

## Harberton Parish Neighbourhood Plan (HNP)

### Meeting of the Steering Group

7.00pm Monday 17<sup>th</sup> April 2023 at Harbertonford Village Hall Meeting Room

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

**Not in attendance:** None

**Apologies:** None

**Public Session** No members of the public wished to address the meeting.

### Agenda

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 if they have changed.
  - 3.2. No interests were declared on items on the agenda
4. **Approve Minutes** The minutes of the last meeting were approved as an accurate record.

### 5. Technical Package Updates

#### 5.1. Design Codes

##### 5.1.1. Feedback from 22<sup>nd</sup> March site visit

A brief update was given by members of the steering group that attended the walking tour of Harberton and Harbertonford with the consultant. It was commented that it was interesting to see things from his perspective. It was commented that he was interested in what materials were used, how buildings were clustered and laid out. It was noted that the consultant noting that the Meadow Close development was designed around cars and car parking, where there were other examples of design focused around central communal areas with parking being provided separately. Members took opportunities while walking around the villages to relay some of the existing themes in the plan and to raise concern about impact of development on heritage assets.

The consultant has asked for more information about Little Owl Cottage on Moreleigh Road, Harbertonford as a dwelling that could be highlighted as an exemplar of best practice. **ACTION: Alex** to put the consultant in touch with the owners of Little Owl Cottage.

- ##### 5.1.2. Review Harberton Parish Design Code Scope
- Cat had circulated a design scope as received from the consultant that sets out the deliverables as understood following the site visit. Having read this, members of the steering group agreed with the approach. **ACTION: Cat** to confirm that the consultant proceed with the approach as outlined.

#### 5.2. Site Options Assessment

Members of the committee who had accompanied AECOM consultants on part of the Site Assessment visit gave a brief update, commenting that one of the sites is mislabelled and therefore was not accessible. Visits where landowners were present had been friendly. Queries had been raised concerning potential sale of two of the sites, which Cat had followed up. One of the fields at Dorsley had been sold, which was not understood to be the site put forward to the Neighbourhood Plan. Whilst Winsland House itself has been sold, the developer still has an option on the surrounding land for potential development.

The visiting consultants had written to thank the steering group for accommodating the visit and to those that have followed up with additional information.

#### 5.3. Strategic Environmental Assessment (SEA)

- ##### 5.3.1. General Update
- It was reported that AECOM consultants will be in touch towards the end of April, following the close of SEA Scoping Consultation to see how things are progressing. Given AECOM are likely to draw on the findings from the site assessment work to inform the SEA, it was suggested that it would be appropriate to only begin work on the SEA once the group has had time to consider the results of the Site Options Assessment and has an idea which sites might be taken forward as potential Neighbourhood Plan allocations. **ACTION: Cat** agreed to reply to AECOM SEA consultants to make it really clear that the plan is being redrafted, and to send them the new timeline.

5.3.2. Notification of formal response to SEA Scoping Report - HERITAGE The heritage response was shared with the HNP committee for reference, which was noted with interest.

## 6. Consultation Events Planning

*Including agreement of dates, structure, preparation and actions required*

- **Sally** would release April dates booked with halls in Harberton and Harbertonford
- **Cat** agreed to circulate June dates amongst steering group members in order to confirm dates for consultation events. It was proposed that it could be possible to run a series of consultation events across consecutive weekends in June. Dates proposed were 3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup> June.

There was a discussion in which the steering group considered what type of event was needed and could be arranged, including what questions the group wished to pose to the community and how this might influence change.

There was discussion about whether questions should be kept open or if specific themes should and could be seeded by the steering group.

It was **AGREED** to hold the event on Saturday 10<sup>th</sup> June as being the date that most members of the steering group could attend.

It was **AGREED** an additional meeting ahead of the event would be held on 5<sup>th</sup> June, which should be held at the school if it is available.

The following actions were noted:

**ACTION: Jem** will create a list of parish clubs and societies to invite

**ACTION: Alex and Prana** will draft an invitation

**ACTION: Prana** will lead on developing a flier with input from Alex

**ACTION: Peter and Douglas** agreed to distribute fliers in Harberton. Chris agreed to distribute fliers in Harbertonford. Sally agreed to distribute fliers in the outlying areas between villages.

**ACTION: Alex** will continue work on a facilitation plan for the event.

**ACTION: Alex** will consider plans for offering food and the associated logistics.

**ACTION: Prana** agreed to compile a slide show of local images to prompt thought about different topics

**ACTION: ALL** members to send images to Prana to include in the slide show (using WeTransfer to send images).

**ACTION: Cat** will contact the school to confirm the date of 10<sup>th</sup> June and enquire about use for a meeting on the evening of 5<sup>th</sup> June.

**ACTION: NOT ATTRIBUTED** post information about the event to the newsletters and village Facebook pages. Copy should be supplied to the village circulars/newsgroups by the end of April.

**ACTION: NOT ATTRIBUTED** Volunteer ushers and scribes will be required. Peter volunteered to be an usher or scribe.

## 7. Activities in support of the draft plan

### 7.1. Village Boundaries

- **Chris** agreed to undertake the first draft of a boundary map for both villages. This work is ongoing.

7.2. **Protected Views Receipt of map.** It was reported that Peter is going to take photographs of the protected views to include with the map.

## 8. Any other business None

## 9. Summary of actions before next meeting

Item	ACTION	Owner
5.1	Put the Design Code consultant in touch with the owners of Little Owl Cottage.	Alex
5.1	Confirm that the consultant proceed with the Design Code approach as outlined.	Cat
5.3	Reply to AECOM SEA consultants to make it really clear that the plan is being redrafted, and to send them the new timeline.	Cat
6	Release the hall booking for May.	Sally
6	Create a list of parish clubs and societies to invite to 10 <sup>th</sup> June event.	Jem
6	Draft an invitation.	Alex and Prana
6	Develop a flier	Prana lead with Alex

6	Distribute fliers in Harberton.	<b>Peter and Douglas</b>
6	Distribute fliers in Harbertonford.	<b>Chris</b>
6	Distribute fliers in the outlying areas between villages.	<b>Sally</b>
6	Compile a slide show of local images to prompt thought about different topics	<b>Prana</b>
6	Send images to Prana to include in the slide show (using WeTransfer.com to send images).	<b>ALL</b>
6	Contact the school to confirm the date of 10 <sup>th</sup> June and enquire about use for a meeting on the evening of 5 <sup>th</sup> June.	<b>Cat</b>
6	Post information about the event to the newsletters and village Facebook pages. Copy should be supplied to the village circulars/newsgroups by the end of April.	<b>Not attributed</b>
6	Volunteer ushers and scribes will be required. Peter volunteered to be an usher or scribe.	<b>Not attributed</b>
7	Undertake the first draft of a boundary map for both villages.	<b>Chris</b>
7	Take photographs of the protected views to include with the map.	<b>Peter</b>

**10. Date of next meeting**

15<sup>th</sup> May Harbertonford Village Hall Meeting Room  
5<sup>th</sup> June Harbertonford CE Primary School (TBC)  
19<sup>th</sup> June Harbertonford Village Hall Meeting Room