

Harberton Parish Neighbourhood Plan (HNP)
Meeting of the Steering Group
7.00pm Wednesday 8th October 2025 Harberton Parish Hall

Present: Jono Stirrup, Francesca Smith, Anne Watson

Apologies: Guy Soulsby

Minutes Secretary: Cat Radford (Clerk)

Public Session No members of the public were present.

Agenda

1. **Apologies** As above
2. **Steering Group Membership** No resignations or new members to note.
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 (nature and scope) no interests were declared on items on the agenda.
4. **Minutes** Consider approval of the following minutes:
Minutes of the meeting of the Harberton Parish Neighbourhood Plan Steering Group 3rd September 2025

RESOLVED: To sign the minutes as an accurate record.

5. **Update on actions from the previous meeting**

Ref	Action/Task	Owner	Progress
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)	COMPLETED
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	COMPLETED
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	COMPLETED
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	COMPLETED
20250902 8	Establish how much time AECOM would need to conclude the Strategic Environmental Assessment.	The Clerk (Cat)	COMPLETED Response: Ideally, we would need a 4-week window to get things finalised on our side. If we could see the plan before Christmas, that would be excellent.

6. Housing Consultation

6.1. Update on progress of consultation and any actions required

It was noted that the in-person consultation meeting had been held, and that there was a good turn-out. No questions were raised that needed to be carried forward. **ACTION: Jono** to amend the display to correct status of Preston Farm site from 'Red' to 'Amber' whilst still on display in Harberton. It was noted that this had been verbally corrected at the meeting.

6.2. Arrangements for data entry and analysis of results

It was agreed that **ACTION: Francesca and Jono** will input the results of the questionnaire to the online form on the week beginning 27th October, to enable results to be shared with the Steering Group at the next meeting on Monday 3rd November. **ACTION: Cat** will add additional questions to the questionnaire post closing date of 24th October, in order to be able to identify those responses received on paper, and to provide initials for the person inputting data.

7. HNP chapter redrafting *Update on chapter responsibilities and redrafting progress*

It was reported that all the chapters have been redrafted by individual members of the Steering Group to streamline the narrative. More work is required to consolidate a final draft document. **It was AGREED** that **ACTION: Joanna Poulter** would undertake this review and present a draft to the Steering Group ahead of its next meeting and to share with this draft with the Parish Council at their November meeting. This should enable a draft to be shared with AECOM before Christmas to enable the Strategic Environmental Assessment.

8. HNP policies relevant to 0828/25/OPA recent modification to include private sewage treatment plan *For consideration*

There was discussion as to making the Parish Council aware of policies within the Neighbourhood Plan in order to support the Parish Council's consideration when making recommendations to the planning authority. **ACTION: Jono** will provide a verbal update to the Parish Council on the contents of the Environment Chapter and its draft policies.

9. Neighbourhood Plan Workstream *Receive update and consider actions*

It was noted that the workplan had been updated, providing three weeks for the review of the full Neighbourhood Plan draft ahead of the next meeting.

10. Summary of actions before next meeting

Ref	Action/Task	Owner
20251008 6.1	Amend the display to correct status of Preston Farm site from 'Red' to 'Amber' whilst still on display in Harberton	Jono
20251008 6.2	input the results of the questionnaire to the online form on the week beginning 27 th October, to enable results to be shared with the Steering Group at the next meeting on Monday 3 rd November.	Francesca and Jono
20251008 6.2	add additional questions to the questionnaire post closing date of 24 th October, in order to be able to identify those responses received on paper, and to provide initials for the person inputting data.	The Clerk (Cat)
20251008 7	Undertake a review of re-drafted chapters, and present revised draft to the Steering Group ahead of its next meeting.	Delegated to working group member: Joanna Poulton
20251008 8	Provide a verbal update to the Parish Council on the contents of the Environment Chapter and its draft policies.	Jono, with support from Anne in identifying key points

11. Confirmation of next meeting date and venue 7pm Monday 3rd November 2025, Harberton Parish Hall Committee Room.

Meeting closed at 19:50