



Minutes of the Harrold Neighbourhood Plan (HNP) Steering Group (SG) Meeting held on 7th May 2019 at 8.00pm at the Harrold Centre

Present: Cllr J Peverell, Cllr B Muller, Ian Hargreaves,

Consultant/Advisor: Trevor Roff, (Regeneration Positive)

Apologies: Cllr S Reger, (Steering Gp Chair)

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 S Reger. The meeting also welcomed and was attended (part time) by several local residents seeking information and an update on the Neighbourhood Plan status and the SG's activities.

2. Approval of previous minutes

The minutes of the meeting held 16 April 2019 were agreed, with no amendments.

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 and this had now been updated to reflect the sites available for allocation and direction of travel agreed by the Steering Group. **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. **Action continues.**

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. See also section 6. **Action continues.**

16-4-19/1: TR to forward Issues/Options Consultations – documents to BRCC for distribution purposes. These are now finalised and have been sent. **Action complete.**

16-4-19/2: SG: Check bookings for Community Drop in sessions at the Centre – The two drop in sessions are confirmed for Sat 25th May, 11am-4pm and Friday 7th June, 6pm – 9pm. **Action complete.**

16-4-19/3: SR Neighbourhood plan submission version – proposed structure (ref version dated 14-3-19). Peter Bull to be contacted to promote this draft to its final version along with the Sustainability Framework document. **Action continues.**

3. Evidence Base

The SG noted that a critical requirement of the HNP is that it shall be 'evidence based'.

Theme sub-groups update.

Of the five Theme Documents, the 'Housing and Built Environment Document' was important to have finalised for the consultation period. This document has been updated by TR and circulated to the SG. SG now considers this document sufficiently mature to mount on HPC web site.

(Post meeting note: This document now re-issued and identified as Version 3, Dated May 2019).

4. Housing Site Allocations

Further discussion took place regarding the current status of the proposed site allocations as follows:

Site 606: A transport assessment has been received (for 10 and 26 dwellings); sketch proposals of proposed layouts are included. These are available for the drop in consultation sessions.

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

Site 143: Transport Assessment and sketch layouts are still awaited from the promoter.

The SG 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 continues to note that this speculative application was outside of the village settlement policy area, was in a rural location and contrary to planning policy. The deadline for consultation response was noted to be 21st May 2019. The SG has passed the action to respond to HPC. **Action 8-5-19/1: HPC to respond to the speculative Site 143 planning application.**

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It was noted that all drawings and sketches of proposed developments should be available at the planned public drop in consultation sessions.

5. Community Engagement

Issues/Options Consultation Documents – The survey monkey is now organised and printing is complete. Distribution by BRCC now planned for week commencing 20th May 2019.

The consultation period is proposed as Mon 20th May to Sunday 30th June. The public poster has been drafted and circulated to the SG.

Aide memoir for the SG: to organise tables, photographer, name badges, exhibit boards and refreshments. Have information available for the 3 proposed sites, spare copies of the questionnaire and review poster information. Agree attendees from HPC and SG.

TR to review display information originally used for the launch event, back in November 2016, to assess relevance for display at the “drop in” sessions. **Action 8-5-19/2:TR**

The main purpose of the drop in sessions is to communicate, inform and assist with questionnaire completion as required.

6. Next Steps

Grant Fund Application - potentially to fund or part fund the Habitat Regulation Screening report and the Village Design Statement. The SG noted that the application window was still not yet open. Estimated to open mid May.

7. AOB

None

8. DONM

The next formal meeting was not placed in the diary, but it was agreed that the next gathering of the HNP SG would occur at the first drop in session at Harrold Centre on Sat 25th May 2019.

End