

Harberton Parish Neighbourhood Plan (HNP)

Meeting of the Steering Group

7:00pm Monday 17th June 2024 at Harbertonford Village Hall

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. Material printed on foam core as a result.
	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 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	Cat has put a selection of speciality teas and instant coffee inside the cupboard in the Hall for use. No

		supporting the event	regular tea, nor filter coffee.
	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	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 Have asked kitchen bar to be open, for use if numbers require. Primary kitchen already has an urn available. Cups/ Saucers can be hired at £2.50 for 10 if required.
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	Not yet actioned
	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.