



**Minutes of the Harrold Neighbourhood Plan (HNP) Steering Group (SG) Meeting held on 4th May 2020 at 8.00pm via Zoom video conference**

**Present:** Cllr S Reger (Steering Gp Chair), Cllr J Peverell, Ian Hargreaves,  
Consultant/Advisor: Trevor Roff, (Regeneration Positive)

**Apologies:** Cllr B Muller, Consultant/Advisor: Peter Bull (Chartered Town Planner)

**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.

**1. Minutes of previous meeting**

The minutes of the meeting held 4<sup>th</sup> Nov 2019 were agreed, with no amendments.

**2. Neighbourhood Plan**

**Draft Neighbourhood Plan**

Further to the last meeting, PB has authored a Version 4 draft of the HNP with minimal changes following review by the parish council; this was submitted to BBC for review.

- Items recently completed on the roadmap:
  - Strategic Environmental Assessment (SEA) Screening Report was submitted to the three statutory consultation bodies (Historic England, Environment Agency and Natural England); response from all bodies is that a full SEA is not required.
  - The Habitat Regulation Assessment from Bodsey Ecology Ltd was received, was of a high standard, and was approved.
  - Finalise document. Actions requested during this meeting:
    - PB to update the draft to reflect the adoption of the BBC Local Plan 2030 (**Action Clerk & PB**)
    - PB to provide a timeline for completion of the remainder of the work on the plan (**Action Clerk & PB**)
    - Clerk to provide PB with inventory list of playground equipment already situated in the village (**Action Clerk**)
    - Committee requests that the plan reflects that the provision of developer funding in relation to playgrounds go towards maintaining current equipment rather than towards new playgrounds. (**Action Clerk & PB**)
  - Steering Group walked through the Version 4 plan as amended by SR to ratify changes, which were as follows. Clerk to send changes to PB to incorporate (**Action Clerk**)

- Formatting changes to policy names and other minor changes
  - Reflect consultation bodies' response to full SEA
  - Correction to wording of EU Obligations in light of Brexit
  - Removal of statement that a study of undesignated heritage assets be commissioned
  - Removal of sentence outlining that there is support for provision of dental services – this is duplicated
- The timetable/steps going forwards are:
  - Consultation process (Reg 14) – where the residents are asked to concur or otherwise with the HNP. This is normally facilitated through public exhibition, consultation leading to a questionnaire with all responses logged. In the current climate of Covid-19 the government's latest guidance suggests public consultation is still possible: "it is not mandatory that engagement is undertaken using face-to-face methods. However, to demonstrate that all groups in the community have been sufficiently engaged, such as with those without internet access, more targeted methods may be needed including by telephone or in writing". SG to decide how to progress with this at the next meeting (**Action All**).
  - The HNP is then amended in line with responses prior to submitting to BBC for examination - then follows the referendum of the residents.

### 3. Supporting Documents

**(a) Strategic Environmental Assessment (SEA)**

Confirmed that full SEA is not required

**(b) Habitats Regulations Screening Assessment**

Complete

**(c) Basic Conditions Statement**

This statement document ensures compatibility with all planning policies. PB to commence draft.

**(d) Consultation Statement**

This is a database of all consultations and related documents. Forecast to be drafted over the next 2-3 months. PB/TR to collate.

### 4. AoB

None

### 5. DONM

TBD

End