



Minutes of the Harrold Neighbourhood Plan (HNP) Steering Group (SG) Meeting held on 16th April 2019 at 7.30pm 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)

Apologies: Cllr P Pedersen

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. **To receive apologies for absence and introductions** – Apologies received from Cllr P Pedersen, no introductions required.
2. **Approval of previous minutes** – The minutes of the meeting held 2-4-19 were agreed, with no amendments
3. **Actions from previous meetings and matters arising :**

25-2-19/ **Action 7: Steering group to consider status of draft Theme reports, update as necessary and feedback comments to TR** – noted that priority should be given to the Housing and Build Environment theme report. Action continues.

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

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. See also section 8. Action continues.

2-4-19/ Action 2: TR to update both Issues and Options consultation documents.

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)

Latest draft versions including amendments of both of these documents were reviewed at the meeting. See also section 6. Action complete.

2-4-19/ Action 3: TR to advise and contact HPC Clerk regarding application for Neighbourhood Plan grant funding - TR advised that the Central Government grant application process was not yet open. SG will continue to liaise with HPC Clerk. Action continues

4. Evidence Base

Theme sub-groups update.

No further update at this time, though noted that of the five Theme documents, the 'Housing and Built Environment Document' was important to have finalised for the consultation period.

Strategic Environmental Assessment (SEA)

Ref e-mail from TR on 13-4-19. Noted that Bedford Borough Council (BBC), have confirmed that it is the responsibility of the Parish Council to undertake the SEA screening (in addition to and after the Habitat Regulation Assessment (HRA) screening). The SG has received a template for completion. HPC will need to discuss and agree whether a full or part assessment is required. This is an additional stage that requires to be planned in to the SG's activities. It is proposed that this task is eligible to be sub contracted, potentially to the same supplier providing the Neighbourhood Plan (nb without commitment, PJB Town Planning). This document will refer to all proposed sites and will be produced for Harrold village as a whole.

5. Housing Site Allocations

Site 710 has been discussed with the owner and the SG has been advised that the owner does not wish to continue at this time. As a result, site 710 is not available and details are to be removed from the Issues and Options consultation documents. Note that site 710 was not part of the 2017 survey questionnaire. The sites remaining in the consultation questionnaire are sites 143, 579 and 606.

Therefore with regard to the housing options numbers, there is still no change to the overall assumed minimum to maximum number of 25-50 dwellings as stipulated by the BBC but the SG now proposes a maximum of 30, distributed across the 3 proposed sites and to include 9 'affordable' units.

Discussion took place regarding the status of the proposed site list.

Site 606: A transport assessment has been received (for 10 and 26 dwellings), sketch proposals of proposed layouts are included.

Site 579: Transport Assessment and sketch layouts are awaited from the promoter.

Site 143: Noted that a speculative application for 90 dwellings has been submitted to BBC (16-4-19). Transport Assessment and layout drawings to be reviewed. The SG noted that this speculative application was outside of the village settlement policy area, was in a rural location and contrary to planning policy.

Noted that drawings and sketches of proposed developments should be available at the planned public drop in consultation sessions.

6. Community Engagement

- a. **Issues/Options Consultations** – Comments have been received from HPC members and amendments incorporated – these latest versions of the two issues and options documents are now finalised and to be forwarded to BRCC for distribution purposes. **Action 16-4-19/1: TR to forward.**
- b. **To consider quotation from BRCC for printing, distribution and collation service.** Timescales proposed are: 1 week for the survey monkey, 2 weeks for distribution.
- c. **To agree updated consultation summary.** The consultation period is proposed as Mon 20th May to Sunday 30th June. The public poster has been drafted and to be circulated to SG for comment/final changes. Proposal to distribute a flyer 2 weeks ahead of the Consultation Document distribution in the week commencing 13th May. Proposed to be distributed by Bedfordshire Rural Communities Charity (BRCC). The two drop in sessions at the Harrold Centre are proposed as:
 - Sat 25th May 11am-4pm
 - Friday 7th June 6pm – 9pm

(note to SG to check booking for the Centre, organise tables, photographer, name badges, exhibit boards and refreshments. The main purpose of the drop in sessions is to communicate, inform and assist with questionnaire completion as required. **Action 16-4-19/2: SG**

7. Neighbourhood Plan

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. **Action 16-4-19/3: SR**

8. AOB

Relevant Documents List for Reference (nb this list to be maintained)

1. Final version of the Site Assessment Report dated Aug 2017, commissioned from Mato Design.
2. Final version of the Housing Needs Survey dated Oct/Nov 2016 commissioned from BRRC.

9. DONM

It was agreed to convene the next meeting of the HNP SG ahead of the proposed drop in session dates to expedite the next stages of the consultation and plan

DONM: Tuesday 7th May, 7:30pm in the Harrold Centre

End