



Astwood and Hardmead Neighbourhood Plan Steering Group Minutes of Meeting

Date	Location
14 th April 2021	Zoom
Present / Role	Apologies
Derek Phillips (Chair)	
Christine Phillips	
Emily Warner (Smith Jenkins Consultancy)	
Steve Giddings	
Janet Adams	
Kim Durden	
Piers Shedden	

Agenda	
<ol style="list-style-type: none"> 1. Introductions and Apologies; 2. Review of previous minutes & actions; 3. Update on Plan; 4. Marketing activities and dates; 5. Any Other Business (AOB); 6. Date of next meeting. 	



Meeting Record																
1.	Introductions and Apologies															
	Steve was unable to make the meeting due to work pressures; Chrissie opted to attend a Camtasia webinar in order to consolidate her skills for video production!															
2.	Review of previous minutes and actions															
	<p>The updates on last month's actions are:</p> <table border="1"> <thead> <tr> <th>Reference</th> <th>Update</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>11_11_20/07</td> <td>This action is a standing request to the Steering Group to propose Plan marketing activities to be conducted during the Referendum (Regulation 17) stage to garner support from the Parish</td> <td>OPEN (Standing Action)</td> </tr> <tr> <td>10_03_21/01</td> <td>The website has been updated to reflect both the Regulation 16 statement agreed under action 10_03_21/02 and MKC's guidance for the public comment phase.</td> <td>CLOSED</td> </tr> <tr> <td>10_03_21/02</td> <td>Statement revised by Emily & Janet.</td> <td>CLOSED</td> </tr> <tr> <td>10_03_21/03</td> <td>Question raised to David Blandamer by Emily; awaiting response. Guidance on the parish website updated to advise requestors to contact the Parish Council. Kim to request "4-5" hard-copy packs be printed in readiness (Action 14_04_21/01).</td> <td>Open, awaiting MKC response</td> </tr> </tbody> </table>	Reference	Update	Status	11_11_20/07	This action is a standing request to the Steering Group to propose Plan marketing activities to be conducted during the Referendum (Regulation 17) stage to garner support from the Parish	OPEN (Standing Action)	10_03_21/01	The website has been updated to reflect both the Regulation 16 statement agreed under action 10_03_21/02 and MKC's guidance for the public comment phase.	CLOSED	10_03_21/02	Statement revised by Emily & Janet.	CLOSED	10_03_21/03	Question raised to David Blandamer by Emily; awaiting response. Guidance on the parish website updated to advise requestors to contact the Parish Council. Kim to request "4-5" hard-copy packs be printed in readiness (Action 14_04_21/01).	Open, awaiting MKC response
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	10_03_21/04	Kim shared a storyboard; Emily has reviewed & revised some wording	CLOSED
New actions will be recorded in the actions matrix at the end of this meeting record.			
3.	Update on current Plan status / Regulation 16 document review		
	<p>Emily clarified the activities under Regulation 16 (misunderstood by DP & KD) to ensure that we recognise that Regulation 16 is the final “Public Review & Comment” phase. DP revised the wording of the website to align with this.</p> <p>Publicising this key stage is essential for the team. To that end the following actions were agreed (Action 14_04_21/02):</p> <ul style="list-style-type: none"> • Clear Regulation 16 statement incorporated in May’s SCAN update, as well as a separate (from the Astwood update) statement regarding the Regulation 16 purpose and process; • Production of flyers to be distributed throughout the Parish; • Statement to be entered on Astwood & Hardmead WhatsApp group advising of the Regulation 16 phase, and access to MKC’s website for comment; • Communication of the Regulation 16 communication penned by David Blandamer to all previous consultees, and provide confirm to David Blandamer once complete. 		
4.	Marketing Activities & Dates		
	<p>In preparation for the Referendum the team have been encouraged to think about marketing approaches to reinforce the value of the Plan to the Parish, and find ways of motivating the Parish to vote in favour of the Plan.</p> <p>DP shared some example flyers via Zoom for concepts – these will be shared with the team via email after the meeting. The intention is to open up dialogue around design and wording. Initial feedback was that the “Help” (hands up) message was generally liked, as well as the “Your Village Needs You”, but an observation was that “villages”, rather than “village” needs to be a consistent theme.</p> <p>DP sought clarification from KD that John was happy to support any printing required (including A3 printing). KD was certain that this was the case but would confirm (Action 14_04_21/03).</p> <p>The remainder of the meeting was dedicated to discussing the “vote in favour of the Plan” video that was proposed by Kim at the March meeting. A decision was made, out of that discussion, that a “tester video” will be produced to promote knowledge of Regulation 16. DP & KD (at a minimum) will meet on Saturday 17th April 2021 at the Village Hall to produce a short encouragement video to be deployed on WhatsApp.</p>		



5.	Any Other Business
	No additional items of business were raised at this meeting.
6.	Date and Venue of next meeting (via Zoom)
	Date & time: 12 th May 2021, 19:30 – 20:15 Meeting ID: 645 487 2843 Passcode: 4UYyvs

Open Action Summary

Action No	Issue/Action	Assignee	Target Date	Status
11_11_20/7	Prepare ideas for promotion of the Plan for Referendum success	Steering Group	Prior to Referendum launch	OPEN
10_03_21/03	Clarify who is responsible for issuing Plan hard copies under Regulation 16 if required	EW	May meeting	Pending response
14_04_21/01	Prepare "4-5" hard-copy document sets should any be requested via the Parish Council email address	KD	23/4/21	NEW
14_04_21/02	Produce Reg 16 notifications & flyers for distribution	DP	19/4/21	NEW
14_04_21/03	Confirm printing support from John Durden.	KD	19/4/21	NEW

Completed Actions

Action No	Issue/Action	Assignee	Target Date	Status
10_03_21/01	Update Neighbourhood Plan webpage to reflect submission to MKC for regulation 16 consideration	DP	20/3/21	CLOSED



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
10_03_21/02	Revise Regulation 16 statement (produced under action 08_12_20/03) in readiness for MKC's announcement of the Regulation 16 dates	DP	20/3/21	CLOSED
10_03_21/04	Share (via email to the team) a storyboard outline of the marketing suggestion	KD	30/3/21	CLOSED
08_12_20/03	Produce draft statement (for Steering Group review) guiding parishioners on the Regulation 16 process (including raising enquiries)	DP	10/3/21	CLOSED
10_02_21/01	Formally request clarification of assigned budget from the Parish Council	DP	19/2/21	CLOSED
13_01_21/01	Refresh information on the NHP page of the website to reinstate the Regulation 14 documentation (at the head of the page)	DP	18/1/21	CLOSED
13_01_21/02	Raise objection to Planning Application 20/03343/OUT	DP	18/1/21	CLOSED
08_12_20/02	DP & EW have agreed revised timescales and have updated the document for website incorporation. DP to circulate to the team for visibility.	EW / DP	13/1/21	CLOSED
08_12_20/02	Revise projected process timescales and submit to EW for approval.	DP	6/1/21	CLOSED
11_11_20/01	At the time of the meeting EW was continuing to seek a meeting with the Conservation officer; an update received post-meeting, and prior to these minutes being issued is that the meeting has taken place, and the officer has no concerns to raise, but requires a policy update to ensure ground heritage is assessed as part of any forthcoming planning application. EW will draft	EW	13/1/21	CLOSED



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
	revised policy wording for Steering Group review & response.			
08_12_20/01	EW has incorporated a statement within the Draft Plan addressing the ground heritage observation.	EW	13/1/21	CLOSED
08_12_20/01	Draft revised policy wording in support of Conservation Officer's observation	EW	23/12/20	CLOSED
N/A Action Carried Forward	Incorporate updated Proposals map in Regulation 16 Plan	EW	11/11/20	CLOSED
11_11_20/01	Arrange meeting with Conservation Officer	EW	30/11/20	CLOSED
11_11_20/2	Review / comment against Regulation 16 Draft Plan	Steering Group	15/11/20	CLOSED
11_11_20/3	Establish whether Smith Jenkins' account is paid-up to the end of the Plan process	DP	16/11/20	CLOSED
11_11_20/4	Obtain call-off day rate from Smith Jenkins	DP	16/11/20	CLOSED
11_11_20/5	Discuss and clarify the Plan process going forward (management & updating of the Plan once adopted)	DP	16/11/20	CLOSED
11_11_20/6	Clarify the map discrepancy in the draft Regulation 16 Plan with EW	DP	16/11/20	CLOSED
11_11_20/8	Share a phrase for the steering group to review, introducing the "WhatsApp" response statement.	DP	15/11/20	CLOSED