

Minutes of Steering Group Meeting – 17th July 2013

Meeting Date: 17th July 2013 - 7.00pm White Hart, High Road, Ashton Keynes

SG Attendees: Dave Wingrove (DW) Chair, Malcolm Carter (MC), Chuck Berry (CB), Kevin Winstone (KW), Ron Thomas (RT), Ernie Tidmarsh (ET), Mike Seymour (MS), Simon Jefferson (SJ)

SG Apologies: Geoff Winslow (GW), Angela Stefanovic (AS), Liz Chick (LC)

Public Attendees: Ian Mackay (IM) Chair Crudwell PC, Gerda Hayes (GH) Vice-Chair Crudwell PC

Ref.	Public Attendees
1.1.0	The Chairman (DW) welcomed the Chairman Ian Mckay (IM) and Vice-Chair Gerda Hayes (GH) from Crudwell Parish Council who wished to learn more about the approach Ashton Keynes has taken to Neighbourhood Planning.
Ref.	Approval of Notes from the Last Meeting
1.2.0	The notes from the Public Exhibition preparation meeting (DocRef. AKNP-SG-Notes-010513) as listed on the AKNP website (www.ashtonkeynesneighbourhood.com) were approved.
Ref.	Review of the Results from the Public Exhibitions on 15th and 18th May
1.3.0	<p>The results of the exhibitions were given by MC as:</p> <ul style="list-style-type: none"> • 140 people attended over the two days • 105 people completed questionnaire surveys • 104 people were in favour of doing a Neighbourhood Plan • 103 people wished to be kept informed on the Neighbourhood Plan • 63 people said they were willing to help in some way <p>Based on these results the Steering Group concluded that there is a clear mandate from the community to prepare a Neighbourhood Plan.</p> <p>The results of the public exhibitions are available on the AKNP website.</p>
Ref.	The Steering Group Expanded Structure
1.4.0	<p>Steering Group members confirmed their acceptance of the individual roles as follows.</p> <ul style="list-style-type: none"> • Chairman – DW • Project Coordinator – MC • Link Officer – GW (acceptance was confirmed by email) • Community Area Councillor – CB • Administrator – (to be determined at a late date) • Theme Leader – Amenities – KW • Theme Leader – Conservation - MS • Theme Leader – Economy – SJ • Theme Leader – Environment – AS (accepted at June 2013 Parish Council meeting) • Theme Leader – Housing – RT • Theme Leader – Services – ET <p>It was noted that Theme Leaders should be community led and that maximum community participation should be encouraged.</p>

Ref.	The Role of Steering Group Members		
1.5.0	The document prepared by MC (DocRef. AKNP-SG-Roles) and available on the website outlining the member types and roles of the expanded Steering Group was approved and accepted.		
Ref.	The Terms of Reference of the Steering Group	Who	When
1.6.0	The draft Terms of Reference (DocRef. AKNP-SG-ToR-Draft) as listed on the AKNP website was discussed and accepted for approval by all Steering Group members. This will be updated to remove the draft status and be available publicly on the AKNP website.	MC	By End Jul 13
Ref.	The Neighbourhood Development Plan Designation Area		
1.7.0	The scope of the Neighbourhood Plan area to be designated was discussed and was agreed by all to be the Ashton Keynes Parish boundary.		
Ref.	The Neighbourhood Plan Application	Who	When
1.8.0	<p>The draft Neighbourhood Plan Application as prepared by MC was reviewed and accepted.</p> <p>MC said that a recommendation for additional information regarding the structure of the Steering Group and communication with nearby Parishes should be added. This was accepted and it was agreed that MC should add this information and submit the application to Wiltshire Council. (Doc Ref. AKNP-Application)</p>	MC	By End Jul 13
Ref.	The Process for Neighbourhood Development Planning		
1.9.0	The process and timescale for preparing a Neighbourhood Plan was discussed and MC presented a process flow chart (DocRef. AKNP-Process-Flow-v1) and a project plan timetable (DocRef. AKNP-Project-Timetable-v1) for recommendation. These were accepted and would be available to Steering Group members on the AKNP website.		
Ref.	Support for Neighbourhood Development Planning Process		
1.10.0	<p>MC explained the various means by which the Neighbourhood Planning process will be supported both in expertise and financially.</p> <ul style="list-style-type: none"> • GW is our designated Wiltshire Council Link Officer, and has good knowledge of the area from previous planning projects. • Local community support was identified from the May 2013 Public Exhibition and Survey. • CB confirmed his support on behalf of the Community Area Board. • The Parish Council has given their approval and financial support for initial expenditure. • MC explained the recommended need to arrange for a SEA (Strategic Environmental Assessment), SA (Sustainability Appraisal) and a HRA (Habitat Regulations Assessment). If this proves to be onerous this may require commercial consultants and incur financial costs (estimated at £8,000) • Government supported grants from Planning Aid and Locality can be applied for by qualifying bodies that have Neighbourhood Plan Applications approved. MC said grants would be sought at this stage. 		

Ref.	The Scoping Phase Objectives and Timescale	Who	When
1.11.0	This will be a definitive document which will set out the vision and objectives for the draft Neighbourhood Plan. It will be primarily based upon the consolidated inputs from the Focus Groups and the feedback from the Community Planning Events.	All	By End Oct 13
Ref.	Community Communications and Engagement	Who	When
1.12.0	<p>The communication strategy with the community and public was discussed. It was agreed that the communication channels listed below are adequate and effective for this purpose.</p> <ul style="list-style-type: none"> Public meetings (at key stages of the process for consultation) e-Mail lists (to opted-in subscribers for news and events) AKNP website (to inform on meetings, news, and consultations) Parish Newsletter (monthly news articles on progress and events) MC to prepare an update for August 2013 edition Leaflet door drops (to inform of public events and surveys) 	MC	By 21 Jul 13
Ref.	Finance Report on Funding and Expenditure		
1.13.0	<p>MC presented a summary of the funding and expenditure to date (DocRef. AKNP-Finance-Jul13)</p> <p>To date the Parish Council has funded the necessary expenditure. MC explained we will be applying for grants in support of the Neighbourhood Plan once the Application has been accepted by Wiltshire Council following the required six week public consultation.</p> <p>CB commented that volunteer contribution needs to be included in the financial plan as a value can be attributed to their time. This will be included in future Finance Reports.</p>		
Ref.	Next Steps and Priorities	Who	When
1.14.0	<p>The six Steering Group Theme Leaders are to contact persons identified as willing to help from the Public Survey, form a Focus Group, and hold an initial meeting.</p> <p>AS to be consulted for acceptance of this task following the meeting.</p> <p>MC offered to be present at these meetings if required.</p>	KW, RT, MS, ET, SJ, AS	By End Aug 13
1.14.1	<p>MC to provide information from the Public Survey questionnaire as sub-sets filtered by Theme to the relevant Theme Leader as "raw comments". These comments could then be used as discussion points within each Focus Group.</p>	MC	By End Jul 13

1.14.2	The purpose of the initial meeting is to review the current situation of the village relating to the theme for that group. This should include <ul style="list-style-type: none"> ○ Identify key areas on a map relating to that theme ○ Identify what is good about the village relating to the theme ○ Identify what is bad in the village relating to the theme. 		
1.14.3	MC to suggest a template for Theme discussion at the initial meeting and the expected outcomes.	MC	By End Jul 13
1.14.4	MC agreed to get estimated costs for Planning Aid workshop consultancy.	MC	By End Aug 13
1.14.5	MC agreed to get estimated costs for SEA consultancy.	MC	By End Aug 13
Ref.	Other Matters	Who	When
1.15.0	MC raised the need for Data Protection registration as recommended from our Link Officer GW. Other Neighbourhood Plan groups have registered for this to safeguard their legal position regarding information collected from the community and used as an evidence base. The cost of registration was given by MC as £35 per year. It was agreed by all that we should	MC	By End Jul 13
Ref.	Date of Next Meeting		
1.16.0	The date for the next Steering Group meeting was agreed to be the Tue 3 rd September 2013 at 19:00 in the White Hart annex.		