

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

7.00pm Tuesday 19th November 2024 at Harbertonford Village Hall

Committee members in attendance:, Alex Crowe, Cllr Douglas Hambly, Sally Lougher, Joanna Poulton, Guy Soulsby, Francesca Smith, Jonathon Stirrup, Anne Watson

Apologies: Cllr Chris Bowley

Not present: NA

Clerk/minutes secretary: Cat Radford (notes)

Members of the public: 4

Public Session No members of the public wished to make any comments during the public session.

Agenda

1. **Apologies** were received as above and accepted.

2. **Committee Membership**

2.1. Note resignations from the committee

It was noted that Jem Friar had resigned from Harberton Parish Neighbourhood Plan Steering Group (HNPSG). **It was AGREED** to thank Jem for the time spent in support of the Neighbourhood Plan, particularly in co-ordinating the consultation on energy, and work in developing the revised chapter on energy.

It was noted that Cllr Douglas Hambly would resign as Chair of HNPSG at the end of this meeting, and that a new Chair should be elected at the next meeting.

2.2. 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. To declare any interests No interests were declared on items of the agenda

4. **Minutes** Consider approval of the following minutes:

Minutes of the meeting of the Harberton Parish Neighbourhood Plan Steering Group 21st October 2024. **It was AGREED** to sign the minutes as an accurate record.

5. **Update on actions from the meeting of 21st October 2024**

Ref	Action/Task	Owner	Progress
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	Ongoing
20241014 6.2	Prepare note to PC (and for AECOM for SEA): proposing housing allocation policy + draft housing chapter. NB this can only be actioned once housing allocations have been made.	Alex	<i>This can only be actioned once housing allocations have been made.</i>
20241014 6.2 20241021 5	For a small working group bring an edited 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 - 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 (November).	Peter Cogley (a member of the public) With Guy, Jono, Alex	A number of questions have been drafted and shared with Devon County Council Flood and Coastal Risk Team ahead of the 14 th November Flooding Meeting. A proposed brief for a working group on flooding is for consideration under item 9
20241014	To revise the list of key tasks/actions as yet	Alex	COMPLETED

6.2	unallocated		
20241014 6.2	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	Ongoing. It was noted that this should be delayed until the issues around Winsland House are resolved.
20241014 6.2 20241021 5	Bring a revised draft of the Parish Profile Annex to the November meeting of the HNPSG.	Joanna, Francesca	See item 10
20241014 6.2 20241021 5	Identify an approach and make a recommendation to the committee on the creation of a list of non-designated heritage assets for inclusion in the Heritage Chapter.	Jono	Ongoing
20241014 6.2	Create desired footpaths map (transport chapter) <i>Creation of this illustration/figure is connected to the task below.</i>	Guy	Ongoing
20241014 6.2	Pursue Harberton footpath and bus stop with DCC <i>See above.</i>	Guy	Ongoing
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	Jono will contact the D.Cllr.
20241014 6.2	Get selection of images to insert into the plan. <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	Ongoing
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	Ongoing
20241014 6.2	Write Consultation Statement <i>This is an annex on "how this NP was created" and Basic Conditions Statement A requirement of all NPs. It was noted that there will be examples of approaches to these statements available from adopted NPs.</i>	Anne	In progress. Expected to have a draft for review at the next meeting.
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>	Sally, following briefing from Alex	Ongoing
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 until relevant]	
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	[Unallocated until relevant]	

	have changed in 2024 update.		
20241021 5	To circulate a doodle poll in order to arrange an informal 'workshop' style meeting to review the complete draft Neighbourhood Plan.	Cat	Agreed to meet between 7 – 9pm on Monday 9 th December 2024. Venue tbc (hosted by Francesca or Joanna).
20241021 5	Read the full draft Neighbourhood Plan in order to prepare, and then attend the workshop meeting.	ALL	
20241021 6.1	Follow up the application made for technical support to review the 2023 Site Options Assessment report, and to pursue a meeting to launch the support package. Joanna, Sally, Francesca, Guy, Jono and Alex expressed interest in attending this launch meeting and gave an indication of availability within office hours.	Cat	Update to be given at item 7.
20241021 6.1	HNPSG members to re-read the 2023 Site Options Assessment and compile any questions, comments or notes on factual accuracy and send to Cat for them to be compiled	ALL	Comments only received from Alex to date.
20241021 6.2	Draft an introductory statement to be used on publication of the Summary of Housing Consultation Responses and Summary of Housing Consultation Events to forward to Cat .	Joanna and Alex	Completed. Summary statement has been attached to the consultation materials where they are available for download from the Parish Council website. Consideration of circulating an update for discussion under item 8.
20241021 7.1.2	Cat to circulate information about what is included in the 'Evidence Base and Policy Development' package for ALL HNPSG members to read and digest ahead of taking steps to launch the package.	Cat and ALL	Evidence Base and Policy Development Package information has been circulated. A further update will be given at item 8.

6. Consideration of working processes

6.1. Management of meetings* *Consider management of meetings in accordance with Parish Council standing orders and consider a review of Terms of Reference of the Neighbourhood Plan Steering Group*

It was reported that a member of the HNPSG had raised a query at the November meeting of the Parish Council with regard to managing participation of members of the public in Steering Group meetings. Concern was expressed how the HNPSG manages and responds contributions to discussion from members of the public, who may have an interest in the outcome of discussion. It had been queried whether those members of the public with an interest, such as developers for example, could be excluded from meetings.

The Clerk had produced an infographic to show that the Parish Council and its committees (including the HNPSG as the Neighbourhood Plan Advisory Committee), are subject to Parish Council Standing Orders and must be open to the public and can't selectively exclude people. Whilst the Parish Council and its committees must discuss business and make decisions in public, it was noted that tasks delegated to individuals or working groups can be undertaken at any location without those working group sessions being open.

It was commented that following a number of public engagement and informal meetings that took place over the summer at which public participation was welcomed, the HNPSG has been taking a

new approach to how the elected members and public are seated during meetings, to make the separation between committee members and members of the public clearer.

It was noted that members of the public (who may be site owners, developers or promoters) have been called on to give information on a matter under discussion within meetings. **It was AGREED** that if the committee does wish to hear from a member of the public, then this should be formally agreed by the committee 'to suspend standing orders' before doing so. It was also commented that the committee then consider how it responds to that information, noting that it may have been provided by someone with an interest.

It had been suggested by the Devon Association of Local Councils that the HNPSG may wish to review its Terms of Reference in light of the question about management of meetings. It was commented that the objectives of the HNPSG as described in the Terms of Reference did not appear fit for purpose as it made no reference to the plan conforming with national and local planning policy, and that no reference was made to the process of electing a chair. **It was AGREED** that **ACTION: JOANNA** and **ALEX** would make proposed amendments to the Terms of Reference for consideration at the next meeting.

6.2. *Email protocol Discussion of Parish Clerk's advice on email protocol*

It was noted that between meetings the Clerk had given advice on use of email between meetings. During discussion it was commented that the Clerk's advice on email protocol did not restrict use of email amongst working group members delegated to undertake tasks in the development of the Neighbourhood Plan. The advice related to a general practice of copying all steering group members into working group business. Following discussion, **it was AGREED** that the mechanism for committee members to stay abreast of development of delegated tasks was through meeting papers, circulated by the Clerk four clear days before a meeting. It was commented that therefore updates and/or papers for consideration by the committee should be forwarded to the Clerk the day before papers are due to be circulated. This would be the Wednesday preceding a meeting due to take place the following Tuesday.

7. **Technical Support funded by Locality** *Update on status of the Site Options Assessment (SOA) package, Housing Needs Assessment (HNA) package, Strategic Environmental Assessment (SEA) package, and Evidence Base and Policy Development Package (EBPD)*

It was reported that the Clerk had attend a brief meeting with two AECOM consultants with reference to the applications made to review the Site Options Assessment and to receive support through the Evidence Base and Policy Development Package. The meeting had been held to provide AECOM with the information required to draft a funding request statement to the Ministry of Housing, Communities and Local Government (MHCLG) for approval before a formal 'launch' meeting held with members of the HNPSG. The funding package will include some time for the EBPD consultant to join remote meetings with the HNPSG to help transition into that support package. It was reported that the EBPD package on offer would look at approximately 15 Neighbourhood Plan policies, not limited to development policies, and could run alongside the SOA review. Members of the HNPSG expressed the view that this did not appear the best use of the package, and to run them in sequence instead. It was noted that the MHCLG generally takes 4-6 weeks to approve a funding package before AECOM can schedule the SOA review work. The EPBD package would follow and only when the plan is in its final draft will the Strategic Environmental Assessment (SEA) package begin.

8. **Circulation/notification of responses to housing consultation** *Consider actions necessary*

It was noted that the results of the 2024 housing consultation had now been published on the Parish Council website, with a covering letter informing the public that the Winsland House site did not form part of the official Consultation, because independent consultants had assessed it as unsuitable for development but that the Steering Group is proposing to re-engage consultants to review and check their conclusions on which available sites in the parish are suitable for development.

ACTION: JOANNA agreed to circulate notification that the results have been published to people via the HNP MailChimp mailing list, and to include those people that had completed the survey and provided their email address to be kept in touch with the Neighbourhood Planning process.

It was reported that a short notice had already been published in Harbertonford Village Life directing residents to the website in order to view a summary of consultation responses. **It was AGREED** that **ACTION: JOANNA** also send a note via the Harberton Village E-Circular.

ACTION: Jono and Francesca agreed to take responsibility for checking the Harberton Parish Neighbourhood Plan Gmail account, should residents take up the invitation made on the Parish Council's website to comment on the published draft Neighbourhood Plan. **ACTION:** Alex to pass on email credentials for access.

9. Flood mitigation measures and implications for the Neighbourhood Plan document

Discussion on proposed brief for flood working group

During discussion standing orders were suspended to enable a member of the public to provide an update on possible actions arising from the public meeting about flooding hosted by Devon County Council and held in Harberton on 14th November. It was noted that Devon County Council and the Environment Agency suggested that a new community action group interested in driving forward community led flood management projects could form, to which those agencies could provide some information and support.

There was discussion on whether the HNPSG should allow this group to form first before referring to the outcomes of their work when drawing together narrative and policies on flooding. It was commented that flood risk is a matter of acute public concern, and that it is important that the Neighbourhood Plan responds. **It was AGREED** that **ACTION: Alex, Francesca, Anne** hold an initial working group meeting, co-opting Peter Cogley, to begin to explore actions in the brief circulated. It was noted that changes to that brief could be proposed if required. The brief follows:

What is needed?

A concise document, for approval by the Parish Council and publication by HNPSG, specifying what HNP should say about flooding and why.

Why is it needed?

- Flood risk is a matter of acute public concern and it's crucial that the NP handle it well if the NP is to be useful and publicly supported.
- It's a complex and technical area with many aspects, including engineering/infrastructure, land management arrangements, emergency response plans, development management. Much of this is unlikely to be included in the NP in detail, but some of it needs to be and all of it is relevant.
- A lot of work has happened in the parish around flooding over the last year, and for our NP (which runs til 2034), this now needs to be brought together under a clear strategic overview.

What are the desired outcomes?

- Enhance public understanding of flooding issues in the parish and the options for addressing them.
- Support public confidence that the Neighbourhood Plan has taken full account of flood risks and concerns, and responded appropriately.
- Ensure that all current evidence and possible solutions relating to flooding have been considered
- Make best use of the Neighbourhood Plan to help address flooding issues by defining, as appropriate:
 - general planning policies on flooding
 - specific flooding-related conditions on allocated development sites
 - community initiatives to support prevention, mitigation and emergency response; and
 - supporting evidence and narrative text that will support further work on flooding in future.

What could it look like?

- Small group of people with relevant knowledge, time and skills to work together produce the document rapidly. NB not a public consultation process and not a general discussion forum.
- Key inputs: Reports following Sept 2023 flood, Nov 14 2024 public meeting and follow-up, review of ideas and thinking by parishioners (eg "Harberton Ark" whatsapp group)
- Work closely with AECOM "Evidence Base and Policy Development" consultancy package?
- Specified convenor to act as secretariat
- Timescale to completion: 1-2 months max.

10. Parish Profile Annex *Consider revised draft* It was reported that work on the draft is still ongoing but expected to be complete for consideration at the next meeting.

11. 2025/26 Neighbourhood Plan Budget *Consider budget request to Parish Council for the 2025/26 financial year, following the Parish Council's request for accurate feedback on timescale of plan completion and associated costings.*

HNPSG was informed that the Parish Council will set its budget in January in order to make a precept demand to the Local Authority. HNPSG should therefore make a budget request to the Parish Council before the Finance Committee meets on 7th January 2025.

It was commented that it is likely that work on the plan will extend to July 2025, due to undertaking a review of the Site Options Assessment and further technical packages that will follow in sequence. Outside of the Clerk's time, it was not expected that the process would cost any more than it has done in the current financial year, and if additional professional expertise or funding to support consultation is required, then a grant application can be made to Locality for support. It was noted that the Clerk will be preparing a budget report for the Parish Council's December meeting which will include a summary of Neighbourhood Planning costs. **ACTION: The Clerk** to share information on NP spending and projected end of year spending to the HNPSG with papers for the next meeting. This information will help HNPSG consider costs for 2025/26 at its next meeting and make a request to the Parish Council.

12. Any other business

- 12.1. Consultation background and history It was reported that the Clerk has now been through the historic archive of the original 2013 – 2014 HNP wiki site and found more information about the background and history of the HNP process and material from earlier consultation events. The Neighbourhood Plan page of the Parish Council website has been updated with this information and new content added to the 'consultation' page. This work was done to support development of the consultation statement.
- 12.2. Staverton Neighbourhood Plan Steering Group experience of the examination process To follow up from the 'guide on a page' paper that the Clerk had produced to lay out the statutory consultation and examination processes involved in completing a Neighbourhood Plan, the Clerk had spoken with the Chair of Staverton Neighbourhood Plan Steering Group to learn from their experience of the examination process. It was reported that as is the case with the HNPSG, some sites that came forward were excluded because they were not within nor adjacent to the village of Staverton. All but one of the Staverton NPSG had no prior experience of planning, and therefore had contracted a planning consultant to work with them to draft what they wished the plan to say 'in planning speak'. Staverton NPSG also used AECOM in order to prepare a Strategic Environmental Assessment and a Habitat Regulation Assessment, that was also required. It was reported that the Staverton NP had put forward a site for business development that came in quite late. The Examiner requested to meet the NPSG via an online meeting to explain her findings and explained that she would not pass the plan with the site included and gave the NPSG the opportunity to remove it. As a result, the NPSG removed the policy but left all references to the site in the Site Options Assessment and referred to the site in the narrative instead. This creates the conditions to potentially include the site in a future iteration of the NP, where time could be spent in collating more evidence in support of the site, including another round of public consultation. The Clerk also asked the Chair if many comments were made by the public in response to the Regulation 14 consultation process. The answer was no. The Chair commented that the plan had been through so much consultation by that point, very little comment came back from the public. The message taken from this conversation was to resolve any issues or misunderstanding before going to Regulation 14.

13. 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).	Clerk/Cat
20241014 6.2	Prepare note to PC (and for AECOM for SEA): proposing housing allocation policy + draft housing chapter. NB this can only be actioned once housing allocations have been made.	Alex
20241014 6.2	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
20241014 6.2 20241021 5	Bring a revised draft of the Parish Profile Annex to the November meeting of the HNPSG.	Joanna, Francesca

20241119 10		
20241014 6.2 20241021 5	Identify an approach and make a recommendation to the committee on the creation of a list of non-designated heritage assets for inclusion in the Heritage Chapter.	Jono
20241014 6.2	Create desired footpaths map (transport chapter) <i>Creation of this illustration/figure is connected to the task below.</i>	Guy
20241014 6.2	Pursue Harberton footpath and bus stop with DCC <i>See above.</i>	Guy
20241014 6.2	Get Foreword from the D.Cllr John McKay <i>Jono will make contact with the D.Cllr. asking him 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 into the plan. <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> Expected to forward a draft for review at the December 2024 meeting.	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>	Sally, following briefing from Alex
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 until relevant]
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 until relevant]
20241021 5	To circulate a doodle poll in order to arrange an informal 'workshop' style meeting to review the complete draft Neighbourhood Plan.	Cat
20241021 5	Read the full draft Neighbourhood Plan in order to prepare, and then attend the workshop' style meeting on 9 th December 2024 to review the complete draft Neighbourhood Plan venue tbc.	ALL
20241021 6.1	HNPSG members to re-read the 2023 Site Options Assessment and compile any questions, comments or notes on factual accuracy and send to Cat for them to be compiled. Agreed to discuss at December meeting.	ALL
20241021 6.2 20241119 8	Circulate notice of publication of the Summary of Housing Consultation Responses and Summary of Housing Consultation Events to HNP mailing list (including those people that had completed the survey and provided their email address to be kept in touch) via MailChimp and Harberton Village Newsletter.	Joanna (Alex – provide access credentials)
20241119 6.1	Make proposed amendments to the Terms of Reference for consideration at the next meeting	Joanna and Alex
20241119 8	Take responsibility for checking the Harberton Parish Neighbourhood Plan Gmail account, should residents take up the invitation made on the Parish Council's website to comment on the published draft Neighbourhood Plan.	Jono and Francesca (Alex – provide access

		credentials)
20241119 9	ACTION: hold an initial HNP flooding working group meeting, co-opting Peter Cogley, to begin to explore actions in the brief circulated.	Alex, Francesca, Anne (Co-opting Peter Cogley)
20241119 11	To share information on NP spending and projected end of year spending with the HNPSG with papers for the next meeting.	Clerk/Cat

14. **Date and venue of next meeting** 7pm Tuesday 17th December 2024, Harberton Parish Hall.
Sally gave apologies in advance.

Meeting closed at 20:44