

Harberton Parish Neighbourhood Plan (HNP)
Minutes of the meeting of the Steering Group

7.00pm Monday 13th November 2023 at Harbertonford Village Hall Meeting Room

In attendance: Peter Cogley (observer), Alex Crowe, Cllr Douglas Hambly, Sally Lougher, Cat Radford (notes)

Apologies: Jem Friar, Prana Simon

Not in attendance: Chris Bowley

Public Session No members of the public were present

Agenda

1. **Apologies** were received as above.
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** of the meeting on 16th October 2023 **It was AGREED** to sign the minutes as an accurate record.

5. Update on actions

Ref	Action	Owner	Progress
231016 6	Seek to arrange a meeting with AECOM consultants at 3pm on a Thursday afternoon to discuss next steps for the Strategic Environmental Assessment technical package.	Cat	A meeting has been confirmed for 3pm Thursday 30 th November. AECOM will provide an online meeting link which will be circulated.
231016 8	Review the plan rewrite draft as prepared by Alex focusing on the areas highlight in yellow as ' <i>substantive question(s) for committee to find answers to, ideas/research needed</i> ' indicating who could be approached to provide specific insight and expertise and be invited to task and finish groups.	Cat	For discussion under point 7
231016 8	Read the plan rewrite draft and bring specific comments back to the group focusing on the broad direction of travel of style and approach to the whole draft.	All Steering Group members	For discussion under point 7

6. Final reports received from AECOM

- 6.1. Acknowledgement of receipt and publication *Acknowledgement of receipt and publication of final Site Options Assessment and Design Code reports*

It was reported that both the Design Code and the Site Options Assessment had been sent to Locality for final checking and both had been signed off.

It was AGREED that the Design Code be published on the Neighbourhood Plan pages of the Parish Council website.

6.2. Land owner comments received since the last meeting

- 6.2.1. Site ref SH 23 17 16 Land East of Harberton (Ford Farm) A copy of the final draft had been shared with the land promoter who comment that the changes made to the report don't reflect the comments made, suggesting there had been a misunderstanding. The Land Promoter was of the opinion that the AECOM report had misapplied the calculation in 3.12. It is not the owner or promoter's opinion that the site is only suitable for 9 homes, as this is just the number they have been looking at initially. It could be more if the constraints allow. The Neighbourhood Plan committee is asked, for the sake of simplicity, that the report revert to the original wording for Indicative Capacity on this site. The landowner and land promoter don't have an issue with it saying 24.
- 6.2.2. Site ref NP3 Hernaford Farm Cat had spoken with the landowner who had the following comments to make:

- I. The Site Options Assessment suggests that there is no pedestrian access to Hernafor which is false. There is a footpath linking the site to the centre of Harbertonford.
 - II. Development capacity is set at 33. The landowner was putting the land forward for a much smaller development of home (not a fixed number, but approximately 1-5 homes, of which the majority was expected to be affordable), not at a maximum capacity.
 - III. The Site Options Assessment comments that there is no planning history for this site. It was commented that site NP3 was originally part of a larger site, part of which has had recent planning permission to build an annex associated to the main dwelling.
- 6.2.3. It was reported that Cat had been in touch with AECOM to request process for making further changes, since the report had now been officially signed off as complete.

It was AGREED that despite the report being signed off by Locality, the Steering Group would not be undertaking its responsibilities to the community of Harberton Parish if it didn't do its very best to ensure that any factual inaccuracies are made right within the Site Options Assessment before it is published.

ACTION: Cat to forward the above comments from landowners to AECOM for factual inaccuracies to be corrected.

It was AGREED that the Site Options Assessment report would not be published on the Neighbourhood Plan pages of the Parish Council website until those changes be made.

7. Reviewing Neighbourhood Plan Draft

7.1. Review of draft structure

7.1.1. Steering group comment on proposed structure focusing on the broad direction of travel of style and approach to the whole draft. Members of the group present had read the draft as shared and had the following questions that were discussed:

- i. Question: Can the Community Aspirations as drafted be tracked back to the Community Conversation event in June 2023? It was confirmed that all aspirational narrative is based in the outcomes of the Community Conversation, albeit drafted as policies. It was noted that the proposal to establish 'task and finish' groups was made in order to refine how these aspirations and policies are drafted, by including those members of the community with interest and knowledge of these issues.
- ii. Question: Can this committee assume that the Parish Council has the capacity to have a leading role in acting on Community Aspirations? Concerns were raised at references made in the draft with regard to the Parish Council having a key role in providing leadership, noting that the Parish Council is a small group of volunteers supported by a part-time clerk working 0.2 FTE. It was suggested that once the committee has pulled together a complete draft, it goes to the Parish Council with a covering document highlighting the key policies and aspirations, and asking the Parish Council to comment on how it sees its role in taking those aspirations forward. It was commented that one option would be to develop the Annual Parish Meeting, building on the experience of the Community Conversation and using this annual event to review progress on community aspirations and to check whether issues are still a priority to the community. It was also commented that laying out community aspirations within the Neighbourhood Plan provides anyone interested in joining the Parish Council functional guidance on issues of importance to the community, enabling individuals on the Parish Council to choose to champion particular aspirational projects - as 'portfolio holders' in larger local authorities do.

7.1.2. Task and finish groups Consideration and approval of task and finish group approach, including task and finish themes and proposed invitees

Cat had read through the draft and made notes, marks and comments from her perspective as Clerk to the Parish Council, on updates on progress on issues raised since the last iteration of the plan was drafted. It was suggested that task and finish groups may relate to themes such as: Social amenities: needs of young people, needs of older people; Objectives relating to Harbertonford CE Primary School; Open and Green Spaces; Footpaths; Views (protected); Wildlife Appreciation and Protection; Speed Restrictions, Pavements/Footways and Safe Crossings; Public Transport.

ACTION: Alex and Cat would meet before the next meeting to finalise a list of task and finish groups with proposals of individual people to invite each one, and circulate to the committee for comment.

It was AGREED that this would then go out to the email list of those who attended the Community Conversation and other consultation events, to invite those with an interest to participate in refining of how policies and aspirations appear in the plan.

ACTION: Cat and Alex would go through Cat's comments on the current draft to review a list of questions to pose to South Hams District Council in relation to inviting comment on policies, on ensuring accurate reference to issues directly relevant to the District Council (such as potential use of Section 106 or Community Infrastructure Levy, for example).

It was commented that it would be very useful for the Steering Group to benefit from further technical support available through Locality for support in drafting policies.

7.2. Housing chapter There was no update as Prana was not present. A question was raised in wider conversation with regard to the rationale that Steering Group would use in selection of sites, questioning whether this had been yet fully considered. **ACTION: Douglas** to ask Prana for an update on progress of the housing chapter, and when she believes that she will be able to provide a draft to the Steering Group.

8. Consultation plans

8.1. Energy Consultation It was reported that Alex had spoken with Jem in advance of the meeting to discuss progression of a consultation event on the subject of energy, the outcomes of which would strongly inform what would be written in the energy chapter. It was commented that Jem is still keen to do this and had provided a selection of dates beginning in late January and into February. The Steering Group indicated a preference for the date 3rd February for an Energy Consultation event, and agreed that a date and approach should be signed off at the next meeting on 18th December. **ACTION: Jem** be asked to provide a paper in advance of the next meeting that would describe the event. It was confirmed that this consultation event would be on the single topic of Energy. It was generally agreed that this event should take place in Harbertonford, as it would be more appropriate for consultation on the Site Options Assessment be in Harberton, due to the location of the sites deemed appropriate for development being in Harberton village.

8.2. Consultation on Site Options Assessment No further planning was discussed as Steering Group members were of the opinion that this couldn't take place until all members had seen a draft of the Housing Chapter first.

9. **Strategic Environmental Assessment (SEA) meeting** *To enable those who can't be at the meeting to comment on questions to raise with AECOM* Steering Group members wished to be reminded of next steps for the Strategic Environmental Assessment. It was noted that the Scoping Report has been completed. It was noted that the Steering Group had agreed that an updated draft of the Neighbourhood Plan document would be forwarded when it had been drafted, and that the timelines had drifted. It would be useful for the Steering Group to understand the process in which consultants undertaking the SEA will review the outcomes of the Site Options Assessment.

10. Any other business

It was agreed that Steering Group members mark the next meeting being so close to Christmas by bringing something to share with others.

It was suggested that members continue to encourage others in the community to get involved in the Neighbourhood Planning process, commenting that the Steering Group is doing important work, and new enthusiasm could help to keep energy up.

11. Summary of actions before next meeting

Ref	Action	Owner
231113 6.2.3	Forward comments from landowners to AECOM for factual inaccuracies to be corrected.	Cat
231113 7.1.2	Meet before the next meeting to finalise a list of task and finish groups with proposals of individual people to invite each one, and circulate to the committee for comment.	Cat and Alex
231113 7.1.2	Go through Cat's comments on the current draft to review a list of questions to pose to South Hams District Council in relation to inviting comment on policies, on ensuring accurate reference to issues directly relevant to the District Council.	Cat and Alex
7.2	Ask Prana for an update on progress of the housing chapter, and when she believes that she will be able to provide a draft to the Steering Group.	Douglas
231113 8.1	Provide a paper in advance of the next meeting (on 18 th December) that would describe the event.	Jem

12. **Date of next meeting** 7pm Monday 18th December 2023