

Harberton Parish Neighbourhood Plan (HNP)

Meeting of the Steering Group

7.00pm, Thursday 28th May 2015 at Harbertonford CE Primary School

In attendance: Martin Clayden, Ginny Davidson, Roger Hands, Denise Hawkins, Julian Holland, Peter Kirkham, Nuala McDonnell, Denise Smith, Charlie Wynne (Chair), Cat Radford (Minutes)

Apologies: Shona Duncan, Anton Fitzpatrick and Alex Williams

Not in attendance: James Bell, Simon Blackler, Chris Caunter, Sally Lougher, Lorraine Osborne.

MINUTES

1. Apologies

Formal apologies were received from Shona Duncan, Anton Fitzpatrick and Alex Williams. It was suggested to include a standing item on the agenda to note when members of the steering group had missed two consecutive meetings, thus requiring a vote to re-join the steering group.

2. Minutes of the last meeting

Minutes of the meeting of 30th April 2015 were signed as a true record of the meeting.

3. Actions from minutes not included elsewhere on the agenda.

Ecology Chapter

It was reported that The Ecology chapter had been reviewed to amend any typographical or factual errors prior to widely advertising the plan to the public. All suggested amendments were presented in writing and agreed by the steering group, including the incorporation of landscape character description for Mid Avon & West Dart Valleys and Ridges as published on the Devon County Council website. It was agreed to include a more descriptive wording at a later date. **ACTION: Nuala to email the approved chapter to Charlie for inclusion on the website.**

4. New members to the steering group

There were none.

5. Comments from Parish Council meeting

Terms of Reference

It was reported that at the Annual Meeting of the Parish Council the Steering Group Terms of Reference were amended to allow Parish Councillors who are members of the steering group a vote on steering group business, regardless of whether they are on the Parish Register of Electors.

Consultation Questionnaire

The consultation questionnaire discussed on the agenda will be presented to the Parish Council on the 1st June 2015 for approval. Some comments had already been received from Councillors to enable them to be incorporated in discussion.

6. Review website comments

Comments to the website were read in full to the committee. In summary:

- The Parish Hall car park (lower tier) is reserved for hall users. Occasional parking for Harberton residents and visitors is available on the Playing Field car park, (the second tier). References to the 'Parish Hall site' should be clarified.
- References to development at the old mill site, Mill Meadow, Hernaford Barns and Woodcourt Road need updating due to progression/completion of works. **Action: Martin to respond to the comment on behalf of the Housing Working Group.**
- A comment regarding 'peculiar calculations' seems out of context in the draft. **Action:** Charlie to ensure the latest version of the draft is online.
- Suggestions towards establishing a virtual pavement at the old orchard bridge, as discussed at the previous meeting.

It was RESOLVED to publish all comments, in full.

It was reported that comments regarding preservation of hedges and a policy for management was received by email. **It was resolved** to publish these comments on the website.

It was proposed to use the content of the email in the plan, under a 'Hedgerows' subheading.

There was a discussion about the purpose of including such a paragraph in the Plan and its relevance to the document as guidance for planning. It was commented that it is important to give local context to the plan and what matters to local people about the area should be incorporated. It was generally agreed that there was a benefit to the community to include such detail. It was therefore agreed that, subject to the author's agreement, the content of the email received will be edited and incorporated into the plan as proposed.

7. Consider adoption of HNP Timetable document

The Harberton Parish Neighbourhood Plan to do document had been referred to at the previous meeting, drafted as an internal guide in order to keep on track. **It was agreed** to formally adopt the document to guide process.

8. Consider questions for consultation

The latest draft of the consultation questionnaire had been circulated in advance and reviewed question by question.

The Steering Group discussed the following:

- To include 'Strongly Agree, Agree, Neither agree or disagree, Disagree, Strongly Disagree' tick boxes on questions to gather strength of feeling towards proposals in analysis.
- 'Affordable Housing' could be given short definition. It was commented that information about affordable housing would be provided at the open days.
- A definition of 'Community Projects' was discussed it was agreed that the associated question should be removed as the meaning was not clear.
- The transport section was updated to reflect Steering Group proposals regarding speed limits and inclusion of painted pathways. It was commented that the section on cycling should be sited within the transport section rather than within amenities.
- A discussion on whether or not to include a question about geographic priorities for development, following which it was agreed to include it.

9. Funding update

It was reported that the recent application for funds to support the Neighbourhood Planning process had been successful. Thanks were given to Denise for her work.

10. Topic discussion/reports from task groups:

a. Consultation Workshops

It was commented that volunteers are needed to prepare displays in advance of the open days, to set up the stands before the event and to invigilate. **Action: ALL Members of the steering group were asked to come forward.**

It was suggested that working parties take responsibility for preparing their own information boards. Peter agreed to liaise with Alex and Anton to produce boards for transport and amenity. Ginny, Nuala and Martin also volunteered their time to producing boards.

Due to the limited timeframe **it was agreed** to give those on the Consultation Workshop working party a mandate to proceed with managing the event and associated tasks and to liaise with the steering group by email. **It was agreed** that individual members of the steering group would volunteer their time to tasks by email.

It was agreed to circulate proposed designs for print by email for comment.

- b. Housing – Not discussed
- c. Sustainable energy –not discussed.
- d. Economy – Includes tourism, farming sub topics – not discussed.
- e. Amenity and Transport – Not discussed
- f. Consultation, engagement, website and communications – Not discussed

11. Meetings – reports from and invitations to

It was reported that an invitation to attend a meeting regarding development at Winsland House at 10.30am on 3rd June at ATMOS in Totnes had been received. Ginny, Martin, Roger agreed to attend and it was reported that Geoff Broom had been invited as Chair of the Parish Council.

12. July meeting provisions It was reported that neither the Secretary nor the Chair would be able to attend the meeting scheduled for the 30th July. The steering group will consider a change to the date or using the services of a locum clerk at the next meeting.

13. Any Other Business None arising.

Meeting closed at 9:10