

Minutes of Steering Group Meeting – 12th Jan 2015

Meeting Detail: 12th Jan 2015 - 1.30pm 11 The Lotts, Ashton Keynes, SN6 6PS

Attendees: Dave Wingrove (DW), Malcolm Carter (MC), Kevin Winstone (KW), David Moss (DM)

Apologies: Terry Klee (TK)

Other Refs: Draft Neighbourhood Plan (DNP), Steering Group (SG), Focus Group (FG), Wiltshire Council (WC), URS - Locality assigned consultants (URS), website (the AKNP website)

Ref.	Public Attendees
1	No members of the public attended.
Ref.	Approval of Minutes from the Last Meeting
2	The Minutes from the previous Steering Group meeting (DocRef. AKNP SG Minutes 22-12-14) were approved and will be listed on the AKNP website (www.ashtonkeynesneighbourhood.com)
Ref.	Matters Arising and Updates
3	<p>MC – The application for a Locality funded Technical Support Package for an Evidence Base and Policy Review report has been approved and advised to URS to provide. All current evidence of surveys and engagements, and draft policies created to date will be made available to URS to complete a report and make recommendations. Action - MC</p> <p>DM – In progressing the Historic Conservation Focus Group’s objective of producing an update proposal to the 1998 Conservation Area Statement, it has been decided that following a recent conversation with English Heritage which advised it that any changes to the conservation area would be a decision for WC, DM will contact WC Conservation to set out an initial proposal and ask for advice. Action - DM</p>
Ref.	Housing Site Consultation planning and logistics
4	<p>The display visuals for the Housing Site Consultation events planned for the 20th and 24th January were discussed.</p> <p>There were 10 potential housing sites identified that will be presented as options in the consultation, and listed in the survey for voting and commenting purposes. These sites were identified from the SHLAA list, and from sites of known interest from land owners and planning agents.</p> <p>MC referred to the approach taken by Ashurst Wood NP for their neighbourhood plan as a suitable format that could be used for the consultation events and survey. The SG agreed that with appropriate changes that this format would serve well for our purposes and should be used.</p> <p>MC agreed to create the visual displays and survey form for the Housing Site Consultation and also an online survey form of the same style for use on the website. Action –MC</p> <p>DW agreed to take on the arrangement of display boards , booking of the village hall and the logistics of setting up and organising helpers for the events. Action - DW</p>

Ref.	Next Steps
5	<p>MC agreed to create an Action List to identify the short term action items that need to be achieved in order to progress the NP process. Action –MC</p> <p>Complete Scoping Report and send to statutory consultees. Action - MC</p> <p>Amalgamate Draft Policies from FG's and send to URS for review. Action - MC</p> <p>Complete URS Site Assessment pro-forma's for potential development sites and send to URS for review. Action - MC</p> <p>Gather and document feedback and survey results from the Housing Site Consultation events and share with SG. Action - MC</p> <p>Analyse the Housing Site Consultation survey results. Action - All SG</p>
Ref.	Date of Next Meeting
6	A date for the next meeting was agreed for the 5 th Feb 2015.