



**Minutes of the Harrold Neighbourhood Plan (HNP) Steering Group (SG) Meeting held on 2<sup>nd</sup> April 2019 at 7.30pm at the Harrold Centre**

**Present:** Cllr S Reger (Steering Gp Chair), Cllr P Pedersen, Cllr J Peverell, Cllr B Muller, Ian Hargreaves,

Consultant/Advisor: Trevor Roff, (Regeneration Positive)

**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 HPC and the residents of Harrold as appropriate leading to consultation, submission and agreement of the plan.

1. **To receive apologies for absence and introductions** – No absences, no introductions required.
2. **Approval of previous minutes** – The minutes of the meeting held 25-2-19 were agreed, noting that the actions numbering sequence to be corrected in these minutes.
3. **Actions from previous meetings and matters arising**

25-2-19/ **Action 1: TR to forward existing quote for the Village Design Statement from Johnathon Duck to clerk**

Note that the Village design Statement will be generic for the village. This is a key document. The steering group are recommending the option to appoint a third party to deliver this design statement.

Action complete – see also action 9

25-2-19/ **Action 2: TR to write to the 4 respective land agents for the shortlisted sites, requesting updated information, with a request to respond within 4 weeks.**

Action complete, letters have been sent by TR. See item 5 below.

25-2-19/ **Action 3: Steering group to feedback comments to TR on the Issues and Options documents, with a request to respond before next meeting.**

Action complete, see also section 6.

25-2-19/ **Action 4: SR to seek assistance from any HPC members with prior experience of conducting and/or analysing surveys/questionnaires, costs etc. New questionnaire to be published.**

Action complete, see also section 6.

25-2-19/ **Action 5: SR to seek update from Peter Bull, Planning Consultant.**

Action superseded, see section 7.

25-2-19/ **Action 6: Concurrent with action (2) above, to write to BBC to establish whether an updated assessment for site 710 would be prepared by BBC Highways – action complete, see section 5 below.**

25-2-19/ **Action 7: Steering group to consider status of draft Theme reports, update as necessary and feedback comments to TR, with a request to respond before next meeting. – ongoing**

25-2-19/ **Action 8: HPC Clerk to liaise with TR as appropriate - ongoing**

25-2-19/ **Action 9: Steering Group to advise HPC clerk on all costs.**

The items of expenditure are as follows:

1. Village Design Statement [from Dr Jonathan Duck, Building The Past, in the sum of £6,317];
2. Habitat Regulation Screening Assessment [from Peter Carey, Bodsey Ecology Limited, for a fee of £270];
3. Community Consultation - Printing, Distribution and Collation Service [from Bedford Rural Communities Charity at an estimated cost of £3,121 - see below - plus freepost returns].

Estimated costs, excluding VAT:

Printing of summary document – £493;

Printing of survey forms (including A5 freepost envelopes) – £1,330;

Distribution service – £285;

Print cost to cover the supply and printing of the freepost envelopes – £63;

Freepost returns – charged at 66p per return;

Setting up and providing results from Survey Monkey – £500;

Data entry (estimate based on a 25% return rate – £450. Any additional returns would be charged on a pro rata basis).

Action complete (post meeting note, TR has written to HPC Clerk on 3-4-19)

#### 4. Evidence Base

##### a. Document Management Repository.

Noted that the SG's evidence trail for the HNP is important to maintain and store in a repository. SG to check that the 2017 survey results are available on the HPC website along with proposed site map for Harrold.

**Action 2-4-19/1: PP to check.**

##### b. Theme sub-groups update.

No further update at this time.

#### 5. Housing Site Allocations

##### a. Indicative site plans update.

##### b. Transport assessments update.

Housing options numbers: No change – an assumed number of 25-50 dwellings had previously been made as stipulated by the BBC. The steering group is still proposing a maximum of 40, consistent with the BBC assumption and also with the median of the 2017 village questionnaire responses.

Based on initial planning policy tests of site availability, suitability and delivery and also on community acceptability, there are 4 sites within Harrold emerging as candidates to accommodate the 40 dwellings.

These are sites 143, 579, 606 and 710. Note that site 710 was not part of the 2017 survey questionnaire but is included in the consultation going forwards. Discussion took place regarding the status of the proposed site list.

TR has written to the 4 respective applicants and to date, received a response from Catesby for site 143 and been advised that a highways assessment has commenced for site 579. A response for site 606 has been promised, but no response yet received for site 710.

## 6. Community Engagement

- a. **To agree arrangements for Issues/Options Consultations (ref Key tasks document 21-2-19).**
- b. **To consider quotation from BRCC for printing, distribution and collation service.**
- c. **To agree updated consultation summary**

It was agreed that a 'survey monkey' approach to the next consultation would be proposed. This resulted in a 50% return against population in the 2017 survey.

Support from BRCC is wanted and proposed as well as prior experience from HPC members.

Timelines of a week to set up the survey, 2 weeks to distribute and a further month to gather results and analyse were discussed and proposed.

There are two documents to be part of the survey to go to residents:

- i. The Summary Document (which provides context to the Neighbourhood Plan)
- ii. The Issues and Options Document (which contains the questionnaire and seeks responses from residents)

Drafts of both of these documents were reviewed at the meeting and proposed amendments are to be incorporated by TR

**Action 2-4-19/2: TR to update both documents.**

**Way forward** – Proposal is that BRCC will distribute the survey (1 week duration) after which the first of two community drop in events will be convened. These are proposed to be held in the Harrold Centre or the URC depending on availability. The drop in events are to be designed as communication meetings with site maps, assessments and other relevant planning information available. After approximately 3 weeks, a second drop in event will be convened.

This consultation phase is planned to run from mid May to end of June. Analysis of all gathered survey data may then occur over July/Aug 2019

## 7. Neighbourhood Plan

- a. **Neighbourhood plan submission version – proposed structure (ref version dated 14-3-19)**

A draft version is available, produced by TR.

Peter Bull to be contacted to promote this draft to its final version along with the Sustainability Framework document.

## 8. AOB

### **Application for Neighbourhood Plan grant funding.**

In relation to the Village Design Statement and Habitat Regulation Screening Assessment, the Steering Group agreed to make an application for funding which, if successful, will cover these items. TR will report to HPC Clerk further in relation to the preparation of the funding "expression of interest" and "application". There will be some invoices from Regeneration Positive in relation to the funding application (estimated at **£150**, but this will only be payable if the application is successful) and, as previously advised, for additional ad-hoc work that is charged on an **hourly rate basis** (e.g. updating the consultation documents and land agent communications).

**Action 2-4-19/3: TR to advise and contact HPC Clerk.**

## 9. DONM

It was agreed to increase the frequency of the HNP SG meetings to expedite the next stages of the consultation and plan

**DONM: Tuesday 16<sup>th</sup> April, 7:30pm in the Harrold Centre**