

Harberton Parish Neighbourhood Plan (HNP)

Meeting of the Steering Group

7.00pm Monday 10th July 2023 at Harbertonford Village Hall Meeting Room

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

Not in attendance:

Apologies: Prana Simon.

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 on items on the agenda.
4. **Approve Minutes** after making minor amendments **it was AGREED** to approve the minutes of the meeting of 19th June 2023 as an accurate record.
5. **Update on actions** from the last meeting

Item	ACTION	Owner	Progress
230619 6.2.1.2	give comments on the final edit of the one-page document by the following Monday, to allow it to be published before circulation of Village Life and the Harberton Circular	ALL	Comments received by the deadline had been absorbed
230619 6.2.1.2	finalise the write up of the community conversation for immediate publication to solicit more feedback from those who couldn't come	Alex	Complete
230619 6.2.1.2	Set up a google form with the questions asked at the community conversation.	Cat	This was not actioned. The write up of the community conversation included an email address to submit comments via an open invitation to either respond to the questions or to the write up submitted. It was reported that one response had been received so far.
230619 6.2.1.2	Think about possible questions to ask farmers and landowners.	Cat	Ongoing
230619 6.2.1.2	Talk with Cllr Richard Morris with regard to brokering conversations with farmer and other landowners.	Alex	Ongoing
230619 6.2.1.2	Convene a Community Energy sub-group meeting to bring ideas for a consultation event back to the next meeting of the Steering Group	Jem, Prana, Peter, Alex	Meeting held and notes had been circulated.

6. **Design Code** Feedback made by individual steering group members on the draft design code had been compiled by Cat and was tabled for discussion. It was agreed that minor observations and comments on observed typos and matters of factual accuracy could be forwarded to the AECOM consultant without the need for further discussion. Proposals that made more detailed suggested revisions to the text were discussed and agreed as follows:

Page 26: It is suggested that the CA1 area include:

- the area up to Triangle cottage (in the north-east of Harberton), so it covers significant characterful buildings that are referenced in the text and photographs, including Tristford Farm, the terrace in Figure 13, and the historic vicarage (recently renamed 'Harberton Manor'). The latter is a large and historically/architecturally significant building in the village

- Also to extend CA1 up the lane the leads south off Vicarage Ball opposite Tristford Farm, to include the houses up there (e.g Hayes Barn). All these buildings are an integral part of the village and its character.

Page 29: Further information about the character of Harberton village is suggested for inclusion as follows:

Suggest to move the sentence "*The Vicarage which is not particularly old, has generous elegant proportions and is sited perpendicular to the access road.*" upwards to immediately after "*flat arched windows with lintels above.*", then insert a paragraph break and the insert the proposed following new paragraph "*The lower part of the village includes a series of buildings, mainly workers' cottages, constructed or developed in the early 20th Century by the Dundridge Estate. These include St Clement's Terrace (1904), a short terrace which includes commanding gabled dormers which create a string rhythm across the façade; St Andrew's Cottages; and Victoria Cottages (see Fig 15) (1901). The buildings share a similar character and architecture. Several, for example, make use of red and yellow polychrome brickwork around the doors, window surrounds or quoins. Many of them also bear the estate's crest. This means that the lower part of the Conservation Area, while not a separate Character Area, does have a distinctive character of its own, reflected in these historic working class dwellings and the former Wesleyan Methodist chapel that adjoins them. It also includes Grade II listed Preston Farmhouse.*" Illustrative photos are available that AECOM is welcome to include if appropriate.

Page 44: Strengthen principle 7 to: "*Development should, wherever possible, enhance access to public green space and green infrastructure*". "Explore opportunities to" doesn't imply the developers actually need to do/deliver any more access.

Page 45: The Steering Group can imagine that the term 'Net Zero' as currently used by government could appear dated in a short time. It is therefore requested to strengthen principle 12 as follows: "*Energy considerations should be well integrated right from the start of the design process, so as to minimise energy use and maximise use of on-site electricity generation from renewable energy sources in the completed development; and so as to provide adequate facilities for low carbon modes of transport.*" And add a suitable corresponding bullet on p47

- There was discussion on reference to comparison between provision of parking at Church Court and at Meadow Close, both in Harberton. After discussion it was agreed to ask the AECOM consultant to respond to concerns by clarifying expectations for long term maintenance of car parking areas if separated from homes. It was further commented whether it could be appropriate to reference impact of electrification of transport and provision of community charging points within communal parking areas.
- Long term maintenance was also raised as a concern for features such as green roofs, and wooden cladding, asking the consultant to provide further clarification on effect of long-term maintenance on design.

It was noted that narrative in the draft requires more detail from the owners of Little Owl Cottage.

ACTION: Jem agreed to make contact with the owners of Little Owl Cottage and request information on the property as noted in the Design Code draft.

7. Strategy for ongoing working practices

There was discussion after which the following was agreed:

It was AGREED that Steering Group continue to follow the consultation and delivery plan as agreed at the meeting of 20th March 2023. **ACTION:** Alex would update the proposed timeline and bring it back to the next meeting.

It was AGREED members of the steering group could form smaller working groups around topics or tasks, but proposals or progress reports should be brought back to meetings of the full committee for approval. Papers that outline those proposals or report on progress should be circulated in advance meetings with the meeting agenda.

It was discussed that the practice of holding discussion over email should be limited to discussion between members of working groups only and only if members of working groups agree. This is for the reason that: not all members of the committee have equal access to email, email threads can quickly become overwhelming and as a committee of the Parish Council processes must remain transparent and open to public scrutiny. **It was AGREED** that discussion of key issues for decisions of the steering group should only take place at public meetings, and any information to support discussion should be shared through papers circulated with the agenda, not through email.

It was AGREED that plan chapters could be redrafted on approval of the full committee, following agreement on the rationale for re-draft and an outline plan or structure for the proposed redraft.

ACTION: ALL members of the steering committee will read the draft plan ahead of the next meeting to re familiarize themselves with the content and bring thoughts and comments to the next meeting.

ACTION: Alex agreed to compile a redrafting framework for prior circulation and discussion at the next meeting. This document would refer to material that should be in the plan (drawing from consultation etc) and refer to weaker material in the current draft that could be revised or removed.

8. **Site Options Assessment** conversation on draft document with any actions to feedback to AECOM

There was discussion on the draft Site Options Assessment in which it was noted that of those sites that came forward in the Neighbourhood Plan's call for sites and those that came forward in South Hams District Council's Strategic Housing Land Availability Assessment (SHLAA) between 2013-17 only two are suitable for allocation in the Neighbourhood Plan and a further two are potentially suitable for allocation in Neighbourhood Plan, subject to the mitigation of identified constraints.

After discussion it was agreed that the following feedback be made to AECOM:

- The HNP steering group requests that a table could be provided within the report that more clearly identifies which sites came forward during which call for sites. It is confusing to understand which sites came forward in the SHLAA that also came forward in the Neighbourhood Plan's 2022 call for sites. Could a table lay this out more helpfully? For example, is 'Land East of Harberton' as referenced as SH_23_17_16 the same site as 'Ford Farm' submitted during the Neighbourhood Plan's call for sites, and what NP reference code did AECOM use for this site?
- The HNP steering group requests the inclusion of a higher resolution map on which it is easier to see the boundaries of each site, colour coded or labelled according to the same rationale as the requested table above.
- The Community Land Trust site for 12 eco-homes at Oak Tree Field in Harberton is not discussed or mentioned anywhere in the Site Options Assessment. During recent site visits the importance of this site was discussed and representatives were asked if Oak Tree Field should be included in the Site Options Assessment in which members of the Steering Group agreed that yes, it should. This site could bring forward 12 of the 20 homes required in Harberton. The Neighbourhood Plan's justification for inclusion of this site highlights a pipeline project in mid-delivery, where ground has not yet been broken. The Steering Group feels a keen duty to protect these homes and do as much as possible to make them happen after all the work that has been poured into the site.
- Queries were raised asking for clarity on site scoring, and whether red, amber or green assessments given across different categories are weighted. i.e. if a site has more green or amber assessments than red, yet the summary assessment is red and is deemed unsuitable for development rather than amber and potentially suitable for allocation in Neighbourhood Plan, subject to the mitigation of identified constraints.
- Some members who had joined the site visits were expecting to see references in the report to criteria discussed on site, such as the appropriateness of a site for self-build. Whilst there are references to planning history of the sites, including pre-applications, there is no reference to mitigating site information or historical information that was discussed during site visits.
- Observations made on the draft relating to typos or other issues of factual accuracy have been compiled for return.

9. **Stage 2 Community Consultation**

9.1. **Community Energy Subgroup**

It was reported that the subgroup had met and notes had been circulated. A summary of those notes are provided for the minutes:

The sub-group agreed that the current energy chapter needs an extensive redraft because it is out of date and ill informed. Notes set out proposed key aims of the new chapter and what outcomes these could effect. A consultation event could provide accurate information as a basis for debate before finding out what people want.

A proposed structure included a 2.5-hour Future Energy Landscapes workshop, run by Jem, with support from the committee, following which key content and outputs of the workshop would be written up as a first draft of the new chapter, framed as a discussion document that highlights key issues that is put out for consultation with a tick-box questionnaire to get quantitative evidence of public opinion on key issues. Questionnaire responses would enable the edits to be made to the

discussion document to become the final chapter draft. Any initiatives for which there is demonstrable support could be taken forward.

It was AGREED to set the provisional date for a consultation event as the 28th October.

9.2. **Farmers and Landowners** Not discussed as consideration on an approach is ongoing.

9.3. **Site Options Assessment**

It was agreed that all landowners referenced within the Site Options Assessment should be forwarded a copy of the Site Options Assessment before exhibition. This would enable a discussion with landowners should they have any concerns on the contents of the assessment before it was displayed to the public. It was agreed that AECOM should be given an opportunity to provide a redraft to address factual inaccuracies, typos and to consider other comments made by the Steering Group before it was shared more widely.

The structure of an exhibition/consultation event was discussed in which it was proposed that it provide the opportunity for a proper conversation and meaningful engagement about what development could offer, rather than a simple 'like – dislike' tick box exercise.

In order to enable further thought, discussion and time for advertising, the date of 14th October was proposed for an event that could potentially launch an exhibition where people could share thoughts on issues discussed.

10. **Any other business**

It was AGREED to reimburse Jem for the £4.50 printing costs incurred for community conversation materials.

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

Item	ACTION	Owner
230710 6	Make contact with the owners of Little Owl Cottage and request information on the property as noted in the Design Code draft.	Jem
230710 7	Update the proposed timeline and bring it back to the next meeting.	Alex
230710 7	Members of the steering committee will read the draft plan ahead of the next meeting to re familiarize themselves with the content, and bring thoughts and comments to the next meeting.	ALL
230710 7	Compile a redrafting framework for prior circulation and discussion at the next meeting. This document would refer to material that should be in the plan (drawing from consultation etc) and refer to weaker material in the current draft that could be revised or removed.	Alex
230619 6.2.1.2	Think about possible questions to ask farmers and landowners.	Cat
230619 6.2.1.2	Talk with Cllr Richard Morris with regard to brokering conversations with farmer and other landowners.	Alex

12. **Date of next meeting** It was agreed to bring forward the next meeting to 7pm on 4th September 2023. An informal meeting/summer social will take place at 7pm on 31st July 2023 at the Waterman's Arms, Tuckenhay.