

Minutes of Steering Group Meeting – 23rd Mar 2015

Meeting Detail: 23rd Mar 2015 - 2.00pm 3 Four Acre Close, Ashton Keynes, SN6 6PJ

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

Apologies: Terry Klee (TK)

Other Refs: Draft Neighbourhood Plan (DNP), Steering Group (SG), Focus Group (FG), Wiltshire Council (WC), URS – Locality assigned consultants (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 (DocRef. AKNP SG Minutes 05-02-15) were approved and will be listed on the AKNP website (www.ashtonkeynesneighbourhood.com)
Ref.	Matters Arising and Updates
3	<p>MC - Sent Site Assessment pro-forma's to URS for review.</p> <p>MC- WC have publicised an informal consultation on initial site options as part of the Wiltshire Housing Site Allocations Development Plan Document. In this the remaining housing requirements for the Malmesbury Community Area is stated as 151 homes.</p>
Ref.	Discuss an Action List for the next 6 months of the NP process
4	<p>The SG discussed an action list to progress the DNP, the items of which were:</p> <ul style="list-style-type: none"> • Finalise the Draft Scoping Report. • Prepare a Housing Site Consultation Report. • Decide on site allocations to meet obligations and sustainability criteria. • Amalgamate draft policies from FG's and send to URS and WC for review. • Prepare a Conservation Area Statement 2015 update. • Request the Sustainability Appraisal/SEA report to be prepared by URS. • Prepare a structured Draft Plan document as a shared working framework. • Prepare a Consultation Statement. • Prepare a Basic Conditions Statement.

Ref.	Next Steps
5	<p>The priorities from the Action List above were agreed to be:</p> <p>The completion of the Draft Scoping Report. Action – MC (est Apr)</p> <p>Prepare a Housing Site Consultation Report. Action – DM to initiate, MC to lead (est Apr/May)</p> <p>Amalgamate draft policies into a single document to send for review. Action – MC (est Apr/May)</p>
Ref.	Date of Next Meeting
6	A date for the next meeting was agreed for the 11 th May 2015.