

Harberton Parish Neighbourhood Plan (HNP)

Meeting of the Steering Group

7.00pm Tuesday 2nd September 2025 Harberton Parish Hall

Harberton Neighbourhood Plan Steering Group (HNPSG) Members (Voting members): Francesca Smith, Guy Soulsby, Jono Stirrup, Anne Watson

HNPSG Working Group members (non voting members): Joanna Poulton

Minute Secretary/Parish Clerk: Cat Radford

Apologies: None

Members of the public: 1

Public Session

- A member of the public had written to the Chair to ask what impact the Community Land Trust (CLT) project has on the Neighbourhood Plan. It was noted that the CLT project has nothing to do with the Neighbourhood Plan.
- Following a question raised it was confirmed that the land promoters working with the land owners of the site at Ford Farm would not be involved in the Neighbourhood Plan Consultation, as current membership of the Steering Group do not believe the aims of the Neighbourhood Plan Steering Group and the land promoter for any particular site to be concurrent.

Agenda

- Apologies** No apologies.
- Steering Group Membership** *Note resignations from the committee and elect new members (if any)* None
- Declaration of Interests**
 - Register of Interests: Steering Group and Working 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 19th May 2025
 - Minutes of the Extraordinary Meeting of the Harberton Parish Neighbourhood Plan Steering Group 29th May 2025
 - Minutes of the meeting of the Harberton Parish Neighbourhood Plan Steering Group 15th July 2025

RESOLVED: To sign the minutes as an accurate record

5. Update on actions from the previous meeting*

Ref	Action/Task	Owner	Progress
20250715 6	In light of changes to the availability of funding and technical support, contact the Neighbourhood Plan Officer at South Hams District Council to ask what potential costs could arise in finalising the plan, and whether it would be cost prohibitive to continue.	The Clerk (Cat)	COMPLETED A response from the Neighbourhood Planning Officer has been received commenting: The majority of costs involved in neighbourhood plan preparation are linked to the consultation fees resulting from site analysis etc, which the HNPSG has already borne. The Reg 14, 16 and inspection stages are largely based around consultation and therefore take time, but not necessarily money, on the part of the Parish. Whilst the HNPSG had hoped to have benefitted from a 'health check' technical support package, the Officer is happy to help as much as she can with reading through draft policies and running them colleagues to ensure there are no obvious issues with wording and policy compliance.

			The Officer is of the opinion that it will be the newer groups who are going to be left struggling with the removal of funding since it is the core expertise which are expensive to 'buy in' earlier on in the plan-making process.
20250715	To reply to the letter from Land Promoters with the draft response as prepared, copying in the Neighbourhood Plan Officer at SHDC.	The Clerk (Cat)	COMPLETED It was noted that following a request for comment from the Officer a reply was received to drop the number of units in the NP allocation to allow for avoiding the areas of the parcel which are deemed to be in a flood zone, rather than begin a re-consultation which will lead to further delays in the plan. Comments were noted. ACTION: The Clerk will respond to the Neighbourhood Plan Officer to comment that the Steering Group continues to be in agreement with the Officer's first response that the consultation be re-run, and will continue with plans to consult.
20250715 9.1	Meet to prepare an approach and timeline to report back to the Steering Group's September meeting.	Q'nnaire Working Group (Joanna, Jono, Francesca)	COMPLETED For discussion under item 6.

6. Housing Consultation

6.1. Draft proposal from Questionnaire Working Group* *For consideration*

Members had received a provisional plan for consultation from members of the Questionnaire Working Group for consideration. Three matters were discussion, structure of the consultation, the questionnaire and the timeline. It was noted during discussion that the decision to include or not include the Ford Farm site in the Neighbourhood Plan is a strategic decision, not specifically concerning any live planning application. This should be made clear during consultation.

RESOLVED:

1. Consultation

- a. Both Harberton & Harbertonford communities (all parishoners) will be informed about the need for re-consultation via the Harberton Village E-Newsletter and Harbertonford Village Life and any other appropriate social media groups.
- b. The outline timeline is detailed in 3 below. Joanna will draft a more detailed spreadsheet and ask for people to assist where needed.
- c. There will be a display in both Churches starting with Harbertonford for a week then on to Harberton for a week
- d. There will be a face to face presentation by the HNPSG in Harberton Parish Hall as per last consultation
- e. There will also be an online presentation to allow those unable to attend in person to listen to the HNPSG and to ask questions
- f. Developers will not be asked/allowed to present although they may be there. If they attend they will be limited to 3 mins air time as per any other attendees.
- g. The questionnaire will be made available:
 - electronically on request to the NP email address which Jono will monitor
 - in boxes in both Church porches
 - in person to those who attend the meeting
 - delivery of a paper copy can be requested by those unable to access a copy in the church porches.

RESOLVED:

2. Questionnaire

- a. This should be limited to one sheet of A4 and will ask for name & post code
- b. Only those completed by those residing in the Parish will be counted
- c. There will be a short paragraph explaining why we are reconsulting (green to amber)
- d. There will be a single question along the lines of “Do you wish Ford Farm to be allocated for housing development in the NP?” – words to be finessed.
- e. There will be 3 possible answers
 - Yes
 - No
 - Don't know
- f. There will be a box for comments
- g. Jono will draft the Questionnaire
- h. Comments have been made on the draft presented for comment for Jono to take forward to the next draft. Some small tweaks were made to language, and it was noted that the questionnaire should cite the AECOM report directly.
- i. **ACTION: Jono** will redraft and forward an updated draft to the Clerk ahead of circulation of the Parish Council's agenda on Thursday.

RESOLVED:

3. Draft Timetable

- a. **ACTION: Jono** to ask Churches for permission to:
 - display boards in porches
 1. Harbertonford Thursday 12th Sept for 1 week
 2. Harberton Thursday 18th Sept for 1 week
 - Allow people to collect Questionnaires from porches
 - Allow a box for completed questionnaires in porches
- b. 2nd Sept – HNPSG approves Timeline & Questionnaire
- c. 9th Sept – Parish Council informed at Ordinary Meeting and allowed to ask questions about process
- d. 7pm 7th Oct face to face presentation In Harberton Parish Hall
- e. 9th Oct online (Zoom) presentation
- f. 13th October HNPSG meet at the Committee Room of Harberton Parish Hall
- g. 24th Oct deadline for Questionnaires to be returned
- h. 24th – 3rd November analysis of questionnaire results
- i. 3rd November HNPSG meeting
- j. 11th November Parish Council meeting to receive results

6.2. Review of proposed questionnaire for consultation* Discussed under point 6.1 above.

7. HNP chapter template for consideration and approval

Members had received a paper making proposal to create consistency of structure across the Neighbourhood Plan as a whole.

RESOLVED:

- i) It was agreed that plan chapters follow the following templated format:
 - Strategic objective(s)
 - Chapter Introduction as needed
 - Objectives
 - Necessary explanatory text detail
 - Policy(ies) and when relevant Community Initiatives
- ii) Policies should not be changed at this point, as they have been through an approval process with the Parish Council. Policies may be revisited after the chapters have otherwise been amended.
- iii) **ACTION: Anne** to apply the template and colour coding to each of the chapters before circulating amongst the Steering Group for updates to be made.

8. Neighbourhood Plan Workstream Receive update and consider actions

Members had received an updated workstream document based on the consultation timetable. It was noted that following the amendments made to the consultation timetable, this will be the workstream will now be updated.

It was noted that following review, the overall timetable for conclusion of the Neighbourhood Plan would be December 2026.

It had been confirmed that following the Government's decision that no further funding will be available to support Neighbourhood Planning, all work for AECOM to deliver outstanding technical support has been set as the end of February 2026. It was agreed to confirm that the HNPSG and AECOM should liaise towards the end of October, once the consultation is complete. **ACTION: The Clerk** to establish how much time AECOM would need to conclude the Strategic Environmental Assessment.

9. Summary of actions before next meeting

Ref	Action/Task	Owner
20250902 5	Respond to the Neighbourhood Plan Officer's email to comment that the Steering Group continues to be in agreement with the Officer's first response that the consultation be re-run, and will continue with plans to consult.	The Clerk (Cat)
20250902 6.1	Redraft and forward an updated draft of the consultation Questionnaire to the Clerk ahead of circulation of the Parish Council's agenda on Thursday 4 th September 2025	Jono
20250902 6.1	Ask Churches for permission to: - display boards in porches - Harbertonford Thursday 12th Sept for 1 week - Harberton Thursday 18th Sept for 1 week - Allow people to collect Questionnaires from porches - Allow a box for completed questionnaires in porches	Jono
20250902 7	Apply the template and colour coding to each of the chapters before circulating amongst the Steering Group for updates to be made.	Anne
20250902 8	Establish how much time AECOM would need to conclude the Strategic Environmental Assessment.	The Clerk (Cat)

10. Confirmation of next meeting date and venue *Noting lack of availability of the main Harberton hall on Monday evenings.*

Next meeting 7 – 8pm Wednesday 8th October 2025, following which meetings will be held on Monday evenings at 7pm, in the Committee Room of Harberton Parish Hall.

** indicates papers are provided*

***indicates papers are provided to members only, whilst they are work in progress/draft documents*