



Minutes of the Harrold Neighbourhood Plan (HNP) Steering Group (SG) Meeting held on 15th Oct 2019 at 7.30pm at the Harrold Centre

Present: Cllr S Reger (Steering Gp Chair), Cllr J Peverell, Cllr A Bryce, Cllr B Muller, Ian Hargreaves,
Consultant/Advisor: Trevor Roff, (Regeneration Positive)
Consultant/Advisor: Peter Bull (Chartered Town Planner)

Apologies: None

Background/Scope: The Harrold Neighbourhood Plan Steering Group is a voluntary group of existing HPC Councillors and Parish residents. The remit of the steering group is to progress the creation of the Harrold Neighbourhood Plan (HNP), seek advice and to inform the Harrold Parish Council (HPC) and the residents of Harrold as appropriate leading to consultation, submission and agreement of the plan.

Agenda

1. APOLOGIES FOR ABSENCE
2. MINUTES OF PREVIOUS MEETING
3. NEIGHBOURHOOD PLAN
 - (a) Issue and Options Consultation - Summary of Results (Circulated by E-Mail 24 July 2019)
 - (b) Draft Neighbourhood Plan - Submission Version
4. SUPPORTING DOCUMENTS
 - (a) Draft Village Design Statement (Circulated by E-Mail 1 September 2019)
 - (b) Strategic Environmental Assessment
 - (c) Habitats Regulations Screening Assessment
 - (d) Basic Conditions Statement
 - (e) Consultation Statement
5. ANY OTHER BUSINESS
 - (a) Catesby Estates: Odell Road, Harrold - Update
6. DATE OF NEXT MEETING

Notes and actions from the meeting:

1. To receive apologies for absence and introductions

None. All in attendance.

2. Minutes of previous meeting

The minutes of the meeting held 23rd July 2019 were agreed, with no amendments.

Actions from previous meetings and matters arising:

2-4-19/Action 1: Document Management Repository - Noted that the SG's evidence trail for the HNP is important to maintain and store in a repository. **Action continues.**

2-4-19/ Action 3: TR to advise and contact HPC Clerk regarding application for Neighbourhood Plan grant funding - TR advised that the Central Government grant application process was not yet open. SG will continue to liaise with HPC Clerk. Grant has been applied for and granted. **Action complete.**

16-4-19/3: SR Neighbourhood plan submission version – proposed structure (ref version dated 14-3-19). Peter Bull to be contacted to promote this draft to its final version along with the Sustainability Framework document. Peter Bull has been contacted and a draft of the HNP has been circulated to the SG for review. See notes below. **Action complete.**

3. Neighbourhood Plan

(a) Issue and Options Consultation - Summary of Results (Circulated by E-Mail 24 July 2019)

The summary of results has been circulated within the SG. This data now stands as part of the HNP evidence base and is used to input to the drafting of the HNP itself.

(b) Draft Neighbourhood Plan - Submission Version

Peter Bull has authored a draft which has been circulated to the SG. This version was reviewed in the detail in the meeting.

Notable comments were:

- The plan would benefit from illustrative data on the 3 preferred sites with , for example, indication of entry access points.
- All sites must offer some percentage of affordable housing.
- The main heritage sites of the village to be listed.
- Propose or list improvement suggestions relevant to each preferred site. (This was for future allocation of any CIL funds).
- Edit down the Policy statements (to aid reader comprehension) and re-issue for comment week commencing 21-10-19. **Action 15-10-19/1: PB**
- Include better resolution maps for the reader. A licence to use Ordnance Survey material should be held by the Parish Council. PB will check with Sonia Gallagher. **Action 15-10-19/2: PB.**
- A playground location map to be provided to PB (please can the Clerk provide this). **Action 15-10-19/3: Harrold Clerk.**

4. Supporting Documents

(a) Draft Village Design Statement (VDS) (Circulated by E-Mail 1 September 2019)

Draft issue 1 of the VDS was circulated 1-9-19 and commented upon by the SG. Also shared with full Council. VDS has subsequently been up issued to draft issue 2 and incorporates comments and amendments. Review continues.

(b) Strategic Environmental Assessment (SEA)

An SEA must be conducted prior to any consultation with the residents. This is a recognised and formal process that the HPC must manage and carry out. First step is a screening assessment using a published template. It was noted that the process can take up to 10 weeks. The SEA establishes the value impact of proposed developments on the historic and heritage assets of the village. A draft to be prepared by TR. **Action 15-10-19/4: TR**

(c) Habitats Regulations Screening Assessment

This is a requirement of all competent authorities including Natural England to assess the implications of new developments on designated interest features of European sites. A screening assessment will be required. To be discussed at next meeting.

(d) Basic Conditions Statement

To be discussed at next meeting.

(e) Consultation Statement

To be discussed at next meeting.

5. AoB

Catesby Estates: Odell Road, Harrold - Update

It was noted that the BBC had not concluded on the relevant application in the prescribed timeline (reasons unknown) and that Catesby had moved to appeal. The appeal process will commence at the BBC offices from 12-11-19 on. Also noted that HPC will be represented and make a verbal statement in support of written statements to date.

CIL Funds - It was noted that CIL funds are created as and when developments conclude. The calculation is normally:- Number of dwellings x£2.5k.

Theme sub-groups update.

Of the five Theme Documents, the 'Housing and Built Environment Document' was important to have finalised for the consultation period. This document, currently Version 3, Dated May 2019 to be revisited by TR. **Action 15-10-19/5: TR**

6. DONM

Mon 4th Nov 2019 at 8pm at the Harrold Centre.

End