

## Harberton Parish Neighbourhood Plan (HNP)

7.00pm Monday 26<sup>th</sup> September 2022 at Harbertonford Village Hall Meeting Room

### MINUTES

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

Apologies: None

### Agenda

**Public Session** None

1. **Apologies** None

2. **Elect new members to the committee** (if any) None.

3. **Declaration of Interests**

3.1. Register of Interests: Steering group members were reminded of the need to update their register of interests should their circumstances have changed. Jem Friar submitted notification of interests for the record.

3.2. No interests were declared on items on the agenda.

4. **Approve Minutes**

The minutes of the meeting of 25<sup>th</sup> July 2022 were signed as an accurate record.

5. **Call for Sites**

It was noted that the Call for Sites was posted on the Neighbourhood Planning pages of the Parish Council website at the end of July. The call was widely advertised through the following channels:

- Taking advantage of distribution with Harbertonford's Village Life, the call for sites was mentioned in Village Life itself and A5 fliers were distributed by hand to all properties in Harbertonford. Once at the beginning of August and again at the beginning of September.
- Taking advantage of the opportunity for distribution along with the Harberton Community Church Fund update, A5 fliers were distributed by hand to all properties in Harberton in early August.
- Notices were posted on all local Facebook pages.
- Local land agents were contacted
- An advertisement was posted in the property section of the Totnes Times on 8<sup>th</sup> September alongside editorial, with an electronic advertisement published at the same time on the South Hams Newspaper Group website.
- Posters were put up around the local area on lamp posts, in the villages, Hazard, Eastleigh, Luscombe Ross to Tuckenhay. Dartington Post Office (for 1 month) Harbertonford Post Office, outside open Parish Board. Washbourne and Ashprington. It was noted that several posters were removed from where they had been posted, with members of the committee replacing them regularly.
- Leaflets were left at Daynes Farm Shop and in local pubs.

5.1. Receive submissions to date to Call for Sites

Cat had compiled sites as submitted to date, this included:

- 1 x 3.77 HA site in Harberton
- 1 x 0.48 HA site in Harbertonford
- 1 x 3.9 HA site on the Parish Boundary at Winsland House.

Invitations to resubmit had been sent to sites included in the current draft. Only one site has submitted to date (Winsland House), one has withdrawn (land at Dundridge). No response has been received as yet from other sites currently within the plan although two are expected.

5.2. Consider any actions in encouraging further submissions before end of month deadline.

It was agreed to make contact with owners of sites in the previous plan who had expressed an interest in resubmitting to ask if they were likely to submit.

6. **Consider next steps**

6.1. Site Assessment process and Community Consultation

It was noted that once all sites are submitted it is necessary to assess all sites for suitability for inclusion within the Neighbourhood Plan. It was noted that the steering group is eligible to apply to Locality to receive free technical support to undertake the site assessment process, using AECOM consultants.

There was discussion on what criteria would apply in order to undertake a site assessment. Peter asked if there was a model site assessment process that could be reviewed. It was commented that the Milton Abbot, Chillaton and Kelly Neighbourhood Planning Team (known as the MACKPlan team) may have a site assessment published of which was approved by the Local Authority. Cat commented that the Neighbourhood Plan committee had developed its own site assessment criteria for use between 2017 – 2019. **ACTION: Cat** to forward the previous site assessment criteria used to Peter and send a link to the MACK Plan criteria as published on their website.

Cat further indicated that it is recommended that the community is given the opportunity to comment on sites identified for potential development, and whether they are considered acceptable by the community, before the housing chapter is completed.

**6.2. Consider priorities for review of other chapters of the Plan** During discussion two areas for further development were considered:

**6.2.1. Design statement or design code.** It was noted that there might be technical support available to develop this, although the support may only be available for plans within urban areas.

**6.2.2. Sustainability.** There was commented that there could be more rigour and/or definition given to use of woolly phrases such as 'sustainability' within the plan. What does sustainability mean/how is it used in this context?

## **7. Technical and Financial Support**

**7.1. Consider application for technical support in undertaking Site Assessment process**

Cat had compiled a first draft application for submission for technical support. This was reviewed by members of the committee with some comments made for Cat to take into account. **It was AGREED** to make an application for technical support straight away, and not wait in order to submit this at the same time as a request for grant funding. **ACTION: Cat** to submit the application for the technical support.

**7.2. Consider application for financial support in completing the Plan** It was reported that there is no guarantee that there will be funding post end of the 2022/23 financial year. Any applications for funds must be achievable spent before the end of the current financial year. There was brief discussion on what activities may require cash funding in the coming months, such as consultation on new sites for example. **ACTION: Prana** agreed to undertake some scoping on costs for a consultation event. **ACTION: Cat** to forward the budget from the previous consultation event to support budget research.

## **8. Actions before next meeting**

**ACTION: Cat** to forward the previous site assessment criteria used to Peter and send a link to the MACK Plan criteria as published on their website.

**ACTION: Cat** to submit the application for the technical support.

**ACTION: Prana** agreed to undertake some scoping on costs for a consultation event.

**ACTION: Cat** to forward the budget from the previous consultation event to support budget research.

**9. Date of next meeting** 7pm Monday 10<sup>th</sup> October 2022 Harbertonford Village Hall