



Minutes of the Harrold Neighbourhood Plan Steering Group Meeting held on 25th Feb 2019 at 7.30pm at the Harrold Centre

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

Consultant/Advisor: Trevor Roff, (Regeneration Positive)

Apologies: Cllr J Peverell, Elaine Hargreaves

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** – Apologies were received from Cllr J Peverell and Elaine Hargreaves. SR welcomed Ian Hargreaves to the steering group. This meeting was the first since 21-2-18 and convened to progress the HNP in light of planning and timescale changes at Bedford Borough Council level having taken place since the last meeting.
- 2. Approval of previous minutes** – The minutes of the meeting held 21-2-18 have been agreed.
- 3. Matters arising from previous meetings and discussions**
 - a. 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.
 - b. 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.
 - c. Village Design Statement and Codes – two options for producing this statement document have previously been 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 document.

Note that the Village design Statement will be generic for the village.

The steering group are recommending option 2, to appoint a third party to deliver this design statement.

Action 1: TR to forward existing quote from Johnathon Duck to clerk

- d. Review of proposed/candidate sites - discussion took place regarding the status of the proposed site list. An update to the transport assessment is required for all candidate sites to confirm that adequate visibility and safe access can be achieved. In addition, indicative layouts for up to 10 dwellings per site are to be requested from the applicants.
Action 2: TR to write to the 4 respective land agents requesting this information, with a request to respond within 4 weeks.
- e. Issues and Options Papers – updated drafts of these papers are now available and are well advanced. The view is that the HNP is close to consultation phase. The next step is for the steering group to feedback comments on both the Summary Document and the Representation Forms to allow these papers to be finalised for consultation.
Action 3: Steering group to feedback comments to TR, with a request to respond before next meeting.
- f. Next steps: an updated project plan has been provided by TR. The next major step will be to consult with parishioners through the second questionnaire referred to in "e" above. This will be supplemented by 'drop in' type events where the public can meet the steering group and pose any clarification questions. The findings of the next questionnaire will require analysis.
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.
- g. 'Sustainability Framework' – Mato Design previously proposed to lead this activity.
Action 4: SR to seek update from Peter Bull, Planning Consultant.
- h. Previously, 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. BBC (Sonia Gallagher) was contacted to request a definitive list of the current candidate sites. Some responses with respect to some sites received but not for site 710. BBC confirmed that highway assessments were undertaken to inform the local plan / site allocation process but that Site 710 has not been assessed because, by that stage, BBC were aware that the neighbourhood plan would be allocating sites, rather than the local plan.
Action 5: Concurrent with action (d) above, to write to BBC to establish whether an updated assessment for site 710 would be prepared by BBC Highways.
- i. Theme Group Reports – These have been completed in draft by TR but require checking.
Action 6: 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.
- j. Audit trail – a check of the HPC website required to ensure all previous minutes are available.
Action 7: HPC Clerk to liaise with TR as appropriate
- k. Habitats Regulations Assessment – This assessment is now a mandated requirement of the planning process and a screening assessment will be required when the neighbourhood plan is at draft stage. This is available from Peter Carey, Bodsey Ecology Limited, for a fixed fee that had been negotiated by BBC.
Action 8: Steering Group to advise HPC clerk on costs

4. AOB - none

**Date of next meeting
Tuesday 2nd April 2019
7:30pm, Harrold Centre**