on which there was no prospect of development.

It was agreed to remove site scoring information as it currently appears on the plan.

It was agreed that Ginny, Simon and Martin arrange a meeting with South Hams District Council (SHDC) for further insight into site inclusion, infrastructure concerns and the development of the Local Plan.

It was agreed that Sally and Ginny draw up a list of questions for consultation, and that individual members contribute to this at the next meeting.

It was agreed to make a decision on consultation workshops on the topic of housing at the next meeting.

It was agreed that Charlie review the paper files collated during the Neighbourhood Planning process and identify sections for scanning for all to view. Simon volunteered to arrange digitisation.

b. Consultation, Engagement, Website and Communications

It was reported that a Facebook page and Twitter account had been set up for the Harberton Parish Neighbourhood Plan. A review of the website had been undertaken. **It was agreed** to accept the following proposal:

Objectives of the website:

- a) Engagement: To encourage Parishioners to become involved in the Neighbourhood Plan
- b) Consultation: Using Comments Forms, Surveys and other Online Resources to request comments from Parishioners.
- c) Communications: To display the minutes of meetings, results from surveys and workshops
- d) The Plan itself: To display the current version of the plan.

Principles:

- a) Clear to read
- b) Easy to navigate
- c) Quick and simple for members of the public to comment.

Tasks:

Review the structure:

- Comments box immediately visible at the top of every page with invitation "please write your comment here"
- Remove discussion pages and old revisions to a text archive
- Move to a simpler Wordpress template.

Review update method:

- No changes unless agreed by vote at committee
- Updates to be carried out by nominated person.

Review Each Section

- Simplify Home Page.
- About
- Chapters – separate page for each chapter, including introduction and summary.

It was agreed that Charlie Wynne become Webmaster and to forward proposals for a new site and updating the current site in the meantime.

c. Tourism

The following desk research was reported:

According to the Visit South Devon Marketing Strategy of 2013/14, that quotes the Value of Tourism Report undertaken by The South West Research Company (TSWRC) in 2011, the value figures for tourism in 2011 shows 502,000 trips taken to the South Hams and 2,454,00 nights, with a total visitor spend of £225,725,00. The report is quoted to state “Tourism is incredibly important to the economy of South Devon”. “Recent research undertaken by Visit South Devon shows that visitors to the region are attracted by the landscape, the food and drink, the wildlife, culture and beaches. [...] Overall there is a tendency to stay within the area when visiting, with 72.6% saying they didn’t leave during their stay. They tend to travel around by car and just under half of visitors stay for 4-7 days.”

The desk research undertaken turned up a minimum of 131 self-catering beds within the Parish and a minimum of 32 B&B beds within the Parish with more known but as yet unrecorded. Metres outside the Parish boundary, a further minimum of 218 beds were recorded. (‘Beds’ refers to the number of individuals who can be accommodated overnight).

It was agreed to review the tourism section at the next meeting in light of this research, and to also consider inclusion as farming as a topic/chapter heading as both are important contributors to the local economy.

The meeting was closed at 9.35pm