

Harberton Parish Neighbourhood Plan (HNP)

Minutes of the Meeting of the Steering Group

7.00pm, Tuesday 28th July 2015 at Harbertonford CE Primary School

In attendance: Martin Clayden, Peter Kirkham, Nuala McDonnell, Dennis Smith, Alex Williams, Charlie Wynne (Chair),

Apologies: Ginny Davidson, Roger Hands, Denise Hawkins, Julian Holland, Anton Fitzpatrick, Sally Lougher, Lorraine Osborne.

Secretary: Cat Radford

Agenda

1. **Apologies** were accepted as above. It was reported that Denise Hawkins had formally resigned from the Steering Group. The steering group wished to record thanks to Denise for her work as a steering group member.

It was noted that Julian Holland had missed two consecutive meetings.

2. **Minutes** the minutes of the last of the last meeting minutes were signed as an accurate record of the meeting

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

Prize draw

As the steering group had agreed at the previous meeting to extend the deadline for submission of questionnaires to the 20th September, **it was AGREED** to circulate the new date via email lists and advertise by poster at the Harberton Dog Show.

It was AGREED that the prize draw would take place at the meeting of the Steering Group on the 24th September 2015 to allow all questionnaires to be included in the draw.

4. **New members to the steering group.** There were none.

5. **Consider comments from Parish Council meeting.**

It was reported that the Parish Council had discussed Winsland House at its July meeting, at which the District Councillor had suggested that as the area was in the Harberton Parish, the Harberton Parish Neighbourhood Plan should lead on joint discussion with neighbouring Town and Parish Councils. It was also reported that District and Parish councillors recommended that the developer put a planning application in to enable discussion. Following this report **it was AGREED** to delay further meetings until questionnaire data had been compiled and more was known about local opinion on site development.

6. **Review website comments.** No new comments had been received.

7. **Feedback from Consultation/Open days.** It was reported that Roger Hands is compiling written feedback as submitted during village consultation days.

8. **Consider Questionnaire Follow Up and Collection of un-submitted forms.**

It was discussed whether questionnaires would be collected by hand. **Action:** Nuala to compile a list of addresses that have submitted questionnaires. The pros and cons of using an external marketing company were discussed. Some members of the steering group would be willing to undertake this work if necessary. **It was AGREED** that Charlie request a revised quotation from Power Marketing in order to conduct door to door collection of further questionnaires. **Action:** Charlie to communicate outcome of discussion with Power Marketing and make a recommendation of how to proceed by email, prior to the next meeting.

9. Consider questionnaire data input and next steps for working group.

It was reported that Nuala had volunteered to input questionnaires, compiling an excel spreadsheet for the purpose. **It was AGREED** to use address identifier codes rather than postcodes for reasons of anonymisation.

It was AGREED to delay actions for working groups until the next meeting, at which point questionnaire data will have been compiled.

10. Consider payments to be made.

It was AGREED to recommend the following payments to the Parish Council

South Hams CVS	811	Hire of 4 sets display boards 22 June to 6 July	£100.00	0.00	£100.00
Harberton Parish Hall	29/06/14	Hall Hire for the Neighbourhood Plan Consultations	£27.00	0.00	£27.00
Epic Design	1069	Design and artwork of A3 poster, A5 leaflet and postcard	£126.00	£25.20	£151.20
Nuala McDonnell Expenses Claim		Harberton Art Workshop: Materials for display boards	£44.44	£8.89	£53.33
		Devon Biodiversity Records Centre Harberton NP report	£65.00	£13.00	£78.00
		Devon Biodiversity Records Centre Harberton Species Map report	£32.25	£6.45	£38.70
Charlie Wynne Expenses Claim		Stationary and postage for Questionnaire Mailing	£560.96	£15.99	£576.95

11. Meetings; reports from and invitations. It was commented that Ginny Davidson had attended a meeting in Modbury with other Neighbourhood Planning groups.

12. Agree date of next meeting.

It was AGREED that the next meeting of the Harberton Parish Neighbourhood Plan steering group would take place at 7pm Thursday 24th September 2015 at Harbertonford CE Primary School.

13. AOB

Dog show

It was proposed that there could be a pop up stand at the Dog Show and attending members volunteered their time for the 16th August. **Action:** Charlie to take HNP stand and questionnaires.

Meeting closed at 8.40pm