

**Minutes of Steering Group Meeting – 24<sup>th</sup> Sep 2015**

**Meeting Detail:** 24<sup>th</sup> Sep 2015 - 3.00pm 3 Four Acre Close, Ashton Keynes, SN6 6PJ

**Attendees:** Dave Wingrove (DW), Malcolm Carter (MC), Alex Tindall (AT), 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), 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 07-09-15</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 – An advisory letter has been sent by email to a list of 30 third parties known to have, or believed to have, an interest in the Parish advising them of the Pre-Submission events and the commencement of the 6 week Regulation 14 consultation beginning the 26<sup>th</sup> Sept 2015.</p> <p>DW – A village newsletter entry has been submitted for the Oct edition to publicise the second Pre-Submission event on the 6<sup>th</sup> Oct.</p> <p>MC – All of the event visual displays have been finalised and printed. The majority of the displays will be on laminated A3 for durability and storage between events.</p> <p>MC – the SA/SEA report has been received from AECOM and printed copies will be made available at the Pre-Submission events.</p> <p>MC – Following proposed and recommended changes from all reviewers the Pre-Submission version of the DNP has been finalised and will be printed for reference at the Pre-Submission events.</p> <p>MC – Sets of documents for Pre-Submission reference and browsing at the events have been finalised electronically. Sufficient copies for each event day will be professionally printed, however, more can be printed should demand outstrip the supply.</p> <p>DW - The Parish Council was advised at the Sept meeting that the Plan is moving on the Regulation 14 consultation stage and the six week process will commence on the 26 Sep, the date of the first of two public consultation dates, and finish on the 7 Nov.</p> <p>MC – all documents available at the Pre-Submission events will be made available on the website.</p> <p>MC - The online survey is being finalised and will be available on the website by the 26<sup>th</sup> Sep.</p> <p>DW – The door-drop flyers were distributed to all addresses in the Parish by SG members each to a mapped zone area of the Parish.</p>

Ref.	<b>Final Planning and Logistics for Pre-Submission Consultation Events</b>
4	<p>MC – full sets of professionally presented colour laser printed and bound plan submission and supporting documents will be available for both events. A loan request form will also be available should visitors wish to borrow copies to read and subsequently return with their survey to the village shop.</p> <p>MC – The visitor survey questionnaires will be printed and 130 will be available initially. More could be quickly printed if required, and the number issued at the first event will be a guide for how many may be needed for the second event.</p> <p>MC – advised that publicity articles were expected from the Wilts &amp; Glos Standard newspaper and Ripples, the locally free magazine distributed to all households in the Parish and surrounding villages, following discussions with the respective reporters.</p> <p>SG – Members confirmed who in their FG had agreed to attend which event to assist.</p> <p>DW/AT – The delivery of the display boards had been confirmed, and helpers had been found to store them in the village hall. Additional display boards for table top use were also available from the village hall storage shed.</p> <p>MC - Refreshments for visitors to both events will be provided by two lady volunteers. The costs for this to be reimbursed from the Locality support grant.</p>
Ref.	<b>Next Steps</b>
5	<p>Print and bind sets of Plan submission and supporting documents for reference and browsing at both Pre-submission events, and copies for public display. DW to arrange public displays of the DNP at the village shop, village pub and church. <b>Action – MC, DW</b></p> <p>Print survey questionnaires and continuation pages for both events. Additionally, print registration form sheets to record visitors to both events. <b>Action - MC</b></p> <p>SG members and as many FG members as possible are to be requested to attend the events to assist in set up, registration of visitors, and to be available to answer queries from visitors. <b>Action – SG, FG's</b></p> <p>Gather all paper survey questionnaire responses and produce a summary of responses for sharing and discussion with the SG. <b>Action - MC</b></p> <p>Add a section to the website for all the visual displays used at the events to be available for people who could not visit either of the events but who would like to browse the displays online whilst completing an online survey questionnaire. <b>Action - MC</b></p>
Ref.	<b>Date of Next Meeting</b>
6	A date for the next meeting was agreed for the 22 <sup>nd</sup> Oct 2015.