



Minutes of the HNP Steering Group Meeting held 21st Feb 2018 at 7.30pm at Parish Council Office

Present: Cllr S Reger (Steering Gp Chair), Cllrs R Brough (Clerk), P Pedersen, J Peverell, B Muller,

Consultants/Advisors: Trevor Roff, (Regeneration Positive), Peter Bull (Mato Design Associates)

Background/Scope: The Harrold Neighbourhood Plan Steering Group is a voluntary group of existing HPC Councillors. The remit of the steering group is to progress the creation of the Harrold Neighbourhood Plan, 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** – There were no absences. SR introduced himself as the new chair of the steering group, taking over from David Mercer for whom much thanks was recorded for all efforts and contributions to the steering group to date.
2. **Approval of previous minutes** – not applicable as there were none from the previous meeting.
3. **Matters arising from previous meetings and discussions**
 - a. Housing options numbers – an assumed number of 25-50 dwellings had previously been made as stipulated by the BBC. The steering group is proposing a maximum of 40, consistent with the BBC assumption and also with the median of the village questionnaire responses.
 - b. Discussion followed on how this number and the site options should be presented to the village. Thoughts were invited.
 - c. ‘Sustainability Framework’ – Mato proposed to lead this activity.
 - d. Village Design Statement and Codes – two options discussed:
 - i. Steering group to produce themselves by looking at examples of other existing village best practice. Can look at own village map, property types etc. State what is not wanted.
 - ii. Appoint a third party to draft the statement.Note that the Village design Statement can commence anytime and will be generic for the village. Post meeting note: Mato have proposed using an ex-conservation officer with knowledge of Harrold and experience in these matters and have provided an example guide. See Mato e-mail 7-3-18 to Steering Group. **Action: Use template letter to contact landowners/developers.**
 - e. Review of proposed/candidate sites - discussion took place regarding the status of the proposed site list. Are all submissions still live, available and viable? Site 482 is known to have been withdrawn and this has been confirmed by BBC. It was agreed that the landowners/developers should be contacted in writing for confirmation and/or clarification of any issues such as restrictive covenants, highways access, availability etc. It was also agreed to contact BBC to request a definitive list of the current candidate sites. Sonia Gallagher was named as the BBC contact for this. Is there an update from the Highways department re roads assessment? **Action: Write to BBC requesting updated list/assessments.**

- f. Issues and Options Papers – An original draft list of Issues and Options, mapped to the Neighbourhood Plan core objectives was reviewed with a view to segregating into 3 separate documents:
- i. **Key Policy Areas & Objective Mapping** – this document is the basis of the next stage of consultation with the community. It develops the housing theme further.
 - ii. **Non Policy Actions & Objective Mapping** – this document contains 25 non policy actions for the HPC to formulate into a future work programme. Note that this document is not intended for public consumption at this time.
 - iii. **Summary of Key Issues** – This document contains the next steps of the planning process and is intended (when agreed) for publication on the web site to provide feedback to the community.
- NB Post meeting note: drafts of these documents can be found as attachments to Trevor Roff's mail of 26-2-18 to the Steering Group.
- Action – Steering Group to provide feedback.**
- g. Affordable Housing definition – this was discussed without conclusion but it is understood that BBC policy is that 30% of new dwellings shall be 'affordable'.
- h. Lifetime homes criteria – briefly discussed. This policy includes door widths, future proofing for the elderly etc.

4. AOB - none

**Date of next meeting
Tuesday 24th April 2018 (to be confirmed)
7:30pm 72 High Street**