

## Harberton Parish Neighbourhood Plan (HNP)

7.00pm Monday 25<sup>th</sup> July 2022 at Harbertonford Village Hall Meeting Room

In attendance: Cllr Chris Bowley, Jem Friar, Cllr Douglas Hambly (Chair), Sally Lougher, Cllr Prana Simon, Cat Radford (Minutes)

### Agenda

**Public Session** No members of the public were present.

1. **Apologies** No apologies.
2. **Elect new members to the committee** None.
3. **Declaration of Interests**
  - 3.1. Register of Interests: Steering group members were reminded of the need to update their register of interests. Jem Friar was given a declaration of interests form for completion and submission. .
  - 3.2. No interests were declared on items on the agenda.
4. **Approve Minutes** The minutes of the meeting on 4<sup>th</sup> July were signed as an accurate record after making a small amendment.
5. **Consider Call for Sites Process and Proforma**

#### Call for Sites Leaflet

Text for use on the leaflet was agreed by committee.

It was agreed to request a local printing company to produce:

1000 A5 fliers on yellow paper

25 x A4 posters of the same text on yellow paper.

The costs for print were authorised without quotation.

#### ACTIONS:

- **Cat** to send text to printers.
- **Jem** to collect print
- **Jem** to drop off fliers to Village Life for Harberton Distribution
- **Everyone** to liaise with Jem re picking up remaining posters and fliers for distribution
- **Sally** to laminate posters
- **Chris** to distribute to local pubs
- **Cat** to email Harbertonford Village Life and Harberton Village Email list
- **Cat** to contact those who already have sites in the Neighbourhood Plan
- **Unattributed actions:**
  - It was agreed that posters should be put up in the bus shelters, community notice board, church notice board, farm suppliers
  - Electronic posters/fliers to be put up on local social media pages
  - Contact made with local land agents, (Stags, Rendells and others)

#### Proforma

Both Prana and Cat had made amendments to the draft proforma document which were tabled at the meeting. After reading through there was discussion on finalising the draft. Amendments were approved, and an introductory text agreed.

#### Actions

- **Cat** to send to printers for x 10 copies to be given to Prana should requests for a hard copy come in while Cat is away. Costs for print were approved without quotation.
- **Cat** to upload to the Neighbourhood Plan pages of the Parish Council website.

6. **Actions before next meeting** See above.

7. **Date of next meeting** 7pm 19<sup>th</sup> September 2022 at Harbertonford Village Hall. The agenda to include checking progress on the call for sites and to discuss application to Locality for Site Assessment process.

Meeting closed.