



Minutes of the Harrold Neighbourhood Plan (HNP) Steering Group (SG) Meeting held on 4th Nov 2019 at 8.00pm at the Harrold Centre

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

Apologies: Cllr A Bryce

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) Draft Neighbourhood Plan - Submission Version
4. SUPPORTING DOCUMENTS
 - (a) Strategic Environmental Assessment
 - (b) Habitats Regulations Screening Assessment
 - (c) Basic Conditions Statement
 - (d) 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

Apologies received from Cllr A Bryce, who has notified of his intention to stand down from the SG. The SG wish to thank him for his support and contribution to the development of the HNP.

2. Minutes of previous meeting

The minutes of the meeting held 15th Oct 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. This action to be closed but recognised as standard practice to maintain a repository of all relevant documents. **Action closed.**

Action 15-10-19/1: PB. Draft Neighbourhood Plan - Submission Version. Edit down the Policy statements. PB has edited these and a revised version (version 3) of the HNP has been tabled for review – see also sect 3 below. **Action complete.**

Action 15-10-19/2: PB. Draft Neighbourhood Plan - Submission Version. Include better resolution maps for the reader. PB to include better resolution illustrative maps and there is no need to invoke the ordnance survey versions or licence. **Action complete.**

Action 15-10-19/3: Harrold Clerk. Draft Neighbourhood Plan - Submission Version. A playground location map to be provided to PB. **Action complete.**

Action 15-10-19/4: TR. Supporting Documents - Strategic Environmental Assessment (SEA) - A draft to be prepared. TR has tabled a draft of the SEA screening report for review. See also sect 4 below. **Action complete.**

Action 15-10-19/5: TR. AOB - Theme sub-groups update. - Version 3, Dated May 2019 to be revisited. **Action continues.**

3. Neighbourhood Plan

Draft Neighbourhood Plan - Submission Version

Further to the last meeting review and comments received, PB has authored a version 3 draft of the HNP. This version was also circulated to SG prior to the meeting. This version was reviewed in summary in the meeting.

Notable comments were:

- The plan will include illustrative data on the 3 preferred sites with, for example, indication of entry access points.
- With respect to playground areas, it is assumed the Orchard Lane site would utilise the existing play area whilst contributions would be expected for additional play areas for the other two possible sites.
- The HNP would benefit from the inclusion of an executive summary for review by HPC. Action PB to draft and SR to circulate to council prior to the Nov meeting. **Action 4-11-19/1: PB/SR**
- Propose or list improvement suggestions relevant to each preferred site. (This was for future allocation of any CIL funds).
- The plan should indicate to potential developers what site specific enhancements are required or preferred (eg bus stops, additional parking etc)
- The timetable/steps going forwards in the short term are:
 - Agree draft of the HNP
 - Finalise document

- Commission the Habitat Regulation Assessment (perceived to be a short task)
- Update the SEA in line with the HNP
- Seek endorsement of SEA from HPC and submit to the 3 regulatory bodies to determine if a full assessment is required (nb, this can take up to 10 weeks).
- The longer term activities are:
 - Consultation process (Reg 14) – where the residents are asked to concur or otherwise with the HNP. Facilitated through public exhibition, consultation leading to a questionnaire with all responses logged.
 - The HNP is then amended in line with responses prior to submitting to BBC for examination prior to a referendum of the residents.

4. Supporting Documents

(a) Strategic Environmental Assessment (SEA)

The screening SEA has been drafted by TR and is to be circulated to HPC and reviewed.

(b) Habitats Regulations Screening Assessment

To be commissioned for drafting by third party

(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.

5. AoB

Catesby Estates: Odell Road, Harrold - Update

The appeal process will commence at the BBC offices from 12-11-19 on (4 days assumed). Also noted that HPC will be represented and make a request for a verbal statement in support of written statements to date.

6. DONM

Provisionally set for Tues 18th Nov 2019 at 8pm at the Harrold Centre.

End