

Harberton Parish Neighbourhood Plan (HNP)

Meeting of the Steering Group

7.00pm, Thursday 25th June 2015 at Harberton Parish Hall

MINUTES

In attendance: Martin Clayden, Ginny Davidson, Roger Hands, Peter Kirkham, Sally Lougher, Nuala McDonnell, Lorraine Osborne, Dennis Smith, Alex Williams, Charlie Wynne (Chair)

Apologies: Chris Caunter, Denise Hawkins, Julian Holland

Not in attendance: James Bell, Simon Blackler, Giles Clayden, Shona Duncan, Anton Fitzpatrick

Minutes: Cat Radford

Agenda

1. **Apologies** were received as above.

a. **Record of two consecutive meetings missed**

It was noted that James Bell, Simon Blacker, Chris Caunter, Giles Clayden, Shona Duncan, Anton Fitzpatrick and Lorraine Osborne had missed two or more consecutive meetings. As per the Terms of Reference of the Harberton Neighbourhood Plan Steering Group it was assumed they had resigned as voting members of the steering group and would need to be re-elected if they wish to return.

2. **Minutes of the last meeting.** The minutes of the meeting of 28th May 2015 were signed as an accurate record.

3. **Actions from minutes not included elsewhere on the agenda.** It was reported that the approved Sustainable Energy Chapter and the newest version of the Housing Chapter had been uploaded to the website.

4. **New members to the steering group.** Lorraine Osborne was nominated, seconded and elected as a voting member of the steering group.

5. **Comments from Parish Council meeting.** It was reported that the Parish Council had held an EGM to review the consultation questionnaire and comments had been noted and absorbed, particularly in relation to the section on rural land use.

6. **Review website comments.** It was reported that no comments had been made since the last meeting.

7. **Budget and spending** A copy of the budget for the open days consultation was circulated for information.

It was agreed that final quotes on costs should be sent to Denise to approve before any monies are spent. Charlie agreed to look at areas where there is significant difference between planned and actual cost.

It was reported that The Parish Council will sign off invoices for payment at the Parish Council meeting to which they are presented. Any VAT invoices must be addressed to the Parish Council to enable VAT to be reclaimed.

The Steering Group agreed to present the £300.00 invoice for design and layout of the questionnaire to the Parish Council for payment.

8. **Topic discussion/reports from task groups:**

a. **Consultation/Open Days**

Thanks were given to members of the steering group for putting in substantial effort to the preparation of the open days and public consultation.

Questionnaire:

It was reported that the questionnaire was complete and questionnaire packs are being prepared.

It was agreed the deadline for completion would be the 20th September and that the date be printed on the front of the envelopes containing the questionnaire pack.

Collection points for questionnaires will be at Harbertonford Stores, Harbertonford Garage, the Church House Inn Harberton.

It was asked who would analyse the questionnaires on completion. It was reported that the online version of the questionnaire gives simple numeric analysis of data entered as well as compiling a list of all responses in excel. Paper versions of the questionnaire would need to be inputted if using this system for analysis.

Open Days

The committee discussed preparation logistics for the open day and discussed the approach to facilitating consultation with members of the public. Steering group members agreed to familiarise themselves with the questionnaires and the information flier prior to the event as well as specific geographic areas referred to within. Attendees would be asked to register, giving their postcode and address and served tea and cake.

It was reported that displays have been prepared and **ACTION: Martin agreed to request whether boards could be stored at Harbertonford Village Hall following the close of the Harberton open day.**

- b. **Housing** Not discussed
- c. **Sustainable energy** The Steering Group considered the variation on the sustainable energy chapter and **it was RESOLVED** to replace the current wording with the following paragraph:

The South Hams Special Area of Conservation [SAC] is thought to hold the largest population of **greater horseshoe bat** *Rhinolophus ferrumequinum* in the UK, and is the only one containing more than 1,000 adult bats (31% of the UK species population). It contains the largest known maternity roost in the UK and possibly in Europe. as well as several important hibernation sites¹. The map shows the part of the SAC consultation zone which lies within the parish. The greater horseshoe bats' sustenance zones (feeding areas) are shown in blue and the strategic flyways (commuting routes) in purple.

There is more information at <http://www.devon.gov.uk/southhamssac.pdf>

¹Source *Joint Nature Conservation Committee, a statutory adviser to the UK Government* jncc.defra.gov.uk

Action: Charlie will update the website.

- d. **Economy** Not discussed.
- e. **Amenity and Transport** Not discussed.
- f. **Consultation, engagement, website and communications** Not discussed

9. Meetings – reports from and invitations to

Winsland House

It was reported that a meeting regarding Winsland House had been proposed for the 1st July in order to report feedback from a meeting between Totnes, Dartington and Harberton Neighbourhood Plan groups. It has been suggested that the meeting be rescheduled as the Neighbourhood Plan Groups have not yet met. It was commented that the issue is on the agenda of the next meeting of the Parish Council on 14th July.

10. July meeting provisions Due to both the Chair and the Secretary being unable to attend the next scheduled meeting, the meeting was rescheduled for 7pm, Tuesday 28th July at Harbertonford CE Primary School.

11. AOB None arising.

Meeting closed at 20:30