

## Harberton Parish Neighbourhood Plan (HNP)

### Meeting of the Steering Group

7.00pm Tuesday 18<sup>th</sup> February 2025 Harberton Parish Hall

Steering Group Members: Alex Crowe, Francesca Smith, Guy Soulsby (late), Jono Stirrup.

Minute Secretary/Parish Clerk: Cat Radford

Apologies: Anne Watson, Douglas Hambly

Members of the public: 3

#### Public Session

- D.Cllr for the West Dart Ward addressed the public session to comment that he had been in a meeting with John Birch (a South Hams District Councillor for the Totnes Ward) at which the matter of potential development of the site at Winsland House arose. The D.Cllr for the Totnes Ward wished that the D.Cllr for the West Dart Ward convey to the Harberton Neighbourhood Plan Steering Group (HNPSG) that should the site at Winsland House be pushed through, he would encourage Totnes Town Council to object. A question was raised from the floor as to whether the outcome of the revised Site Options Assessment would make a difference to the Local Planning Authority's response, the answer was no. The D.Cllr to the West Dart Ward commented that that site at Winsland House remains problematic and could delay progression of the plan if pursued.

#### Agenda

- Apologies** were received as above.

**RESOLVED:** To sanction reasons for apologies given.

- Steering Group Membership** *Note resignations from the committee and elect new members (if any)* It was noted for the minutes that Cllrs Chris Bowley, and Douglas Hambly had both missed two consecutive meetings and had indicated their formal resignation from the Steering Group. Sally Lougher had also resigned from the Steering Group.

**RESOLVED:** To note Steering Group resignations.

- Declaration of Interests**

- Register of Interests: Steering group members were reminded of the need to update their register of interests if they have changed.
- To declare any interests No interests were declared on items on the agenda

- Minutes** *Consider approval of the following minutes:*

Minutes of the meeting of the Harberton Parish Neighbourhood Plan Steering Group 21<sup>st</sup> January 2025

Minutes were discussed and small amendments were made to add to the note that there are restrictions within the JLP, steering group members can find constraints of Neighbourhood Planning frustrating. It was also noted where some actions that were marked as 'complete' are not fully complete and should be carried forward.

**RESOLVED:** Sign minutes as an accurate record with amendments

- Update on actions from the meeting of 21<sup>st</sup> January 2025**

*Noting actions discussed or updated within the meeting. Actions not discussed, updated or on which no progress has been made are carried forward at item 11.*

Ref	Action/Task	Owner	Progress
20241014 6.2 Updated 20250121 6	Produce a revised draft of the Parish Profile Annex and forward to Alex for inclusion within the Reg 14 draft that will be presented to the committee in full, once complete.	Francesca / Alex	Ongoing. Alex will support Francesca in accessing materials on the DropBox to support narrative development.
20241014 6.2 20241021	Identify an approach and make a recommendation to the committee on the creation of a list of non-	Jono	Ongoing. It was reported that a discussion had been held with a member of the Heritage Society, who is looking at an

5	designated heritage assets for inclusion in the Heritage Chapter.		<p>approach.</p> <p>During discussion it was clarified that the output required is list of non-designated heritage assets in the Parish, with some comment on why they are considered important in the community; for example a simple table. Ideally this would be a collective process with others in the community.</p>
20241014 6.2	Create desired footpaths map (transport chapter) and send to Alex for inclusion in the Regulation 14 draft.	Guy	Whilst it had been reported that the map had been completed, it had not yet been forwarded to Alex for inclusion in the Reg 14 draft.
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 and send to Alex for inclusion in the Regulation 14 draft.	Guy	Whilst it had been reported that the map had been completed, it had not yet been forwarded to Alex for inclusion in the Reg 14 draft.
20241014 6.2	Pursue Harberton footpath and bus stop with DCC.	Guy Clerk	<p>It was reported that the Clerk has chased the Public Rights of Way officer for advice on the feasibility of creating a footpath. Due to the officer's workload, it is unlikely that a response will be forthcoming.</p> <p>It was reported that in summer of 2024 Alex had been in touch with DCC and the road safety officer undertook an official assessment of the potential bus stop sites on the A384 near Harberton. It was reported that from a safety point of view it would be possible to have a Northbound bus stop at Langridge Cross and a Southbound one at Brockhills, but unclear on how this bus stop could be marked, or formalised.</p> <p>It was reported that the Parish Council has agreed to undertake some work to consider the feasibility of a new footway at Brockhills Cross, and, on the advice of DCC Highways is seeking quotes to contract a consultant to look at a scheme of work proposal and to also discuss the scheme in more detail with Highways. Lines of communication will therefore be open to discuss both matters concurrently.</p>
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	<p>Ongoing.</p> <p>After discussion <b>it was AGREED</b> that <b>ALEX</b> would send an update email with a photograph competition, to bring images forward of the Neighbourhood Plan, and that <b>GUY</b> would support compilation and selection process.</p>
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</i>	Anne	<i>Ongoing: To be completed once the Regulation 14 consultation is completed, A query was raised to check whether it was correct that a Basic Consultation Statement</i>

	<p>NPs. It was noted that there will be examples of approaches to these statements available from adopted NPs.</p> <p>To be completed once the Regulation 14 consultation is completed</p>		<p>is required for Regulation 14.</p> <p><b>ACTION: Cat</b> to contact <b>Anne</b> asking her to come to the next meeting with an update confirming what is required.</p>
<b>20241014 6.2</b>	Tidy up evidence base folder and create index	<b>Sally-Alex</b>	Following Sally's resignation Alex agreed to take on this action

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

A paper had been circulated to the Steering Group that set out an approach for consideration.

Each section was taken in turn:

### a) General approach to flooding in NP The paper laid out the following

- *Make the section on flooding more prominent to better reflect community concerns and needs expressed in consultations and in recent/ongoing mitigation work. Consider having a separate flooding chapter.*
- *However, also need to avoid over-emphasizing it - don't create unnecessarily negative impressions of the parish.*
- *Overall narrative on flooding to adopt: emphasise solutions not problems. E.g. "There's been a longstanding challenge; esp. serious floods in Sept 2023; but following that event there has been extensive analysis of problems, and there is now a strategy in place which will effectively mitigate risk...."*
- *NP flood working group to summarise the strategy (insofar as it has been developed) as an annex to the main NP, and beef up the main NP text accordingly.*
- *Wait until end Feb before starting this work, to see how Environment Agency/DCC working groups etc evolve.*

### RESOLVED:

- i) There was agreement with this approach.
- ii) To have a separate flooding chapter.
- iii) To highlight community engagement in seeking solutions to the challenges.
- iv) That the Neighbourhood Plan should have a separate Desired Outcome on flood risk mitigation.
- v) Drafting the Flooding Chapter was delegated to Alex to bring back to the next meeting.

### b) NP's planning policy on flooding The paper laid out the following:

- *It has been suggested that the policy include wording such as:  
"New development must not occur in the Parish until the existing infrastructure is adequate to mitigate existing flooding and sewage issues. Following this it can then be considered provided it does not create additional risk".*
- *However, it may be that this would contravene the JLP and meet objection from SHDC, and would have to be removed from the plan at Independent Examination.*

### RESOLVED:

- i) Prioritise flood policy for the AECOM Evidence Base and Policy Development support package. **ACTION: Clerk** to raise a query with AECOM to ask if the Evidence Base and Policy Development Package could be launched in order to support the Steering Group in the development of optimal flood development policies; the Clerk will query what the Support Package enables AECOM to do and when.
- ii) **ACTION: Clerk** seek informal advice from South Hams District Council's Neighbourhood Planning Officer asking for his view as to whether the Plan could include a policy as drafted above.

- iii) Rather than a blanket policy, include some narrative that a) sets out the historical context for current concerns about existing flood and sewerage infrastructure and b) highlights capacity issues
- iv) Consider developing policy wording that requires proof that flood mitigation will manage specific quantities of water.

c) Other (non-flood related) points agreed: The paper laid out the following:

- *Put key points summary at the beginning of each chapter.*
- *After flooding, prioritise affordable housing policy for AECOM EBPD package. Also ask them to tell us which policies they feel most need attention.*

**RESOLVED:** Noted for information.

## 7. Technical Support Updates

- 7.1. Housing Needs Assessment (HNA)\* Report back to Steering Group HNPSG members had received an update with meeting papers noting that Alex and Cat met with AECOM consultants on the 31st January to discuss the new technical package opened to review the Housing Needs Assessment to take into account most recent census figures. The paper circulated to HNPSG members noted that key findings will be provided to the Steering Group on or around 18<sup>th</sup> March. A full draft of the new Housing Needs Assessment will be provided to the Steering Group by 18<sup>th</sup> April. The HNPSG will have a few weeks to provide any comments/feedback before AECOM will update the report and ask Locality to sign it off as final a couple of weeks later.
- 7.2. Site Options Assessment Report back to Steering Group A response from AECOM had been circulated to Steering Group members in advance of the meeting indicating that AECOM is working through the list of comments and questions and that the updated report will be produced before the end of February. The notes and proposed approach as laid out by AECOM was not discussed in detail. Three time sensitive matters were briefly discussed:
- The HNPSG had requested that the statement about Oak Tree Field in section 3.4 be corrected as due to the dates of the planning application it is understood that these figures had not been counted in numbers. AECOM had responded that the site has planning permission so the homes will be counted in the Local Authority housing monitoring figures. **If the LA has confirmed that the homes can count towards the Neighbourhood Plan figure, AECOM will revise this text.**
  - The Steering Group had noted that there was no mention that site 23 17 16 Land East of Harberton was in a flood zone. AECOM had commented that only a very small portion of the site (1-3%) to the north is within FZ2, none of site is within FZ3. Negligible constraint that would not change site assessment summary.
  - The Steering Group had commented that the pre-planning assessment outcome for Winsland House should be obtained. AECOM had responded to comment that pre- application information is not usually publically available, but that the Steering Group should advise if this was available to them.

**RESOLVED**

- i) **ACTION: The Clerk** to ask the Local Planning Authority to confirm that the Oak Tree Field Development homes can count towards the Neighbourhood Plan figure, and forward this information to AECOM.
- ii) **ACTION: The Clerk** to ask AECOM to clarify this statement with regard to the proportion of the site 'Land East of Harberton' is within Flood Zones. It is understood that the figures given are incorrect.
- iii) **ACTION: The Clerk** to confirm to AECOM that the HNPSG does not have information about the outcome of the Winsland House pre-application.

## 8. Site Visit to Ford Farm Report back to Steering Group

There was no report given to the meeting, or discussion of the site visit itself, although throughout the meeting there was some discussion on the matter of site allocation. No resolutions were made under this agenda item.

## 9. 'Frequently Asked Questions' Communications Document *To consider adoption of an 'FAQ' style document to support clarity for, and communications with, the public.*

Not discussed, although the bullet points listed under 'Q4: How the Neighbourhood Plan Deals with Flood Problems' could be used by Alex to form the basis of a new chapter on flooding, ensuring that whatever drafted is supportive to the community, not creating a burden that could act as a barrier to community engagement:

*"In essence, the NP*

- sets out clear evidence and analysis of precisely what flood risk factors there are in the parish, and what steps are needed to mitigate these*
- this includes a specification of what infrastructure upgrades are needed, or at least what further research is needed to develop this specification. This can form a basis for lobbying, fundraising and community organising to get the upgrades delivered.*
- sets planning conditions for any allocated housing sites that ensure those sites don't add to flood risk*
- sets neighbourhood-level planning policies that apply to all new housing development ensuring that they help mitigate the specifically identified flood risk factors in our particular villages.*
- provides a blueprint, and create impetus, for a community organisation to oversee implementation of flood mitigation measures and an effective community flood response system in case flooding does occur."*

**10. Considerations of next steps for the Neighbourhood Plan** *To consider next steps on direction/focus of the Steering Group*  
Not discussed.

**11. 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  Updated 20250121 6	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), comments from the meeting with new committee members, held on 9<sup>th</sup> December 2024 and newly drafted sections including: Parish Profile Annex, desired footpaths map, maps of bus stop and safe crossing.</i>	Alex
20241014 6.2	Pursue Harberton footpath and bus stop with DCC.	Clerk
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	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>	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]
Updated 20250218 5	Produce a revised draft of the Parish Profile Annex and forward to Alex for inclusion within the Reg 14 draft that will be presented to the committee in full, once complete. Alex to support Francesca in accessing the DropBox to	Francesca/ Alex

	support narrative development.	
<b>Updated 20250218 5</b>	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.  Clarification: The output required is list of non-designated heritage assets in the Parish, with some comment on why they are considered important in the community; for example a simple table. Ideally this would be a collective process with others in the community.	<b>Jono</b>
<b>Updated 20250218 5</b>	Forward 'Desired Footpaths Map' and 'Map of Bus Stops and Safe Crossings' to Alex for inclusion in Regulation 14 draft	<b>Guy</b>
<b>Updated 20250218 5</b>	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.</i>  It had been reported that this action be completed once the Regulation 14 consultation is completed  A query was raised to check whether it was correct that a Consultation Statement and a Basic Conditions Statement is required for Regulation 14.  <b>ACTION: Cat</b> to contact <b>Anne</b> asking her to come to the next meeting with an update confirming what is required.	<b>Anne/ Clerk (Cat)</b>
<b>Updated 20250218 5</b>	<b>Alex:</b> Advertise photograph competition to bring forward suitable images for use within the Neighbourhood Plan document Get selection of images to insert into the plan. <b>Guy:</b> to support selection and compilation process <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.</i>	<b>Alex/Guy</b>
<b>20250218 6</b>	To produce a draft 'Flooding Chapter' to bring back to the next meeting.	<b>Alex</b>
<b>20250218 6</b>	To raise a query with AECOM to ask if the Evidence Base and Policy Development Package could be launched in order to support the Steering Group in the development of optimal flood development policies; the Clerk will query what the Support Package enables AECOM to do and when.	<b>Clerk (Cat)</b>
<b>20250218 6</b>	To seek informal advice from South Hams District Council's Neighbourhood Planning Officer asking for his view as to whether the Plan could include a policy as along the following lines: <i>"New development must not occur in the Parish until the existing infrastructure is adequate to mitigate existing flooding and sewage issues. Following this it can then be considered provided it does not create additional risk".</i>	<b>Clerk (Cat)</b>
<b>20250218 7.2</b>	To ask the Local Planning Authority to confirm that the Oak Tree Field Development homes can count towards the Neighbourhood Plan figure, and forward this information to AECOM	<b>Clerk (Cat)</b>
<b>20250218 7.2</b>	To ask AECOM to clarify the statement with regard to the proportion of the site 'Land East of Harberton' is within Flood Zones. It is understood that the figures given are incorrect.	<b>Clerk (Cat)</b>
<b>20250218 7.2</b>	To confirm to AECOM that the HNPSG does not have information about the outcome of the Winsland House pre-application.	<b>Clerk (Cat)</b>

12. **Date and venue of next meeting** 7pm Tuesday 18<sup>th</sup> March 2025, Harbertonford Village Hall