

Harberton Parish Neighbourhood Plan (HNP)

Meeting of the Steering Group

7.00pm Monday 19th June 2023 at Harbertonford Village Hall Meeting Room

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

Not in attendance:

Apologies: Sally Lougher

Public Session

Agenda

1. **Apologies** were received as above.
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 if they have changed.
 - 3.2. No interests were declared any interests (nature and scope) on items on the agenda
4. **Approve Minutes** Minutes of the meeting of 15th May were approved as an accurate record without amendments.
5. **Update on actions** from the last meeting

Item	ACTION	Owner	Progress
230515 5	to write a facilitation plan that would include briefing to scribes.	Alex	Complete
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	Ongoing
230515 7	confirm catering costs with PTFA.	Alex	Complete
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	Complete
230515 7	Send Sally and expenses claim form in order to be reimbursed for print costs to date.	Cat	Complete
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	Completed by Alex and Cat
230515 7	Prepare a Neighbourhood Plan display for the Community Consultation exhibition.	Prana	Completed by team.
230515 7	Write to Rev David and ask if there could be an exhibition in the churches between 8 th -16 th June.	Cat	Completed. It was advised that the churches can be available whenever required. It was proposed to hold exhibitions in churches one the week after the other so that only one set of materials need to be prepared. One exhibition beginning Saturday 8 th July, the second on Saturday 15 th July, subject to agreement by the committee.
230515 7	Ask AECOM when the Site Options Assessment report can be expected.	Peter	Done. Draft report delivered. Delivered.
230417 7	Undertake the first draft of a boundary map for both villages.	Chris	Ongoing.

6. Community Conversation

6.1. **Feedback on 10th June event** There was a discussion in which members shared thoughts about the event and shared feedback that had been received by others. Feedback included comments about the high turn out representing different community groups, there was a good atmosphere and there was lively engagement with the topics including some new ideas for projects that the community had energy to get behind. It was also noted that there were some very substantial conversations about topics that are not easy to get to the bottom of. It was noted that the food provided by the PTFA was excellent and the inclusion of a community exhibition from clubs around the perimeter of the hall encouraged more engagement with the event from some that might otherwise not have attended.

6.2. **Actions on outputs/outcomes from the event**

6.2.1.1. **Writing up/recording flip charts for archive** All flip charts noting the details from round table conversations have been photographed and will be stored as a digital archive. Douglas volunteered to store the original flipcharts. Verbatim notes from the flip charts have been typed up and have been categorised according to themes within the most recent draft of the Neighbourhood Plan. It was noted that there was extensive output from the conversations and is interesting to note that many of the same topics and themes have arisen, noting that community values are broadly similar to previous consultation events.

6.2.1.2. **Writing up Summary Documents** Alex has made a first draft of drawing together the content of the flip charts into a summary document. There are two docs, a one page summary/overview and then a fuller write-up. Both refer to the main priorities for the next 10 years that arose from conversation that included:

- Affordable Housing
- Attract young families
- Meet needs of older people
- Support community
- Respond to climate change
- Protect nature and make it more accessible
- Minimise impact of cars and A381

It was agreed that the one page document could be worked up to include some photographs and be published on the Neighbourhood Plan pages of the Parish Council website and shared with those who attended and the wider community, with encouragement to those who did not attend to give input and comments by email if they would like to.

ACTION: All members of the committee agreed to give comments on the final edit of the one-page document by Monday to allow it to be published before circulation of Village Life and the Harberton Circular

ACTION: Alex finalise the write up of the community conversation for immediate publication to solicit more feedback from those who couldn't come.

ACTION: Cat to set up a google form with the questions asked at the community conversation.

It was agreed that using the same material to produce a paper leaflet could reach more members of the community, and also act as publicity for engagement in future events. It was agreed to publish this once dates of future events were clear (see item 8). Prana agreed to support design of this.

The consultation and delivery strategy adopted by the Neighbourhood Plan Steering Group in March 2023 outlined a second stage in which there would be further public engagement on specific issues. It was suggested that following the community conversation, these could include consultation: with farmers and landowners – possibly through one-to-one conversations/telephone conversations rather than a group meeting, community energy initiatives, attracting young families and to share results of the site options assessment.

It was noted that all the material from the community conversations and subsequent discussion would support the development of two things: the first being a collection of community projects that could happen, what is viable and who in the community could deliver them. The second, informing the policies included in the Neighbourhood Plan. It was noted that whilst consultation was catalysing community projects and supporting energy for fulfilling these ambitions, the delivery of these would rely on broader community engagement and would be an endeavour that would continue on beyond the function of the current Steering Group, whose current role is to support delivery of the Neighbourhood Plan document.

It was agreed that sub-groups of the steering group could lead progression of these events/topics.

ACTION: Cat would have a think about possible questions to ask farmers and landowners. It was suggested that a volunteer could support the undertaking of telephone interviews.

ACTION: Alex to talk with Cllr Richard Morris with regard to brokering conversations with farmer and other landowners.

ACTION: Jem, Prana, Peter, Alex agreed to join a Community Energy sub-group, meet and bring ideas for a consultation event back to the next meeting of the Steering Group.

It was agreed to consider approach to young families theme at a future date. There was discussion that consultation on these topics would support work required on updating chapters of the Neighbourhood Plan.

7. **Design Code** Some comments had been forwarded to Cat before the meeting however some members of the committee had not yet had the opportunity to view in detail and collate comments. After discussion it was agreed to request an extension to allow this to be discussed in full at the next meeting.

8. **Site Options Assessment**

8.1. **Feedback** conversation on draft document with any actions to feedback to AECOM
As the full draft had only just been received it was agreed to carry forward the review to a future meeting.

8.2. **Community Consultation on Site Options Assessment** There was discussion following which it was agreed that the results of the Site Options Assessment should not be published until the steering group had an opportunity to inform landowners of the results and to understand whether sites that had been identified as suitable or borderline suitable were indeed available for development. It was noted that further work would be necessary in preparing materials to introduce the Site Options Assessment to the public and therefore opening an exhibition on 8th July would be too soon.

It was agreed therefore to delay a consultation on site options assessment until September, taking into account the summer holidays. It was agreed to set the date at the next meeting.

9. **Activities in support of the draft plan**

9.1. **Village Boundaries** *Ongoing*. A question was asked whether the character boundaries identified within the draft Design Code align with local perceptions of a village boundary, and could potentially offer a place to begin consideration.

9.2. **Any other actions** None

10. **Any other business** None

11. **Summary of actions before next meeting**

- **ACTION: All** members of the committee agreed to give comments on the final edit of the one-page document by Monday to allow it to be published before circulation of Village Life and the Harberton Circular
- **ACTION: Alex** finalise the write up of the community conversation for immediate publication to solicit more feedback from those who couldn't come.
- **ACTION: Cat** to set up a google form with the questions asked at the community conversation.
- **ACTION: Cat** would have a think about possible questions to ask farmers and landowners. It was suggested that a volunteer could support the undertaking of telephone interviews.
- **ACTION: Alex** to talk with Cllr Richard Morris with regard to brokering conversations with farmer and other landowners.
- **ACTION: Jem, Prana, Peter, Alex** agreed to join a Community Energy sub-group, meet and bring ideas for a consultation event back to the next meeting of the Steering Group.

12. **Date of next meeting** Due to availability of members **it was AGREED** to bring the next meeting forward to 10th July 2023. An informal meeting (not clerked) would take place on the 31st July before the August break. This would enable discussion on new dates for consultation, firming up a community energy event to allow a leaflet to be produced and circulated.