

**Minutes of Steering Group Meeting – 18<sup>th</sup> Aug 2015**

**Meeting Detail:** 18<sup>th</sup> Aug 2015 - 2.00pm 3 Four Acre Close, Ashton Keynes, SN6 6PJ

**Attendees:** Dave Wingrove (DW), Malcolm Carter (MC), Kevin Winstone (KW), Terry Klee (TK)

**Apologies:** David Moss (DM)

**Other Refs:** Draft Neighbourhood Plan (DNP), Steering Group (SG), Focus Group (FG), Wiltshire Council (WC), AECOM (AECOM formerly URS), website (the AKNP website)

Ref.	<b>Public Attendees</b>
1	No members of the public attended.
Ref.	<b>Approval of Minutes from the Last Meeting</b>
2	The Minutes from the previous Steering Group meeting ( <a href="#">DocRef. AKNP SG Minutes 09-06-15</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 and Updates</b>
3	<p>MC – Applied successfully for the Locality support for a Technical Support Package for Evidence Base and Policy Review, and Grant. The grant will mainly be used to have AECOM prepare a Consultation Statement.</p> <p>MC – Geoff Winslow, who has been our NP Link Officer with WC, has left WC from the end of July. Until a permanent replacement is found, Georgina Claplitt-Dix will be our point of contact with WC.</p> <p>MC – Received SA framework information from AECOM to update the SA Scoping Report.</p> <p>MC – WC have reviewed the SA Scoping Report and advised that a Habitat Regulations Assessment will not be required at this time.</p> <p>MC – AECOM reviewed the SA Scoping Report and recommended submission to the statutory consultees for the 5 week consultation period.</p> <p>MC – The SA Scoping Report has been sent to the Environment Agency, Natural England and Historic England with a request for comments within a 5 week consultation period.</p> <p>MC – Has spoken with the Rights of Way officer at WC, and sent the section of the DNP concerned with environmental accessibility. The RoW Manager visited the Parish to acquaint himself with the locale, and subsequently made advisory comments on how best to proceed to achieve our objectives.</p>
Ref.	<b>Planning for the Pre-Submission Consultation Events</b>
4	<p>DW – prepared and shared a list of action items to discuss in planning for the Pre-Submission events.</p> <p>The event displays will focus on the 6 theme topics of the Plan and will largely present the same information in the Draft Plan for each theme – that is; vision and objectives, policy, policy map / illustration, reasoned justification.</p> <p>An additional display board will present the reasoning behind the housing allocation sites in the Draft Plan and the summarised survey results from the Housing Site Consultation.</p>

Ref.	<b>Planning for the Pre-Submission Consultation Events (continued)</b>
4	<p>The format of a survey questionnaire was discussed, in particular the best presentation for ease of use whilst capturing clear information on whether respondents supported or not particular policies. Due to the large number of policies to comment on, it was decided to request respondents to, agree or not with all policies, and if in general agreement make specific policy comments. It was also decided that AECOM should be asked for their opinion on the survey questionnaire format.</p> <p>MC – agreed to design the online version of the survey questionnaire to mirror the layout and format of the paper questionnaire, so that this could be used during the consultation period by respondents who were unable to visit either of the events.</p> <p>MC – A full set of Plan submission documents and supporting documents should be made available for browsing at the Pre-Submission events. As we will not have collated all of the evidence base information during the whole NP process it will not be possible to make available a Consultation Statement report. It should be possible to create a draft Basic Conditions Statement report for the events, albeit as an early draft, to give an idea of why this document is a requirement.</p>
Ref.	<b>Publicising the Pre-Submission Consultation Consultation and Events</b>
5	<p>DW – Advised that a village newsletter entry had been placed to publicise the forthcoming consultation events in the Autumn. There will be follow up entries in the village newsletter Sept and Oct editions to further publicise the events.</p> <p>MC – Agreed to create website articles to publicise the events and post them on the village website, the parish council website, and the NP website.</p> <p>DW – A door-drop flyer will be produced and distributed about one week before the date of the first event. MC agreed to assist in this with artwork, printing and an area distribution map.</p> <p>MC – A list of third parties known to have, or believed to have, an interest in the Parish will be advised by emailed letter of the events and the start date of the 26<sup>th</sup> Sep Pre-Submission consultation period.</p>
Ref.	<b>Next Steps</b>
6	<p>Place an article in the Sept Village Newsletter to publicise the intent to hold Pre-Submission events in Sept/Oct. <b>Action – DW</b></p> <p>Prepare the information and format of presentation material to be used in the Pre-Submission events. <b>Action – DW, AT</b></p> <p>Publicise the Pre-Submission events on the 3 Parish websites. <b>Action - MC</b></p> <p>Design and have printed an A5 flyer for door-drop to every address in the Parish. <b>Action – AT, MC</b></p> <p>Produce a draft Basic Conditions Statement for the Pre-Submission events. <b>Action – DW</b></p>
Ref.	<b>Date of Next Meeting</b>
7	A date for the next meeting to review the event planning was agreed for the 7 <sup>th</sup> Sept 2015.