Minutes of Steering Group Meeting – 16th September 2013

Meeting Date: 16th September 2013 - 7.00pm   White Hart, High Road, Ashton Keynes

SG Attendees: Malcolm Carter (MC) Chair, Kevin Winstone (KW), Ron Thomas (RT), Ernie Tidmarsh (ET), Simon Jefferson (SJ), Mike Jackson (MJ), Liz Chick (LC)

SG Apologies: Dave Wingrove (DW), Geoff Winslow (GW), Chuck Berry (CB), Mike Seymour (MS),

Focus Groups: Apologies from Phil Moran (PM), Jon Saunders (JS)

Ref.	**Public Attendees**			
2.1.0	No one from the public attended.			
Ref.	**Meeting Chairman**			
2.2.0	It was agreed that MC would Chair the meeting.			
Ref.	**Approval of Minutes from the Last Meeting**			
2.3.0	The Minutes from the previous Steering Group meeting (DocRef. AKNP-SG-Minutes-170713) were approved and will be listed on the AKNP website (www.ashtonkeynesneighbourhood.com) A format for producing the minutes and tracking the matters arising was discussed and accepted.			
Ref.	**Matters Arising from the last Steering Group Meeting**			
2.4.0	Items and status from the Minutes as below			
	Ref.	**The Terms of Reference of the Steering Group**	**Who**	**When**
2.4.1	1.6.0	The draft Terms of Reference as listed on the AKNP website was discussed and accepted for approval by all Steering Group members. It was proposed this be updated to remove the draft status and be available publicly on the AKNP website.	MC	By End Jul 13 (See 2.6.0)
	Ref.	**The Neighbourhood Plan Application**	**Who**	**When**
2.4.2	1.8.0	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.	MC	By End Jul 13 **DONE**
	Ref.	**The Scoping Phase Objectives and Timescale**	**Who**	**When**
2.4.3	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 **ONGOING**

Ref.	Matters Arising from the last Steering Group Meeting (Continued)				
2.4.4	**Ref.**	**Community Communications and Engagement**	**Who**	**When**	
	1.12.0	The communication strategy with the community and public was discussed and accepted. Channels to be set up and used in the near future will be: • 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	MC	By 21 Jul 13 **DONE**	
2.4.5	**Ref.**	**Initial Focus Group Meetings**	**Who**	**When**	
	1.14.0	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. Focus Groups were formed and initial meetings held for Conservation, Amenities, Housing, and Services. It has not been possible to form an Environment Focus Group to date due to the resignation of AS from the Steering Group.	KW, RT, MS, ET, SJ, AS	By End Aug 13	
2.4.6	**Ref.**	**Public Survey Information for Themes**	**Who**	**When**	
	1.14.1	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.	MC	By End Jul 13 **DONE**	
2.4.7	**Ref.**	**Focus Group Discussion Template**	**Who**	**When**	
	1.14.3	MC to suggest a template for Theme discussion at the initial meeting and the expected outcomes.	MC	By End Jul 13 **DONE**	
2.4.8	**Ref.**	**Planning Aid Workshop Consultancy/Support**	**Who**	**When**	
	1.14.4	MC agreed to get estimated costs for Planning Aid consultancy. Information from Front Runner's suggested this could be in the region of £6,000, however, direct discussions with Planning Aid regarding specific support needs will clarify cost estimates. MJ suggested David Stirling may be able to provide this support	MC	By End Jul 13 **DONE**	
2.4.9	**Ref.**	**Strategic Environmental Assessment Consultancy**	**Who**	**When**	
	1.14.5	MC agreed to get estimated costs for SEA consultancy if this will be required. Information from Front Runner's estimated that this could be up to £4,000 depending on the scope and detail required.	MC	By End Jul 13 **DONE**	

Ref.	**Matters Arising from the last Steering Group Meeting (Continued)**				
	Ref.	**Data Protection Registration**		**Who**	**When**
2.4.10	1.15.0	MC raised the need for Data Protection registration as recommended from our Link Officer GW and it was agreed. Data Protection registration has been subscribed to in the name of the Parish Council and covers related activities such as NP.		MC	By End Jul 13 **DONE**

Ref.	**The Steering Group Members Update**
2.5.0	AS had to step down as the Steering Group leader for the Environment theme due to work commitments. MC said the prospect of a replacement from the Parish Council was not available. Steering Group members were asked for suggestions from their contacts in the community as a possible leader for this group.

Ref.	**The Terms of Reference of the Steering Group (SG)**
2.6.0	The second draft of the Steering Group Terms of Reference (DocRef. AKNP-SG-ToR-Draft) was discussed and accepted as suitable for purpose by all. This will be revised as the final approved version (DocRef. AKNP-SG-ToR-Final) and posted on the website.

Ref.	**The Terms of Reference of the Focus Groups (FG)**
2.7.0	The Terms of Reference (DocRef. AKNP-FG-ToR-Draft) were discussed and accepted as final. The potential problem of not cross-referencing between groups was raised and discussed. SG meetings should be the forum for this purpose. Also sharing of information via the AKNP website FG sections where meeting agendas, presentation material, agreed objectives, minutes can be read by all FG and SG leaders. Regular checking of this online information is to be encouraged. FG's should produce minutes or notes from meetings to help in cross-referencing of ideas and plans.

Ref.	**Focus Group Updates**		
2.8.0	Updates given by Steering Group Theme Leaders or by Chairman		
Ref.	**Amenities Focus Group**	**Who**	**When**
2.8.1	KW said that the Focus Group is comprised of 11 people and that the first meeting was held on 10th Aug. PM agreed to be the Focus Group leader. The group agreed that a thought provoking questionnaire to engage the community to give their views should be created. PM said he would create a Facebook page for Amenities to reach the younger community. A second meeting was arranged for 19th Sept, and meeting dates are proposed for the 3rd Thursday each month.	KW, PM	By End Sep 13
Ref.	**Conservation Focus Group**	**Who**	**When**
2.8.2	MJ agreed to be the Conservation Focus Group leader and also join the Steering Group to represent the Conservation theme in place of MS. The group has 7 members and held two meetings on 25th Jul & 2nd Sept. The group has agreed to have a village walk-around to gather details and photos of listed conservation assets as described in the 1998 Conservation Area Statement, and also identify potential for new additions to list.	MJ	By End Oct 13

Ref.	Economy Focus Group	Who	When
2.8.3	SJ said it has been a slow start, but now has a list of businesses and contacts. A questionnaire was sent asking for details on: employment, expansion, transport, internet, etc. Got 20 replies so far, flagging issues: parking, footfall, internet speed, property prices. Most want involvement by email. Need to build a Focus Group membership to progress ideas.	SJ	By Mid Oct 13

Ref.	Environment Focus Group	Who	When
2.8.4	No update on the activities of the group. Steering Group members are asked for suggestions from their contacts in the community as a possible leader for this group. SJ to forward possible contact to MC for discussion of the role.	All	By Mid Oct 13

Ref.	Housing Focus Group	Who	When
2.8.5	RT said that JS had resigned as Housing Focus Group (FG) leader due to work and possible conflict of interest. A new FG leader is to be found. The first meeting of the group was held on 28th Aug and included property stakeholders from Greensquare, Cullimore, and Amita. The meeting was introductory in setting the purpose of the Focus Group role and objectives. More community interaction needs to be encouraged in the group.	RT	By Mid Oct 13

Ref.	Services Focus Group	Who	When
2.8.6	ET said that an informal meeting of 3 community members was held on 21st Aug to discuss the role of the Focus Group. There was potential for 7 members of the group, which include stakeholders, and a meeting of the full Focus Group would be held before the end of Oct. MC offered his support for this as provided to other Focus Groups.	ET	By End Oct 13

Ref.	The Neighbourhood Designation Consultation
2.9.0	MC reported that the application was submitted to Wiltshire Council and that it was now posted for consultation from 19th Aug to 2nd Oct. The community have been encouraged to submit comments via the AKNP website, eMail Newsletter, and Village Newsletter. Only 4 comments have been made to date. Printed consultation comment forms were given to the Steering Group to pass on for use.

Ref.	Community Engagement Update
2.10.0	MC said that we need to maintain contact with, and interest from, the community, and ideas on how to achieve this were discussed. These included Newsletter updates (eMail and Village), use of a Facebook page linked to the AKNP website, and possibly a follow up public drop-in exhibition.

Ref.	Next Steps and Priorities	Who	When
2.11.0	No additions. Actions as agreed in the Focus Group item Refs. above.		

Ref.	Date of Next Meeting
2.12.0	The date for the next Steering Group meeting was agreed to be the Wed 23rd October 2013 at 7:00pm in the Village Hall Ashton Room.