

## Minutes of Steering Group Meeting – 10<sup>th</sup> Dec 2015

**Meeting Detail:** 10<sup>th</sup> Dec 2015 - 2.00pm 3 Four Acre Close, Ashton Keynes, SN6 6PJ

**Attendees:** Dave Wingrove (DW), Malcolm Carter (MC), Kevin Winstone (KW), David Moss (DM), Terry Klee (TK), Alex Tindall (AT)

**Apologies:**

**Other Refs:** Draft Neighbourhood Plan (DNP), Steering Group (SG), Focus Group (FG), Wiltshire Council (WC), AECOM (AECOM formerly URS), website (the AKNP website)

Ref.	<b>Public Attendees</b>
1	No members of the public attended.
Ref.	<b>Approval of Minutes from the Last Meeting</b>
2	The Minutes from the previous Steering Group meeting ( <a href="#">DocRef. AKNP SG Minutes-19-11-15</a> ) were approved and will be listed on the AKNP website ( <a href="http://www.ashtonkeynesneighbourhood.com">www.ashtonkeynesneighbourhood.com</a> )
Ref.	<b>Matters Arising</b>
3	<p>DW to chase up request for Restoration Plans with WC Minerals - <b>Carried Forward</b></p> <p>AT to produce a form of words for the DNP in regard to holiday homes for the SG to discuss. - <b>Done</b></p> <p>MC to amend Policy HSP2 in regard to the land owner's comments and as agreed at the last SG meeting. - <b>Done</b></p> <p>Additional work to be undertaken to amend policies in response to recommendations made by AECOM and comments and representations from the Pre-Submission Consultation.</p> <p>- <b>Ongoing for all SG members</b></p> <p>MC agreed to restructure the Draft NP to include a separate section on 'projects' and to provide this to the SG for the amendment of theme policies. - <b>Done</b></p>
Ref.	<b>Review of the Terms of Reference</b>
4	<p>A proposed revision of the SG terms of reference document was circulated prior to meeting by MC.</p> <p>The revisions proposed changes to what media channels AKNP documents and news items would be posted. As the SG has a dedicated AKNP website it was felt that this should be the primary online channel, and that the terms of reference should be amended to reflect this.</p> <p>Additionally, the use of the village newsletter for AKNP articles should be considered to be used periodically, as important events or news arise that need further publicity. Again, the terms of reference should be amended to state this.</p> <p>The dates for Steering Group meetings being identified 6 months in advance was considered unrealistic in practice. The SG meetings typically agreed dates for further meetings 1 month in advance. It was agreed that the 6 month identification of meeting dates should be removed from the terms of reference.</p> <p>The amendments to the terms of reference were agreed, and the updated version will be posted on the website. <b>Action-MC</b></p>

Ref.	<b>Review of Summary Analysis of Pre-Submission responses</b>
5	<p>It was noted that all of the survey responses from the community need to be logged for evidence and analysed for content as to whether policies were supported or objected to.</p> <p>MC and DM have done this for the paper responses using a common summary document format. DM agreed to process the remaining paper responses received to date. <b>Action - DM</b></p> <p>MC will process the website online survey responses that are in the same structure as the paper-based responses into the common summary document format. <b>Action - MC</b></p> <p>MC will format the website email responses into PDF form and place on Dropbox. DW and KW will each process half of the website email responses into the common summary. <b>Action – DW, KW</b></p> <p>It was agreed that the responses summaries need to be merged into a large document and the scale of support for or against policies summarised in general and for each policies theme. <b>Action - MC</b></p> <p>It was noted that representations had been received from a number of land owners and agents. Receipt of these have been acknowledged. Detailed replies to representations will be made following completion of the Pre-Submission Consultation responses analysis. <b>Action - SG</b></p> <p>MC – advised that stakeholders and consultees may submit representations and comments albeit after the end of the Pre-Submission Consultation period. Given that this may be the case consideration should be given to adding a section to the Pre-Submission Consultation responses analysis to summarise comments received after the 7<sup>th</sup> Nov 2015.</p>
Ref.	<b>Initial proposals for the Draft NP amendments by Focus Group</b>
6	<p>DM – the change proposals from the HCFG have been incorporated in the restructured Draft NP. This will be considered by the SG when all FG inputs have been included. - <b>Done</b></p> <p>KW - suggested change of words for the Amenities section of the DNP, and is waiting for Pre-Submission Consultation response summary to circulate to the AMFG for further discussion. - <b>Ongoing</b></p> <p>MC – requested assistance in reviewing the Infrastructure section of the DNP. DM agreed to assist MC on the Infrastructure theme policies. <b>Action – MC, DM</b></p> <p>It was noted that the AECOM recommendations made in the Evidence Base Policy Review report need to be addressed. It was agreed that this should best be done by each Focus Group looking at the recommendations pertaining to their area. <b>Action - All FG leaders</b></p> <p>A review of all responses in relation to Open Spaces is required for feedback to the SG, to ensure that policy HCP1 is relevant &amp; justified. <b>Action – All SG</b></p>
Ref.	<b>Next Steps</b>
7	<p>A number of specific actions have been outlined in the above sections. After they have been completed, each Focus Group will need to decide what changes need to be made to policies in their section, taking account of representations from AECOM, stakeholders, consultees and the Community. <b>Action – All SG</b></p> <p>AECOM to be provided with details and a summary of pre-sub responses when available for the Consultation Statement. <b>Action - MC</b></p>
Ref.	<b>Date of Next Meeting</b>
8	A date for the next meeting was agreed for Thurs 14 <sup>th</sup> Jan 2016.