

Minutes of Steering Group Meeting – 19th Feb 2014

Meeting Date: 19th Feb 2014 - 7.00pm Village Hall, Park Place, Ashton Keynes

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

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

Other Refs:

Ref.	Public Attendees		
6.1.0	None		
Ref.	Approval of Minutes from the Last Meeting		
6.2.0	The Minutes from the previous Steering Group meeting (DocRef. AKNP-SG-Minutes-150114) were approved with some minor alterations and will be listed on the AKNP website (www.ashtonkeynesneighbourhood.com)		
Ref.	Matters Arising from the last Steering Group Meeting		
6.3.0	It was agreed that action items arising from the Minutes of the previous meeting will be covered in Focus Group updates.		
Ref.	Focus Group Updates		
6.4.0	Updates given by Steering Group Theme Leaders or by the Project Coordinator where provided.		
Ref.	Amenities Focus Group Update	Who	When
6.4.1	KW said that there was a meeting on 13 February, but only three Focus Group members, plus MC, attended it. Phil Moran (PM) will be sending out an e-mail asking Focus Group members to complete their analysis, which will then be discussed. KW said that he was confident that the Group would produce its objectives by the end of March.	KW,PM	By End Mar 14
Ref.	Conservation Focus Group Update	Who	When
6.4.2	<p>The Focus Group has completed its 'walkabouts' and is currently drawing up its criteria list to get a common standard for assessing all the buildings of note in each of the defined areas of the Village (these areas being those used in the Conservation Statement).</p> <p>It was understood that some progress had been made as to whether the Focus Group would recommend specific buildings for listing. The Steering Group re-iterated its view that the Focus Group should take this stance.</p> <p>It was believed that MJ is still confident that the Focus Group will meet its target of producing its objectives by the end of March.</p>	MJ	By End Mar 14

Ref.	Economy Focus Group Update	Who	When
6.4.3	<p>It was noted that this Focus Group still needs to establish itself and make progress. It was agreed that it is entirely feasible to have e-members in a Focus Group, and that this might be a suitable approach for some of the members of this particular Group. MC said that he had got some data from Simon Jefferson, which, although not complete, will provide the basis to build a database of local businesses and the issues that they feel need addressing in the Neighbourhood Plan. The main topics that are missing are tourism and agriculture. MC said that he was will to make a start with this data, and KN agreed to critique this.</p> <p>MC reminded the meeting that in formulating the Neighbourhood Plan there is a need for both a top-down approach, looking at how the Wiltshire Core Strategy relates to the needs of the Village, as well as a bottom-up approach from the Village itself.</p>	MC	By End Mar 14
Ref.	Environment Focus Group Update	Who	When
6.4.4	<p>DW said that the first meeting of this Group had been held on 9 January 2014. It had been noted at that meeting that the first task of this Group was to produce Sustainability Objectives for the full Neighbourhood Plan Scoping Report.</p> <p>DW had prepared a partially completed set of Themes and Objectives (designated Version 1), which were used as the basis of the discussions at the second meeting held on 23 January 2014. The document was revised during this meeting and, as Version 2, has been circulated, for further refining, to all those present, plus others who had expressed an interest in the work of this Group.</p> <p>The intention is to produce a vision and objectives by the end of March for use in the public exhibition.</p>	DW	By End Mar 14
Ref.	Housing Focus Group Update	Who	When
6.4.5	<p>It was understood that the Group still has the following outstanding:</p> <ul style="list-style-type: none"> • Number and type of affordable houses owned by Greensquare etc (Margaret Cooper) • Confirmation of the projected population and demographics up to 2026 (Cathy O'Reilly) • The Ashton Keynes's share of the revised Malmesbury housing allocation (Malcolm Carter) • The aspirations (if any) of land owners (Cullimore, Aggregate industries etc.) in regard to future/potential developments (although this is something the Parish Council were taking on as it affected more than just the Housing Focus Group) • A review of land not currently covered by SHLAA's; SSI's; archaeology; flood plains or currently approved for planning. (Terry Klee & Malcolm Carter) 	TK	By End Mar 14

6.4.5 (cont)	<ul style="list-style-type: none"> • A note on any building under-utilised; derelict or ripe for change of use (Terry Klee, Margaret Cooper and Cathy O'Reilly) • Information on any future employment/industry/business development in or around the village that may impact upon the housing need. (Terry Klee) <p>Additionally, the Group is aware of the need to provide a scoping document for the Steering Group by the end of March and also the need to provide information for the public meeting in April.</p>	TK	By End Mar 14
Ref.	Infrastructure Focus Group Update (formerly Services)	Who	When
6.4.6	<p>A meeting of this Focus Group was held on 13 February. KN has taken over the chairmanship of this Group and has produced a framework document that each of the members of the Group are going to analyse.</p> <p>The intention of the Group is to produce a vision and objectives by the end of March for use in the public exhibition.</p>	KN	By End Mar 14
Ref.	NP Workshop Update		
6.5.0	<p>KN and MC attended the second NP Workshop on 3 February. This was on 'Selecting Sustainable Sites for Development' and covered, amongst other things, why some sites that may, on the face of things, look appropriate are, in fact, not appropriate.</p> <p>There was also a discussion about the need for Wiltshire Council to increase their minimum house-building figures from 37,000 to 42,000. Wiltshire Council are going to produce a document showing where this anticipated increase will go, but this is not likely to be done before the Wiltshire Core Strategy is adopted. Concerns were raised that this might give developers a free hand in building where they want, but Council Officials were at pains to point out that there would still be enough safeguards in place in those areas that are in the process of producing Neighbourhood Plans.</p> <p>There is another workshop on 14 April on the topic: 'Consultation, Community Engagement and Best Practices'. There will be two places available to Ashton Keynes if anyone wishes to attend.</p>		
Ref.	Consultant Support Selection		
6.6.0	<p>MC had circulated in advance of the meeting by email background and proposals from two consultants, and a request for quotation template. MC asked for any comments or queries arising from these documents. It was agreed that we need a defined scope of the support required from a consultant before we could issue an RFQ.</p> <p>It is likely that consultant support will be needed for the production of a Strategic Environment Assessment (SEA) and a Sustainability Appraisal (SA). However, there was much discussion about whether these needed to be produced and if so, when. It was agreed that it would be better to make decisions on this after the public consultation in April.</p> <p>On the assumption that Ashton Keynes Neighbourhood Plan does include one of both of these documents, they would need to cover the Cotswold Community site. It was agreed that a letter/e-mail would be sent to Amita requesting them to provide Ashton Keynes with their outline development proposals, together with their SEA, SA and any other relevant documents. DW agreed to draw up the text of this for review prior to it being sent.</p>		

Ref.	Public Exhibition Planning
6.7.0	It was noted that Amita are now planning to hold a public consultation event on the same day as one of the AKNP Exhibition i.e. Saturday 12 April, in the Main Hall, from 2.00 – 5.00 p.m. The AKNP Exhibition is being held in the Ashton Room. It was agreed, for the benefit of Parishioners, the two presentations should run at the same time, so it was agreed that the AKNP Exhibition would run from 1:00 – 5.00 p.m. on that day. The other AKNP Exhibition, on Wednesday 16 April, will run from 6:30 p.m. – 9:30 p.m.
Ref.	Date of Next Meeting
6.9.0	The date for the next meeting was set to be Wed 19th March 2014 7.00pm at the Village Hall finish by 9.00pm.