

## Harberton Parish Neighbourhood Plan (HNP)

### Meeting of the Steering Group

7.00pm Tuesday 17<sup>th</sup> December 2024 at Harberton Parish Hall

**Committee members in attendance:** Alex Crowe, Jonathon Stirrup, Anne Watson

**Apologies:** Cllr Douglas Hambly, Sally Lougher, Guy Soulsby, Francesca Smith

**Not present:** Cllr Chris Bowley

**Clerk/minutes secretary:** Cat Radford (notes)

**Members of the public:** 1

### Public Session

The member of the public present did not wish to comment on any items on the agenda. It was noted that the member of the public is a representative of the landowner of the site at Ford Farm, and has been asked by the client to be available to the Harberton Parish Neighbourhood Plan Steering Group (HNPSG) to answer any questions if any arise.

### Agenda

1. **Apologies** were received as above. **It was AGREED** to sanction the reasons for apologies given.

### 2. Committee Membership

2.1. Note resignations from the committee It was noted that Joanna Poulton had resigned from the committee. Cllr Douglas Hambly had resigned as Chair at the close of the previous meeting but had indicated a willingness to remain a member of the committee.

There was discussion on the election of a new Chair of the steering group. **It was AGREED** that Jonathon Stirrup Chair this December meeting of the HNPSG, but that a formal election of the role of Chair to the HNPSG to take place at the January meeting, where more members of the committee were expected to be present. It was noted that Jono was willing to stand as Chair.

2.2. Elect new members to the committee There were 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 19th November 2024 **It was AGREED** to the approve minutes of the meeting as an accurate record without amendments.

### 5. Update on actions from the meeting of 19<sup>th</sup> November 2024

It was agreed to only minute actions where progress has been made. Any ongoing actions would be carried forward and noted in 'summary of actions' at item 12.

Ref	Action/Task	Owner	Progress
20241014 6.2	Bring a revised draft of the Parish Profile Annex to the November meeting of the HNPSG.	Joanna, Francesca	It was reported that a draft will be presented at meeting in January 2025. Noted this will be carried forward by Francesca alone following Joanna's resignation.
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	It was reported that an email to the D.Cllr has not prompted a response as yet. It was agreed not to chase until after the work was AECOM on the Site Options Assessment has been concluded.
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</i>	Anne	Having undertaken the necessary research, it was reported that the emphasis on the statement needs to be based on the final consultation that is yet to come however in the meantime Anne has read the reports from the many

	<p><i>available from adopted NPs.</i></p> <p>Expected to forward a draft for review at the December 2024 meeting.</p>		<p>previous consultations and has a good understanding of what is required.</p> <p>It was reported that overall, the majority of matters raised consistently and by a significant number of people have been represented in the outcome measures. The exception to this is flooding, which has not been given necessary emphasis. As a result, this needs to be discussed and addressed by the steering group before it is worth drafting further.</p>
<b>20241021 5</b>	Read the full draft Neighbourhood Plan in order to prepare, and then attend the workshop' style meeting on 9 <sup>th</sup> December 2024 to review the complete draft Neighbourhood Plan.	<b>ALL</b>	Completed. Meeting held on 9 <sup>th</sup> December to which Jono, Anne and Alex attended. Outcomes of this meeting and proposals for discussion appear under agenda item 7.
<b>20241021 6.1</b>	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.	<b>ALL</b>	Comments received from Anne and Alex and compiled and circulated, for discussion under agenda item 8.
<b>20241021 6.2 20241119 8 20241217 5</b>	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.	<b>Joanna Alex</b>	Not yet actioned. Following Joanna's resignation Alex agreed to action this.
<b>20241119 6.1</b>	Make proposed amendments to the Terms of Reference for consideration at the next meeting	<b>Joanna and Alex</b>	Completed. Both Alex and Joanna sent proposals to the Clerk. Joanna invited the Clerk's review. The Clerk has made some comments on proposals made within the draft document. Draft for consideration under item 6.
<b>20241119 8</b>	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.	<b>Jono and Francesca Alex – provide access credentials</b>	Completed. Jono now has access.
<b>20241119 9</b>	<b>ACTION:</b> hold an initial HNP flooding working group meeting, co-opting Peter Cogley, to begin to explore actions in the brief circulated.	<b>Alex, Francesca , Anne (Co-opting Peter Cogley)</b>	The flood working group decided it was premature to meet given current ongoing work on flooding by Environment Agency, papers under consideration by Parish Council, etc. However, the NP review meeting focused primarily on flooding. A paper laying out conclusions and matters for discussion was circulated ahead of the meeting before discussion under agenda item 7.
<b>20241119 11</b>	To share information on NP spending and projected end of year spending with the HNPSG with papers for the next meeting.	<b>Clerk/Cat</b>	Completed. .

**6. Neighbourhood Plan Steering Group Terms of Reference** *Consideration of draft Proposed amendments to the Terms of Reference (ToR) had been circulated in advance of the meeting.*

The Steering Group considered proposals. After discussion the following amendments **were AGREED:**

- First paragraph: insert wording *“and as such is subject to the Parish Council’s Standing Orders”*.
- Objectives of the group: updated as follows:  
*“To create a Neighbourhood Plan that presents evidence of the needs and aspirations of the Parish residents in order to:*
  - 1) *Articulate and celebrate the unique character of the Harberton Parish;*
  - 2) *Stimulate and guide appropriate sustainable development in the Parish, in line with existing planning regulations and guidance; and*
  - 3) *Identify initiatives that the community may wish to take forward”*
- Delete reference to the Steering Group’s role under the ‘Membership and governance’ clause, and replace with a new clause 3: ‘Outputs’ with wording as follows:  
*“The Steering Group will be responsible for the work programme and for producing the Draft Plan for consideration by the Parish Council. In doing so it may establish “working groups” to undertake research and proposals for specific topics in the Neighbourhood Plan specifying the work to be done, the timescales for production and the appointment of working group members as needed to enable the production of the Plan”.*
- Membership and governance clause:
  - a) delete reference to ‘co-opted stakeholders with a role to play in future implementation in the plan’ and clarify volunteers to mean ‘volunteer members of the Parish’.
  - b) remove clause referring to the Steering Group’s role and replace with a new sub-clause on *“Appointment of new Members”* with wording as follows: *“Those wishing to become Members of the Steering Group must write to the Clerk to the Parish Council setting out their reasons for standing and any particular skill set they believe to be relevant. The Clerk will put their application forward at the next available meeting of the Steering Group. Approval of an applicant will be by show of hands.”*
  - c) Powers of co-option: Replace *“members will”* with *“volunteers may”*. Amend *“periods if required”* with *“periods as required”*. Insert the following text: *“Co-opted Members will have the same voting rights as if they were permanent members of the Steering Group. Their co-option will terminate by decision of the Steering Group.”*
  - Insert a new sub-clause *d) Appointment of Chair* with wording as follows: *“The Steering Group will elect a Chair to manage meetings of the Steering Group. The Chair will remain in post until the Committee elects a new Chair. If the Chair is unable to attend a meeting, those Committee members present, will elect a Chair for the purposes of that meeting”.*
  - e) Voting: insert new wording *“Voting at meetings will be by a show of hands. A simple majority of those eligible to vote will pass any proposal. In the event of a tie the Chair will have a casting vote.”*
  - f) Declaration of interests: Insertion of wording: *“pertinent to matters under consideration or ownership/interest in land”* Use of ‘they/their’ instead of ‘he/his’ when referring to the Chair.
- Removal of reference to the Parish News, as it no longer exists.
- Renumbering of clauses, following insertions and deletions made.
- Small alterations such as use of capitalisations.

## **7. Outcomes of Neighbourhood Plan review meeting held on 9<sup>th</sup> December 2024**

- 7.1. General update/feedback from meeting It was reported that Alex, Jono and Anne had attended this workshop style meeting in review of the plan as drafted. It was reiterated that having reviewed the consultation materials in order to prepare the consultation statement, the majority of matters raised consistently and by a significant number of people have been represented in the current draft document, with the exception of flooding. Discussion at the meeting therefore focused on flooding, and whether an additional chapter should be drafted, and what it might say. It was commented that it had been very helpful to hear members of the Environment Agency Soils Management Team speak at the recent flooding meeting hosted by Devon County Council at Harberton Parish Hall. The way the representative shared information on what had happened during the flooding event, what factors contributed to the event and what land management matters have taken place as a result, noting that it was unlikely that the same incident would happen again. It was commented that it would be worthwhile to have something in the plan referring to the low likelihood of a repeat of this incident, to talk about flooding in a more informed way, and to focus on the risks of flooding in the Parish that could be expected in more normal circumstances and what measures could be taken to reduce those risks.
- 7.2. Consideration of following key topics:
- a) General Approach to flooding in the Neighbourhood Plan
  - b) Harberton Parish Neighbourhood Plan policy on flooding

c) Other (non flood related) points

**It was AGREED** that as HNPSG members in attendance at the meeting were the same members who had made proposals on these topics, to defer discussion to the next meeting.

**8. Site Options Assessment Review** *Discussion and compilation of questions, comments or notes on factual accuracy of the document to share with AECOM consultants.*

It was noted that detailed comments on the Site Options Assessment (SOA) had been received from Anne and Alex, and that the Clerk had circulated these to all committee members, alongside other papers that outline the back and forth discussion with AECOM prior to final approval of the draft, dated November 2023.

After discussion **it was AGREED** that **ACTION:** the Clerk write to all Steering Group members and give the deadline of 11am on Tuesday 7<sup>th</sup> January for any further comments on the SOA, before sending them on to AECOM.

**It was AGREED** to ask the SOA team at AECOM for an online meeting at 1:15pm on Friday 17<sup>th</sup> January 2025 for both parties to understand the parameters of the work. The written compilation of questions and comments will be sent in advance, to enable members of the Steering Group to reference these, and for the AECOM to ask questions and for points of clarity, if required.

**It was AGREED** that in the covering letter to AECOM when sending the compiled list of detailed questions with a set of overarching points, to indicate that the Steering Group:

- wishes to be assured that the methodology for rating of the sites is absolutely clear, been used consistently and that this is evident in the Site Options Assessment document. If a site is marked red and unsuitable for development, it needs to be made explicitly clear why this assessment has been reached;
- wishes to be assured that the Site Options Assessment has taken account of all available policy documents on flooding, including any new policy documents published between November 2023 – December 2024;
- wishes it to be made clear that the Site Options Assessment is the view of an independent consultant; and
- wants to make sure that all comments sent to AECOM in 2023 have been responded to/actioned.

**It was AGREED** that once an initial meeting has been held, and AECOM has undertaken its review, then a second meeting arranged for the Steering Group to ask questions on the revised draft and AECOM consultants to respond to them.

**9. Strategic Environmental Assessment\*** *Consideration of options put forward by AECOM*

Members of the Harberton Parish Neighbourhood Plan Steering Group (HNPSG) were informed that the applications for technical support to update the Housing Needs Assessment with data from the most recent census, and to review the Site Options Assessment (SOA) have been approved. The Clerk has been in contact with AECOM consultants to inform them that the Steering Group will be compiling comments on the Site Options Assessment in order to support progression of the package of work to review the SOA as soon as possible.

It was noted that the delivery of the SOA technical support package has some sequencing implications for progression of the Strategic Environmental Assessment (SEA) and AECOM has asked for the Steering Group to consider two options moving forward.

Option 1: AECOM asked the HNPSG if it is likely that it will have a completed draft plan in place by February 2025. AECOM has a March 2025 deadline to deliver the SEA under the current package, so the package may need to be closed if timings are likely to slip. The HNPSG/AECOM can reapply for additional technical support in due course to get the SEA over the line. Appreciating that the NPSG timings will be influence by the SOA review and Evidence Based Policy Development (EBPD) advice, the consultant asked if he was right in thinking that February 2025 might be ambitious. **It was AGREED** that completing the plan by February 2025 is too ambitious a deadline.

Option 2: AECOM could potentially deliver an additional set of reasonable alternatives under the existing package before February 2025. This would consider the sites in Harberton village in further detail, testing different housing numbers / distributions across the sites. AECOM would firm these options up with the HNPSG in the New Year, and could base the numbers / distributions in reality, drawing upon any developer proposals and/or findings from the housing consultation etc. AECOM could incorporate a 'no additional growth' option into this additional assessment, recognising the constraints within the village and the concerns within the community.

**It was AGREED** that there would be benefit in taking up AECOM's suggestion on delivering an additional set of reasonable alternatives under the existing package, however members of the HNPSG felt the need for some further clarity on what this actual means. It was suggested during discussion that the reasonable alternatives could include: development of Ford Farm (alone); development of Winsland House (alone); no development. There was a question asked on how to interpret the 'no additional growth' option.

**ACTION: The Clerk** to write to AECOM to provide a response to options given on progression of the SEA.

**10. 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.

A budget report was provided, showing that of the £2229.35 budget line for the Neighbourhood Plan, it was predicted that £1094 would remain at the end of the year. There was an overspend of £1886 on the Clerk's Neighbourhood Plan salary for the full year, year due to the amount of overtime undertaken. On the question of expected timescale to completion, **it was AGREED** to feedback to the Parish Council is that the HNPSG approach will be to plan for one year, and hope to get the plan finished in 6 months.

**It was AGREED** that the HNPSG would wish to retain the support of the Clerk, particularly at this late stage of the process. **It was AGREED** to request that the Parish Council budget £1500 to support the work of the Neighbourhood Plan in 2025/26 financial year. This takes into account the short fall of approximately £1100 on the Clerk's Salary in quarters 1-3, and for £400 to be added to the Neighbourhood Plan budget line for meeting running costs and consultation. It was noted that the HNPSG can apply for funding from Locality to support any further costs.

**11. Any other business**

- Access to Ford Farm Standing Orders were suspended to ask the Ford Farm site representative if it could be possible for members of the HNPSG to access land at Ford Farm during the next few weeks, to view the site for themselves. It was noted that the access is poor. Individuals were willing to waive personal liability for any accident or injury on scaling the gate if that was of concern to the landowner. The representative agreed that they would ask the question and report back to the Clerk.

**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).	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 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), and comments from the meeting with new committee members, held on 9 <sup>th</sup> December 2024.	Alex
20241014 6.2 20241021 5 20241119 10 20241217 5	Bring a revised draft of the Parish Profile Annex to the January 2025 meeting of the HNPSG.	Joanna, Francesca
20241014 6.2 20241021	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

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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 See above.	Guy
20241014 6.2	Get Foreword from the D.Cllr John McKay <i>ask the D.Cllr. asking to attend a meeting to discuss approach and asking him to follow through and produce a foreword. Agreed to defer chasing this until after the work with AECOM has been concluded.</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" 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>  To be completed once the Regulation 14 consultation is completed	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"> <li>• Add hyperlinks to references in text</li> <li>• Check permissions of people in photos (eg SHV photo currently used in Env chapter)</li> </ul> Check all refs to NPPF - NPPF para numbers have changed in 2024 update.	[Unallocated until relevant]
20241021 6.1  20241217	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.  <b>Cat to chase this</b> giving a deadline of <b>11am on 7<sup>th</sup> January 2025</b> for any further comments to be forwarded.	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
20241217 9	Write to AECOM to provide a response to options given on progression of the SEA.	

13. **Date and venue of next meeting** Tuesday 21<sup>st</sup> January 2025, Harbertonford Village Hall.