

Harberton Parish Neighbourhood Plan (HNP)

Meeting of the Steering Group

7.00pm Monday 1st December 2025 Harberton Parish Hall Committee Room

Steering Group Members Present: Jono Stirrup, Francesca Smith, Guy Soulsby, Anne Watson

Working Group Members Present: Joanna Poulton, Peter Cogley

Apologies:

Minutes Secretary: Cat Radford (Clerk)

Public: 2

Public Session No comments were made.

Agenda

1. **Apologies** No apologies

2. **Steering Group Membership** *Note resignations from the committee and elect new members (if any)* None

3. **Declaration of Interests**

3.1. Register of Interests: Steering Group and Working 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) 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 November 2025*

RESOLVED: To sign the minutes as an accurate record with minor typographical error corrected.

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

Ref	Action/Task	Owner	Progress
20251103 6	To publish the summary of results on the Neighbourhood Plan pages of the Parish Council website	Clerk	COMPLETED
20251103 8	<ul style="list-style-type: none">• To update the plan as drafted with briefing notes for the Parish Council ahead of its next ordinary meeting in November.• to remove the Community Actions from the main body of the document and include as an appendix.• to draft a one-page 'Parish Profile' overview to provide information about the parish for those reading the plan outside of the Parish, and retain the context sections at the front of each chapter	Delegated to Joanna Poulton	COMPLETED
As above	<ul style="list-style-type: none">• Further advice will be sought on the paragraph being drafted about the process of developing the Neighbourhood Plan – specifically as to regulation 14 and examination stage		<p>A bullet point summary was requested from the Neighbourhood Planning Officer, and a document provided.</p> <p>It was commented that this had been very helpful.</p>
20251103 9	To liaise with Neighbourhood Planning Officer on whether a SEA is required.	Clerk	<p>COMPLETED</p> <p>The officer provided a link to a toolkit providing guidance on understanding if a plan requires a SEA and noted that it seems that the LPA has the final say on whether one is required. It won't be able to comment until it sees a draft of the Plan (and therefore its scope).</p>

6. Review of draft Harberton Parish Neighbourhood Plan document *Including considerations of comments from the Parish Council*

Anne and Jo introduced the updated draft Neighbourhood Plan, circulated on 27th November.

It was noted that the Local Planning Authority had commented that they would decide on whether a Strategic Environmental Assessment (SEA) would be required only on reviewing the Regulation 14 draft.

It was AGREED that, should the Parish Council approved the Regulation 14 draft at its December meeting, then the plan can be sent to AECOM to progress the SEA as funding for this is already in place.

It was AGREED to ask for guidance on what constitutes a non-designated heritage asset when sending the Regulation 14 draft to the Local Planning Authority.

ACTION: **Jo** to provide the Clerk with wording for a cover email to the Local Planning Authority.

There was discussion about treatment of 'Community Aspirations' within the plan. **It was AGREED** the aspirations will no longer be listed in full as an appendix, but will be included within the consultation statement. **ACTION:** **Peter and Anne** will draft a brief statement for inclusion in the appendix that makes reference to the list of community aspirations and rationale for why they are not included in the main narrative.

It was AGREED to make no reference to the Community Land Trust development at Oak Tree Field within the narrative.

There was discussion about policy language. **It was AGREED** to review policy wording and use judgement on whether to use 'must' or 'should', and implications of this. **ACTION:** **Jono** to complete a first draft on this and send to **Anne** for review.

Steering Group members reviewed the draft that had been updated in response to comments received by Parish Councillors. Comments were taken in turn and updated wording was reviewed and agreed. This included incorporating comments on:

- Areas of Outstanding Natural Beauty (ANOB)/Devon Natural Landscape Noting that parts of Harberton Parish is bordered by the Devon Natural Landscape (previously referred to as ANOB) but is not within it.
- Support of future development at Winsland House Revisions to language to avoid pre-determination or permission in principle. The Steering Group was in agreement the importance of making specific reference to the Winsland House site in the narrative, noting that this was also compatible with the Parish Council's previous resolution on how Winsland House be referred to within the Neighbourhood Plan.
- Value of bus services To update wording in acknowledgement that services are valuable to those who use them. After discussion on frequency of services in and outside of school term time, it was agreed not to refer to the number of services, but that the service is 'limited'.
- Policy Feasibility There was discussion on including policies that detail aspirational projects that may be unfeasible. **It was AGREED** to include policies as drafted in the Regulation 14 draft, and consider responses as received.

There was discussion on general comments received from councillors on clarifying expectations of how councillors will use the Neighbourhood Plan once made. It was clarified that the expectation of the Neighbourhood Plan Steering Group is that the Parish Council will refer to the Neighbourhood Plan document as a guide when considering planning applications, and whether an application being put before the Parish Council agrees with Plan policies. It was noted that the Parish Council will still need to balance public opinion on an application with Neighbourhood Plan policy and also consider how to respond to applications that meet some policy areas well but fail to meet others.

ACTION: **Clerk** to provide Parish Online log in to enable **Guy** to produce maps under licence.

ACTION: **Guy** to produce maps required using Parish Online and send in advance of publication of the Regulation 14 draft.

ACTION: **Clerk** to ask South Hams for list of statutory consultees.

It was AGREED that, subject to the Parish Council approving the updated draft at their December meeting, that the 6 week Regulation 14 consultation would commence from 5th January 2025.

ACTION: **Jono** to send the Regulation 14 draft to the Statutory Consultees through the Neighbourhood Plan Gmail address.

It was AGREED to produce an online questionnaire to collect comments on the Regulation 14 draft.

It was AGREED to delegate the process of advertising the consultation and means to respond to a working group.

After discussion **it was AGREED** that **Guy** take on work to design the plan and incorporate photography within the design.

7. Neighbourhood Plan Workstream

Actions within the workstream were reviewed, noting where matters were complete and where actions are still live.

It was noted that AECOM's work on the SEA can be undertaken as late as February, but if Regulation 14 consultation can commence on 5th January 2026, can complete this within the current predicted timeline.

8. Summary of actions before next meeting

Ref	Action/Task	Owner
20251201 6	Draft cover email/points to cover for when the Regulation 14 draft plan is forwarded to the Local Planning Authority by the Clerk.	Jo to forward to the Clerk
20251201 6	Draft a brief statement for inclusion in the appendix that makes reference to the list of community aspirations and rationale for why they are not included in the main narrative.	Peter and Anne
20251201 6	Review policy wording and use judgement on whether to use 'must' or 'should', and implications of this.	Jono to complete a first draft on this and send to Anne for review
20251201 6	Provide Parish Online log in to enable Guy to produce maps under licence.	Clerk
20251201 6	Ask South Hams District Council for list of statutory consultees.	Clerk
20251201 6	Produce maps required using Parish Online and send in advance of publication of the Regulation 14 draft.	Guy
20251201 6	Send the Regulation 14 draft to the Statutory Consultees through the Neighbourhood Plan Gmail address.	Jono
20251201 6	take on work to design the plan and incorporate photography within the design.	Guy

9. Confirmation of next meeting date and venue 7pm Monday 5th January 2026 Harberton Parish Hall Committee Room