

Harberton Parish Neighbourhood Plan (HNP)

Meeting of the Steering Group

7.00pm Monday 17th June 2024 at Harbertonford Village Hall Meeting Room

In attendance: Cllr Chris Bowley, Peter Cogley (observer), Alex Crowe, Cllr Douglas Hambly (Chair), Cat Radford (notes)

Apologies: Jem Friar, Prana Simon

Members of the public: 0

Public Session No comments raised.

Agenda

1. **Apologies** received as above. **It was AGREED** to sanction the reasons for apologies given.
2. **Elect new members to the committee** (if any) There were none.
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 items on the agenda.
4. **Approve minutes** **It was AGREED** to approve the minutes of the meeting on 20th May 2024.

5. Update on actions

Ref	Action	Owner	Progress
240415 8.1	Put up posters when ready. It was commented that posters should be put up in Parish hamlets as well as in the two villages.	Peter (Harberton)	Posters collected 11 th June to enable distribution. Voluntary support for distribution being coordinated. To be discussed under item 6.1. Thanks were given to those who have distributed the posters so far.
240415 8.1	Make enquiries regarding a distribution of fliers in early June.	Cat	COMPLETED
240520 6.4	To: <ul style="list-style-type: none">• find out where the 20% threshold commonly used as a benchmark figure in relation to the inclusion of a principal residence provision in a plan comes from and the evidence base on which it is founded.• query whether Harberton Parish could choose a lower threshold.• to ask residents what they feel is appropriate (by including in consultation)	Unattributed Cat/Alex in speaking with the Local Planning Authority (LPA)	COMPLETED Included in discussion with LPA.
240520 6.8	To ask AECOM if they are willing/able to update figures relying on 2011 census data in conjunction with their SEA work	Unattributed. Cat when replying to AECOM's correspondence	COMPLETED. AECOM is following up this request. It is possible that the HNP will need to submit another request for technical support. Awaiting outcome of AECOM enquiry.
240520 7	Arrange a meeting of a consultation event sub-group to discuss approach and capacity (and the potential to increase steering group capacity).	Cat	COMPLETED
240520 8	Respond to the queries raised by AECOM to: <ul style="list-style-type: none">• Agree that selecting what sites in Harberton the Plan will look to allocate, and for how many homes will be firmed up after	Cat	COMPLETED AECOM was asked if it was possible to use a draft plan to undertake section 3 of the SEA using before current funding expires.

	<p>the upcoming consultation event.</p> <ul style="list-style-type: none"> • That it is unlikely that the Regulation 14 consultation will take place before August 2024. 		<p>AECOM has raised an internal query with proposals on what can be completed in next few weeks, and if the HNP can request an additional SEA support package to deliver any further alternatives work post-consultation and also to appraise the draft plan.</p> <p>Awaiting outcome of AECOM enquiry.</p>
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6. Housing Consultation

6.1. Publicity and promotion of consultation *Update on steps taken and actions still necessary*

- Laminated posters have been put up in Harberton at the Church, Parish Hall, Daynes Farm, the pub and on the Parish Council's notice board.
- Three posters have been held back to put up in the hamlets, at Eastleigh, Tigley and Hazard.
ACTION: Chris will put laminated posters up in the parish hamlets as soon as possible.
- Harbertonford posters have been put up at the bus stop, the shop, the display board outside the shop. None of the laminated posters have yet been put up around the village, but this will be done shortly.
- 300 fliers have been handed to Harbertonford Village Life and will be distributed on 28th June.
- **ACTION: Sally** agreed to find out how far Village Life is distributed, and deliver fliers to Harbertonford properties not in receipt of Village Life.
- **ACTION: Peter** agreed to deliver fliers to all homes within the 20mph limit area of Harberton village. He will liaise with Cllr Paine, who volunteered to support distribution.
- **ACTION: Chris** agreed to distribute fliers in the hamlets.
- **It was AGREED** that all fliers would be distributed before the end of June.

IT WAS AGREED that the committee can arrange to print additional posters and fliers, as needed to ensure coverage. **ACTION: Alex will** file the poster document on the Dropbox and send a link to Sally so that she can print more copies if required.

6.2. Exhibition

6.2.1. Review information panel content* to feedback to AECOM on any amendments before print deadline

AECOM had produced nine information panels for use in the unmanned exhibition. A PDF of version 2 had been circulated to all committee members with meeting papers.

There was some discussion in which it was agreed that the committee would not go through all comments together in detail but broad topics were discussed:

- **It was AGREED** that there should be a consistency in naming convention for the two sites, used on both the panels and on the questionnaire.
- **It was AGREED** to drop panel 9. This included an invitation to make comments on post it notes. **It was AGREED** that feedback should be made via the questionnaire.
- **It was AGREED** that the proposed conditions for the two sites should be the same and **it was AGREED** to request AECOM to produce an alternative panel 9, based on a map and showing areas to which the conditions could/would refer.

There was discussion on reference to 'local' and 'national' impact data, after which **It was AGREED** to keep broad references rather than to go into this detail on the panels.

It was AGREED that comments get sent directly to Alex, who was delegated responsibility to have editorial oversight, review comments, draw them together and send on to AECOM.

6.2.2. Exhibition installation *update on steps taken and actions still necessary to mount exhibition*

- There was discussion on number of panels/posters to print, considering the possibility that some panels/posters may become damaged during the period of the exhibition. After a consideration of the likelihood of this versus the costs involved **it was AGREED** to only print one set of panels.

- It was discussed whether these panel prints should be mounted onto foam core. This decision was deferred until it was known how the panels would be hung. As there was no clear reason for printing on foam board, it was noted to order without.
- **It was AGREED** that the panels/posters should be printed at a size of A1, following AECOM's advice that they had been designed as A1 panels.
- There was some uncertainty as to whether 'display boards' referred to free standing vertical exhibition panels (such as those that were borrowed for the community conversation) and the horizontal base boards used in the church to create a raised platform on top of the church pews for freestanding display. The size of these, and the size of the A boards was also unknown. **ACTION: Cat** to contact **Prana** as soon as possible to seek clarity on details of display boards, platforms and A frames to enable confident ordering of print materials.
- **ACTION: Alex** to order 4 x A3 posters for use on A frames to publicise unmanned exhibition.
- It was understood that the exhibition would focus on:
 - Presentation of the 9 x A1 panels as produced by AECOM
 - A paper questionnaire to gather all feedback
 - A lockable/sealed 'ballot' box for completed questionnaires
- Chris commented that he had access to hardboard sheets, and Peter had tools, including a circular saw available which could enable construction of display boards, panels etc if needed when mounting the exhibition.

Agreed timeline to install exhibition and lead in person consultation event

- **ACTION:** 3:30pm Saturday 29th June 2024 **Sally, Chris, Douglas** (and possibly **Peter**) meet **Prana** at St Andrew's Church Harberton, to pick up display boards, base boards, A frames and transport them to St Peter's Church Harbertonford
- **ACTION:** 4pm Saturday 29th June 2024 **Sally, Chris, Douglas** (and possibly **Peter**) work with **Prana** to install exhibition at St Peter's Church Harbertonford.
- **ACTION:** 2pm Sunday 7th July 2024 **Chris, Peter, Douglas** (and possibly **Sally**) meet **Prana** at St Peter's Church Harbertonford to pack up exhibition and transport all materials to St Andrew's Church, Harberton
- **ACTION:** Approx 2:45 Sunday 7th July 2024 **Chris, Peter, Douglas** (and possibly **Sally**) work with **Prana** to install exhibition at St Andrew's Church Harberton
- **ACTION:** Evening of Friday 12th July 2024 **Alex, Chris** and **Douglas** pack up exhibition at St Andrew's Church, Harberton and deliver it to Harberton Parish Hall (subject to it being available) in preparation for the following day's exhibition
- **ACTION:** 8:30am Saturday 13th July 2024 **Alex, Chris, Douglas, Sally** and all other available committee members and volunteers supporting the event meet at Harberton Parish Hall to set up the exhibition and prepare for the consultation event
- **ACTION:** approx. 1pm Saturday 13th July 2024 **Alex, Chris, Douglas** and all other available committee members and volunteers supporting the event take down the exhibition and return all borrowed display boards to St Andrew's Church Harberton.

6.2.3. Online exhibition *Update on steps taken and actions still necessary to publish online exhibition*

- **It was AGREED** that the same PDF panels used in the unmanned exhibitions should be published on the Parish Council website on 1st July 2024.
- **It was AGREED** an online version of the questionnaire would be produced. It was suggested to ask AECOM's advice for online platforms to use (pros and cons of using free platforms like GoogleForms compared to subscription models such as Survey Monkey).
- **It was AGREED** that the online questionnaire would not be published until 10th July 2024, to coincide with the online consultation event.

6.3. Consultation event plan* *feedback on draft event plan for live and online consultation events, discuss committee roles to support event delivery*

It was noted that a sub group had met the previous week to discuss approaches to running the consultation event. An event plan had been drafted which was tabled for consideration. It was proposed that Alex and Jem would facilitate both the in person and online events, and they would follow the same format as closely as possible. Alex and Jem have planned to meet ahead of the events taking place to refine the plan. **It was AGREED** to approve the event plan.

Group Roles

- Alex and Jem will facilitate the consultation events
- As noted in item 6.2.2 above all members of the committee and available volunteers will meet at 8:30am on Saturday 13th July at Harberton Parish Hall to set up the space and prepare for members of the public to arrive.

- **ACTION: Peter** agreed to take on role to source and collect appropriate number of croissants (ordering 1 week in advance) when a more realistic estimate on numbers can be made.
- **It was AGREED** to use tea and coffee purchased for the Annual Parish Meeting and from the Energy Consultation event.
- **ACTION: Cat** to make enquiries about catering facilities available in the kitchen available under standard hire, and cost of hire of crockery and event kitchen bar.
- **It was AGREED** that the committee authorise costs associated with booking the secondary kitchen and crockery if required.

6.4. Consultation questionnaire* feedback on draft consultation questionnaire, actions required for publication - i.e. questionnaire availability, deadlines for submission etc.

The committee had received a first draft of a housing consultation questionnaire, to which AECOM consultants had already given feedback. Prana had also made feedback to the consultation event subcommittee by email. There was discussion in which comments were made on structure, format, order and purpose of questions. Particular attention was paid to the section of the questionnaire that sought to ask residents for opinions on how many homes they wished to see developed in the Parish and in both villages.

There was a suggestion made that a commitment is made to review the Neighbourhood Plan in 5 years time.

After discussion **it was AGREED** that **ACTION: Cat** would produce another iteration of the questionnaire. Responsibility to bring the final draft of the consultation questionnaire together was delegated to **Cat** and **Alex**. **It was AGREED** that **Cat** would send a final draft of the questionnaire to all committee members for them **all** to test, and give feedback on their experience of completion.

7. Neighbourhood Plan Draft

7.1. Drafting update Report on 'where we are now' re feedback received to date and updates to narrative made as a result Steering Group members had received papers in advance of the meeting to inform the committee that the most recent draft of the Neighbourhood Plan takes into account comments from:

- A Neighbourhood Plan consultant – whose overall comment was: "you have obviously done lots of work so well done to you and your team. You are in my opinion very close to a document worthy of Regulation 14"
- Neighbourhood Planning Officer/Strategic Planning Officer, the Affordable Housing Officer and The Policy Lead on Climate Change at South Hams District Council
- Representatives of landowners
- Various steering group members and associates

7.2. Review of current draft* Consider adoption and publication as part of consultation process

It was AGREED to adopt this draft for publication. The draft will now be sent to AECOM to enable work to continue on the Strategic Environmental Assessment, and be made available on the Parish Council website.

It was noted that this version does not yet include comments made by the Parish Council on the Environment Chapter (as this was only reviewed the previous week).

A request was made that the green highlighting was lightened in the next draft to enable better contrast for ease of reading.

ACTION: Cat to send the approved draft of the Neighbourhood Plan to District Councillor John McKay to ask for comments and request he write the foreword.

It was noted that owners of green spaces needed to be contacted. **ACTION: Alex** will draft email for green space landowners. **ACTION: Cat** to send the email to the landowners. She will need a list of the sites to identify the landowners.

7.3. Next steps for current draft Review actions and timetable for completion of Reg 14 draft. Includes next chapter drafts for PC review. It was noted that next steps were laid out in papers circulated with the agenda. This was not discussed.

8. Devon Wildlife Trust (DWT) Advice Consider proposal to seek informal advice in order to feed into community consultation events

This item had been put on the agenda to discuss the possibility of arranging a walkabout of the Preston Farm site with someone from Devon Wildlife Trust, to offer ideas for the consultation

events on how the site could work best for nature and community. The Devon Wildlife Trust responded to request costs of £150 be met in order to enable this to happen. Members of the consultation sub-group had been canvased for a view on whether this could be considered a sound investment before further enquiries were made.

It became clear that the only available date for the walkabout to go ahead before the consultation events was Monday 17th June 2024, following which members of the steering group were invited to attend the walkabout, along with Trustees of Sustainable Harbourne Valley (as representatives of the Parish Environmental Group) the landowner consented to the walk taking place, however declined the invitation to attend. Steering group members were asked to approve or object to spending on funds by email. An objection was received and therefore the contact at DWT did not attend as the budget had not been approved.

Despite this, a small 'walkabout' meeting at land at Preston Farm was held with those invitees who could attend at short notice and an interesting discussion was held about nature, flooding, suggestions for what to do with the wetlands. **ACTION:** Alex will write up bullet points of the 'nature walkabout' discussion to share with the landowner.

9. Finance *Authorise any payments/expenses submitted*

It was **AGREED** to make the following reimbursements on spending already made:

- £102.50 to Alex for purchase of coloured fliers, coloured posters and laminating (including VAT)
- £24 to Alex for purchase of iStock image for use on posters and fliers (including VAT)

It was **AGREED** to authorise the following spending yet to be made:

- Up to £125 to Prana for cost associated to mounting the exhibition, including purchases for sticky velcro, sealable 'ballot box' for questionnaire submissions, clip boards for email sign ups, blue tack and gaffa tape, small battery operated LED lights or hanging garage light torches for darker days (if needed) and any stationery (post-its, pens, marker pens and map pins) if needed, although noting the earlier decision to channel all feedback through questionnaires.
- Up to £300 for catering (croissants, topping up stocks of tea, coffee and purchase of milk).
- The committee prior approved 'reasonable costs' of printing the questionnaire and A3 posters.
- The cost of 1 x set A1 prints of posters/panels

10. Any other business

The steering group was reminded of the agreement made at a prior meeting that all emails to stakeholders should come from the clerk, unless contact had been delegated to a specific member of the committee.

11. Summary of actions before next meeting

Ref	Action	Owner
240617 6.1	Put laminated posters up in the parish hamlets as soon as possible	Chris
	Put laminated posters up around Harbertonford Village.	Sally
	Find out how far Village Life is distributed, and deliver fliers to Harbertonford properties not in receipt of Village Life before end of June.	Sally
	Deliver fliers to all homes within the 20mph limit area of Harberton village before end of June. Liaise with Cllr Paine, who volunteered to support distribution.	Peter
	Deliver fliers to properties in Parish hamlets before end of June	Chris
	File the poster (and flier) document on the Dropbox and send a link to Sally so that she can print more copies if required.	Alex
240617 6.2.2	Contact Prana as soon as possible to seek clarity on details of display boards, platforms and A frames to enable confident ordering of print materials.	Cat (and Prana)
	Order 4 x A3 posters for use on A frames to publicise unmanned exhibition.	Alex
	3:30pm Saturday 29 th June 2024 meet Prana at St Andrew's Church Harberton, to pick up display boards, base boards, A frames and transport them to St Peter's Church Harbertonford	Sally, Chris, Douglas (and possibly Peter)
	4pm Saturday 29 th June 2024 work with Prana to install exhibition at St Peter's Church Harbertonford.	Sally, Chris, Douglas (and

		possibly Peter) + Prana
	2pm Sunday 7 th July 2024 meet Prana at St Peter's Church Harbertonford to pack up exhibition and transport all materials to St Andrew's Church, Harberton	Chris, Peter, Douglas (and possibly Sally) + Prana
	Approx 2:45 Sunday 7 th July 2024 work with Prana to install exhibition at St Andrew's Church Harberton	Chris, Peter, Douglas (and possibly Sally)
	Evening of Friday 12 th July 2024 pack up exhibition at St Andrew's Church, Harberton and deliver it to Harberton Parish Hall (subject to it being available) in preparation for the following day's exhibition	Alex, Chris and Douglas
	8:30am Saturday 13 th July 2024 meet at Harberton Parish Hall to set up the exhibition and prepare for the consultation event	Alex, Chris, Douglas, Sally and all other available committee members and volunteers supporting the event
	Approx. 1pm Saturday 13 th July 2024 take down the exhibition and return all borrowed display boards to St Andrew's Church Harberton.	Alex, Chris, Douglas , and all other available committee members and volunteers supporting the event
240617 6.3	Take on role to source and collect appropriate number of croissants (ordering 1 week in advance) when a more realistic estimate on numbers can be made	Peter
	Make enquiries about catering facilities available in the kitchen available under standard hire, and cost of hire of crockery and event kitchen bar.	Cat
240617 6.4	Produce another iteration of the questionnaire.	Cat
	Bring the final draft of the consultation questionnaire together.	Cat and Alex
	Send a final draft of the consultation questionnaire to all committee members for them to test, who will all give feedback on their experience of completion.	Cat ALL
240617 7.2	Send the approved draft of the Neighbourhood Plan to District Councillor John McKay to ask for comments and request he write the foreword.	Cat
	Draft email for green space landowners.	Alex
	Send the email as drafted by Alex to the green space landowners. (Cat will need a list of the sites to identify the landowners).	Cat
240617 8	Write up bullet points of the 'nature walk about' discussion to share with the landowner of Preston Farm.	Alex

12. **Date of next meeting** Monday 15th July 2024. As a regular member of the committee may not be able to attend Monday meetings there was a discussion in which it was agreed to consider meeting on an alternative night of the week. This would be discussed at the next meeting. Chris gave apologies in advance of the next meeting.

It was noted that no meeting would take place in August.

Meeting closed at 21:10