

Harberton Parish Neighbourhood Plan (HNP)

Meeting of the Steering Group

7.00pm Monday 15th May 2023 at Harbertonford Village Hall Meeting Room

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

Not in attendance: Jem Friar.

Apologies: None

Public Session No members of the public

Agenda

1. **Apologies** There were none.
2. **Elect new members to the committee** There were 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** It was **AGREED** to sign the minutes of the meeting of 17th April 2023 as an accurate record.
5. **Update on actions** from the last meeting

Item	ACTION	Owner	Progress
230417 5.1	Put the Design Code consultant in touch with the owners of Little Owl Cottage.	Alex	Done
230417 5.1	Confirm that the consultant proceed with the Design Code approach as outlined.	Cat	Done
230417 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	Done
230417 6	Release the hall booking for May.	Sally	Done
230417 6	Create a list of parish clubs and societies to invite to 10 th June event.	Jem	Created in Google Docs. Used by Alex to circulate invite.
230417 6	Draft an invitation.	Alex and Prana	Invitation drafted and circulated
230417 6	Develop a flier.	Prana lead with Alex	Flier completed and printed.
230417 6	Distribute fliers in Harberton.	Peter and Douglas	<ul style="list-style-type: none">• Laminated posters are on various telegraph poles in both villages• Paper posters are in dry places i.e. churches, Danes farm, post office, bus shelters, pub wall• Wherever there is a paper poster there are 25 A5 leaflets as take-aways - e.g on the bar in the pub, on the counter in the post office, pub bar, Danes farm counter.• There are approx. 200 A5 leaflets remaining. Suggest we do tactical posting, street hand-outs, etc., as appropriate leading up to June 10th.• Default distro could be every Nth house in the roads in each village?
230417 6	Distribute fliers in Harbertonford.	Chris	
230417 6	Distribute fliers in the outlying areas between villages.	Sally	

			Households haven't received fliers directly, but have been distributed via various contact points. How to distribute the remaining ones – camp outside the village shop.
230417 6	Compile a slide show of local images to prompt thought about different topics.	Prana	Prana starting to work on it. Likely to have it done next week.
230417 6	Send images to Prana to include in the slide show (using WeTransfer.com to send images).	ALL	Peter has approximately 125 photos of the Parish which will be sent to Prana.
230417 6	Contact the school to confirm the date of 10 th June and enquire about use for a meeting on the evening of 5 th June.	Cat	Confirmed for both 5 th and 10 th June.
230417 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.	Not attributed	Prana has posted on 6 Facebook pages for Harberton and Harbertonford. Newsletters done.
230417 6	Volunteer ushers and scribes will be required. Peter volunteered to be an usher or scribe.	Not attributed	FURTHER ACTION: ALEX agreed to write a facilitation plan that would include briefing to scribes. Chris, Cat, (Douglas), Peter volunteered to be scribes.
230417 7	Undertake the first draft of a boundary map for both villages.	Chris	Ongoing.
230417 7	Take photographs of the protected views to include with the map.	Peter	Peter has compiled all the salient shots, plus a few more views thought worthy. Waiting to hear from AECOM ref means of transmission.

6. Technical Package Updates No updates to technical packages.

7. Consultation Event Planning

It was remarked that planning for the event had been a really good collaboration between everyone involved.

- **Participation:** Several groups have replied to participate: History Society, Cricket Club (possible), Harbertonford Allotment Society, couple of local businesses, Harberton Parish Hall committee were going to encourage each other to come as well. It was suggested to remind the Harbertonford Community Shop to have a stand.
- **Invitation:** It was noted that the list that Jem had prepared had some gaps. Having invited some businesses and with some having said yes, it was commented that it would be appropriate to try and get the invitation out to everyone. It was agreed that publishing the invite through the newsletter and highlighting the opportunity for businesses would be sufficient. **ACTION: Sally** agreed to look for email addresses for businesses where this information is not already supplied and will telephone those businesses for which email addresses can't be found.
- **Catering:** It was reported that the PTFA had agreed to do the food. The initial costing given was very low. As it transpired that the PTFA weren't entirely clear about the donation basis it was agreed to increase costs for ingredients so that the PTFA would not make a loss. **It was AGREED** to accept the revised costing of £1.95 per head for a cold meal that included three salads, focaccia bread, red pepper, some kind of dessert, tea and coffee. **ACTION: Alex** to confirm catering costs with PTFA. Final numbers would be given 1 week before the event.
- **Publicity:** It was asked whether more posters or fliers were needed. Some left-over posters were circulated. **ACTION: Alex, Sally, (and perhaps Prana)** pencilled in date 3rd June to distribute fliers outside Harbertonford Stores between 11-2. **Prana** agreed could supply a table and an easel for the information board. **It was AGREED** that more posters could be printed if they were needed. Sally would laminate them if printed. **ACTION: Cat** to send Sally and expenses claim form in order to be reimbursed for print costs to date.
- **Engagement with the school: ACTION: ALEX:** agreed to speak to the school, ask for fliers to be put in book bags and to ask school about use of the interactive white board,

- **Logistics** It was agreed that a prominent display for the Neighbourhood Plan would be required. This could include a blown up version of the materials to 'soft seed' round table discussion.
ACTION: Prana agreed to prepare a display.
- **Site Options Assessment consultation** It was agreed that it would be appropriate to trail dates for consultation on the Site Options Assessment at the community consultation event. It was suggested to prepare to hold an exhibition between 8 -15th July, subject to materials being forwarded by AECOM.
 - o **ACTION: Cat** to write to Rev David and ask if there could be an exhibition in the churches between those dates.
 - o **ACTION: Peter** will ask AECOM when the Site Options Assessment report can be expected.

8. Activities in support of the draft plan

8.1. **Village Boundaries** Ongoing.

8.2. **Protected Views** As per report on actions.

9. **Any other business** None

10. Summary of actions before next meeting

Item	ACTION	Owner	Progress
230515 5	to write a facilitation plan that would include briefing to scribes.	Alex	
230515 7	Look for email addresses for businesses where this information is not already supplied, and telephone those businesses for which email addresses can't be found.	Sally	
230515 7	confirm catering costs with PTFA.	Alex	
230515 7	Distribute fliers outside Harbertonford Stores between 11-2. Prana agreed could supply a table and an easel for the information board.	Alex, Sally (Prana) Prana	
230515 7	Send Sally and expenses claim form in order to be reimbursed for print costs to date.	Cat	
230515 7	Speak to Harbertonford Primary School, ask for fliers to be put in book bags and to ask school about use of the interactive white board,	Alex	
230515 7	Prepare a Neighbourhood Plan display for the Community Consultation exhibition.	Prana	
230515 7	Write to Rev David and ask if there could be an exhibition in the churches between 8 th -16 th June.	Cat	
230515 7	Ask AECOM when the Site Options Assessment report can be expected.	Peter	
230417 7	Undertake the first draft of a boundary map for both villages.	Chris	

11. Date of next meeting

Informal planning meeting at 7pm on Monday 5th June 2023 at Harbertonford Primary School
Monthly meeting of the Neighbourhood Plan Steering Group on Monday 19th June 2023, Harbertonford Village Hall Meeting Room.