

Harberton Parish Neighbourhood Plan (HNP)

Minutes of the meeting of the Steering Group

7.00pm, Thursday 29th October 2015 at Harberton Parish Hall

In attendance: Ginny Davidson, Roger Hands, Julian Holland, Peter Kirkham (late arrival), Sally Lougher, Nuala McDonnell, Dennis Smith.

Apologies: Charlie Wynne, Martin Clayden, Alex Williams.

Minutes secretary: Cat Radford

Agenda

- 1. Apologies** were received from Charlie Wynne, Martin Clayden and Alex Williams. In Charlie's absence, Ginny Davidson was nominated, seconded, and elected as chair for the meeting.
- 2. New members to the steering group.** Julian Holland was nominated, seconded and elected to the Steering Group.
- 3. Consider approval of minutes of the last meeting** After making minor amendments the minutes were signed by the meeting chair as an accurate record.
- 4. Actions from minutes not included elsewhere on the agenda**
 - Agency Data Analysis – Charlie was not present to give information on costs of using an agency for data analysis.
 - Prize Draw A draw was taken at the meeting of the Parish Council on Tuesday 13th October 2015 and the winners had been informed.
 - Liaison with other NP groups Ginny was unable to attend the meeting with other local groups as she was unaware of the agreed date. **ACTION:** Ginny will request that future meeting dates are sent to the secretary in order to circulate to the full HNP steering group.
- 5. Receive comments from Parish Council meeting**
 - A member of the public had attended the meeting of the Parish Council to comment that some members of the community chose not to respond to the questionnaire as the code on the front suggested a lack of confidentiality. Councillors had heard the same concerns, that some didn't want individual responses reviewed by known steering group members rather than an independent and external organisation. Councillors on the HNP steering group agreed this was a fair point but responded that questionnaires without codes could be downloaded from the website and an online version was available to ensure complete anonymity. It was commented that questionnaires were given individual numbers to ensure that only one entry per individual was received. It was also reiterated that the steering group has been so concerned about data protection and anonymity, responses have been totally separated from the geographic numbers on the questionnaire in data entry. **It was agreed** that a statement should be put on the website to reassure the public in relation to any anonymity concerns, referring to the minutes of the Parish Council. **ACTION:** Ginny to draft website comments.
 - It was reported that Councillors had reviewed the initial quantitative data as compiled and had resolved that these results would be posted on the Neighbourhood Plan website, forwarded to the County and District Councillors, to South Hams District Council, Dr Sarah Wollaston MP the Area of Outstanding Natural Beauty Board and to the network of local Neighbourhood Plans.
 - Councillors commented that although the site at Winsland House was most popular for development within the Parish, a development in Follaton although within the Parish Boundary would not create benefits for the wider Parish community (i.e. use of shops, school etc). The County Councillor added that any Section 106 money made available by developers would likely be allocated to the area that is impacted by development, which in the case of Winsland House would be Totnes.
- 6. Read website comments and consider publication** – No website comments had been received.
- 7. Consider approval of spending** The following payments were approved:

Charlie Wynne Expenses Claim	Print run questionnaire (first and second) Stamps and Envelope costs (second mailing)	£1352.21
R.Robinson	1 st Prize HNP Consultation Incentive	£100.00
Sally Lougher Expenses Claim	Use of Freepost Address and PO Levy	£232.00

It was noted that the project continues to run under budget and it was reiterated that 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 commented that this variation could be used for data analysis or for support to update the website.

- 8. Receive report on comments from the Open Days** *This item was moved up in the agenda to allow Roger Hands to leave the meeting.* Roger had compiled comments as made at the open days in order for them to be taken into account in analysis. Copies of the document were tabled. **ACTION:** A PDF will be set to Charlie for circulation, to forward to the Parish Council and uploaded to the website.

On reviewing, it was remarked that some of the comments made suggest that it may be necessary to educate the community on some matters as part of consultation as comments demonstrate a lack of knowledge of current practices or planning policy.

- 9. Consider treatment of questionnaires received after deadline** After discussion **it was agreed** extended consultation deadline would stand as initial results have been published and circulated. **It was agreed** that any further questionnaires received would be read, any new ideas be included in a separate database to be taken into account by topic groups in the next phase. **It was agreed** to close the link to the online questionnaire on the website. It was discussed to make the above clear on the website, commenting that there will be more opportunities for public consultation through the next phase via a new questionnaire.
- 10. Review initial responses to questionnaire report** The committee had received the quantitative data as compiled and **it was agreed** that it would be of benefit if results of responses from each ward (Harberton and Harbertonford) could be seen. This layer of analysis would make it possible to interpret responses on some of the very local issues and proposed projects. **Action:** For Charlie to provide information about ward residence to enable that information to be added to the responses database.
- 11. Agree next steps for data analysis for topic working groups:** **It was agreed** that the next update to the Parish Council on the 10th November 2015 would include:
- a qualitative data report (without analysis); and
 - the report on comments as compiled from the open days.

It was agreed that Nuala will circulate topic specific questionnaire data to the following topic groups, once ward information has been added:

Economy – Dennis and Julian
Sustainable Energy – Ginny and Sally
Heritage and Environment – Nuala
Transport and Social Amenities - Peter, Alex, Anton,
Housing – Ginny, Martin (and Simon)

It was agreed topic groups would begin to interrogate the data, using the HNP chapters within the plan as a starting point, and come back to the next meeting on 26th November to share ideas about approach and initial results before agreeing next steps. It was noted that if topic groups wish to share any documents in advance they should be sent to Cat before Thursday 19th November for circulation.

It was agreed to prioritise the four chapters above housing, due to the complexity of the housing chapter, and until the housing working group could be reconvened.

- 12. Update of meetings attended or invited to.** None.

- 13. Any other business** It was commented that there were issues with the content on the website:
- The last 'Where are we now' update was made in February
 - There are concerns that some of the chapters that had been updated in the past seem to have reverted to older versions – perhaps due to an automated back-up error.

It was commented that perhaps some of the budget underspend could be used to support the updating of the website.

- 14. Date of next meeting.** It was confirmed that the next meeting of the HNP Steering Committee would be on 26th November 2015 at Harberton CE Primary School.

Meeting closed at 20:35