

**Harberton Parish Neighbourhood Plan (HNP)
Meeting of the Steering Group**

7.00pm Monday 18th December 2023 at Harbertonford Village Hall Meeting Room

In attendance: Cllr Chris Bowley, Peter Cogley (observer), Alex Crowe, Cllr Douglas Hambly, Sally Lougher, Cat Radford (notes), Prana Simon
Apologies: Jem Friar

Public Session No members of the public were present.

Agenda

1. **Apologies** Were received as above and sanctioned.
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** It was **RESOLVED** to approve the minutes of the meeting on 13th November 2023 as an accurate record.
5. **Update on actions**

Ref	Action	Owner	Progress
231113 6.2.3	Forward comments from landowners to AECOM for factual inaccuracies to be corrected.	Cat	COMPLETED: Updated draft and summary comments circulated with meeting agenda. See item 6.1
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	COMPLETED: Summary proposal circulated with meeting agenda. See item 8.3
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	COMPLETED: Invitation for comment part of above proposal and ongoing.
231113 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	COMPLETED: Prana responded that a first draft for HNP could be completed in December, rewrites through January for completion of a public facing draft in February/March.
231113 8.1	Provide a paper in advance of the next meeting (on 18 th December) that would describe the event.	Jem	For discussion under item 9.1

6. Final Site Options Assessment Report

- 6.1. Acknowledgement of receipt It was noted that a 'final draft' of the Site Options had been received by AECOM, having made amendments as listed below:
 - 6.1.1. Site SH 23 17 16 Land East of Harberton It was noted that consultants AECOM reviewed this site and has amended the density multiplier used to 20-30dph as this is more representative of developments within the parish. On that basis AECOM has updated this site to confirm it is suitable for 9-17 dwellings. This takes account of both the pre-application proposal and AECOM's own estimate.
 - 6.1.2. Site NP3 (Hernafor Farm) It was noted that:

- i. The report has been updated to make reference to the footpath linking the site to the centre of Harbertonford.
 - ii. Capacity figures for sites deemed unsuitable have been omitted.
 - iii. The landowner made reference to planning history on the once larger site. AECOM has not made reference to this within the report as planning history info is only provided if it is in relation to a new dwelling or change of use. The planning application on the once larger site provided was in relation to a Certificate of Lawful Development for the existing use of a residential garden.
- 6.2. **Consideration of Publication** It was **AGREED** to accept this draft and **ACTION: Cat** publish it on the Parish Council's website. It was suggested that the website should note that there have been several iterations before publication.
7. **Feedback from Strategic Impact Assessment Meeting** Members of the HNP Steering Group had met with AECOM consultants to discuss next steps for the Strategic Impact Assessment. A meeting recording and transcript were provided for those who could not attend.

It was reported that the main aim was for AECOM and the Steering Group to catch up on progress of the plan, and consider how AECOM as the SEA consultants can incorporate their assessment work at the appropriate time. During the meeting it was noted that AECOM has finished the SEA scoping stage and next will move on to the key output of the SEA, which is the environmental report. The environmental report will have three key sections to it:

- i. The first will be a summary of the scoping responses that received from the consultees engaged
- ii. Assessment of the neighbourhood Plan draft policies – which are currently undergoing a comprehensive overview at the moment by the HNP Steering Group
- iii. Consideration of 'reasonable alternatives'.

Ideally AECOM's preference is to assess a fairly final draft the plan, asking for two to three weeks upon receipt of the final draft plan to assess the policies. As a draft may not be complete until March, AECOM proposed to draft a brief A4 summary note in the meantime, highlighting what the next steps of the SEA are and what AECOM intends to do when working through 'reasonable alternatives'. This will provide the community with some understanding of how the SEA will feed into the process moving forward.

Ultimately the work around 'reasonable alternatives' is there to try to provide a source of evidence to help inform choices. There isn't a set approach to how AECOM undertakes its work on 'reasonable alternatives', however one typical approach is that if there are a number of sites that could offer reasonable choices and could deliver new homes required, AECOM would look at a series of approximately three or four different options which would be combinations of those sites and then consider what the impact might be if one approach was taken forward over another.

It was noted that there is nothing preventing AECOM from progressing with work on 'reasonable alternatives' before the draft plan is finalized, but it would be good to know what the HNP Steering Group's preferred approach would be, and also waiting for the site consultation to close.

It was noted that sites rated 'red' by the Site Options Assessment and therefore deemed unsuitable for development within the Neighbourhood Plan were not necessarily excluded as being considered as 'reasonable alternatives', if a case is made that they *are* actually suitable for development. **ACTION: Cat** will contact South Hams District Council's Senior Strategic Planning Officer to receive a formal response to the Site Options Assessment, asking if any conditions would enable the development of 'red' sites.

AECOM proposed providing the HNP steering group with some support in advance of the upcoming site consultation. After the meeting AECOM consultants had emailed the following suggestions:

- Preparation of supporting materials for up-coming consultation on sites in early 2024. To include:
 - A note (perhaps presented in a poster / leaflet format) confirming progress to date and next steps. Specifically: progress to date, what sites have been considered, what sites have been shortlisted, and how the sites are likely to be considered through the next steps of the assessment process.
 - Up to four figures showing the location and boundaries of the shortlisted sites, and the location of key designations and constraints which are being considered (e.g., flood risk zones, heritage designations, key views, transport routes), and revised boundaries of potential site areas (where appropriate).

It was AGREED to thank AECOM for this offer and to accept this support. **ACTION: Cat** to confirm the nature of the support and in addition to ask AECOM what, in their experience, have been the most useful and revealing questions asked by other Neighbourhood Planning groups at public consultation, particularly those questions that have been most useful to them in undertaking their Strategic Environmental Assessment work.

Finally, it was noted that AECOM consultants had commented that the best neighbourhood plans in their experience are the ones that have a suite of tailored policies which are very focused on clear Community issues that they want to tackle through plan making, that goes above and beyond what the local plan might have already stated. In many respects things like biodiversity, net gain for example will be considered at that national and local level.

8. Reviewing Neighbourhood Plan Draft

- 8.1. Housing chapter Prana reported that the draft is still in process, with work taking place in earnest over the Christmas break.
- 8.2. Review of existing Chapter 1 of plan **It was AGREED** that language used in the vision statement should focus on community empowerment and creating conditions to enable parish residents to take the initiative in taking the vision forward. **It was AGREED** that the vision statement should include the phrase ‘Confident and proactive in collectively creating positive change’. **It was AGREED** to re label the ‘priorities’ as ‘desired outcomes’.
- 8.3. Task and finish groups The Steering Group were informed that Alex and Cat had met to discuss an approach to establishing ‘task and finish groups’ to support drafting of plan chapters, checking that policies are worded correctly, and narrative text on issues of importance to the community is as accurate and up to date as possible. During discussion **ACTION: Alex** agreed to tidy up the current plan draft so that it is ready to share with the wider audience, proposing that part of that task is to identify a list of specific questions with which to approach specific ‘task and finish’ consultees.

Themes and processes were identified and **AGREED**, with members of the Steering Group and Cat as the Clerk agreeing to take the lead on those themes. In taking the lead, steering group members agreed to make contact with invited consultees, share draft material with them, pose questions to those people who are being invited to comment and report back

Issue/question	Proposed invited consultees	How?	HNP Steering Group lead
Parish Council responsibility for follow-up	Parish Council	Short paper for Parish Council asking for endorsement of a (tied up) chapter 1 and asking how it wants to take the plan forward in future. Paper to offer option of annual parish meeting similar to Community Conversations, with annual review/update of a) community priorities and possible actions, and b) whether HNP planning policies are being applied by SHDC.	Alex to draft paper. Cat to circulate to Parish Council for next meeting.
School - General: what would the school like to see in the NP? Are there any strategic issues for the school and its role in the community that the plan should reflect? - Likely future capacity/numbers/funding, and possibility of expansion on land to North.	A Panel consisting of the Head of School, the Deputy CEO of the Link Academy Trust, The Vicar of Harberton Parish, a representative of the PTFA.	Email each individual requesting email response to key questions and suggesting short online meeting all together to discuss issues arising from the responses.	Cat
Issues/provision needed for young people/families	To discuss with the ‘school panel’ above,	Email requesting email response and/or phone call to	Cat

	<p>plus: Totnes Rural Area Youth Engagement Programme</p> <p>Representatives of Harberton Playing Field Association and Harbertonford Playground Improvement Group, representatives of the Home Education group that meet at Harberton Parish Hall, representatives of the Cricket Club youth team and families involved in the annual pantomime.</p>	discuss further.	
Ensuring needs of older people can be met	Totnes Caring Harbertonford Community Shop Attendees at village coffee mornings The Vicar of Harberton Parish	TBD – suggestion of informal interviews and discussions, i.e. drop in at coffee mornings.	Sally lead with input from Alex. Action: Alex to make some proposals on questions to ask to email to Sally.
Harbertonford Community shop & the Hub idea - Need material for a box celebrating the shop. - What to say about the Hub idea? - Should the shop be an Asset of Community Value	Trustees of Harbertonford Community Shop and volunteer who leads communications.	Email requesting material to include on the shop and conversation Hub/Assets of Community Value.	Alex
Check drafting of planning policies. Investigate possibility of developer contributions (S106) being directed according to community priorities	South Hams District Council's Senior Strategic Planning Officer	Email - selection of policies/ways of approaching drafting for comment/advice - question re developer contributions	Cat
Green spaces: Policy to designate open spaces	<ol style="list-style-type: none"> 1. Member of the community with professional expertise who first drafted the policies 2. Harberton Playing Field Association Harbertonford Play Parks Improvement Committee Harbertonford Football Club 	<ol style="list-style-type: none"> 1. Send current draft text and ask for short meeting to discuss. 1. Email relevant community groups to check happy to have these spaces designated as open spaces in HNP and request any further comments. 	Cat
Allotments What need is there for more/different allotment capacity?	<ol style="list-style-type: none"> 1. Chair(s) of Harbertonford Allotment Society 2. Land agent who manages Harberton Allotments 	Phone calls to discuss.	Cat
Roads - Kiln Lane footpath proposal - latest update?	Panel on Roads to include, the District Councillor, members of	Request online meeting to get update on and discuss this (among other issues)	Cat and Peter

Any documented evidence of need/community support? - Speed limits - A381 safe crossings, wider pavements locations, and new footbridge	the Community Speed Watch group, the member of the public who requested the Parish Council consider a 20's Plenty Campaign and open to all parishioners.	(Update current draft with info from zebra crossing consultation (on PC website) before sending to panel.)	
Environment chapter	Invite Sustainable Harbourne Valley to convene an Environment panel.	Request comments on current draft chapter, suggesting they involve their members.	Douglas
Bus - Check, and seek evidence for, current list of desired improvements.	Panel - Public transport: Panel comprising any parishioners who put themselves forward in response to "call".	Put up notice in bus stops Notice to club/societies	Peter
Heritage What to say - incl on need for Conservation Area Management Plan (and noting the Design Code)	Panel on Heritage: Key members of the Harberton and Harbertonford History Society – i.e. nominees. Invitation to those individuals who contributed to earlier drafts of 'heritage' chapter. Nominees from H3S - open to all parishioners	Proposed Zoom session.	Chris

9. Consultation plans

9.1. Energy Consultation Jem and Alex had prepared a proposal for a consultation event with a focus on energy. The aims would be to:

- i. Inform parishioners about how we can proactively make the most of the transition to renewables that will take place in the lifetime of HNP.
- ii. Gather informed views for presentation in HNP about:
 - Degree of support in principle for increased local renewable generation capacity - aspirations for to what degree the parish might be able to meet its own energy needs & more?
 - How this relates to protecting and enhancing local landscapes
 - Relative feasibility and priority of wind, solar, biomass and hydro.
 - Community Energy (co-owned) versus pure commercial structures.
 - How else might the parish & community benefit from renewable energy development (eg Community Benefit Funds).
 - Ways the parish could pro-actively take this agenda forward.

The consultation event would not aim to identify potential locations of renewable installations, or detailed requirements on their specification, but to gauge support in principle for a process of identifying ways of expanding local renewables in future.

It was AGREED to hold one event as per the proposed structure, from 10:30 – 1pm on Saturday 24th February 2024, followed by an informal/social lunch. It was noted that Jem had indicated the optimum capacity was 20-30 per event and to manage an event booking process with an online booking system such as Eventbrite. It was noted that when setting up online booking:

- to make it clear that places are for people living and working in Harberton Parish and asking for a postcode as proof of eligibility.
- to provide an option for people to indicate if they would have liked to have come but would prefer a weekday evening workshop. This would test demand for a second event.

- It was observed that the proposed 'key wording' and messages for publicity and promotion could be more open to 'listening to what the community thinks', rather than advocacy for any particular idea or scheme.

It was suggested that as the community consultation on housing sites is likely to take place in Harberton, it would perhaps be appropriate to hold this energy event in Harbertonford.

It was **AGREED** to approve a budget of £300 for the energy consultation event.

ACTION: Peter agreed to provide support to Jem on deadlines in managing production of the event and getting the publicity out.

- 9.2. Consultation on Site Options Assessment It was **AGREED** to carry forward this agenda item to a future meeting of the Steering Group when the work on the Housing Chapter had been shared internally and when input from AECOM on support to consultation had been confirmed.

It was noted that there had been further correspondence with Eden Property Group with regard to the site around Winsland House indicating that as AECOM did not address all comments made in response to their Site Options Assessment report, Eden Property Group would like for their representation or a modified version to made available in some form as part of the community consultation exercise.

10. **Any other business** None

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

Ref	Action	Owner
231218 6.2	To publish the Site Options Assessment dated 17 th November 2023 it on the Parish Council's website, noting that the report has been through several iterations before being published.	Cat
231218 7	Contact South Hams District Council's Senior Strategic Planning Officer to receive a formal response to the Site Options Assessment, asking if any conditions would enable the development of 'red' sites.	Cat
231218 7	To thank AECOM and accept the support in advance of the upcoming site consultation, confirming the nature of the support outlined and, in addition, to ask AECOM what, in their experience, have been the most useful and revealing questions asked by other Neighbourhood Planning groups at public consultation, particularly those questions that have been most useful to them in undertaking their Strategic Environmental Assessment work.	Cat
231218 8.3	Tidy up the current plan draft so that it is ready to share with a wider audience. Part of that task is to identify a list of specific questions with which to approach specific 'task and finish' consultees.	Alex
231218 8.3	Draft paper for the Parish Council asking for endorsement of a (tied up) chapter 1 and asking how the Parish Council wants to take the plan forward in future.	Alex
231218 8.3	Circulate paper noted above to cllrs and provide an agenda item for discussion by the Parish Council at the next meeting.	Cat
231218 8.3	Alex to make some proposals on questions to ask in relation to <i>Ensuring needs of older people can be met</i> theme and email to Sally.	Alex
231218 9.1	To provide support to Jem on deadlines in managing the production of the event and getting the publicity out.	Peter

12. **Date of next meeting** 7pm on Monday 15th January 2023
Alex gave apologies in advance.

Meeting closed at 20:22.