

Minutes of Steering Group Meeting – 19th Nov 2015

Meeting Detail: 19th Nov 2015 - 2.00pm 3 Four Acre Close, Ashton Keynes, SN6 6P

Attendees: Dave Wingrove (DW), Malcolm Carter (MC), Kevin Winstone (KW), David Moss (DM), Bernadette Yarnold (BY) standing in for TK

Apologies: Terry Klee (TK), Alex Tindall (AT)

Other Refs: Draft Neighbourhood Plan (DNP), Steering Group (SG), Focus Group (FG), Wiltshire Council (WC), AECOM (AECOM formerly 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-22-10-15) were approved and will be listed on the AKNP website (www.ashtonkeynesneighbourhood.com)
Ref.	Matters Arising
3	<p>DW to provide the event organiser of a public meeting regarding a proposed development at Lake 82 with an email list. - Done</p> <p>MC to forward contact information on requests to WC for details on Restoration Plans on minerals extraction sites in the Parish to DW. - Done</p> <p>DW to chase up request for Restoration Plans with WC Minerals - Carried Forward</p> <p>AT to produce a form of words for the DNP in regard to holiday homes for the SG to discuss. - Done</p> <p>MC to make available on a shared Dropbox the responses from residents, developers and agents, to the Pre-Submission Consultation collected from paper survey, online survey, email comments, and representations. - Done</p> <p>MC to amend Policy HSP2 in regard to the land owner's comments and as agreed at the last SG meeting. - Done</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. - Ongoing for all SG members</p>
Ref.	Review of AECOM Evidence Base & Policy Review report
4	<p>It was noted that the AECOM recommendations made in the EBPR 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. - Action: All FG leaders</p> <p>It was noted that a number of the AECOM recommendations say that items shown as 'policies' are really 'projects'. These need to be taken out of each Theme Policies section. MC agreed to restructure the Draft NP to include a separate section on 'projects'. - Action: MC</p>

Ref.	Review of Stakeholder Representations
5	<p>It was noted that representations had been received from a number of land owners and agents. Receipt of these have been acknowledged. Replies to representations will be made following completion of the Pre-Submission Consultation responses analysis.</p> <p>- Action: Ongoing by SG</p>
Ref.	Review of Community Survey Responses
6	<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.</p> <p>DM agreed to process the remaining paper responses received to date. - Action: DM</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. - Action: MC</p> <p>MC will format the website email responses into PDF form and place on Dropbox. - Action: MC</p> <p>DW will process half of the website email responses into the common summary. - Action: DW</p> <p>KW will process the half of the website email responses into the common summary. - Action: KW</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.</p>
Ref.	Next Steps
7	<p>A number of steps have been outlined above. 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 and the Community.</p> <p>Proposed amendments from each FG should then be provided to the SG for further consideration and changes to the DNP.</p>
Ref.	Date of Next Meeting
8	<p>A date for the next meeting was agreed for the 10th Dec 2015.</p>