

## Harberton Parish Neighbourhood Plan (HNP)

7.00pm Thursday 27<sup>th</sup> September 2018 Harberton Parish Hall

### Minutes

In attendance: Ginny Davidson, Roger Hands, Sally Lougher, Alex Williams,  
 Apologies: Geoff Broom, Stanley Oldfield, Nuala McDonnell, Charlie Wynne  
 Not in attendance: 0  
 Notes: Cat Radford

<p><b>1. Apologies</b> were received above</p> <p><b>1.1 Record of two consecutive meetings missed</b> Geoff Broom.</p>			
<p><b>2. New members to the steering group</b> None</p>			
<p><b>3. Declaration of Interests: To declare any interests (nature and scope) on items on the agenda.</b></p>			
Roger Hands	NA	Chartered Surveyor with potential business interests in the area	Steering group members are given the same provision to speak as members of the public, but do not vote on issues relevant to sites on which they have an interest.
Chris Edwards (not steering group member)	Joint owner of site 7		Noted.
<p><b>4. Consider approval of minutes of the last meeting</b> The minutes of the meeting on 26<sup>th</sup> July 2018 were signed as an accurate record.</p>			
<p><b>5. Actions from minutes not included elsewhere on the agenda</b></p> <p>5.1. <u>Exchange information with Totnes Neighbourhood Plan on Greenspaces</u> Ginny had agreed to contact the TNP to ask for more information about greenspaces. It was agreed to prioritise other areas of the plan, and therefore to postpone this action for the meantime.</p> <p>5.2. <u>Response from SHDC officer on actions from Follaton House Meeting</u> It was reported that the officer had responded in August, forwarding the email correspondence with Devon Highways (Highways) on policies within the draft plan as requested. The examiners report on the failed South Milton Neighbourhood Plan was not forwarded as this has not yet been published.</p>			
<p><b>6. Consider comments from website</b> None reported.</p>			
<p><b>7. Parish Council – Receive update from Parish Council meeting – if any</b> It was reported that the first draft of a proposed written complaint concerning the Follaton House meeting attended by HNP members had been considered by the Parish Council at the meeting of 11<sup>th</sup> September 2018. The Parish Council had agreed to support the HNP Steering Group in putting the complaint on record.</p>			
<p><b>8. Consider letter of complaint to South Hams District Council</b> It was reported that minor amendments to the draft letter had been made, including a new introductory paragraph that notes the HNP's complaint is not about any technical disagreements or differences of opinion, but that assertions were made at the meeting that weren't true. <b>It was AGREED</b> to email the letter to the District Councillor.</p>			
<p><b>9. Consider reply from South Hams Neighbourhood Planning Officer on response to comments on the draft plan</b>                  It was acknowledged that the officer had made further comments on notes made at the last meeting and that these would be taken into account in future review of the plan.</p>			
<p><b>10. Draft Plan</b></p> <p><b>10.1. Consider adopting revised housing chapter as circulated</b> ongoing. <b>ACTION: Roger</b> agreed to propose alternative wording to policy H2.</p> <p><b>10.2. Agree ongoing process for making revisions on draft plan.</b> It was agreed that there has been an issue of keeping on top of the amendments. Two options were presented:</p> <p>1. To update the plan at each meeting and save version history, using the Parish Council laptop and projector.</p> <p>2. To contract services of an administrator to update the plan according to the resolutions made in the minutes.</p> <p>A both options require some expenditure, it was agreed to present both options to the Parish Council for their consideration. <b>ACTION: Roger</b> agreed to make contact with two potential candidates to discuss their availability.</p> <p>It was agreed to upload the most recent plan to the website quarterly.</p>			
			RH
			RH

<p><b>11. Review Housing Needs Assessment</b> It was reported that the Parish of Harberton (including Harbertonford) Local Housing Needs Report as produced in 2013 by The Community Council of Devon on behalf of the Devon Rural Housing Partnership had been circulated to all steering group members. So too had a needs assessment for Harberton Parish as produced in August 2018 by Indigo Planning.</p> <p><b>ACTION: Ginny</b> agreed to ask Tom Jones at SHDC if documents produced by developers, such as the housing needs analysis document compiled by Indigo, can be included in the evidence base.</p> <p><b>ACTION: Roger</b> agreed to follow up discussion with South Hams District Council to produce an up to date housing needs analysis for the Parish. It was commented that a new housing needs assessment should include needs of the elderly population looking to downsize.</p>	<p><b>GD</b></p> <p><b>RH</b></p>
<p><b>12. Consider correspondence from South Hams District Council Neighbourhood Planning Officer on Neighbourhood Planning Policy Framework and JLP inspectors' advice</b> It was reported that on 24<sup>th</sup> July 2018 the government issued a new version of the National Planning Policy Framework to replace the 2012 version. National Planning Policy Guidance covering Housing need assessment, Housing and economic land availability, build to rent, plan making, local plans and neighbourhood planning was published on 13<sup>th</sup> September. Documents had been forwarded from the Neighbourhood Planning Officer to Neighbourhood Planning groups, now circulated to all members of the HNP.</p> <p>It was reported that the post hearing advisory notice from the inspectors overseeing the inquiry into the Plymouth and South West Devon Joint Local Plan 2014-2034 was published in August, following which the JLP Council's reply was sent to inspectors and published. These documents were circulated to all Neighbourhood Planning groups, with summary and commentary from the Neighbourhood Planning Officer.</p> <p>It was reported that Nuala has compiled a document detailing the where the HNP is in the process of completing the plan, including what has been done, what still needs to be compiled and what information the HNP group is waiting to be published.</p> <p>The paper notes that the JLP is not now expected to be finalised until 2019. It was commented that it is unwise to finalise the HNP before the Joint Local Plan, because in the event of any conflicts between policies, the later Plan to be adopted takes precedence (as per Paragraph 30 of the NPPPF 2019) . This fact may slow down some HNP preparation processes.</p> <p>It was discussed to create more clarity about the function of the Neighbourhood Plan before going to the public with the 'Have we got it right' consultation process. It was proposed that to adopt different language around non planning issues important to the community. There was discussion about changing the use of 'Non Land Use' policy to another term, such as 'Project' or 'Objective'.</p> <p>The steering group reviewed the list of evidence required. It was agreed that:  <b>Ginny</b> advertise a request for images of flooding and road congestion via Harberton village email circular and village life.  <b>Roger</b> follow up Housing Needs Assessment  <b>Sally</b> research map of former Area of Greater Landscape Value (AGLV)  To request that members of the History Society (<b>Geoff/Stanley?</b>) could supply any documents relating to Parish Heritage.</p>	<p><b>GD</b></p> <p><b>RH</b></p> <p><b>SL</b></p> <p><b>GB/SO</b></p>
<p><b>13. Continue review of Neighbourhood Planning Officer's comments on the Draft Plan</b> It was agreed to hold a meeting to review the comments in order to present an amended draft to a future meeting. The agreed date was 10<sup>th</sup> October 2018.</p>	
<p>If time:</p>	
<p><b>14. Consider 'Conditions' document</b> <b>ROGER</b> to speak to Charlie about progress on the draft document and offer support.</p>	<p><b>RH</b></p>
<p><b>15. Consider 'Methodologies' document draft</b> It was noted that there was no draft, therefore remove this item from the agenda.</p>	
<p><b>16. Consider 'Glossary' document</b> It was noted that there was no draft, therefore to remove this item from the agenda.</p>	

<p><b>17. Agree next steps/next meeting agenda</b>  It was agreed use the 'Where we are' document as draft by Nuala at each meeting to keep a track of actions. It was agreed to use Red/Amber/Green (RAG) rating in against the tasks listed.</p> <p>It was agreed to discuss the format for the 'Have we got it right' document at the next meeting.</p>	
<p><b>18. Any other business</b> None</p>	
<p><b>19. Confirm date and time of the next meetings</b>  Sub group meeting on 10<sup>th</sup> October 2018  Steering Group Meeting on 1<sup>st</sup> November 2018</p>	