

Harberton Parish Neighbourhood Plan (HNP)

Meeting of the Steering Group

7.00pm Monday 5th January 2026 Harberton Parish Hall Committee Room

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

Working Group Members Present: Peter Cogley

Apologies: Cat Radford (Clerk/Minutes Secretary)

Public: 0

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. 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 November 2025*

RESOLVED: To sign the minutes as an accurate record.

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

Action/Task	Owner	Progress
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 Clerk	Complete
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	Completed and included in HNP draft
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	Completed and included in HNP draft
Provide Parish Online log in to enable Guy to produce maps under licence.	Clerk	Complete
Ask South Hams District Council for list of statutory consultees.	Clerk	Complete
Produce maps required using Parish Online and send in advance of publication of the Regulation 14 draft.	Guy	Ongoing. Difficult software. GS has plan, will likely extend to 3 pages.
Send the Regulation 14 draft to the Statutory Consultees through the Neighbourhood Plan Gmail address.	Jono	Will be done on 12 th Jan
take on work to design the plan and incorporate photography within the design.	Guy	First draft completed. Comments sent. Further draft will be produced for review with final draft available for issuing on 12 th Jan 26.

6. Consideration of actions required to progress to Regulation 14.

1. JS to get cover email from CR drafted by JP to go with Reg 14 plan copy for SHDC and adjust to include question about non designated heritage sites.
2. Plan to be sent out to stat cons by JS on 12th Jan 26 asking to respond to Gmail address within 6 weeks. Questionnaire will be made available to parishioners also on 12th Jan 26 via PC website.
3. PC with chase up stat cons at appropriate interval after sending out.
4. GS to work on amendment to HNP plan including inserting photos and advise team when ready for final review with deadline of 12th Jan to send out.
5. JS to ask Cr to update the PC website to indicated the Reg 14 consultation will open on the 12th Jan 26.
6. The need to have an open day to allow parishioners to ask questions was discussed. It was agreed that HF school would be provisionally booked for 7th March. A decision on going ahead or not will be made at the next meeting of the HNPSG based on the level of response received.
7. DCC/Devon Rivers Trust will be asked as stat cons to comment the Reg 14 plan with the aim of incorporating details of their survey.

7. Neighbourhood Plan Workstream

Covered in 6 above.

8. Conformation of next meeting date and venue.

Monday 2nd Feb 2026 Harberton Parish Hall.