

## Harberton Parish Neighbourhood Plan (HNP)

Meeting of the Steering Group

7.00pm, Thursday 26<sup>th</sup> March 2015 at Harbertonford CE Primary School

Attendees: Simon Blackler, Martin Clayden, Ginny Davidson, Roger Hands, Denise Hawkins, Peter Kirkham, Sally Lougher, Nuala McDonnell and Dennis Smith

Apologies: Anton Fitzpatrick, Julian Holland, Lorraine Osborne, Alex Williams, Charlie Wynne

Not present: James Bell, Chris Caunter, Shona Duncan

Minutes: Cat Radford

### Minutes

Before any business of the Harberton Neighbourhood Plan Steering Group was conducted, the group nominated, seconded and **RESOLVED** Ginny Davidson to take the role as Chair for the meeting in the absence of Charlie Wynne.

1. **Apologies** were received from Anton Fitzpatrick, Julian Holland, Lorraine Osborne, Alex Williams and Charlie Wynne and it was noted for the record that James Bell, Chris Caunter, Shona Duncan were not present.
2. **Minutes of the last meeting** were signed as an accurate record.
3. **Actions from minutes not included elsewhere on the agenda**  
Cat reported that she had booked Harberton Parish and Harbertonford Village Halls according to the dates agreed at the last meeting, except for the case of the 7<sup>th</sup> May on which date both halls would be used as polling stations for the general election. Cat had booked the 21<sup>st</sup> May as an alternative. It was agreed that 11 – 4 would be a more inclusive time for a Saturday consultation than 2 – 6.  
After discussion **it was RESOLVED** to delay the public consultation until June to make sure that the consultation process is right and not rushed. Ginny, Martin, Nuala and Sally will form a working party to progress plans for the consultation between Steering Group meetings.

It was agreed to give Ginny and Denise a mandate to write advertising copy for the event to circulate to the Parish Magazine, to Village Life and through village email groups. **Action:** Ginny and Denise to circulate proposed copy via email, and for responses to be returned by Thursday 2<sup>nd</sup> April 2015.

4. **New members to the steering group.** Roger Hands was voted onto the steering group.
5. **Comments from Parish Council meeting.** Ginny informed the Steering Group of comments made by the Parish Council regarding information exchange between the Steering Group and the Parish Council. It was agreed that Cat circulate draft minutes to the Steering Group as soon as possible after a meeting, but that draft minutes remain unpublished until after they have been signed off at the next HNP meeting so that potentially inaccurate information is not circulated outside of the group. It was agreed that the regular report given to the Parish Council at each Ordinary Meeting should be sufficient to update the Parish Council without circulating draft minutes.

The Steering Group discussed issues of transparency and agreed to **action:** an advertisement in the Parish Magazine, Village Life to encourage people to attend meetings and ask both village websites to post this information.

The Steering Group discussed concerns that comments made regarding the plan on the website would not be posted until moderated and agreed to ask Charlie (as Webmaster) to set up an automated response stating that their comment has been registered and not ignored, their comment would be read out at the meeting and that they'd be welcome to come to a meeting to make the comment directly to the steering group.

The group discussed the practice of recording meetings, and although no-one objected in principle it was agreed to speak with Charlie regarding uploading this to the website before making a final decision.

#### **6. Workshop strategy proposal (Housing Group)**

The Housing group reported that they have prepared a new draft of plan which will be distributed for comment at the next meeting.

The Housing group propose to prepare

1. A large (A0) map of each village to show where plots have been identified using flags and pictures.
2. A display to explain what affordable housing is and an indication of how it can be achieved
3. A table with a focus on housing design in order to invite comment about what is considered 'good design'.

The Steering Group were in support of these proposals.

There was a discussion about the Winsland House development where committee members discussed a desire to retain the full Parish as the Harberton Parish Neighbourhood Plan boundary. It was suggested that Roger join Ginny in a meeting with Bridget Green to continue making the case for retention.

#### **7. Consider questions for consultation**

**ACTION:** The Steering Group agreed to respond to the proposed questions by email to Ginny by 8th April. Roger and Ginny will then compile a definitive list to present back to the Steering Group for final consideration.

In discussion there was broad support for posting up statements that consultees could put colour coded stickers next to if they agreed (colour coded for age group represented) as well as drafting open ended questions that would give the Steering Group new ideas to incorporate into the plan.

#### **8. Review website comments**

All comments received via the website were read out. **It was RESOLVED** that all comments could now be posted on the site. **It was RESOLVED** to ask Charlie to send emails to all concerned that their comment was read out at the meeting.

It was agreed to let know that his comments were considered by that the Steering Group would proceed with incorporating a Sustainable Energy chapter into the Harberton Parish Neighbourhood Plan.

It was agreed to let Geoff Broom know that the Transport and Amenity group are working on refining detail on the section regarding tranquillity on green lanes, footpaths and unclassified roads at the moment.

#### **9. Topic discussion/reports from task groups:**

- a. Sustainable energy – vote on the sustainable energy chapter as the definitive draft  
The Steering Group agreed to accept the sustainable energy chapter, however Nuala proposed to include the Highland Council policy for panoramic photomontages to

ensure developers conformed to best practice in giving information on site impact.  
**Action:** Nuala agreed to circulate the Highland Council policy for all Steering Group members to read and consider at the next meeting.

**b. Economy – Includes tourism, farming, silver pound sub topics**

Silver Pound: Nuala reported that she is still compiling research on the impact of the silver pound on the local economy.

Farming: Ginny agreed to initiate conversations with local farmers to encourage participation and to canvas views.

**c. Amenity and Transport** *This item was discussed as the first item of the evening to enable Peter to leave the meeting as soon as possible.*

The Amenity and Transport team had prepared newly printed large scale Parish Map with unclassified roads and footpaths marked throughout the Parish. It was reported that members of the team have been walking each of the footpaths, lanes and roads in question to assess their condition and judge whether they truly are tranquil places. Of those walked to date, three are definitely not tranquil due to traffic noise. All paths will be walked within the next few weeks. The Amenity and Transport group will compile a list in which gives grid references for the start and end of each path, a description and a name in order so that people know about them and they can be enjoyed. List them, describe them and make sure people know about them so that they can be enjoyed.

It was reported that the group have met and discussed the Harbourne trail and trail passing Keys Englebourne as proposed in the current chapter and are supportive of both and of providing a safer crossing over the A381. It was discussed that if there is likely to be any future housing development near the filling station then it ought to include a 106 agreement or similar to put that footpath into effect. The Transport and Amenity group have reservations about the benefits of moving the Harberton bus stop to the proposed site but will raise the profile of this in consultation.

The group propose to extend the 20 mile an hour limit out Harberton towards Triangle Cross. There was further discussion about extending the speed limit on the A381 through the whole Parish.

The Steering Group agreed to reimburse Anton for purchasing the map at a cost of £25.20 and this would be submitted to the Parish Council for sign off.

d. **Consultation, engagement, website and communications** – Not discussed.

e. **Housing** – Not discussed

**10. Meetings – reports from and invitations to**

Ginny and Denise will be attending a meeting on 28<sup>th</sup> March to meet other Neighbourhood Plan groups. Ginny had prepared a written statement regarding the history of the HNP to which the Steering Group agreed for her to read out at the meeting.

**11. AOB**

Denise commented that she will get in touch with Charlie to get the wheels in motion with regard to preparing costs towards a grant application.

Meeting closed at 9.05pm