

Harberton Parish Neighbourhood Plan (HNP)

Meeting of the Steering Group

7.00pm, Thursday 30th April 2015 at Harberton Parish Hall

In attendance: Martin Clayden, Ginny Davidson, Roger Hands, Denise Hawkins, Julian Holland, Peter Kirkham, Sally Lougher, Nuala McDonnell, Alex Williams, Charlie Wynne (Chair)

Apologies: Simon Blacker, Lorraine Osborne, Dennis Smith, Anton Fitzpatrick

Not in attendance: James Bell, Chris Caunter, Shona Duncan,

Minutes secretary: Cat Radford

MINUTES

1. **Apologies** were accepted as above.
2. **Minutes of the last meeting.** The minutes were signed as an accurate record by the Chair.
3. **Actions from minutes not included elsewhere on the agenda.** There were none.
4. **New members to the steering group.** There were none.
5. **Comments from Parish Council meeting.** It was reported that councillors were given an update on progress of the Neighbourhood Plan at the last ordinary meeting of the Parish Council. Councillors had asked questions about the use of Facebook and the format of the planned consultation workshops which were satisfactorily resolved at the meeting. It was reported that the Parish Council expressed thanks to the Steering Group for forwarding the plan.
6. **Review website comments**

It was reported that comments agreed at the last meeting had been published and the personal email responses to contributors had been delivered.

It was reported that a comment had been submitted that proposed the addition of a painted pathway in Harberton from the turning to Dundry to the stream at The Old Orchard to encourage motorists to think of this as a shared space with pedestrians, as per the example at Cott. Steering group members commented that they had considered a similar option for other areas within the Parish. It was agreed to add this to the questions used in consultation to gather opinions from the public. It was agreed to publish the comment on the website.
7. **Consider proposal to streamline category headings** The Steering Group reviewed the plan chapter headings proposal as proposed by Ginny Davidson and circulated in advance of the meeting:
 - Economy** *includes farming and food, tourism, employment, internet, inward investment*
 - Housing**
 - Heritage and Environment** *includes Heritage, rural environment, woodlands, character, ecology, history etc*
 - Social Amenities** *includes Harbourne trail, public access, cycling, footpaths, open spaces and play areas, etc*
 - Sustainable energy**
 - Transport** *includes bus stops, roads, buses, parking, traffic*

It was **RESOLVED** to accept the chapter headings as proposed.
8. **Consider questions for consultation**

Following discussion it was agreed that compiled questions will be circulated for working groups to review the questions proposed within their sections prior to a task group meeting on Wednesday 13th May 2015 7 – 9pm, following which a final draft of questions should be ready for sign off at the next formal meeting on the 28th May.

ACTION: The established working groups on Housing and Social Amenities and Transport would review consultation questions for these sections. It was agreed that Dennis and Julian would review questions on Economy, Sally and Ginny would look at Heritage and Environment, Nuala would look at Ecology.
9. **Topic discussion/reports from task groups:**
 - a. **Consultation Workshops**

It was reported that the open days will be
Harberton Parish Hall Friday 26th 5 – 8pm and 27th June 11 – 5
Harbertonford Village Hall Thursday 2nd July 5 – 8 and Saturday 4th July 11- 5.

ACTION: Times and dates will be circulated for all Steering Group members to confirm their availability to enable Charlie to compile an invigilation timetable.

In the process of developing the consultation workshop content, the working group compiled a working document outlining tasks to be achieved by what timetable. This document was tabled at the meeting for information.

It was reported that an Open Day rationale has been developed by the working group to keep the consultation sessions on track to clearly outline the purpose of the consultation event and why members of the public should

engage. Aspects of this document would form part of the print materials to be hand delivered to every dwelling in the parish. Face to face contact at community events (such as the Strawberry Fayre) will reiterate the message that the open days are a continuation of the consultation and not a repeat of the previous consultation.

It was agreed that chapters should be reviewed prior to handing out at consultation **ACTION:** Charlie agreed to look at the Business and Employment chapter and Nuala will review the Ecology chapter.

It was agreed that all print needs to be signed off by 28th May to enable enough time for circulation. **ACTION:** Charlie agreed to compile artwork for banners and large scale posters for consultation and engagement at local events.

Denise reported that she had spoken to the Executive Head of Harbertonford CE Primary School who had shown enthusiasm about timetabling a consultation with children of the school.

b. Housing – vote on the housing chapter as the definitive draft

The committee considered the amended housing chapter (dated 30th April 2015) as circulated prior to the meeting. After making some minor amendments **it was RESOLVED** to accept the chapter as the definitive draft.

c. Sustainable energy – consider variation on the sustainable energy chapter

The Steering Group reviewed the proposed additional text regarding photomontages of wind energy and proposed appendices.

It was RESOLVED to accept the first page of the suggested text without the appendix but including a reference to additional information A and B.

d. Economy – Includes tourism, farming sub topics

Not discussed.

e. Amenity and Transport

Not discussed

f. Consultation, engagement, website and communications

Issues of engagement and communications were discussed as part of the Consultation event discussion.

10. Funding update

Denise reported that she will be sending in an application for funds to support the Neighbourhood Plan for activity within the next 6 months on the 9th May. This application will include funds needed for the consultation event. The Steering Group discussed quotes on items needed. **ACTION:** It was agreed that a list of costs will be circulated for additions prior to the application was submitted.

It was agreed to use the HNP To Do List as compile by Nuala and Ginny for Neighbourhood Plan Project Planner section of the funding application **ACTION:** Charlie would work with Denise on completion.

11. Meetings – reports from and invitations to

Not discussed

12. AOB

Not discussed.

The meeting was closed at 9.05pm.