



**MINUTES OF THE HARDEN NEIGHBOURHOOD PLAN PROJECT TEAM  
HELD ON 14<sup>th</sup> JANUARY, 2019 IN HARDEN MEMORIAL HALL**

**Present:** Cllr Kay Kirkham (Chair)  
Cllr Gerald Jennings  
Jools Townsend  
Steve Johnson  
Tony Carlyle  
Jamie Wilde (IntegreatPlus)  
Ken Eastwood (Clerk)

**1. Apologies for absence**

None.

**2. Introductions**

Cllr Kirkham opened the meeting and welcomed those present. With a minor amendment, the minutes of the previous meeting were accepted.

**3. Terms of reference**

The terms of reference were discussed. A member of the project team asked about membership numbers and Cllr Kirkham suggested a number of minor amendments.

**Actions**

It was agreed that the document be approved subject to the following: -

- That mention of declarations of interest be removed
- That reference to constitution be replaced with terms of reference
- That disposal of funds at the end of the project should be by the Parish Council

**4. Vision, aims and objectives**

A revised version of the vision, aims and objectives had been circulated following inclusion of edits suggested by Jools Townsend. The team reviewed the document and proposed further revisions.

**Actions**

Jamie Wilde to incorporate the edits proposed and a final version of the document to be circulated and signed off at the next meeting.

**5. Programme format**

Jamie Wilde outlined how a work programme could progress. He proposed a topic based approach, enabling detailed discussion on key issues at each meeting.

Topics could include parking, transport, housing, business and green spaces. The next two meetings could focus on transport (including movement, parking and access) and housing.

A team member suggested members could individually look at other plans and identify examples of transport policies that could be useful in Harden. Jamie Wilde explained that the plan needs to be evidence led and not a pastiche of policies used elsewhere.

There was discussion on community engagement and participation and it was suggested that the project team should work through the key issues and consult with the community when outputs and draft conclusions have been developed.

### **Actions**

The next meeting to focus on transport and to run as follows: -

- Jools Townsend to give a 10/15 minute presentation, sharing some transportation insights and expertise.
- Jamie Wilde to give a 10/15 minute presentation on the topic and introduce some example policies and approaches from other plans.
- Jamie Wilde to facilitate an open discussion.

The following meeting to focus on housing.

### **5. Housing Needs Assessment & Design Guide**

Jamie Wilde explained the benefits of a housing needs assessment. The clerk stated that he had been in touch with Locality about Technical Support packages and had been advised that any grant applications need to be spent before the end of the financial year.

### **Actions**

The clerk to make further contact with Locality and enquire if applications for Technical Support packages would in fact be unaffected by financial year spending restrictions.

### **5. Any other business**

None.

### **5. Next meeting**

Provisionally agreed that the next meeting will be held on 19<sup>th</sup> February, 2019, at 19:15 in Harden Memorial Hall, subject to confirmation by Jamie Wilde.