

Minutes of Steering Group Meeting – 5th June 2014

Meeting Date: 5th June 2014 - 7.00pm Village Hall, Park Place, Ashton Keynes

SG Attendees: Dave Wingrove (DW), Malcolm Carter (MC), Terry Klee (TK), Kevin Winstone (KW), Catherine Loveday (CL), David Moss (DM), Ernie Tidmarsh (ET), Ian Ager (IA), Bernadette Yarnold (BY)

SG Apologies: Geoff Winslow (GW), Mike Jackson (MJ), Keith Newman (KN), Chuck Berry (CB)

Other Refs: Cotswold Community (CC), Neighbourhood Plan (NP), Planning Aid (PA)

| Ref. | Public Attendees |
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| 10.1.0 | None |
| Ref. | Approval of Minutes from the Last Meeting |
| 10.2.0 | The Minutes from the previous Steering Group meeting (DocRef. AKNP-SG-Minutes-240414) were approved and will be listed on the AKNP website (www.ashtonkeynesneighbourhood.com) |
| Ref. | Planning Aid Introduction |
| 10.3.0 | <p>MC introduced CL as our appointed lead case worker to advise and guide on our NP process. CL outlined the scope of the support available from PA as shown in the acceptance agreement shared with the group. This provides for support to the end of Nov 2014. This support period may be extended by agreement if circumstances are justified. The nature of the support provided by PA is as a 'critical friend' to facilitate the progression of our NP process.</p> <p>CL suggested a couple of areas where advice could be given initially on: visioning, and writing proposals. It was also suggested that a training session could be given to the group on proposal writing and this was welcomed by the group. An agreed date needs to be set for this training. (Action: CL, MC, SG/FG members)</p> <p>MC presented the updated NP process chart for discussion and to highlight the key tasks that require to be completed to enable the target timescale for the draft plan submission by the end of Dec 2014 to be achieved. The key tasks were identified as the stages: creating the key objectives, creating a scoping report, creating draft proposals, community workshop planning. To achieve the target timescale it was proposed that there should be a leader/co-ordinator for each key task.</p> <p>The topic of the scoping report was discussed in detail and particularly the need to include a sustainability appraisal (SA) and a strategic environmental assessment (SEA). Whilst it was stated that neither an SA or SEA is a legal requirement for a NP it is often recommended for completeness of a draft plan submission, and in the case of development site allocations they would be a definite requirement if there were significant SA/SEA effects. The group was split as to whether an SA/SEA should form part of the scoping report initially, given the additional work involved and the likely need for external consultant advice. MC reminded the group that a portion of the support grant we obtained was allocated for this purpose.</p> <p>Whilst the NP will be in general conformity with the Wiltshire Core Strategy and Malmesbury Area Joint Strategic Assessment, and will make due regard to development within the Settlement Boundary, it was thought appropriate to consider policies in regard to potential development of derelict and brownfield sites in the parish that fall outside of the Settlement Boundary.</p> |

| Ref. | Public Exhibition Survey Analysis |
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| 10.4.0 | <p>The analysis of the survey and comments from the April public exhibition were reviewed.</p> <p>Amenities: Analysis completed and shared. Vision and key objectives defined.</p> <p>Conservation: Analysis awaiting completion. 10 objectives presented at exhibition. (Action: MJ)</p> <p>Economy: Analysis completed and shared. Vision and key objectives defined.</p> <p>Environment: Analysis completed and shared. Vision and key objectives defined.</p> <p>Housing: Analysis completed and shared. Vision and key objectives defined.</p> <p>Infrastructure: Analysis awaiting completion. 3 issues identified as basis for objectives. (Action: ET)</p> <p>TK agreed to lead the key task of preparing of an amalgamated objectives document to bring together the key points from each focus group to share and provide this to CL for comments. (Action: TK, all FG leaders)</p> |
| Ref. | Scoping Report Drafting |
| 10.5.0 | <p>The purpose and structure of the scoping report was discussed. It was agreed that the main function of the scoping report should be as a road map definition for the creation of proposals and policies.</p> <p>It was thought that the need to initially include an SA/SEA section in the scoping report could not be decided until the amalgamated objectives document was created and reviewed. CL agreed to assess this and give feedback and recommendations. (Action: CL)</p> <p>MC agreed to lead the key task of preparing a scoping report. DM agreed to assist with this task. The structure of the draft scoping report will incorporate the key objectives from each focus group, and have an overarching vision and objectives for the NP. (Action MC, DM)</p> <p>The draft scoping report should also be provided to GW (Wiltshire Council Spatial Planning – Link Officer) to review, and advice should be sought as to whether an SA/SEA section should be included.</p> |
| Ref. | Next Steps |
| 10.6.0 | <p>Creating draft proposals: No agreement was reached on a task leader, and the topic was deferred to the next SG meeting. TK agreed to assist in this key task in conjunction with a task leader. (Action: SG members)</p> <p>Community Workshop planning: The purpose of the workshop was agreed to be the review and refinement of the proposals for the draft plan document. No agreement was reached on a task leader, and it was decided that the SG will progress this key task collectively until such time. (Action: SG members)</p> <p>A list of visitors to the April public exhibition who offered to participate in a community workshop will be shared with the group. (Action : MC)</p> <p>CL stated that PA can provide support in planning and participation in community workshop events.</p> |
| Ref. | Date of Next Meeting |
| 10.7.0 | <p>The date for the next meeting was agreed to be Thurs 3rd July 2014 7.00pm at the Village Hall finish by 9.00pm.</p> |