



Steering Group Meeting- 18 July 2016 9:30 am

Parish Council Office, Harrold

Minutes

Present: S. Reger, D. Mercer, T. Roff, Clerk – R. Brough

Apologies: A. Jones

Disclosure of Interests: None

Project Planning

Project Plan: The meeting considered and approved a draft Project Plan that sought to identify tasks, allocate responsibilities and outline delivery timescales for the tasks associated with the neighbourhood planning initiative. It was acknowledged that effective project planning was important to successful neighbourhood planning. The Project Plan targets a launch event in November 2016.

Work Programme: This identifies specific work-streams consistent with the proposed Project Plan and has been prepared to the end of December 2016 to include the Launch Event. This provides the basis for reviewing progress against the milestones established by the Steering Group.

Planning Consultant: The meeting recognised the need, at the appropriate time, to appoint a planning consultant/planning skill. Planning expertise will be relevant to support specific stages of the process, particularly in relation to the determination of issues and options and the testing of options, translating the preferred options (arising from the issues/options consultation) into planning policies and to draft the Neighbourhood Plan, initially for consultation and subsequently to a standard that will convince the Independent Examiner that it is compliant and can be recommended to proceed to the referendum (the submitted plan must be accompanied by a consultation statement and statement of compliance with the prescribed "basic conditions"). An initial task would be to assess the sites in the Parish which have been put forward to the Borough Council for potential development. Through this assessment the committee will have some informed guidance as to which sites would be have the best development potential and which ones can be ruled out. The Committee will then need more assistance from the local planning consultant in early 2017. It would be necessary to determine a specification of requirements for the planning consultant to enable quotations to be obtained. **Action T. Roff**

Use of Volunteers: The committee discussed when would be the best time to increase the working group and invite volunteers to join the development committee. The committee decided they would have a large board at the launch where residents can express an interest in becoming a member of the committee. T Roff will provide a 'Role of Volunteers' paper outlining the sort of help the committee will need. **Action T. Roff**

Strategic Policies: The meeting considered an overview of the current framework of relevant strategic planning policies for Harrold that underpin the process, including the National Planning Practice Guidance. This had been circulated prior to the meeting. There is a requirement for Neighbourhood Plans to have regard to national policy and guidance and for it to be in general conformity with the strategic policies of the Local Plan. The latter does not require absolute conformity but it should adhere to the direction of the policies of the Local Plan and support their implementation. The key policies, at this stage, that are likely to frame the development of the Harrold Neighbourhood Plan were identified in the circulated paper. It was recognised that there may be other policies and sections of the National Planning Policy Framework that the Steering Group may need to be cognisant of as the Plan evolves.

Communication with Local Planning Authority: The meeting identified that the approved Project Plan involved initial communication with the Local Planning Authority to outline the intentions and seek support to ensure that the emerging Neighbourhood Plan for Harrold fits with the strategic policy direction of the Borough Council. In this regard, there had been a positive response from Bedford Borough Council and this has culminated in a detailed response in relation to the production of the evidence base to support and help compile the Neighbourhood Plan.

Grant Funding Application - Update: The committee received a positive response from the grant application and they have been given a grant of £9000 to use towards the cost of the development of the Harrold Neighbourhood Plan.

Community Engagement

- a) Website Development - Bespoke media will add a 'Harrold Neighbourhood Plan' page to the existing Harrold Parish Council website. The page will include the documents "an introduction to Neighbourhood planning" and "typical questions and answers" that had previously been circulated to the committee, together with details of the designation of Harrold as a neighbourhood area and a map of Harrold. **Action Clerk**
- b) Introduction to neighbourhood planning - A short write up will be submitted to the Bridge Magazine to go out to residents when next published. The committee would like to inform residents of the 4 new proposed settlements in the borough area and encourage residents to express their views when they are given an opportunity. The write-up will also include a brief introduction of the neighbourhood planning committee and the work they have completed to date. The launch date of the neighbourhood plan will be included to encourage as many residents as possible to attend.

Consultation Launch

- a) The committee determined to arrange the launch event on the 11th & 12th of November 2016. They discussed holding the event at the Middle School. The committee would like to create a rolling 15 minute video of the history of Harrold to be played during the event. The committee will likely need to prepare 20 A2 boards, 1 large map of Harrold and a map outlining the sites for development which have been put forward.
- b) The committee would like to arrange a pre-launch meeting for specific stakeholders, such as the schools, playing fields association, Harrold Centre, churches, local businesses, farmers, bowls club and Country Park. The time and date of this meeting not yet decided.
- c) Neighbourhood Plan "branding" - Committee discussed possible logo's for the Neighbourhood Plan. The committee decided to use the image of the Harrold Buttermarket with 'Harrold Neighbourhood Plan' written next to it. Clerk to ask Bespoke Media to create this logo. **Action Clerk**
- d) Strap line for Neighbourhood Plan - The committee discussed a number of possible Strap lines and looked at ones being used in other villages that are developing neighbourhood plans. The committee decided '**Planning Harrold's Future**' to be best suited to Harrold.

- e) Draft Vision/Objectives - The committee considered the following draft Vision for the Harrold Neighbourhood Plan: *"To maintain Harrold's strong sense of place and local identity, respecting well designed growth that will help sustain local services, facilities and employment for the benefit of the community, whilst maintaining and protecting its rural setting"*. S. Reger will work on the draft version for consideration at the next meeting. **Action S. Reger**

The meeting considered and supported the following themes for inclusion in the Harrold Neighbourhood Plan:

- Housing and The Built Environment
- Infrastructure and Access
- Environment and The Countryside
- Community Facilities
- Local Economy

Draft core objectives were considered relevant to each of these Themes and these would be confirmed at the next meeting of the Steering Group.

Next Steps:

- a) To establish terms of reference for the Steering Group. **Action Clerk**
- b) To consider Theme Groups and sources of evidence for Baseline Reports and local needs/ issues/ characteristics etc with a view to assigning lead responsibility at the next meeting. **Action All**
- c) Housing Needs Survey - A quotation has been obtained from the Bedfordshire Rural Communities Charity (BRCC) who the Borough Council recommend should complete the Housing Needs Survey for neighbourhood areas. This will be essential to establish the type and amount of new housing to meet current and future demands of the Parish. The Committee, therefore, need to commission BRCC to conduct a Housing Needs Survey for Harrold. The committee would like to include an inductor page with the surveys telling residents how the survey results are important in the development of the Neighbourhood Plan. The committee considered that, ideally, the surveys should go out to residents early September 2016. Clerk to contact BRCC to arrange. **Action Clerk**
- d) Branding: Committee thought it would be a good idea to create a stamp with Harrold Neighbourhood Plan logo and address to stamp all the surveys so residents can identify the important documents the committee will be sending out throughout the process. **Action Clerk**

Date of Next Meeting: Friday 12 August 2016 at 9:30am