

Harberton Parish Neighbourhood Plan (HNP)

DRAFT Minutes of the Meeting of the Steering Group

7.00pm, Tuesday 24th September 2015 at Harbertonford CE Primary School

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

Apologies: Anton Fitzpatrick, Lorraine Osborne.

Secretary: Cat Radford

Agenda

- 1. Apologies** were accepted as above.
It was noted that Lorraine Osborne had missed two consecutive meetings.
- 2. Minutes.** It was **AGREED** to sign the minutes of the last meeting as an accurate record.
- 3. Actions from minutes not included elsewhere on the agenda.**
Dog Show It was noted that a pop up stall had been installed at the Harberton Dog Show as agreed.
- 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 made the following comments:
 - The consultation questionnaire was very long which may result in fewer being submitted. It was agreed by Parish Councillors on the HNP to encourage people to fill out the sections most important to them.
 - Questions were raised about protecting anonymity and councillors on the HNP committee were able to report that all questionnaires were anonymised.

The Parish Council asked when results of the questionnaire would be available and were updated on the timeline towards the next draft for consultation.

It was noted that the Parish Council has delayed discussion on agenda items concerning support of local youth provision and the application to the Town and Parish Fund until questionnaire data was made available and the opinion of the community known.

- 6. Read website comments and consider publication.** No new comments had been received.

7. Consider approval of spending

The following items had been preapproved by the Parish Council, subject to minuted approval by the HNP Committee. It was **AGREED** to approve the following expenditure:

South Hams District Council	21389550	Display materials	£246.00	49.20	£295.20
Harberton Parish Hall	10 th June	Hall Hire for the Neighbourhood Plan Consultations	£40.50	0.00	£40.50
Harbertonford Village Hall	020	Hire of Village Hall for July <u>HNP 2nd</u> . 4 th July £60	£60.00	0.00	£60.00

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

Ginny Davidson Expenses claim	20150903GD	Totcom: Fliers posters and laminating £328.35 Totcom A5 copies £6.30 WH Smith Markers, poster strips, foam pads, dots etc. £15.25			£349.90
Sally Lougher Expenses claim	20150923SL	4x Harberton Parish Plan Vinyl Banners			£103.33

Martin Clayden expenses claim	20150901MC	Totcom Photographs £7.00 Totnes Photographs and Posters £16.80 Totcom Photographs £6.00 Harberton Art Workshop materials for displays £7.40			£37.20
-------------------------------	------------	--	--	--	--------

There is expected spend for the second circulation of questionnaires (printing and postage) and freepost costs. The overall spend is expected to be under budget. It was reported that the grant administrators, Groundwork UK will allow the HNP to complete a 'form of variation' to propose how any grant excess could be spent on the next phase.

It was discussed whether some of the expected underspend could be allocated to support data analysis from an agency. **ACTION:** Charlie to look into costings for using the services of an agency.

8. Receive an update on questionnaire responses and second wave submissions

It was reported that 294 questionnaires have been submitted to date. 155 have been data inputted so far.

It was reported that 468 'reminder' questionnaires have been sent out, a small percentage will have been sent to individuals who have returned the questionnaire, but whose returned questionnaires did not include a code and therefore no means to tell from which address it came. The deadline for submissions was extended to 1st October 2015.

It was AGREED to request that a collection box be reinstalled at the Church House Inn and at the Harbertonford garage.

It was AGREED to circulate a reminder via the Harberton Devon email group and the Harbertonford.org e list.

Following discussion **it was AGREED** that Nuala continue with data entry and that other volunteers can test enter data via the online form (ensuring names and email addresses are not inputted online) to share the load if needed. **ACTION:** Cat to create a new box within the online questionnaire for geographic code to be entered. **It was AGREED** to only pay for data entry support if there would be significant delays to completion otherwise.

It was AGREED to send a thank you email to all questionnaire respondents who provided an email address. Following discussion on mailing, it was agreed not to send regular email updates but to use email alongside other methods to draw attention to consultation on the next draft.

9. Agree process for prize draw

It was AGREED to extend the date of the prize draw to 13th October 2015 and for the draw to be made at the meeting of the Parish Council. All questionnaires will be listed and given a number in sequence. If the questionnaire drawn is un-eligible (i.e. a member of the committee, employee etc) then there will redraws until an eligible entry is drawn.

10. Agree process of data analysis and next steps for working group, including setting a date for preparation of results to Parish Council.

It was AGREED to give headline results of numbers of questionnaires received, geographic spread and age groups represented to the meeting of the Parish Council on Tuesday 13th October 2015.

It was AGREED that full background data (subject to redactions of personal information) will be uploaded to the Harberton Parish Neighbourhood Plan website.

It was AGREED that working groups will analyse data by subject and report back to the working group.

It was AGREED to present full results to the Parish Council at the meeting of 10th November 2015.

The results will enable the Committee to produce the 'Have We Got It Right' best draft prior for the next consultation. It was discussed that the plan refer to the evidence base throughout.

The South Hams District Council 'Local Plan' was discussed and it was commented that the Local Plan is not expected to be published until November 2016. **ACTION:** Ginny agreed to liaise with individuals within other NP groups with regard to ongoing communication with the District Council with a 'grass roots – up' approach.

11. Meetings; reports from and invitations. It was reported:

- that a local NP meeting in the process of being scheduled for early October
- that the Harberton Community Land Trust and Winsland House developers have expressed interest in speaking with each other and have been put in touch.

12. Any other business None arising.

13. 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 29th October 2015 at Harberton Parish Hall.

Meeting closed at 8.30pm