

Minutes of Steering Group Meeting – 5th Feb 2015

Meeting Detail: 5th Feb 2015 - 2.00pm 3 Four Acre Close, Ashton Keynes, SN6 6PJ

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 12-01-15) were approved and will be listed on the AKNP website (www.ashtonkeynesneighbourhood.com)
Ref.	Matters Arising and Updates
3	<p>MC – following the Housing Site Consultation events, the visual displays that were presented have been put on the website.</p> <p>MC- The Scoping Report was not finalised yet but is expected to be ready for review next month.</p> <p>MC – The Site Assessment pro-formas for the 10 identified sites have been completed and will be sent to URS for review.</p> <p>DM – WC Conservation had been contacted and sent a draft of the 2015 Conservation Area Statement based upon the work of the Historic Conservation Focus Group and asked if they would support an application to update the current 1998 Conservation Area Statement. Due to limited resources it was unlikely that WC could accept this request at this time, however, it may be possible at a later date. The Historic Conservation Focus Group will continue to develop a 2015 version as a supporting document to the DNP, and will consider an update application to WC at a later date.</p>
Ref.	Assessment and analysis of Housing Survey responses
4	<p>The results of the surveys from the Housing Site Consultation were discussed. MC shared a summary list in spreadsheet format showing the voting for and against, and comments, for each site offered for consideration in the consultation.</p> <p>Analysis of the voting showed strong support for 2 sites. Other sites had varying degrees of support, with some receiving a noticeable lack of support.</p> <p>The assessment of the comments for each site showed some common areas of concern and support. Whilst being difficult to quantify comments by subject, it was felt that some common themes were apparent, such as flooding risk, and it would be useful to group comments by predominant themes to assess the support or concerns.</p> <p>It was agreed that the survey results should be used for discussions within the SG at this stage, and released on the website subsequent to any decision on site allocation.</p>

Ref.	Draft Plan Policies
5	<p>The FG's have started to prepare initial draft policies for their respective themes and shared them with the SG. Further refinement of draft policies will be carried out by the FG leaders in conjunction with their groups. Action – All FG's</p> <p>The next stage will be to refine policies and consolidate them into an initial draft plan that will be shared with the SG as a working document. Action - MC</p>
Ref.	Next Steps
6	<p>MC updated the group on the Action List of items to be progressed or completed in the next 3 months.</p> <p>URS to review and comment on the site assessment pro-formas. Action – MC to co-ordinate</p> <p>URS will be requested to review the draft plan policies against best practices, and make comments and recommendations. Action - MC to co-ordinate</p>
Ref.	Date of Next Meeting
7	A date for the next meeting was agreed for the 23 rd Mar 2015.