

## Minutes of Steering Group Meeting – 23<sup>rd</sup> Oct 2013

**Meeting Date:** 23<sup>rd</sup> Oct 2013 - 7.00pm Village Hall, Park Place, Ashton Keynes

**SG Attendees:** Dave Wingrove (DW), Malcolm Carter (MC), Kevin Winstone (KW), Phil Moran (PM), Geoff Winslow (GW), Ron Thomas (RT), Ernie Tidmarsh (ET)

**SG Apologies:** Chuck Berry (CB), Liz Chick (LC), Mike Jackson (MJ), Terry Klee (TK), Simon Jefferson (SJ)

**Other Refs:** Jon Saunders (JS)

Ref.	Public Attendees			
3.1.0	None			
Ref.	Approval of Minutes from the Last Meeting			
3.2.0	The Minutes from the previous Steering Group meeting ( <a href="#">DocRef. AKNP-SG-Minutes-160913</a> ) were approved and will be listed on the AKNP website ( <a href="http://www.ashtonkeynesneighbourhood.com">www.ashtonkeynesneighbourhood.com</a> )			
Ref.	Matters Arising from the last Steering Group Meeting			
3.3.0	Items from the Minutes of the previous meeting as below			
	Ref.	Amenities Focus Group – Matters Arising	Who	When
3.3.1	2.8.1	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 19 <sup>th</sup> Sept, and meeting dates are proposed for the 3 <sup>rd</sup> Thursday each month.	KW, PM	By End Sep 13 <b>DONE</b>
	Ref.	Conservation Focus Group – Matters Arising	Who	When
3.3.2	2.8.2	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 <b>ONGOING</b>
	Ref.	Economy Focus Group – Matters Arising	Who	When
3.3.3	2.8.3	A questionnaire was sent to local employers 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 <b>UPDATE REQUIRED</b>
	Ref.	Environment Focus Group – Matters Arising	Who	When
3.3.4	2.8.4	Steering Group members are asked for suggestions from their contacts in the community as a possible leader for this group.	All	By Mid Oct 13 <b>DONE</b>

3.3.5	Ref.	Housing Focus Group – Matters Arising	Who	When
	2.8.5	Following the resignation of JS as Focus Group leader a replacement to take on this role was to be found and second meeting of the Focus Group to be arranged.	RT	By Mid Oct 13 <b>DONE</b>
3.3.6	Ref.	Services Focus Group – Matters Arising	Who	When
	2.8.6	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.	ET	By End Oct 13 <b>DONE</b>
Ref.	<b>The Steering Group Members Update</b>			
3.4.0	MC gave an update on changes to the Steering Group membership since the last meeting. TK has agreed to take over the role as Housing Theme Leader from RT. DW has agreed to take the role as Environment Theme Leader for the inaugural Focus Group meeting and work with MC to build a Focus Group membership.			
Ref.	<b>Focus Group Updates</b>			
3.5.0	Updates given by Steering Group Theme Leaders or by the Project Coordinator where provided.			
Ref.	<b>Amenities Focus Group Update</b>		<b>Who</b>	<b>When</b>
3.5.1	<p>PM gave update. 3<sup>rd</sup> meeting held. Facebook page now has 35 members and on line record maintained for future reference.</p> <p>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.</p> <p>Target to implement and collate information by end of year.</p> <p>Next meeting set for November 17th</p>		KW,PM	By End Nov 13
Ref.	<b>Conservation Focus Group Update</b>		<b>Who</b>	<b>When</b>
3.5.2	<p>MC gave an update on behalf of MJ. The Group held a 3<sup>rd</sup> meeting on 21<sup>st</sup> Oct. The Group has 'toured' Fore Street using the 1998 Conservation Area Statement as a guide to understand conservation issues and challenges. 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.</p>		MJ	By End Nov 13
Ref.	<b>Economy Focus Group Update</b>		<b>Who</b>	<b>When</b>
3.5.3	<p>No update was available from the Economy Focus Group. In the absence of this the previous matters arising are carried forward.</p> <p>The overall results of the local employers' questionnaire to be shared.</p> <p>Form a Focus Group membership from the community and stakeholders to hold an inaugural meeting to discuss and progress ideas and objectives.</p>		SJ	By End Nov 13

Ref.	Environment Focus Group Update	Who	When
3.5.4	<p>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
Ref.	Housing Focus Group Update	Who	When
3.5.5	<p>Terry Klee has now agreed to take on the Focus Group leader's role.</p> <p>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 28<sup>th</sup> 2013</p>	TK, RT	28 <sup>th</sup> Nov 13
Ref.	Services Focus Group Update	Who	When
3.5.6	<p>Seven members 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
Ref.	Co-Ordination of Focus Groups	Who	When
3.5.7	<p>Need to ensure that all groups are aware of where the 'cross over' is. Consideration given to a public event for ALL focus Groups to attend and 'present' their initial findings as part of the consultation process. This will need a specific plan drawn up in order to bring it together.</p>	MC	End Dec 2013
Ref.	The Neighbourhood Designation Consultation Update		
3.6.0	<p>GW reported that the result of the consultation was expected by next week and that a report was to be created by the Spatial Planning team advising the outcome.</p>		
Ref.	Wiltshire Core Strategy Update		
3.7.0	<p>GW gave an update on the current status of the Wiltshire Core Strategy.</p> <p>It's taken 2 years so far to achieve the current document. Now entered the 'Modification process' that takes 6 weeks and going to the Inspector by 24/10/13 in order to achieve a sound Core Strategy by the end of November 2013</p> <p>GW raised the Cotswold Community development proposals and asked for initial thoughts. The PC needs to consider if as part of the NP if there is a need for such a development.</p>		

Ref.	Next Steps and Priorities	Who	When
3.8.0	Focus Groups to progress the objectives as described in the respective Focus Group Updates above.	Focus Group Leaders	As In Updates
3.8.1	Prepare a budget for the anticipated Neighbourhood Planning expenditure itemising the breakdown as much as possible.	MC	By End Nov 13
3.8.2	Complete and submit a grant application for support of our Neighbourhood Planning.	MC	By End Nov 13
3.8.3	NP workshop to be held at Calne 28 <sup>th</sup> November 13. MC and ET to attend and provide report/summary for steering group.	MC/ET	By End Nov 13
3.8.4	In anticipation of budget, consideration to be given to a 'Tender' document (possibly similar to Devizes who appointed URS Scott Wilson).  GW to provide figures to MC	GW	By End Nov 13
Ref.	<b>Other Matters</b>		
3.9.0	No other matters were raised for discussion.		
Ref.	<b>Date of Next Meeting</b>		
3.10.0	The date for the next meeting was set to be <b>Wed 20<sup>th</sup> Nov 7.00pm</b> at the Village Hall finish by 9.00pm.		