

Minutes of Steering Group Meeting – 15th Jan 2014

Meeting Date: 15th Jan 2014 - 7.00pm Village Hall, Park Place, Ashton Keynes

SG Attendees: Dave Wingrove (DW), Malcolm Carter (MC), Kevin Winstone (KW), Ernie Tidmarsh (ET), Mike Jackson (MJ), Keith Newman (KN)

SG Apologies: Chuck Berry (CB), Geoff Winslow (GW), Phil Moran (PM), Terry Klee (TK)

Other Refs:

Ref.	Public Attendees			
5.1.0	None			
Ref.	Approval of Minutes from the Last Meeting			
5.2.0	The Minutes from the previous Steering Group meeting (DocRef. AKNP-SG-Minutes-201113) were approved and will be listed on the AKNP website (www.ashtonkeynesneighbourhood.com)			
Ref.	Matters Arising from the last Steering Group Meeting			
5.3.0	Items from the Minutes of the previous meeting as below			
5.3.1	Ref.	Amenities Focus Group – Matters Arising	Who	When
	4.4.1	KW reported that, with considerable help from MC, the e-mail mailshot had gone out, twice. There had been 120 returns, a good response out of the 390 sent.	KW	ONGOING
5.3.2	Ref.	Conservation Focus Group – Matters Arising	Who	When
	4.4.2	All areas of the Parish have been reviewed by the Focus Group with the exception of The Cotswold Community. The owners have denied us access to the site on the grounds that they will be carrying out their own conservation review. In the meantime, the Focus Group will do what they can via observations from public footpaths, and review the Cotswold Community document as and when it is produced.	MJ	ONGOING
5.3.3	Ref.	Economy Focus Group – Matters Arising	Who	When
	4.4.3	There has been no further action.	SJ	ONGOING
5.3.4	Ref.	Environment Focus Group – Matters Arising	Who	When
	4.4.4	The inaugural meeting of this Group has now been held.	DW	By Mid Nov 13 DONE
5.3.5	Ref.	Housing Focus Group – Matters Arising	Who	When
	4.4.5	TK has been giving e-mail updates on progress. They have been looking at the 2001 and 2011 census details, and hope to be able to extrapolate from this.	TK	ONGOING
5.3.6	Ref.	Services Focus Group – Matters Arising	Who	When
	4.4.6	There has been no further action.	ET	ONGOING

Ref. Steering Group Updates			
5.4.1	More people are needed on the Steering Group to share the work of developing the Neighbourhood Plan. To this end, KN agreed to join the Steering Group and the Services Focus Group. It was noted that the Administrator role is still vacant, and that administration needs would continue to be shared by members.		
5.4.2	MC advised that SJ has resigned from the Steering Group and Economy Focus Group due to work commitments.		
5.4.3	MC has updated both the Process Chart and the Timetable. These will be uploaded to the AKNP website.		
Ref. Focus Group Updates			
5.5.0	Updates given by Steering Group Theme Leaders or by the Project Coordinator where provided.		
Ref. Amenities Focus Group Update		Who	When
5.5.1	All the information has been gathered in. Each Focus Group Member is now analysing specific aspects. The Group expects to have its objectives completed by the end of March.	KW,PM	By End Mar 14
Ref. Conservation Focus Group Update		Who	When
5.5.2	The Focus Group needs to do an appraisal of the information that they have collected before they can draw up their objectives. There is currently some disagreement amongst members as to whether the Group should recommend specific buildings for listing, but MJ said that he hoped to resolve this issue shortly.	MJ	ONGOING
Ref. Economy Focus Group Update		Who	When
5.5.3	The Group is in urgent need of reforming. MC said that he was willing to take a lead role to reform the Group and seek opportunities to add objectives to those in the Wiltshire Core Strategy and other documents.	MC	ONGOING
Ref. Environment Focus Group Update		Who	When
5.5.4	A further meeting of this Group is taking place on 16 January. DW is confident that the Group will have its objectives completed by the end of March.	DW	By End Mar 14
Ref. Housing Focus Group Update		Who	When
5.5.5	TK is confident that the Group will have its objectives completed by the end of March.	TK	By End Mar 14
Ref. Services Focus Group Update		Who	When
5.5.6	ET said a Group meeting had been held. With three of the areas that cropped up i.e. Police, Fire & Rescue, Ambulance, it was felt that there is little that can be done to influence their methods of operating in the Parish. A further Services meeting is to be held shortly. ET is confident that the Group expects to have its objectives completed by the end of March.	ET	By 5 Feb 14
		FG	By End Mar 14

Ref.	Locality Support Application Update		
5.6.0	MC advised that our application for a support grant has been successful and we have been awarded the full grant of £7,000. We have received the initial 90% of £6,300 into the PC account. MC said that Direct Support from Locality was to be open for applications again in Feb 2014 and that we would seek to obtain this direct expertise at this time.		
5.6.1	The support grant will enable contacting of external consultancy expertise, but we will also need agreed members of the Steering Group to be the recipients/processors of that advice.		
Ref.	Wiltshire Core Strategy Update		
5.7.0	MC advised that following comments by the Planning Inspectorate on the draft Wiltshire Core Strategy, Wiltshire Council has accepted that their housing requirement target, for the period 2006 – 2026, will increase from 37,000 to 42,000. Wiltshire Council are still assessing how this will affect individual areas. The original figure for the Malmesbury area, excluding Malmesbury itself, was 144, so it is not expected that this figure will rise significantly.		
5.7.1	Wiltshire Council are also likely to be reviewing the settlement boundaries.		
Ref.	Community Engagement Exhibition		
5.8.0	In keeping with the NP project plan timescale a Public Exhibition needs to be planned for in April. The purpose is to share with the community the findings of the Focus Groups and the progress of the Neighbourhood Plan, and to gather the views of the community. As with the previous Public Exhibition in May 2013 two events are planned to gain the best attendance.		
5.8.1	Following discussions on possible dates it was agreed to hold these events in the Village Hall on Saturday 12 th April and Wednesday 16 th April. MC agreed to secure the bookings for these dates.		
Ref.	Next Steps and Priorities	Who	When
5.9.0	Focus Groups Vision and Objectives The immediate need is for each Focus Group to produce Objectives to feed into the draft Scoping Report.	All FG's	By End Mar 14
Ref.	Other Matters		
5.10.0	No other matters were raised.		
Ref.	Date of Next Meeting		
5.11.0	The date for the next meeting was set to be Wed 19th February 2014 7.00pm at the Village Hall finish by 9.00pm.		