

**Harberton Parish Neighbourhood Plan (HNP)**  
**Meeting of the Steering Group**  
7.00pm Monday 19<sup>th</sup> May 2025 Harbertonford Village Hall

Meeting started at 7:15

Harberton Neighbourhood Plan Steering Group (HNPSG) Members: Alex Crowe, Francesca Smith, Guy Soulsby, Jono Stirrup, Anne Watson  
Minute Secretary/Parish Clerk: Cat Radford  
Apologies: None  
Members of the public: 4

**Public Session**

- i) The Chair opened the meeting by first addressing an issue arising from participation in the Parish Council meeting the previous week and conversations held on the periphery of that meeting. The Chair commented that the public session of both the Parish Council and its committees provide opportunities for the public to raise questions and comments in a safe, fair and balanced forum and where comments will be noted. It was stated that a Member of the Public (MoP) who had made a comment within the public session had been approached by another MoP on leaving the meeting, which made them feel unsafe. The Chair reminded all present that, to follow best practice, all matters are raised in the safe public forum where those matters can be addressed openly and frankly. Car park conversations are strongly discouraged. It was noted that if matters are raised outside of Parish Council meetings (or meetings of its committees), communication should be made via the Clerk as per the Parish Council's Communication's Protocol and to ensure that best practice is adhered to. The Chair also made the offer that communication could be made directly to him. MoPs present noted this, those affected noted the breach of protocol and made apologies. The Clerk was asked to confirm that the matter will be raised with the Parish Council. Both the Clerk and HNPSG Chair confirmed this was in hand.
- ii) One of the two land promoters representing one of the sites under consideration for inclusion in the Neighbourhood Plan remarked that they have some comments on the Site Options Assessment, now it has been published, that the Steering Group may consider merit discussion. These points will be put in writing to the Clerk for consideration by the Steering Group. The representative also commented that the land promoters have been regularly attending meetings to answer questions but if their presence is unhelpful or of no further value to the process they will step back, unless asked to attend. Finally, an offer was made to the HNPSG that the land promoters could hold an open meeting outside of the regular cycle of committee meetings to which members of the public could attend and ask questions about plans for the Ford Farm site. It was commented that this offer was made as the land promoters had expected that there would be a lot of questions about development of the site, but that some of the comments or statements being made about the proposals were incorrect.

**Agenda**

1. **Apologies** were received from those members who had been late.
2. **Steering Group Membership** *Note resignations from the committee and elect new members (if any)* Alex confirmed his intention to step down from the HNPSG at the end of the meeting, although he agreed to complete the actions attributed him, which includes compiling a final regulation 14 draft of the plan when the HNPSG reaches this point. HNPSG members thanked Alex for his significant contribution to the process.

**RESOLVED** Jono to draft an advertisement for Harberton Village Life and the Harberton Email Circular in order to proactively recruit new members to the HNPSG.

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 the agenda.

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

Minutes of the meeting of the Harberton Parish Neighbourhood Plan Steering Group 22<sup>nd</sup> April 2025\*

**RESOLVED** The minutes were signed as an accurate record without amendments.

## 5. Update on actions from the meeting of 22<sup>nd</sup> April 2025\*

	Ref	Action/Task	Owner	Progress
1	2407158	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)	Ongoing
2	202410146.2	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	RESOLVED: The relevant briefing has been made to the Parish Council.
3	202410146.2  Updated 202501216	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	Ongoing
4	202410146.2	Pursue Harberton footpath and bus stop with DCC.	Clerk	Ongoing
5	202410146.2	Get Foreword from the D.Cllr John McKay. <i>Agreed to defer chasing this until after the work with AECOM has been concluded.</i>	Jono	Ongoing
6	202410146.2	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 until relevant]	Ongoing
7	202410146.2	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]	NA
8	202410146.2	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]	NA
9	Updated 202502185	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 support narrative development.	Francesca/ Alex	Ongoing
10	Updated 202502185	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.	Jono	Ongoing
11	Updated 202502185	Forward 'Desired Footpaths Map' and 'Map of Bus Stops and Safe Crossings' to Alex for inclusion in Regulation 14 draft	Guy	Ongoing

12	<b>Updated 20250218 5</b>	Write Consultation Statement <i>This is an annex on "how this NP was created"</i> and Basic Conditions Statement A requirement of all NPs.  It had been reported that this action be completed once the Regulation 14 consultation is completed	<b>Anne</b>	<i>To complete when Reg 14 complete</i>  Anne agreed to find out what basic condition statement is
13	<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	<b>Alex/ Guy</b>	Alex's action to advertise photo competition complete.  Guy to continue selection of images for inclusion in the draft.
14	<b>20250318 10</b>	The member of the public coopted to a flooding group will apply a case study approach and use draft policy on live applications, and report back to the HNPSG for review	<b>Delegated to Peter Cogley</b>	RESOLVED: The MoP has undertaken the exercise, but given reasons why this will not be submitted to the HNP.
15	<b>20250318 10</b>	Provide a paragraph on sewage pipes for inclusion in the evidence base	<b>Guy</b>	Ongoing. Guy to draft paragraph and send to Alex who will log when received.
16	<b>20250422 6</b>	Liaise with Cllr Chris Bowley on flooding matters in Harbertonford, to ensure they are reflected in the flood mitigation chapter, requesting advice from Peter Cogley as required.	<b>Jono</b>	The Clerk to support liaison between Jono and Cllr Bowley.
17	<b>20250422 6</b>	Make amendments to chapter on flood mitigation, taking into account the Parish Council's comments.	<b>Alex</b>	Agreed to include this action in point 3 above.
18	<b>20250422 7.1</b>	To ask AECOM whether the sites that came forward at Chidham and Hambrook were all amber or red (i.e. not green) and if AECOM had any examples that were more similar in scale to Harberton (i.e. smaller number of dwellings required).	<b>Clerk (Cat)</b>	COMPLETED no response received
19	<b>20250422 7.1</b>	To request the following amendments to the Site Option Assessment: <ul style="list-style-type: none"> <li>Page 18, table 1 sites SH_23_02_13 and SH_23_16_08/13 are both noted as 'Land off Harberton Road'. AECOM note that this is how they originally appear in the SHLAA. It is requested that a correction/note is made that indicates that sites are actually on Plymouth Road (as Harberton Road doesn't exist).</li> <li>The more recent application in process at the site known as Ford Farm is for <u>up to</u> 17 homes. Not for 17.</li> </ul>	<b>Clerk</b>	COMPLETED
20	<b>20250422 7.1</b>	To sign off the AECOM report and publish it, subject to the amendments above	<b>Clerk (Cat)</b>	COMPLETED
21	<b>20250422 7.2</b>	To make a small amendment to the draft 'Note to Parish Council on Winsland House Site Allocation' where it refers to changes in the electorate since the last consultation. The amended sentence will be circulated by email for comment before being sent to the Parish Council.	<b>Alex</b>	COMPLETED

22	20250422 7.3	To draft a 'pros and cons' of consultation re-run document to support consideration of this matter at the next meeting.	Anne	COMPLETED For discussion under item
23	20250422 7.4	To draft a paper on HNP options for site allocation for consideration.	Alex	COMPLETED For discussion under item
24	20250422 8	Collect availability from HNPSG members and share results with Cat in order to schedule a meeting with South Hams District Council Officers.	Anne	COMPLETED
25	20250422 8	To share the list of questions as drafted by Alex and Anne to South Hams Officers in advance of the meeting. Cat to amend to include query on whether a Strategic Environment Assessment is still required for a plan that only has two potentially allocatable sites.	Cat	COMPLETED

It was noted on reading the minutes of the previous meeting that the HNPSG has not had a clear response from South Hams District Council (SHDC) offers on whether the Neighbourhood Plan could make any requirements or recommendations on spending of Section 106 monies.

**RESOLVED:** To send a query to SHDC to ask if there is any mechanism (or role that the NP could play) to help inform the Local Planning Authority (LPA) on what Section 106 could/should be imposed.

## 6. Technical Support updates\*

6.1. Site Options Assessment Review Receipt of final report It was reported that the Clerk had received notification on 14<sup>th</sup> May 2025 that Locality had reviewed and signed off the Site Options report. Having checked that the requested amendments had been made, the Clerk published the document.

**RESOLVED:** To note for information.

6.2. Housing Needs Assessment Receipt of final report and response to question about meeting adaptability standards It was reported that the Clerk had received notification on 28<sup>th</sup> April 2025 that Locality has reviewed and signed off on the Housing Needs Assessment, and a final copy had been provided. AECOM had also responded to the HNPSG's request for data comparing the proportion of individuals aged 75+ in Harberton Parish with the national average from the 2021 census and the projection at the end of the life of the plan. This information would enable the Steering Group to set the scale of developments to meet accessibility requirements.

**RESOLVED:**

- i) To publish the 2025 Housing Needs Assessment.
- ii) To note completion of the census comparison.

6.3. Strategic Environment Assessment (SEA) Update It was reported that AECOM consultants have queried if the HNPSG has reached a conclusion as to whether the land at Winsland House will be allocated, and if there is a provisional date in mind for progressing with the regulation 14 consultation. A call with AECOM can be arranged to progress the package if necessary.

**RESOLVED:**

- i) To update AECOM of the decision not to allocate Winsland House, and that under the circumstances, the HNPSG is coming to the understanding that a SEA will no longer be required.
- ii) To raise a query with AECOM to make sure that the HNPSG has not misunderstood the situation and whether any SEA work needs to be done.

7. **Report and discussion on meeting with Local Planning Authority (South Hams District Council) and consideration of actions** It was noted that HNPSG had met with an officer of SHDC at the end of April. The meeting included discussion on: amending housing targets; housing allocation and conditions; how 'sustainable villages' are defined in the Joint Local Plan (JLP) and how villages have been assessed; and rerunning the housing consultation.

The following key messages were raised as members discussed the information that had been shared during the meeting with the officer:

- That the targets in the JLP cannot be amended, but that the HNP can indicate why it thinks the targets cannot be met.
- A Neighbourhood Plan can have policies for development within the local area without allocating sites. It was pointed out that there are already several policies within the current draft that serve this function.
- Sometimes a Neighbourhood Plan will allocate areas for parking, or protect parking areas. The Officer agreed to forward sample policies from elsewhere to provide examples.
- During discussion about applying conditions on sites, the Officer commented on requirements of the planning process, particularly around signing off on flood mitigation.
- The Officer will seek further advice from colleagues on how conditions can be delivered without being challenged; for example, bringing forward the creation of footpaths.
- The Officer commented that development of the Ford Farm site is likely to outpace the Neighbourhood Plan. Once planning of a site is approved, conditions can't be backdated.
- It was agreed that it would be appropriate to re-run consultation, but only necessary to do so where there have been changes in the evidence base.
- The Officer will forward the JLP evidence base, in response to questions about assessment of sustainable villages.

## 8. Consideration of Housing Consultation Rerun

Papers had been prepared by both Anne and Alex that had been circulated in advance of the meeting. There was a discussion and an exchange of views on rerunning the housing consultation.

One view was that despite the changes in the red, amber, green traffic light system being eye catching, the substance of the report hasn't really changed, and the list of issues that would have to be dealt with are broadly the same and had already been raised with the public during the housing consultation. Other members commented that the red, amber, green traffic light system had an impact on public confidence when responding to consultation. It was commented that the whole point of a Neighbourhood Plan is to help create consensus. A risk of not re-running consultation is that the Neighbourhood Plan could create unease and conflict.

There was some discussion on the content and approach to consultation.

### RESOLVED:

- To rerun the housing consultation
- The housing consultation be run regardless of outcome of the live Outline Planning Application at the Ford Farm site.
- That a budget and timeline be considered when there is more understanding of what the consultation will look like.

## 9. Site allocation

- 9.1. Winsland House site allocation *Confirmation of Parish Council resolution on allocation* It was noted that the Parish Council had considered the briefing paper prepared by the HNPSG laying out three possible options for allocation of land at Winsland House. The Parish Council had supported the HNPSG's recommendation to adopt Option 3: *"Do not allocate the site, but state in the NP that development of the site would be supported in principle, subject to suitable conditions."* Cllrs commented that even though it is agreed not to formally allocate the site, wording should be considered carefully, so not run the risk of the inspector throwing the plan out due to not conforming with the Local Plan.
- 9.2. HNP options for site allocation *For discussion* Alex had been tasked by the HNPSG to draft a position paper on HNP options for site allocation that had been circulated prior to the meeting.

Alex commented that the position paper was offered to the HNPSG for amendment, improvement and development. He explained for the minutes that the paper drafted is an attempt to set up really clearly what it is that the HNPSG is trying to do and needs to do regarding allocation, and make sure it is a strategic decision for the Parish, based on meeting housing targets set in the JLP and agreeing where these should be put. He commented that this is very different from the assessment of an individual planning application.

There was discussion during which members exchanged views. Comments were made when responding to the position paper commenting on the outcome of the Site Options Assessment, comments made by consultants on the sites being put forward being 'marginal', comments about the HNPSGs response to the JLP housing targets, and on the community's support for affordable

housing, as made in previous rounds of consultation. It was noted that the decision that had been made earlier in the meeting to reconsult on the Ford Farm site to ensure that the committee was confident on its decision on whether or not to allocate it.

**RESOLVED:**

- i) Not to allocate the site at Preston Farm.
- ii) Wait on the outcome of the consultation before deciding on whether or not to allocate Ford Farm.

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

Ref	Action/Task	Owner
<b>2407158</b>	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).	<b>Clerk (Cat)</b>
<b>Updated 20250519 5</b>	Update draft Neighbourhood Plan <i>to include Parish Council comments on energy chapter and flooding 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>	<b>Alex</b>
<b>20241014 6.2</b>	Pursue Harberton footpath and bus stop with DCC.	<b>Clerk</b>
<b>20241014 6.2</b>	Get Foreword from the D.Cllr John McKay. <i>Agreed to defer chasing this until after the work with AECOM has been concluded.</i>	<b>Jono</b>
<b>20241014 6.2</b>	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 until relevant]
<b>20241014 6.2</b>	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]
<b>20241014 6.2</b>	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]
<b>Updated 20250218 5</b>	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 support narrative development.	<b>Francesca</b>
<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 20250519 5</b>	Write Consultation Statement <i>This is an annex on "how this NP was created"</i>  To be completed once the Regulation 14 consultation is completed	<b>Anne</b>
<b>20250519 5</b>	Find out what the Basic Condition Statement (required of all NPs) is.	<b>Anne</b>
<b>20250519 5</b>	Select images for inclusion in the draft plan.	<b>Guy</b>

<b>20250318 10</b>	Guy to draft paragraph on sewage pipes and send to Alex who will log when received.	<b>Guy</b>
<b>20250422 6</b>	Liaise with Cllr Chris Bowley on flooding matters in Harbertonford, to ensure they are reflected in the flood mitigation chapter, requesting advice from Peter Cogley as required. The Clerk to support liaison between Jono and Cllr Bowley.	<b>Jono</b>
<b>20250519 2</b>	To draft an advertisement for Harberton Village Life and the Harberton Email Circular in order to proactively recruit new members to the HNPSG	<b>Jono</b>
<b>20250519 5</b>	To send a query to SHDC to ask if there is any mechanism (or role that the NP could play) to help inform the Local Planning Authority (LPA) on what Section 106 could/should be imposed.	<b>Clerk</b>
<b>20250519 6.2</b>	To publish the 2025 Housing Needs Assessment.	<b>Clerk</b>
<b>20250519 6.3</b>	iii) To update AECOM of the decision not to allocate Winsland House, and that under the circumstances, the HNPSG is coming to the understanding that a SEA will no longer be required. iv) To raise a query with AECOM to make sure that the HNPSG has not misunderstood the situation and whether any SEA work needs to be done.	<b>Clerk</b>

#### **11. Confirmation of next meeting date and venue** Tuesday 17<sup>th</sup> June, Harberton Parish Hall

On meeting close, sincere thanks were given to Alex for the amount of work undertaken in support of the Neighbourhood Plan. Closing comments were made on the success of the committee to exchange differing views, to agree and disagree in a civil and productive way.

*Meeting closed at 21.10*