

## Minutes of Steering Group Meeting – 7<sup>th</sup> Sep 2015

**Meeting Detail:** 7<sup>th</sup> Sep 2015 - 2.00pm 3 Four Acre Close, Ashton Keynes, SN6 6PJ

**Attendees:** Dave Wingrove (DW), Malcolm Carter (MC), Kevin Winstone (KW), David Moss (DM), Alex Tindall (AT)

**Apologies:** Terry Klee (TK)

**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 ( <a href="#">DocRef. AKNP SG Minutes 18-08-15</a> ) were approved and will be listed on the AKNP website ( <a href="http://www.ashtonkeynesneighbourhood.com">www.ashtonkeynesneighbourhood.com</a> )
Ref.	Matters Arising and Updates
3	<p>DW – A village newsletter entry had been placed in the Sep edition to advertise the Pre-Submission events and the start of the Regulation 14 consultation on the 26 Sep.</p> <p>MC – Finalised the Housing Site Consultation report as a supporting document to the DNP.</p> <p>SG's - provided last proposed amendments to their theme policy sections in the DNP.</p> <p>MC – Received responses from Scoping Report consultations from the Environment Agency, Natural England and Historic England.</p> <p>MC – advised that an initial draft of the Evidence Base and Policy Review had been received from AECOM and would be circulated for information and action to the FG's.</p>
Ref.	Planning and Logistics for the Pre-Submission Consultation Events
4	<p>DW – confirmed that the village hall had been booked and that the display boards would be delivered by the Friday 23<sup>rd</sup> Sep. A setup rota and times had been agreed by the SG and FG members.</p> <p>MC – Will request WC to review the DNP and advise the intention to commence the Regulation 14 Pre-Submission consultation period on the date of the first event, the 26<sup>th</sup> Sep 2015.</p>
Ref.	Next Steps
5	<p>Agree the format and layout of the event presentation visuals. <b>Action – AT, SG</b></p> <p>Advise WC of start of Regulation 14 and Pre-Submission events. <b>Action - MC</b></p> <p>Finalise and create the visual presentation material for the events. <b>Action - MC</b></p> <p>Finalise the Pre-Submission version of the DNP with all responses. <b>Action - MC</b></p>
Ref.	Date of Next Meeting
6	A date for the next review meeting was agreed for the 24 <sup>th</sup> Sept 2015.