

Harberton Parish Neighbourhood Plan (HNP)

Meeting of the Steering Group

7.00pm Monday 19th February 2024 at Harbertonford Village Hall Meeting Room

In attendance: Alex Crowe, Cllr Douglas Hambly, Jem Friar, Cat Radford (notes), Prana Simon.

Apologies: Peter Cogley (observer), Sally Lougher.

Not in attendance: Cllr Chris Bowley

Members of the public: 1: Tom Lowry, Origin Land

Public Session None

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 **AGREED** to approve the minutes of the meeting on 15th January 2024 as an accurate record.
5. **Update on actions**

Ref	Action	Owner	Progress
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	Paper on the agenda of February meeting of the Parish Council and will be discussed again at the meeting in March.
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	Done.
240115 8.1	Progress plans and arrangements for an energy consultation event	Jem	Done.
240115 8.1	Confirm the school's availability for the event ahead of any publicity being circulated.	Cat	Done.

6. Update following February meeting of Parish Council

- 6.1. Update on recommendation made to the Planning Authority on Meadow Close/Ford Farm development Members of the committee were informed that due to a technicality the planning application had been readvertised and following a formal request from three councillors, the Parish Council took the opportunity to consider the application a second time. Both Prana and Alex had made representations to the Parish Council which were circulated, tabled and discussed in depth. Following discussion, the Parish Council agreed that it would put forward the motion that passed at the previous meeting to the planning authority which was to support the Permission in Principle for 9 houses at Meadow Close with the following comments: The site is big enough to allow for a significant flood mitigation zone to capture all run off from the site and potentially improve existing flooding issues in the east of the village. A full drain survey should be carried out to ensure that the SWW sewage system can cope and the development does not cause any more issues in any other section of the village.

Following discussion it was agreed to add the following comments: Any development on the site needs to address the 2023 Harberton Parish Housing Needs Assessment and 2023 Harberton Parish Design Code. In light of the housing emergency, the Parish Council is disappointed that there is no affordable elements to this scheme.

The Parish Council's recommendation to the planning authority was discussed by the committee.

The land promoter for the Ford Farm development commented that the application for 9 homes was felt to be consistent with the edge of village character and consistent with the Design Code, but also noted the importance that the Parish Council and that the Neighbourhood Plan Committee had put on the provision for affordable housing in the community. An application for greater density of housing could be made (which would come with a requirement for Affordable Housing) however this could potentially fall foul of the Harberton Parish Design Code. It was commented that once taking into account the constraints of the site, the buffer zones required for ecology and flood risk, the site is actually quite small, and plan for more than 9 homes could be seen as overdevelopment.

On the discussion of viability for affordable homes, the land promoter expressed a personal interest in exploring the option of the feasibility of providing self-build plots.

The land promoter commented that they are not averse to the possibility of a larger development on the land if there was strong support in the community for that increase.

It was noted that the Neighbourhood Planning Group will shortly be entering into public consultation on the Site Options Assessment, and that there was the opportunity to canvas specific views on the development of this site as part of that process. This may include, for example, the community's opinion on the density of development proposed by AECOM's Site Options Assessment of the land being suitable for the development of between 9 – 17 homes. Would the community be willing to see greater density of development on this site if there was the option to bring forward affordable housing on site?

Whilst Origin Land will be carrying on with the process as per their contract with the landowners, it was indicated that they would be happy to work with Neighbourhood Plan and the community consultation process, subject to timescales.

There was some discussion in response to questions asked about the openness of the two neighbouring landowners in working together. It was commented that there was openness to this, however an acknowledgement that in any case a staged process would likely be necessary, due to the outcome of the Site Options Assessment – one site being rated 'green' and the other 'amber', dependent on the 'green' site coming forward for development.

It was agreed that the next step would be that a representative of the committee meet with owners/promoters of Ford Farm and Preston Farm sites ahead of consultation. Time scales for this were suggested as somewhere between 4 – 6 weeks. **ACTION:** *Unattributed*.

- 6.2. Response to note from Neighbourhood Plan Committee paper: Implementing our Neighbourhood Plan: what role for the Parish Council? It was reported that this was discussed in part at the February meeting of the Parish Council. Due to the detail included in the paper, it was agreed that Councillors have more time to consider it, and to discuss again at the next meeting in March.

7. Reviewing Neighbourhood Plan Draft

- 7.1. Housing chapter *Update* Prana confirmed that the Housing Chapter is in process and will be in sufficient shape to share with the committee in approximately 10 days. It was agreed to schedule a meeting of a sub-group to talk about the consultation event informed by the housing chapter and consider what else the group might consult on. **ACTION:** Prana to circulate the housing chapter in approx. 10 days. **ACTION:** A consultation subgroup including Prana, Alex and others interested to meet at 6:30/7pm on Monday 11th March.
- 7.2. Review of existing draft *Update* Alex had made progress on redrafting chapters of the plan that had been distributed to other members of the committee to take forward to task and finish groups as below.
- 7.3. Task and finish groups *Any actions, updates*

Issue/question	Proposed invited consultees	How?	Lead	Progress
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	Alex to draft paper. Cat to circulate to Parish Council for next	Paper drafted and circulated. Parish Council consideration March 2024

		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.	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	Ongoing. ACTION: Cat to schedule a meeting with school representatives, sharing the draft social amenities chapter and chapter 1.
Issues/provision needed for young people/families	To discuss with the 'school panel' above, plus: Totnes Rural Area Youth Engagement Programme 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.	Email requesting email response and/or phone call to discuss further.	Cat	Ongoing. ACTION: Cat to circulate social amenities chapter and chapter 1 to TRAYE, HPFA and Harbertonford Playground Improvement Group and invite comment/offer Zoom meeting.
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.	Alex has sent Sally proposal questions. It was agreed that other elements had priority.
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	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	In progress.

Value				
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	In process. Cat has requested a formal response from SHDC and awaits a reply.
Green spaces: Policy to designate open spaces	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	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	Alex has prepared papers and Cat has forwarded with an email to the member of the public who drafted the policies. No response has been received as yet.
Allotments What need is there for more/different allotment capacity?	1. Chair(s) of Harbertonford Allotment Society 2. Land agent who manages Harberton Allotments	Phone calls to discuss.	Cat	Not yet actioned. ACTION: Alex to liaise with land agent. Cat to liaise with HAS, providing Environment section of the plan.
Roads - Kiln Lane footpath proposal - latest update? Any documented evidence of need/community support? - Speed limits - A381 safe crossings, wider pavements locations, and new footbridge	Panel on Roads to include, the District Councillor, members of 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.	Request online meeting to get update on and discuss this (among other issues) (Update current draft with info from zebra crossing consultation (on PC website) before sending to panel.)	Cat and Peter	Alex has redrafted the chapter. Cat has circulated to the District Councillor and members of the Community Speed Watch group and has not had any response to date.
Environment chapter	Invite Sustainable Harbourne Valley to convene an Environment panel.	Request comments on current draft chapter, suggesting they involve their members.	Douglas	The draft chapter has gone to SHV and responses are being collected.
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	No update
Heritage What to say - incl on	Panel on Heritage: Key members of the	Proposed Zoom session.	Chris	Alex has shared a draft chapter with

need for Conservation Area Management Plan (and noting the Design Code)	Harberton and Harbertonford History Society (H3S) – i.e. nominees. Invitation to those individuals who contributed to earlier drafts of ‘heritage’ chapter. Nominees from H3S - open to all parishioners			H3S.
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8. Consultation plans

- 8.1. Energy Consultation *Update on plans and actions ahead of event on 24th February* It was reported that plans for the event are well underway, with the subcommittee meeting in the next few days to run through and test the workshop structure. 300 fliers were delivered door to door with Village Life in Harbertonford and the event has been circulated via the electronic newsletter in Harberton. Posters and flier drop offs have been made in both villages. The event has been circulated via social media. It was noted that it would be useful to include a clickable link to the bookings page directly in the social media posting. Bookings themselves haven’t reached capacity, so a push will be made on marketing. **ACTION: Cat** will ask the school if fliers can go home in book bags and if a social media link could go on the school Facebook page and reference made in the upcoming newsletter. **ACTION: Alex** will forward the invitation to a contact in the ramblers society. Others were asked for connections to groups, clubs and societies in the local area.

It was commented that it was unfortunate that the Sustainable Harbourne Valley green energy talk arranged to take place in Harbertonford a few days ahead of the consultation event had been cancelled due to current road closures in Harbertonford.

Jem commented that there is the option to do an online questionnaire or some kind after the event to gather views, however this is being considered cautiously due to the intention of this event to engage in discussion about the issues prior to asking questions. It was agreed that a decision can be made on what next having had the experience of running this face to face event.

Jem was thanked for pulling the event together.

- 8.2. Consultation on Housing Sites *Consideration of proposed dates, structure, budget allocation and support offered by AECOM*
It was reported that the application made to Locality for funded consultation support from AECOM had been successful. Cat had held a brief phone meeting with Ryan Putt to review the offers made by AECOM which had been:

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).

In addition, the NP committee had fed back that it would be valuable if AECOM could share 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 in undertaking Strategic Environmental Assessment work.

Ryan had taken this to his team and confirmed that his team will include some GIS specialists who can develop some maps and figures, to include all sites considered, overlaid with RAG ratings and constraints. There may be the opportunity to draw internal boundaries of sites that have come forward for development, for example the ‘red-line’ on the Ford Farm site, and the proposed development area within the Preston Farm site.

He will also speak to colleagues in seeking general advice about what questions might be useful to ask in consultation. It was suggested that it might be productive if AECOM could provide some content in advance of a meeting to which the NP Committee could respond to. It was noted that AECOM wouldn't want to engage in too much abortive work, but it was agreed that it would be useful for them to come to a joint meeting with an indicative overview of what maps/figures could look like and broad areas and ideas for consultation questions.

Ryan had suggested that a one-hour meeting be held on the week beginning 11th March (either 14th of 15th March) in order for AECOM to workshop some ideas with members of the NP steering group – collecting responses to suggested content and putting together an action plan.

ACTION: Cat agreed to feedback Prana and Alex's availability to AECOM in order to set a date and time for a meeting.

It was noted that the consultation sub-group would meet on 11th March, and could provide a short paper to share with AECOM ahead of the meeting that week, to help ensure the meeting is as productive as possible.

It was also noted that AECOM is likely to start work on 'reasonable alternatives' as part of the SEA process to coincide with consultation on the sites. Work to review policies on the draft plan would only commence when the plan had reached final draft stage. AECOM had asked if this was likely to happen before July. Members of the Steering Committee were confident that good progress was being made on the draft, and it would be ready before July.

9. Any other business

It was noted that changes have been made to planning policy to enable more community led green energy schemes.

10. Summary of actions before next meeting

Ref	Action	Owner
240219 6.1	Arrange a meeting between members of the site/housing consultation sub-group and land promoters/owners of Harberton sites to discuss collaboration on consultation event	<i>Not attributed</i>
240219 7.1	Circulate draft housing chapter in approx. 10 days (i.e. before 29 th February 2024)	Prana
240219 7.1	Meeting of housing/site consultation sub-group at 6:30/7pm on Monday 11 th March.	Prana/Alex
240219 7.3	Schedule a meeting with school representatives, sharing the draft social amenities chapter and chapter 1.	Cat
240219 7.3	Circulate social amenities chapter and chapter 1 to TRAYE, HPFA and Harbertonford Playground Improvement Group and invite comment/offer Zoom meeting.	Cat
240219 7.3	Engage Chairs of Harbertonford Allotment Society and Harberton Allotment agent with question on need for more/different allotment capacity, sharing draft Environment chapter (highlighting allotment section)	Alex: Harberton Agent Cat: Harbertonford Allotment Society
240219 8.1	Ask the school if fliers advertising the Energy Consultation Event can go home in book bags and if a social media link could go on the school Facebook page and reference made in the upcoming newsletter.	Cat
240219 8.1	Forward the Energy Event invitation to a contact in the ramblers society.	Alex
240219 8.1	Forward event information to any groups, clubs and societies in the local area with whom you have a connection.	ALL
240219 8.2	Feedback Prana and Alex's availability to AECOM in order to set a date and time for a meeting to discuss next round of consultation on housing/development sites.	Cat

11. Date of next meeting Monday 18th March.

Meeting closed at 20:40