

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

7.00pm Monday 14th October 2024 at Harbertonford Village Hall

Committee members in attendance: Cllr Chris Bowley, Alex Crowe, Jem Friar, Cllr Douglas Hambly, Sally Lougher. Following item 2: Joanna Poulton, Guy Soulsby, Francesca Smith, Jonathon Stirrup, Anne Watson

Apologies: None

Clerk/minutes secretary: Cat Radford (notes)

Members of the public: 10

Public Session

- i) A representative from Eden Property Group Ltd, working with the landowner of land at Winsland House Farm, addressed the meeting to inform Steering Group members that a letter has been sent to the Strategic Planning Officer at South Hams District Council asking the Officer to clarify a number of points arising from advice given to the Steering Group in August 2024. Eden Property Group Ltd has concerns that the advice given to the Steering Group has been misconstrued, and that in requesting the Officer give a clarifying response to a number of questions, the Steering Group is clear about the factors that affect the allocation of sites and the role of the District Council in the Neighbourhood Planning process. It was noted that the letter had been circulated to all members that morning. Hard copies had been printed for distribution to Members at the meeting.

Agenda

1. **Apologies** None received
2. **Elect new members to the committee** (if any): The following new members were elected to join the Harberton Parish Neighbourhood Plan Steering Group (HNPSG): Joanna Poulton, Guy Soulsby, Francesca Smith, Jonathon Stirrup, Anne Watson.
3. **Declaration of Interests**
 - 3.1. Register of Interests: HNPSG members were reminded of the need to update their register of interests if they have changed. It was noted that new members are required to complete 'Notifications of Interests' forms. Outstanding forms were collected as the meeting closed.
 - 3.2. To declare any interests No interests were declared on items on the agenda
4. **Minutes/Notes**
 - 4.1. Minutes of the meeting of the Harberton Parish Neighbourhood Plan Steering Group 15th July 2024* It was AGREED to approve the minutes as an accurate record without amendments.
 - 4.2. Notes of the informal meeting of 16th September 2024* It was AGREED to publish notes the informal meeting for continuity. Both members and observers commented that the notes were an accurate record of the issues discussed.
5. **Update on actions from the meeting of 15th July 2024** The following update had been circulated with meeting papers:

Ref	Action	Owner	Update
240617 7.2 and 240715 8	Send the approved draft of the Neighbourhood Plan to District Councillor John McKay to ask for comments and request he write the foreword.	Cat	Complete. Response on draft received and circulated to committee. Confirmation that the D.Cllr is willing to contribute a foreword to the Plan.
	Draft email for green space landowners UPDATED Once the outcome of the consultation is known.	Alex	Completed.
	Send the email as drafted by Alex to the green space landowners. (Cat will need a list of the sites to identify the landowners).	Cat	Yet to be actioned. It was noted that the list of green spaces was included in the draft chapter.
240715 6.1	Discuss time and location of Data Entry session on 19 th August with Peter and Alex. Cat, Sally, Alex agreed to participate in questionnaire data entry, noting that Peter had also volunteered.	Cat	Complete. Data entry undertaken by Cat, Peter, Sally and Alex on 19 th August with a further session on Friday 23 rd August with Peter, Sally and Alex.

	Draft the text of an email that can be sent to all housing consultation workshop participants to thank them for coming to events and to let them know where they can submit their questionnaires.	Alex	Completed.
	Either download a list of online workshop attendees from Eventbrite to share with Alex, or forward the email through Eventbrite.	Jem	
	Draft copy for Village Life, the Harberton Village e-circular giving notice of the extension to deadline for submission of questionnaires to 14 th August 2024. Residents will be directed to complete questionnaires online, the remaining few paper versions of the questionnaire will be available in St Andrew's Church and Harbertonford Shop.	Alex	Completed.
	Use copy drafted for village circulars to post the same message on local social media pages.	Cat	Completed.
240715 7	Alex to check that with the landowner that notes from the 'nature walk about' can be shared on the Neighbourhood Plan pages of the Parish Council website. Cat to publish when consent given.	Alex Cat	Completed. Consent obtained and notes published.
240715 8	Attend a meeting immediately before the next meeting of the Parish Council, commencing at 7pm on Tuesday 10 th September (Harberton Parish Hall) to guide councillors through the Energy policies as drafted.	Alex and Jem	Completed. The Parish Council was in overall agreement with the sustainable buildings policy, the renewable energy policy and the Harberton Parish Energy Group possible community initiative.
240715 8	Circulate the South Hams Officer's comments on the Site Options Assessment to all committee members for consideration.	Cat	<ul style="list-style-type: none"> Completed. Noting that the committee had already received this response at the meeting of March 2024, and the comments were entered into the public record through the meeting minutes here. On circulation of this material by email it was proposed by Alex (by email) to write to SHDC for clarify on the red sites (incl Winsland). This letter was drafted, sent from the Parish Clerk, and a response received. The response was included in meeting papers.
240715 8	Analysis of the consultation results be prepared for consideration by the Parish Council by Thursday 5 th September for discussion at the Parish Council's next meeting on 10 th September.	[Alex?] tbc	Completed. The draft summary of housing consultation questionnaire results was included in meeting papers. Draft minutes of the Ordinary Meeting of Harberton Parish Council 10 th September 2024 record the following response: <i>Cllrs commented that they recognised the summary of responses to the housing consultation questionnaire were in line with their observations of views shared at the</i>

			<p>consultation events attended. It was commented that the Parish Council knows why the sites have come forward for inclusion in the plan, but perhaps members of the public do not. It was commented that it had not been explained at the consultation event that even if the site at Winsland House had been included, it wouldn't change the housing targets for the villages and that there needs to be a clearer explanation for members of the public interested in this. Cllrs commented that the HNPSG needs to be really clear about why certain sites have been chosen over others.</p>
2407158	<p>Compile and submit an application to Locality for the following technical packages: Strategic Environmental Assessment, Evidence Base and Policy Development (EBPD), Plan health check review prior to examination.</p>	Cat	<p>Separate application forms were required for each support package requested. The following applications were made:</p> <ul style="list-style-type: none"> • Housing Need Assessment: On discussion with AECOM an application is made for additional Housing Needs Assessment (HNA) support, to enable the 2021 Census information to be incorporated into the assessment completed before the data was made available • Evidence Base and Policy Development (EBPD). <p>In light of the current draft status of the Neighbourhood Plan document the 'Plan Health Check Review' package has not yet been applied for as yet.</p> <p>It has been confirmed by AECOM consultants that an extension has been given to the SEA technical package to enable AECOM to complete an assessment of the Harberton Parish Neighbourhood Plan in time for Regulation 14 consultation.</p>

6. Steering Group Work Plan

- 6.1. Consider provisional work plan paper HNPSG Members reviewed the provisional work plan that detailed key aims for Sept – Dec 2024 and sequencing of key deliverables. There was broad consensus that the key aims to 1) build the team; 2) process the housing consultation; 3) build consensus around the housing allocation policy; 4) improve flood material in the plan - specifically to support policies on land allocation in chapter 1 and flooding in chapter 5; 5) tidy up the complete draft and compile the evidence base; and, 6) deliver a public information campaign and public events in relation to the Regulation 14 draft of the Neighbourhood Plan, were a good place to start and could be reviewed once work had begun.

It was noted that the proposed actions for September: to provide a note to HNPSG on the draft 'Analysis of consultation responses and "Implications and Issues"' had been provided ahead of the Neighbourhood Plan Steering Group's September Meeting and that an action to write to landowners with regard to the Green Spaces policy was in process.

The following actions were agreed to take place in October:

Action/Task	Owner	By when
<p>Prepare note to PC (and for AECOM for SEA): proposing housing allocation policy + draft housing chapter</p> <p><i>Preparing a note to the Parish Council that summarises the outcome of the Steering Group's discussions on what the Neighbourhood Plan should</i></p>	Alex	To provide a discussion draft ahead of the next HNPSG meeting on Monday 21 st October

<i>say about allocating housing.</i>		
Provide a short first draft 'Summary of evidence on flood mitigation measures needed in Harberton and implications for the Neighbourhood Plan' for: <ul style="list-style-type: none"> - discussion by the HNPSG, before - circulation to Devon County Council officers ahead of a planned 'Community Meeting on Flooding' in the Parish in November. 	Delegated to Peter Cogley (a member of the public)	To provide a discussion draft ahead of the next HNPSG meeting on Monday 21 st October
To revise the list of key tasks/actions as yet unallocated	Alex	[Deadline unallocated]

To enable the preparation of a final updated draft Neighbourhood Plan, the following detailed checklist of tasks were allocated, although deadlines were not set:

Action/Task	Owner	By when
Update draft Neighbourhood Plan <i>to include Parish Council comments on energy chapter, consultation responses re Local Green Spaces and Views, also add references to consultation throughout document as necessary (re roads parking flooding nature etc). Also work in other stakeholder comments outstanding (including District Council officers and comments from the District Councillor, John McKay).</i>	Alex	TBC
Edit Parish Profile Annex <i>It was noted that the historic draft included a long annex giving information about the Parish – which is a really useful resource. It's good material but it needs editing).</i>	Joanna and Francesca (following a brief handover meeting with Alex)	TBC
Facilitate community to create list of Non-designated heritage assets (Heritage Chapter). <i>It was suggested someone to take this on, identifying what needs to happen and making a recommendation to the committee on how to do it.</i>	As yet unallocated, pending discussion on item 8	TBC
Create desired footpaths map (transport chapter) <i>Creation of this illustration/figure was connected to the task below.</i>	Guy	TBC
Pursue Harberton footpath and bus stop with DCC <i>See above.</i>	Guy	TBC
Get Foreword from the D.Cllr John McKay <i>Asking John to attend a meeting to discuss approach and asking him to follow through and produce a foreword.</i>	Alex, Jono.	TBC
Get selection of images to insert <i>This would include identifying 3-4 good, positive, relevant images for each chapter to break up and/or illustrate the narrative text. This would include chasing the request to AECOM to use images as included in the Design Code, and reviewing the images provided by Peter Cogley.</i>	Guy	TBC
Create map of bus stops and safe crossing for use in the Transport chapter, possibly also places for pavement improvement in Harbertonford.	Guy	TBC
Write Consultation Statement <i>This is an annex on "how this NP was created"</i> and Basic Conditions Statement <i>A requirement of all NPs. It was noted that there will be examples of approaches to these statements available from adopted NPs.</i>	Anne	TBC
Tidy up evidence base folder and create index <i>It was noted that material exists on the website and Alex has been keeping a folder, but this needs to be organised and properly indexed.</i>	[Unallocated. It was agreed to allocate this task when a full draft plan has been completed]	TBC
Identify and commission copyeditor and designer for final form of doc <i>It was noted that there is the possibility of using the in-house team at South Hams District Council, but this will require a budget.</i>	[Unallocated]	TBC
Checklist of final editing tasks incl <ul style="list-style-type: none"> • Add hyperlinks to references in text 	[Unallocated]	TBC

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| <ul style="list-style-type: none"> • Check permissions of people in photos (eg SHV photo currently used in Env chapter) • Check all refs to NPPF - NPPF para numbers have changed in 2024 update. | | |
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6.2. Consider comments arising from the meeting of the Parish Council 8th October 2024 *In response to consideration of the sustainability of staff overtime in relation to the Neighbourhood Plan* It was reported that a verbal update had been given to the last meeting of the Parish Council, referring to the informal discussion held in September. It had been noted that the informal discussion had provided updates on the current status on the plan and work that had taken place to get this far. It was reported that comments had been made at the informal meeting about the proposed timeline for completion of the plan, querying whether the process could be slowed to enable further analysis of the sites. In response, Parish Councillors expressed the desire to see the Neighbourhood Plan Steering Group bring the plan to completion as soon as possible and for the Steering Group to make a resolution as to when it believed the Neighbourhood Plan could be finalised. During discussion it was queried whether there were any arrangements that could be put in place to support the Neighbourhood Plan Steering Group retain focus and complete the plan more swiftly, for example in an application being made to Locality to support the costs of an external project manager. It was noted that the Clerk had exceeded her contracted hours four-fold in the last two quarters (the Clerk has a contract to provide 12 hours of support to the Neighbourhood Plan per quarter and had worked approximately 42 hours over contract in both quarter 1 and quarter 2), which was not sustainable long term.

In response to the Parish Council's comments it was suggested that the matter of making a grant application for support was discussed again in November, at which point there would be more clarity over whether additional support was required, and an application could be made if considered necessary.

7. Housing Chapter*

7.1. Consider publication of:

- a) the draft 'Summary of responses to housing consultation'
- b) 'Summary of Housing Consultation Events'

Due to a wider discussion on the housing sites put forward for public consultation, the HNPSG's rationale for putting forward two sites as a result of the outcome of the Site Options Assessment (SOA) commissioned and questions asked about the process involved in AECOM's compilation of the SOA, no agreement was made on the publication of the summary documents.

7.2. Consider proposed housing policy discussion document taking into account the consultation summary documents at item 7.1, comment arising from the meeting of the Parish Council 10th September 2024, and correspondence received from a Member of the Public. *

Continuing discussion at item 7.1 the pros and cons of allocation of the site at Winsland House Farm was discussed further. This included reference to the outcome and content of the SOA, the indicative housing numbers of 20 for Harberton and 30 for Harbertonford and whether development of Winsland House would contribute to these indicative numbers, the position of the Local Planning Authority (South Hams District Council) and its likely objection to allocation as being contrary to the strategic policies of the JLP, and the view of neighbouring parishes. There was discussion on the role of the District Council on the progression of the plan and on final examination and whether inclusion of the site would or would not have a negative effect on the plan's progress. It was noted that the topic of the site at Winsland House Farm had been discussed at the informal meeting of the 16th September and there had been suggestions made about referring to public interest in the site in the narrative of the plan. A proposal on wording as drafted by a member of the public was read out to the meeting which made a case for allocation of the Winsland House site, but, due to the lack of time available for further detailed discussion, no resolution on adoption of this proposal was made.

As the meeting had reached its two-hour duration, **it was AGREED** that the next meeting of the HNPSG the following week should focus on considering the proposed housing policy discussion document, which identified a number of themes and issues, and a number of options had been laid out to aid discussion.

It was AGREED that the Officer at South Hams District Council be contacted to prompt a response to the letter from Eden Property Group Ltd, as the responses to this letter should aid conversation – particularly in clarifying whether development of the land at Winsland House farm would contribute towards the indicative housing numbers for the Sustainable Villages as set out in the adopted Joint Local Plan. **ACTION: Cat** to contact the District Council Officer.

8. **Heritage Chapter** Consider the District Council's advice to draw up a list of "Non-designated Heritage Assets" (NDHAs) in the parish
Not discussed
9. **Technical Support funded by Locality**
- 9.1. Strategic Environmental Assessment Technical Package Consider dates to offer AECOM and any actions necessary Not discussed.
- 9.2. Evidence Base and Policy Development Package Consider dates to offer Locality for an 'in office hours' meeting to launch this technical package Not discussed
10. **Finance** Authorise payments submitted for approval, if any No payments were presented for authorisation.
11. **Any other business** None
12. **Summary of actions before next meeting**

Ref	Action/Task	Owner
240715 8	Send the email as drafted by Alex to the green space landowners. (Using a list of the sites in the draft chapter to identify the landowners).	Cat
20241014 6.2	Prepare note to PC (and for AECOM for SEA): proposing housing allocation policy + draft housing chapter <i>Preparing a note to the Parish Council that summarises the outcome of the Steering Group's discussions on what the Neighbourhood Plan should say about allocating housing.</i> To provide a discussion draft ahead of the next HNPSG meeting on Monday 21 st October	Alex
20241014 6.2	Provide a short first draft 'Summary of evidence on flood mitigation measures needed in Harberton and implications for the Neighbourhood Plan' for: <ul style="list-style-type: none"> - discussion by the HNPSG, before - circulation to Devon County Council officers ahead of a planned 'Community Meeting on Flooding' in the Parish in planning for November. To provide a discussion draft ahead of the next HNPSG meeting on Monday 21 st October	Delegated to Peter Cogley (a member of the public)
20241014 6.2	To revise the list of key tasks/actions as yet unallocated [Deadline unallocated]	Alex
20241014 6.2	Update draft Neighbourhood Plan to include Parish Council comments on energy chapter, consultation responses re Local Green Spaces and Views, also add references to consultation throughout document as necessary (re roads parking flooding nature etc). Also work in other stakeholder comments outstanding (including District Council officers and comments from the District Councillor, John McKay).	Alex
20241014 6.2	Edit Parish Profile Annex <i>It was noted that the historic draft included a long annex giving information about the Parish – which is a really useful resource. It's good material but it needs editing.</i>	Joanna and Francesca (following a brief handover meeting with Alex)
20241014 6.2	Facilitate community to create list of Non-designated heritage assets (Heritage Chapter). <i>It was suggested someone to take this on, identifying what needs to happen and making a recommendation to the committee on how to do it.</i>	[Unallocated]
20241014	Create desired footpaths map (transport chapter) <i>Creation of this</i>	Guy

6.2	<i>illustration/figure was connected to the task below.</i>	
20241014 6.2	Pursue Harberton footpath and bus stop with DCC See above.	Guy
20241014 6.2	Get Foreword from the D.Cllr John McKay <i>Asking John to attend a meeting to discuss approach and asking him to follow through and produce a foreword.</i>	Alex, Jono.
20241014 6.2	Get selection of images to insert <i>This would include identifying 3-4 good, positive, relevant images for each chapter to break up and/or illustrate the narrative text. This would include chasing the request to AECOM to use images as included in the Design Code, and reviewing the images provided by Peter Cogley.</i>	Guy
20241014 6.2	Create map of bus stops and safe crossing for use in the Transport chapter, possibly also places for pavement improvement in Harbertonford.	Guy
20241014 6.2	Write Consultation Statement <i>This is an annex on "how this NP was created"</i> and Basic Conditions Statement <i>A requirement of all NPs. It was noted that there will be examples of approaches to these statements available from adopted NPs.</i>	Anne
20241014 6.2	Tidy up evidence base folder and create index <i>It was noted that material exists on the website and Alex has been keeping a folder, but this needs to be organised and properly indexed.</i>	[Unallocated]
20241014 6.2	Identify and commission copyeditor and designer for final form of doc <i>It was noted that there is the possibility of using the in-house team at South Hams District Council, but this will require a budget.</i>	[Unallocated]
20241014 6.2	Checklist of final editing tasks incl <ul style="list-style-type: none"> • Add hyperlinks to references in text • Check permissions of people in photos (eg SHV photo currently used in Env chapter) Check all refs to NPPF - NPPF para numbers have changed in 2024 update.	[Unallocated]
20241014 7.2	Contact the Neighbourhood Planning Officer at South Hams District Council to prompt a response to the letter from Eden Property Group Ltd before the next meeting of 21 st October 2024.	Cat

13. **Date of next meeting** 7pm Monday 21st October 2024, venue to be arranged.