

## Minutes of Steering Group Meeting – 20<sup>th</sup> Nov 2013

**Meeting Date:** 20<sup>th</sup> Nov 2013 - 7.00pm Village Hall, Park Place, Ashton Keynes

**SG Attendees:** Dave Wingrove (DW), Malcolm Carter (MC), Kevin Winstone (KW), Terry Klee (TK), Geoff Winslow (GW), Mike Jackson (MJ)

**SG Apologies:** Chuck Berry (CB), Liz Chick (LC), Phil Moran (PM ), Ernie Tidmarsh (ET), Simon Jefferson (SJ)

**Other Refs:**

Ref.	<b>Public Attendees</b>			
4.1.0	None			
Ref.	<b>Approval of Minutes from the Last Meeting</b>			
4.2.0	The Minutes from the previous Steering Group meeting ( <a href="#">DocRef. AKNP-SG-Minutes-231013</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 from the last Steering Group Meeting</b>			
4.3.0	Items from the Minutes of the previous meeting as below			
	Ref.	<b>Amenities Focus Group – Matters Arising</b>	<b>Who</b>	<b>When</b>
4.3.1	3.8.1	PM gave update. 3 <sup>rd</sup> meeting held. Facebook page now has 35 members and on line record maintained for future reference.  Simple 1 sheet (2 sided) questionnaire developed to identify needs (draft) to be e-mailed and house dropped face to face. There is also a DP website forum in place.  Target to implement and collate information by end of year.  Next meeting set for November 17th	KW, PM	By End Nov 13 <b>DONE</b>
	Ref.	<b>Conservation Focus Group – Matters Arising</b>	<b>Who</b>	<b>When</b>
4.3.2	3.8.2	Other Streets are to be ‘toured’ to be able to complete an assessment, and areas outside of the conservation area will be considered. A systematic approach will be used based on criteria agreed by the Group.  An article outlining the Group’s purpose and intentions is to be prepared for inclusion in the December Parish Newsletter.	MJ	By End Nov 13 <b>ONGOING</b>
	Ref.	<b>Economy Focus Group – Matters Arising</b>	<b>Who</b>	<b>When</b>
4.3.3	3.8.3	The overall results of the local employers’ questionnaire to be shared.  Form a Focus Group membership from the community and stakeholders to hold an inaugural meeting to discuss and progress ideas and objectives.	SJ	By End Nov 13 <b>UPDATE REQUIRED</b>

Ref.	Environment Focus Group – Matters Arising	Who	When
4.3.4	<p>3.8.4 No action at present as Focus Group leader not in place. DW has agreed to take on this role for the inaugural meeting and then step aside when a leader is identified.</p> <p>To organise and hold the first meeting</p>	DW	By Mid Nov 13 <b>ONGOING</b>
Ref.	Housing Focus Group – Matters Arising	Who	When
4.3.5	<p>3.8.5 It has been agreed that stakeholders only participate Focus Group meetings at the request of the group members. Stakeholder input is essential but the Group members design/agree the 'plan'</p> <p>Next meeting set for November 26<sup>th</sup> 2013</p>	TK	26 <sup>th</sup> Nov 13 <b>ONGOING</b>
Ref.	Services Focus Group – Matters Arising	Who	When
4.3.6	<p>3.8.6 Seven members are now in place, process discussed &amp; agreed. Identified a 18 bullet point list of aspirations and areas to consider 'getting rid of'</p> <p>Will develop a questionnaire for 'door to door' interaction.</p> <p>Identify key stakeholders to ensure that their support is given. GW can supply list of contacts with stakeholders if required</p>	ET	By End Nov 13 <b>UPDATE REQUIRED</b>
Ref.	Focus Group Updates		
4.4.0	Updates given by Steering Group Theme Leaders or by the Project Coordinator where provided.		
Ref.	Amenities Focus Group Update	Who	When
4.4.1	<p>KW advised that the group had designed an Amenties Questionnaire that it intends to distribute to the community seeking opinions on all of the amenities in the Parish.</p> <p>A flyer will be printed and distributed with the Dec/Jan village newsletter.</p> <p>An A4 double sided questionnaire has been devised and will be printed and distributed by groups and personal contact by the Focus Group.</p> <p>An online version of the questionnaire has been designed and is available to complete on our AKNP website. A mailshot of approx 300 names will be made in Dec for recipients to link to the online questionnaire or unsubscribe to the invite.</p> <p>The results of the questionnaire will be analysed and discussed by the Focus Group to identify key issues that could be addressed by proposing objectives for inclusion in the scoping report for the draft-plan.</p> <p>An opportunity to share the results of the questionnaire with the community and the key issues arising from it is anticipated as part of a follow up public exhibition on the progress of the Neighbourhood Plan.</p>	KW,PM	By End Nov 13

Ref.	Conservation Focus Group Update	Who	When
4.4.2	<p>MJ advised that the Focus Group is making good progress with its objective of reviewing all areas of the Parish to identify and catalogue existing conservation sites and listed buildings and potential for new additions. This was been done with reference to the Conservation Area Statement 1998 and with regard to an agreed list of criteria agreed by the group.</p> <p>4 areas have been reviewed to date, and a further 4 areas remain to be reviewed by the 15 Dec 2013.</p>	MJ	By End Nov 13
Ref.	Economy Focus Group Update	Who	When
4.4.3	<p>No update was available from the Economy Focus Group. In the absence of this the previous matters arising are carried forward.</p>	SJ	As Soon As Possible
Ref.	Environment Focus Group Update	Who	When
4.4.4	<p>DW advised that it has not been possible to form a Focus Group as yet and arrange an inaugural meeting.</p> <p>The target timescale to form the Focus Group and arrange a meeting will now move forward into Jan 2014.</p>	DW	By End Jan 14
Ref.	Housing Focus Group Update	Who	When
4.4.5	<p>TK gave an update of progress achieved to date.</p> <p>Three key reference documents have been created and are on the AKNP website for Focus Group access. A Scoping Document, Housing Needs Guidelines, and Housing Site Guidelines.</p> <p>The recent Housing Needs Survey report is also now online and public.</p> <p>A worklist of actions by Focus Group members to collect key information and to define needs, constraints, potential sites etc. has been created and is to be collated for review at the next FG meeting.</p> <p>TK asked for SG assistance to contact stakeholders to request information regarding their aspirations and aims for any future housing development on land they own.</p>	TK	By Mid Jan 14
Ref.	Services Focus Group Update	Who	When
4.4.6	<p>No update was available from the Economy Focus Group. In the absence of this the previous matters arising are carried forward.</p>	ET	As Soon As Possible
Ref.	The Neighbourhood Designation Consultation Update		
4.5.0	<p>MC advised that we had now received official notification of the Approval of our Neighbourhood Area Designation application dated 14<sup>th</sup> Nov 2013. GW was thanked for his assistance with this.</p>		

Ref.	<b>Neighbourhood Plan Support Grants</b>		
4.6.0	<p>MC advised that he had been in contact with Locality and had the application guidance documents.</p> <p>MC said that now we have approval for the Neighbourhood Area he would complete the online eligibility form and begin to complete the online Support Grant application form so that we can request funding to progress our planning activities.</p> <p>MC advised that the Direct Support from Locality was not available to Neighbourhood Plan groups at this time due to changes in the emphasis to provide more support to Neighbourhood Forums. The next round of Direct Support applications for Neighbourhood Plan groups would be in Feb 2014 at which time we would make an application.</p>		
Ref.	<b>Next Steps and Priorities</b>	<b>Who</b>	<b>When</b>
4.7.0	<p><b>Locality Grant Application</b></p> <p>To be applied for as soon as possible.</p>	MC	As Soon As Possible
4.7.1	<p><b>Amenities Questionnaire</b></p> <p>An A5 flyer to be created and included with the Dec Village Newsletter. An A4 Questionnaire to be created for distribution to the community.</p>	KW, PM	By End Nov 14
4.7.2	<p><b>Economy Focus Group</b></p> <p>The formation and objectives of the Economy Focus Group is essential in order to progress the Scoping Phase of the Plan. Continuing delay in achieving this will result in the project plan timescales being missed.</p>	SJ	As Soon As Possible
4.7.3	<p><b>Environment Focus Group</b></p> <p>The formation and objectives of the Environment Focus Group is essential in order to progress the Scoping Phase of the Plan. Continuing delay in achieving this will result in the project plan timescales being missed.</p>	DW, MC	By End Jan 14
4.7.4	<p><b>Services Focus Group</b></p> <p>Follow up of the objectives from the 16<sup>th</sup> Oct 2013 meeting is a priority. Expanding the membership of the Focus Group and deciding on a community engagement strategy are key to making progress.</p>	ET	As Soon As Possible
Ref.	<b>Other Matters</b>		
4.8.0	No other matters were raised.		
Ref.	<b>Date of Next Meeting</b>		
4.9.0	The date for the next meeting was set to be <b>Wed 15<sup>th</sup> January 2014 7.00pm</b> at the Village Hall finish by 9.00pm.		