

## Harberton Parish Neighbourhood Plan (HNP)

### Meeting of the Steering Group

7.00pm Monday 15<sup>th</sup> April 2024 at Harbertonford Village Hall Meeting Room

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

Apologies: Sally Lougher,

Members of the public: 0

**Public Session** None in attendance

### Agenda

1. **Apologies** were noted as above and reasons for absence sanctioned.
2. **Elect new members to the committee** There were none.
3. **Declaration of Interests**
  - 3.1. 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** The minutes of the meeting of 18<sup>th</sup> March 2024 were signed as an accurate record, with minor amendments.

### 5. Update on actions

Ref	Action	Owner	Progress
240318 10	Liaise on asking SHDC Officers to comment on draft Housing Chapter policies.	Alex/Prana liaise with Cat	IN PROCESS Alex has drafted an email which Cat forwarded to SHDC Neighbourhood Plan Officer.
240318 10	Ask Prana to hand-over the draft Housing Chapter in whatever state it is now, to give active assistance to bring the chapter to completion. Request the draft is shared by Friday 22 <sup>nd</sup> March.	Douglas	COMPLETED
240318 10	Give support to the completion of the draft Housing Chapter to share ahead of the next HNP Committee Meeting.	Alex	COMPLETED
240318 9	Requesting that Prana, as author of the draft 'Supplementary Planning Document for Oak Tree Field', could provide some context ahead of discussion as to what the supplementary planning document is for, what this committee is being asked to do and what it has to do with the Neighbourhood Plan	Cat	COMPLETED
240318 9	Liaise on compiling Transport Chapter and Heritage Chapter and consultation templates to share with the Parish Council ahead of the April meeting.	Cat/Alex	PARTIALLY COMPLETED The Transport Chapter was circulated to Parish Councillors and discussed at the Parish Council's April meeting.
240318 11	Provide Cat with expense receipts for refreshments	Alex	COMPLETED payment signed off by Parish Council on 9 <sup>th</sup> April 2024.
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	IN PROCESS A conversation has been held with school representatives and notes forwarded to Alex.  The Parish Council will be undertaking some consultation on youth provision in coming weeks in relation to continuation of TRAYE youth club in Harbertonford.

6. **Effective communication with external stakeholders** Committee members were informed that the item was on the agenda so that communications with stakeholders, such as SHDC and landowners is co-ordinated.

Because the Neighbourhood Plan Steering Group is a committee of the Parish Council, it was agreed to follow the Parish Council's standing orders, where the Clerk, as Proper Officer to the Parish Council is to receive and send general correspondence and notices on behalf of the Parish Council except where there is a resolution to the contrary.

7. **Reviewing Neighbourhood Plan draft**

- 7.1. Housing chapter\* Following actions agreed at the last meeting, a draft of the housing chapter had been circulated with meeting papers. Alex had produced this draft, with input from Prana. It was noted that the draft is based on community consultation to date (the 2015 questionnaire, Community Conversations event); the AECOM Housing Needs Assessment; existing local planning policy, and other local completed NPs - from which some of the policies are adapted.

**It was AGREED** that the committee adopt this as the current draft of the housing chapter, which will evolve based on further comments/input.

**ACTION: All committee members** agreed to review this draft and provide comments to Alex by 28th April.

**It was AGREED** that **ACTION: Alex** will:

- incorporate comments as appropriate, taking responsibility for overall drafting approach
- highlight any substantive issues, eg about policy or principles, arising from the comments and present these to the next committee meeting for discussion.

In parallel to this, **ACTION: Alex** will seek external advice on draft policies/key issues from SHDC (as already agreed); and also a Neighbourhood Planning expert from the South Hams Society.

The redrafted chapter can then be shared with the wider community at the forthcoming consultation event.

The following comments were noted during discussion:

- The material that has come from AECOM in relation to the SEA could be useful in terms of contributing mitigating factors.
- There was general agreement to identify conditions or mechanisms that could retain affordable housing in perpetuity. **ACTION: Prana** would check to see if there was any useful wording from the 2020 draft plan regarding covenants.

There was discussion on the process of taking the Parish Council's comments on board once the Council has undertaken its review of draft chapters. It was noted that the committee may have queries in response to comments returned by the Parish Council, or wish to put forward a contrary view. It was proposed that:

- Questions to help provide further context to any comments made by the Parish Council can be forwarded to the Parish Clerk for follow up.
- Once the Parish Council has given feedback on chapters presented, a summary document be compiled to share with the Parish Council that gives a precis on where the Parish Council's advice or comment has been taken on board, where the Neighbourhood Planning committee wish to ask additional questions or where views of the Neighbourhood Plan committee differ to those of the Parish Council.

**It was AGREED** to defer discussion on the Objective 2 of the Housing Chapter to a future meeting.

- 7.2. Draft Supplementary Planning Document for Oak Tree Field It was noted that this item had been carried over from the previous meeting, having requested clarification on the purpose of the document.

It was noted that the Community Land Trust (CLT) site 'Oak Tree Field' had not been included in the Site Options Assessment as planning consent had already been given. A Supplementary Planning Document (SPD) had therefore been drafted so that reference to the CLT site could be included in the Neighbourhood Plan.

There was discussion on what information was relevant to include in the SPD, and if references could be made to the management of development, or expectations for governance, on sites that have permission for community led development.

After discussion **it was AGREED** that **ACTION: Prana** undertake a review of the draft SPD. A request was made that a future draft include a reference to examples of SPD documents in other Neighbourhood Plans made elsewhere, to provide examples of what Neighbourhood Plans can say about community led housing.

- 7.3. Energy Chapter Update It was reported that the energy consultation event held in February has now been written up by Alex, Jem and Peter. A key conclusion from the event was that further consultation and public engagement on energy was needed, drawing in a wider range of views and ideas from residents. The event write-up therefore takes the form of a discussion paper for future consultation events, that summarises the key facts, issues and views uncovered so far. Comments will be elicited from participants as promised in the event itself, but these are not expected to be extensive.

It was reported that the write-up is being used to develop a draft of the energy chapter, along with material from other local NPs and other reference documents. It is envisaged that the NP chapter will be much shorter and broader than the discussion paper.

The discussion paper itself does not contain any policies or commitments, and does not claim to represent the views of the Steering Group, or indeed anyone else. It is not part of the NP itself. It does not need detailed review or comment from the Steering Group.

**It was AGREED** that the Steering Group:

- Adopt the Energy discussion paper as part of the evidence base for the Neighbourhood Plan.
- expand the energy sub-group that ran the event to include any informed and interested event participants to review the draft chapter. This group, doing this task, could provide a core group to take energy work forward in future (ie outside the remit of the Neighbourhood Plan).

- 7.4. Neighbourhood Plan chapter task and finish groups *Any actions, updates, inclusion of comments in chapter redrafts* It was reported that Cat had held a conversation with representatives of the Primary School and had provided notes of that meeting to support updates of the Social Amenities chapter.

## 8. Consultation plans

- 8.1. Consultation on Housing Sites *Consideration of proposed dates, structure, budget allocation and support offered by AECOM, including update from AECOM meeting.* After discussion **it was AGREED** to enquire about the availability of the Parish churches for exhibition, and Harberton Parish Hall for a consultation event on the following dates:  
24th -30th June St Peter's Church Housing Site Consultation Exhibition  
1st – 6th July St Andrew's Church Housing Site Consultation Exhibition  
Saturday 6th July Consultation event.

It was agreed to hold a 90-minute mid-week consultation event on Zoom on 19th June 2024. The deadline for compiling materials for exhibition would therefore be 16th June 2024.

It was noted that forming a subgroup would be necessary to ensure a successful event, with clear individual tasks identified, and publicity circulated as soon as possible.

**ACTION: Cat** to make booking enquiries with venues for the consultation dates identified

**ACTION: Alex** to draft copy for Village Life and **Cat** to forward for inclusion

**ACTION: Jem** to set up an Eventbrite link for the event, and a poster. It was commented that images from last year's Community Consultation could be used.

**ACTION: Peter** offered to put up posters in Harberton when ready. It was commented that posters should be put up in Parish hamlets as well as in the two villages.

**ACTION: Cat** to make enquiries regarding a distribution of fliers in early June.

It was reported that meetings have been requested with landowners/promoters of allocatable sites.

**It was AGREED** that Alex and Cat attend these meetings, that Prana or Peter attend if available.

- 8.2. Annual Parish Meeting 7th May 2024 *Receive update on Parish Council plans for consultation on spending on youth services, parish parking, and use of Community Benefit Fund – for purposes of alignment* It was reported that the Chair of the Parish Council will convene the Annual Parish Meeting at 7pm on Tuesday 7th May. The agenda will include the following items: Updates from organisations and individuals who have received parish grants; discussion on the value of youth services to the community; parking; use of the Community Benefit Fund, now funds are diminishing. Refreshments will be offered to encourage attendance. It was noted that an update on the Harberton Parish Neighbourhood Plan will be included in the Chair's annual report. The event will provide an opportunity to promote the upcoming consultation event on housing sites.

9. **Summary checklist of next steps** The following was suggested as a summary of next steps to follow:

**April:**

- Advertise consultation event
- Complete first draft of energy chapter and set up energy sub-group to review it
- Ask for feedback on draft policies & key issues in NP from SHDC, AECOM (as part of SEA work), South Hams Society and others.
- Chase up task and finish group input still pending

**May:**

- Meet landowners of allocatable sites (Ford Farm, Preston Farm, CLT)
- Develop materials in collaboration with AECOM (and landowners as appropriate)
- Send Heritage and Social Amenities chapters of NP to PC for initial comments.

**June:**

- Further chapter to PC for initial comments
- Update draft NP for sharing at/around the consultation event, including input from SHDC, AECOM, task/finish groups, parish council etc.
- Complete materials for consultation event and run event

**Summer:**

- Write up consultation event and circulate for further comments/input
- Identify any need for further consultation in the autumn (if any)
- Complete near final draft of NP for formal consultation with SHDC.

10. **Any other business** None

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

Ref	Action	Owner
240415 7.1	Review the draft housing chapter and provide comments to Alex by 28th April.	<b>ALL COMMITTEE</b>
240415 7.1	<ul style="list-style-type: none"> <li>• incorporate comments from committee members on draft housing chapter as appropriate, taking responsibility for overall drafting approach</li> <li>• highlight any substantive issues, eg about policy or principles, arising from the comments and present these to the next committee meeting for discussion.</li> </ul>	<b>Alex</b>
240415 7.1	In parallel to the action above, seek external advice on draft policies/key issues from SHDC (as already agreed); and also a Neighbourhood Planning expert from the South Hams Society.	<b>Alex</b>
240415 7.1	There was general agreement to identify conditions or mechanisms that could retain affordable housing in perpetuity. <b>ACTION: Prana</b> would check to see if there was any useful wording from the 2020 draft plan regarding covenants.	<b>Prana</b>
240415 7.2	Undertake a review of the draft SPD. A request was made that a future draft include a reference to examples of SPD documents in other Neighbourhood Plans made elsewhere, to provide examples of what Neighbourhood Plans can say about community led housing.	<b>Prana</b>
240415 8.1	Make booking enquiries with venues for the consultation dates identified	<b>Cat</b>
240415 8.1	<b>Alex</b> to draft copy for Village Life and <b>Cat</b> to forward for inclusion	<b>Alex/Cat</b>
240415 8.1	Set up an Eventbrite link for the event, and a poster. It was commented that images from last year's Community Consultation could be used.	<b>Jem</b>
240415 8.1	<b>Peter</b> volunteered to put up posters in Harberton when ready. It was commented that posters should be put up in Parish hamlets as well as in the two villages.	<b>Peter</b>
240415 8.1	Make enquiries regarding a distribution of fliers in early June.	<b>Cat</b>

12. **Date of next meeting** Monday 20<sup>th</sup> May 2024

Meeting closed at 20:55