

Harberton Parish Neighbourhood Plan (HNP)
DRAFT Minutes of the meeting of the Steering Group
7.00pm Monday 15th July 2024 at Harbertonford Village Hall Meeting Room

In attendance: Alex Crowe, Jem Friar, Sally Lougher, Cat Radford (notes)
Apologies: Cllr Chris Bowley, Cllr Douglas Hambly, Prana Simon
Members of the public: 7

Public Session It was agreed to take a public session after item 5.

Agenda

1. **Apologies** were received as above and sanctioned. In Cllr Douglas Hambly's absence Alex Crowe agreed to chair the meeting.
2. **Elect new members to the committee** (if any) There were none. Members of the public were encouraged to consider becoming members of the committee. Alex offered to give any interested members an induction into the Neighbourhood Planning process.
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** Having updated the minutes to record Sally Lougher's attendance, **it was AGREED** to approve the minutes of the meeting on 17th June 2024 as an accurate record.

5. Update on actions

| Ref | Action | Owner | Update |
|-------------------------------|--|---|------------------------------|
| 240617 6.1 | Put laminated posters up in the parish hamlets as soon as possible | Chris | Complete |
| | Put laminated posters up around Harbertonford Village. | Sally | Complete |
| | 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 | Complete |
| | 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 | Complete |
| | Deliver fliers to properties in Parish hamlets before end of June | Chris | Complete |
| | 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) | Complete |
| | Order 4 x A3 posters for use on A frames to publicise unmanned exhibition. | Alex | Complete |
| | 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) | Complete |
| | 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 | Complete |
| | 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 | Complete |
| | 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) | Complete |
| | Evening of Friday 12 th July 2024 pack up exhibition at St Andrew's Church, Harberton and deliver it to Harberton | Alex, Chris and Douglas | Completed by Alex and Peter. |

| | | | |
|-----------------------|---|--|--|
| | Parish Hall (subject to it being available) in preparation for the following day's exhibition | | |
| | 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 | Complete |
| | 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 | Complete |
| 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 | Complete |
| | Make enquiries about catering facilities available in the kitchen available under standard hire, and cost of hire of crockery and event kitchen bar. | Cat | Complete |
| 240617 6.4 | Produce another iteration of the questionnaire. | Cat | Complete |
| | Bring the final draft of the consultation questionnaire together. | Cat and Alex | Complete |
| | 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 | Complete |
| 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 | Not yet actioned |
| | Draft email for green space landowners. | Alex | It was agreed to carry forward this action until the results of the consultation have been analysed. |
| | 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 | Not yet actioned |
| 240617 8 | Write up bullet points of the 'nature walk about' discussion to share with the landowner of Preston Farm. | Alex | Complete. See agenda item 8. |

Public session

It was agreed that each person present at the meeting would introduced themselves and their reason for attending:

- A resident of Victoria Cottages, Harberton, commenting on effects of flooding for residents on the Ford Farm area, describing support that residents provide to one another during periods of heavy rainfall. It was commented that none of the four Victoria Cottages have flooded during their time at the property, but it has been close. Flooding is their main interest in the Neighbourhood Plan.
- A second resident of the Ford Farm area that has lived in Harberton for 37 years attended and described the actions that they regularly take as part of the 'ongoing battle' against the flooding of their property. The resident described the actions they take themselves in clearing drains and gullies to take water coming off the hills, commenting that many of the drains and gullies coming into the village from Luscombe Cross are silted up because they aren't cleaned regularly enough and don't take any water. It was commented that the flood works undertake in Harberton only went so far, and that the drains expected to be built in the eastern part of the village did not transpire, apparently due to a lack of funds. It was commented the work once undertaken in dredging of the stream had helped in the past. The resident commented that Harberton was once known as a 'place you come to die' but in their 37 years in the village they had seen more young families move in, their children grow and have had to move away. They commented they would

love some opportunities for those younger families to be able to come and stay. They also commented about the need for some older residents to move to a place where they have the opportunity to walk to more facilities.

- A resident of Harberton living on Vicarage Ball commented that they want the village to be a home for their family for a long time, and for the village to remain a sustainable and enjoyable place to live. Their property is not affected by flooding, but they have concerns about parking and traffic associated with new development. They also expressed concerns about a potential change of demographic should there be an increase in social housing in the Parish.
- The owners of the site at Winsland House Farm attended the meeting commenting at their surprise that the land at Winsland House was not included in the consultation. They commented that people in Harberton Parish were previously in favour of the site. The owners commented that they see development at this site on the Parish boundary as an alternative option to housing in the villages of Harberton and Harbertonford, providing opportunities for people who would otherwise need to move away from the Parish. They had queries about the Neighbourhood Planning process, where it sits within the Local Plan and the influence of the Local Planning Authority.
- The land promoter working with owners of Ford Farm commented that they had an interest to hear the committee discuss outcomes of the housing consultation. They expressed an interest in how the Neighbourhood Plan Committee will deal the tension between the sites within the village and those on the Parish boundary and how it will manage the relationship with the Local Planning Authority. Having supported a Neighbourhood Plan in his own village the land promoter knows why South Hams is focused housing allocation within the villages, and his message to the Steering Group is that South Hams need to set out its position clearly themselves. For this Neighbourhood Plan Steering Group to make decisions, the whole approach needs to be clarified.
- All three members of the Steering Group also introduced themselves, commenting that they volunteered their time to support the completion of the Neighbourhood Plan as a contribution to local public service.
- It was noted that three residents had sent letters, two could not be in attendance at the meeting.

Each person having introduced themselves and their reasons for attending, the Chair summarised the public session, acknowledged that local residents have come to express concerns about the impact of flooding, need the need for housing for young families to keep the village sustainable and that concerns about traffic and parking need to be considered. It was acknowledged that questions had been asked about the consultation process and why the Neighbourhood Plan is not currently proposing to allocate the Winsland House site. It was also noted that there was interest in the untangling of some issues, particularly around housing allocation intentions of the Local Planning Authority.

6. Housing Consultation

6.1. Review response to Housing Consultation exhibition, workshops and questionnaire (to date)

It was noted that exhibitions had taken place in the churches and that two consultation events had happened. The online event had 28 individuals sign up, and 85 people attended the face-to-face event in Harberton. It was noted that the majority of attendees were from Harberton.

It was commented that the consultation events went really well, and having initially been concerned that no-one would come, lots of people turned up and that there was energy and engagement in the issues. Individual members of the committee commented that they have had a lot of feedback from people, who said that they appreciated how it happened, that they recognised that there was difference of opinion, but it that was held well.

It was commented that the events have provided an excellent source of getting feedback from the community.

It was noted that several people in Harbertonford have asked questions about what happened and what the outcome was. In querying why people in Harbertonford had expressed interest in the outcome but had not been present at the events, it was suggested that this was perhaps due to there being no sites coming forward in Harbertonford. It was also commented that the committee has seen a split in engagement depending on where events are held. The events held in Harbertonford have had a majority turn out from those in the village, and the same being true in Harberton.

It was noted that a number of questionnaires have been received, but as the consultation period is still open the committee can't and shouldn't pre-empt the outcomes of the consultation.

It was AGREED that the committee will collate the data received through paper and online questionnaires and comments received at the online and face to face workshops, before publishing a full analysis of findings.

In order forward this work **it was AGREED** that members of the committee undertake data entry together on Monday 19th August 2024. **ACTION: Cat** agreed to discuss time and location with Peter and Alex.

It was AGREED that all participants to workshops be emailed to thank them for coming and to let them know where they can submit their questionnaires. **ACTION: Alex** agreed to draft the text of an email that can be sent. **ACTION: Jem** agreed to either download a list of online workshop attendees from Eventbrite, or forward the email through Eventbrite.

It was AGREED that the remaining paper copies of the questionnaire would be left at St Andrew's Church and at Harbertonford Village Shop for those keen to complete on paper, but that residents should be directed to complete the questionnaire online. It was noted that collection points will be at St Andrew's Church and Harbertonford Village Shop.

It was AGREED to extend the deadline for completion to 14th August 2024, so to enable a final reminder to be published in Harbertonford Village Life. **ACTION: Alex** agreed to draft copy for Village Life, the Harberton Village e-circular. **ACTION: Cat** agreed to circulate the same messages, once drafted, through the local social media groups.

6.2. Consider next steps for analysis of results

As noted above members of the committee will meet on 19th August to input data from paper questionnaires.

It was AGREED that analysis of results would be presented to the next committee meeting in September, having first been shared with the Parish Council, who meet the meet the week before.

7. **Preston Farm Visit** *Receive notes from visit and consider any actions*

The minutes of the last meeting record that there had been a site meeting on the Preston Farm site with landowner permission. Notes have now been shared with those that attended, with the landowner and with the CLT as questions were asked in relation to the land at Oak Tree Field.

ACTION: Alex to check with the landowner that they are happy for the notes of that meeting to be published on the Neighbourhood Plan pages of the Parish Council website. **ACTION: Cat** to publish the notes on agreement.

It was commented that during the site meeting a question about management of run off from the site at Oak Tree Field and whether this would have implications for the Ford Farm site. It was commented that it would be expected that management of run-off from new development would be conditioned by the Local Planning Authority as part of the Oak Tree Field drainage strategy.

8. **Neighbourhood Plan Draft** *Next steps for current draft. Review actions and timetable for completion of Reg 14 draft. Includes process for Parish Council review.*

It was reported that the Parish Council was due to consider the Energy Chapter at its last meeting of 9th July 2024. The draft chapter was circulated and the policies were read out in full at the meeting, however Cllrs were of the opinion that they needed more guidance on the policies through conversation with representatives of the Neighbourhood Plan before the Parish Council could give an opinion. **ACTION: Alex** and **Jem** agreed to attend a meeting immediately before the next meeting of the Parish Council, commencing at 7pm on Tuesday 10th September, to guide councillors through the Energy policies as drafted.

Having reviewed the Energy Chapter, the Parish Council will have commented on the full plan, with the exception of the Housing Chapter.

It was commented that the big gap in the draft is site allocation.

It was AGREED that the next key step is have clarity from South Hams District Council on their views, particularly around potential allocation of the site at Winsland House. It was noted that whilst the committee does not wish to pre-empt the outcome of the consultation, it is acknowledged that questions are being asked about allocation of this site, and that the committee should be proactive in having clarity of understanding of the Local Planning Authority's position.

There was discussion in which it was noted that:

- the Neighbourhood Plan must be in consistent with the Local Plan
- there were several 'red' sites deemed unsuitable for development
- the Neighbourhood Plan committee should be consistent in the way that it treats each site, i.e. not to treat one 'red' site differently than the others.

There was discussion in which it was noted that the Neighbourhood Planning Officer and Strategic Planning Officer at South Hams District Council had stated the position of the Planning Authority at the meeting of 4th September and already on the public record through the minutes of that meeting. It was also noted that Cat had written to the Officer in follow up to ask for views on outcome of the Site Options Assessment. It was agreed that the view of the Planning Authority should be laid out in black and white and on the public record.

ACTION: Cat to circulate the South Hams Officer's comments on the Site Options Assessment to all committee members for consideration.

In addition the following actions were agreed:

ACTION: Cat to write to District Councillor John McKay, sharing the most recent draft, to ask for comments and request he write the foreword. *(NB this action is carried forward from the previous meeting).*

ACTION: [Alex tbc] Analysis of the consultation results be prepared for consideration by the Parish Council by Thursday 5th September for discussion at the Parish Council's next meeting on 10th September.

It was queried whether the Neighbourhood Plan Steering Group was considering undertaking any further consultation on the current draft before entering for the formal consultation period known as regulation 14. The example was given of a manned event where members of the steering group could guide residents through themes of the plan and engage them in policies as drafted. There was discussion about the benefits and challenges of running an additional consultation, or whether this could be rolled into the regulation 14 process.

It was commented that the Neighbourhood Planning Officer at South Hams had noted that the Neighbourhood Planning Group had consulted various local interest groups in redrafting plan chapters, and that this, coupled with events already held and publishing the full draft online and inviting comment would comply with requirements. Rather than make any firm decisions now, it was agreed that the committee would consider this at a future meeting.

9. Locality application for Technical Support *Consider actions necessary, and agree packages for inclusion for upcoming application*

It was reported that AECOM had requested that the Neighbourhood Plan Committee request an additional technical support package from Locality to deliver further work on the Strategic Environment Assessment post consultation and to appraise the draft plan. This would remove the August bottleneck in terms of AECOM delivering its work.

It was AGREED to make an additional application for the Strategic Environmental Assessment technical support package. **It was AGREED** to also include a request for a Policy and Evidence Package and a Plan Health Check package at the same time. **ACTION: Cat** agreed to compile the application for submission.

10. Finance

10.1. Report on spending to date It was reported that the Neighbourhood Plan began the 2024/25 financial year with a budget of £2229.35. Cat had prepared a spending report showing that the sum of receipts submitted in relation to this year's Neighbourhood Plan consultation events comes to £963.31, leaving a remaining budget of £1266.04.

10.2. Authorise any payments/expenses submitted The following payments were approved:

- Prana Claim for WHSmith stationery at £9.48 plus TQ9 Print cost for fliers for the Energy Consultation event at £20:00 = £29.48 (included in figures at 10.1)
- Peter Claim for cost of purchasing 50 x croissant for the Harberton Consultation event on 13th July 2024 = £19.50 (included in figures at 10.1)
- Alex Black and White photocopying from TQ9 Print at £1.20 = £1.20 (Submitted at meeting)
- Jem Catering at approx. £10 and Eventbrite costs at £8.00 = approx. £18.00 (receipts to be submitted)
- Sally Catering expenses from Morrisons at £24.79 = £24.79 (Submitted at meeting)

11. Any other business None

12. Summary of actions before next meeting

| Ref | Action | Owner |
|-------------------------------------|--|--------------|
| 240617 7.2 and 240715 8 | 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 UPDATED Once the outcome of the consultation is known. | 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 |
| 240715 6.1 | Discuss time and location of Data Entry session on 19 th August with Peter and Alex. Cat, Sally, Alex agreed to participate in questionnaire data entry, noting that Peter had also volunteered. | Cat |
| | Draft the text of an email that can be sent to all housing consultation workshop participants to thank them for coming to events and to let them know where they can submit their questionnaires. | Alex |
| | Either download a list of online workshop attendees from Eventbrite to share with Alex, or forward the email through Eventbrite. | Jem |
| | Draft copy for Village Life, the Harberton Village e-circular giving notice of the extension to deadline for submission of questionnaires to 14 th August 2024. Residents will be directed to complete questionnaires online, the remaining few paper versions of the questionnaire will be available in St Andrew's Church and Harbertonford Shop. | Alex |
| | Use copy drafted for village circulars to post the same message on local social media pages. | Cat |
| 240715 7 | Alex to check that with the landowner that notes from the 'nature walk about' can be shared on the Neighbourhood Plan pages of the Parish Council website. Cat to publish when consent given. | Alex Cat |
| 240715 8 | Attend a meeting immediately before the next meeting of the Parish Council, commencing at 7pm on Tuesday 10 th September (Harberton Parish Hall) to guide councillors through the Energy policies as drafted. | Alex and Jem |
| 240715 8 | Circulate the South Hams Officer's comments on the Site Options Assessment to all committee members for consideration. | Cat |
| 240715 8 | Analysis of the consultation results be prepared for consideration by the Parish Council by Thursday 5 th September for discussion at the Parish Council's next meeting on 10 th September. | [Alex?] tbc |
| 240715 8 | Compile and submit an application to Locality for the following technical packages: Strategic Environmental Assessment, Evidence Base and Policy Development (EBPD), Plan health check review prior to examination. | Cat |

13. **Date of next meeting** 7pm Monday 16th September 2024 (Apologies from Sally).

Meeting closed at 20:35.