**HARGRAVE NEIGHBOURHOOD PLAN (HNP) STEERING GROUP**

**Minutes of the meeting held on 11th January 2021 at 18.30 via Zoom**

PRESENT:Duncan Farrington (DF),Jonathan Gunthorpe (JG), Martyn Leonard (ML), Nick Pollard (NP – Chair),Maggie Priest (MP), Ros Sheppard (RS)

ALSO PRESENT: Claire Bradley (CB)

APOLOGIES: Janice Brotherton, Savitri Pollard, Eli Farrington

MINUTES The minutes of the last meeting were accepted as a true record.

**Hargrave Neighbourhood Plan (HNP)**The latest draft of HNP had been provided by CB. Members were asked to read it within the next two days and get back to NP by Wednesday lunchtime with anything they thought needed amending. CB asked that especial care was taken to check the maps for accurate boundaries.

**Supporting Documents** JB and MP had completed the Equalities Impact Assessment (EIA) and Strategic Environmental Assessment (SEA). CB confirmed that she would send both, together with the Habitat Regulations Assessment (HRA), to Michael Burton at ENC tomorrow.

**Timescale of the NP** CB confirmed that HNP would be in force until 2031 and not the 25 years that had been discussed originally. She pointed out that the discussion in the NP of those 25 years could form the basis for the following 15 years after 2031, depending on any planning policies current at that time.

**Design Code** JG reported that he was hopeful that AECOM would complete this by 15th January ready to be presented to Parish Council (PC) at their meeting on 18th January. However, CB made clear that the Design Code was a guide for decisions in the HNP and, as such, was not to be consulted upon. It could therefore be added as an appendix at a later date. NP requested that the document be sent to the Steering Group at the same time as the PC.

**Housing Needs** This document informs decisions in HNP and once it is completed it will be added as an appendix to HNP. It does not have to be consulted upon. CB noted that should ENC create a new policy on Housing Needs it would be the most recent document that would hold sway at any one time.

It was noted that the Steering Group would now have to change wording in HNP to make sure that residents’ opinions on housing needs were correctly reflected over the 10 years of the document. Already there had been 6 new dwellings completed since 2011 and more were in the pipeline. If the village had considered 10-15 new dwellings in the 25 years from 2020 to be acceptable, then something like 0.8 houses should be built annually over the next ten years.

NP commented on the poor infrastructure in the village, especially in relation to surface water drains which had failed during recent downpours. HNP should specifically make clear that developers would be ‘expected’ and ‘encouraged’ to include plans to improve infrastructure prior to building commencing.

**Plan of Action** The following plan of action was agreed:

Members of the Steering Group to read the latest version of HNP provided by CB and send any issues to NP by lunchtime on Wednesday 13th January at the latest.

NP to amalgamate any changes and another Zoom meeting is to be held on Thursday 14th January at 1830 to discuss and agree any such changes. The document would then be sent to PC on Friday 15th January.

PC would meet on Monday 18th January to decide whether they were happy for HNP to be sent out for the official, Regulation 14, consultation with all interested individuals and bodies. Assuming they agree this:

* The 6 week consultation period would be instigated as soon as possible after the PC meeting. With the responses required by an exact time on the exact date the period would end.
* Before the consultation begins the PC Website must be updated with a message on the front page drawing attention to the consultation and guiding readers to the HNP pages where they will be able to find the finalised document together with supporting evidence. The SEA, EIA and HRA should also be posted on the website. The evidence must include assessments of green spaces, housing needs and planning policy. **(Action:JG/RS)**
* Each individual household in the village, landowners and people who work in the village must be consulted, preferably by email. Hard copies of the official letter would be delivered to those households without internet access. In a change from December 2020’s meeting, there would be no public meeting because of increased restrictions due to Covid 19.**(Action:DF/RS)**
* The consultation letter should also be sent to all interested bodies on the list provided by Michael Burton at ENC as well as to ENC itself. **(Action:JG)**
* Representation forms responding to the consultation should be sent via email wherever possible to rossheppard49@gmail.com. Otherwise hard copies of the form should be delivered to RS’s home. (In a change from December 2020, there would be no bin outside the Village Hall.) RS would collate all the responses in tabular form and send to CB for her consideration.**(Action:RS)**

**The next meeting would be held at 1830 on Thursday 14th January 2021 via Zoom.**

The meeting closed at 2000 hrs.