



Astwood and Hardmead Neighbourhood Plan Steering Group Minutes of Meeting

Date	Location
13 th January 2021	Zoom
Present / Role	Apologies
Derek Phillips (Chair)	Piers Shedden
Christine Phillips	
Emily Warner	
Steve Giddings	
Janet Grizzly	
Kim Durden	

Agenda	
<ol style="list-style-type: none"> 1. Introductions and Apologies; 2. Review of previous minutes & actions; 3. Update on in-flight Planning Applications in the village; 4. Update on Current Plan Status; 5. Next Steps; 6. Any Other Business (AOB); 7. Date of next meeting. 	



Meeting Record																
1.	Introductions and Apologies															
	Piers sent his apologies.															
2.	Review of previous minutes and actions															
	<p>The updates on last month's actions are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Reference</th> <th style="width: 60%;">Update</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>11_11_20/01</td> <td>This action is a standing request to the Steering Group to propose Plan marketing activities to be conducted during the Referendum (Regulation 16) stage to promote support from the Parish</td> <td>OPEN (Standing Action)</td> </tr> <tr> <td>08_12_20/03</td> <td>Statement produced and to be issued (via email) for the team for review post-meeting. Intention is for the statement to support flyers and web publication.</td> <td>Review @ meeting on 10/3/21.</td> </tr> <tr> <td>08_12_20/02</td> <td>Revised process timescales agreed by the steering group and posted on the Neighbourhood Plan website page.</td> <td>CLOSED</td> </tr> <tr> <td>11_11_20/01</td> <td>EW drafted a revised policy wording in response to the Conservation Officer's request which was reviewed and accepted by the Steering Group.</td> <td>CLOSED</td> </tr> </tbody> </table> <p>New actions will be recorded in the actions matrix at the end of this meeting record.</p>	Reference	Update	Status	11_11_20/01	This action is a standing request to the Steering Group to propose Plan marketing activities to be conducted during the Referendum (Regulation 16) stage to promote support from the Parish	OPEN (Standing Action)	08_12_20/03	Statement produced and to be issued (via email) for the team for review post-meeting. Intention is for the statement to support flyers and web publication.	Review @ meeting on 10/3/21.	08_12_20/02	Revised process timescales agreed by the steering group and posted on the Neighbourhood Plan website page.	CLOSED	11_11_20/01	EW drafted a revised policy wording in response to the Conservation Officer's request which was reviewed and accepted by the Steering Group.	CLOSED
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3.	Update on in-flight Planning Applications in the village															
	<p>EW provided the following updates:</p> <p>5 properties adjacent to the village green – the decision date on this application has been further extended to 2nd March 2021. Objections raised by LLFA and Ecology appear to have been addressed and have now been withdrawn. There is an outstanding objection from the Landscape officer which is likely to be resolved. EW</p>															



	<p>anticipates that the decision will be referred to the review committee (to which comments can be raised by private individuals and official bodies).</p> <p>5 properties adjacent to 3 Main Road – numerous objections have been raised against this outline application from both private residents and public bodies. The decision date is 16th February 2021 – current indications are that there is no response from the Planning Officer to address the objections and observations.</p> <p>It is noted that there is a Change of Use notice against St Peter’s Church, changing its use to domestic usage.</p>
4.	Update on current Plan status
	<p>An update received by EW from David Blandamer (MKC) advises that responses have been received against the draft Plan from both the Environment Agency and Natural England. No response has been received from Historic England.</p> <p>It is probable that David will issue his opinion on the requirement of the Plan to be submitted for SEA (Strategic Environmental Assessment)during w/c 15th February 2021.</p>
5.	Next Steps
	Currently, based on the update in section 4, there are no “next steps to be conducted.
6.	Any Other Business
	SG asked whether the Parish Council has committed to the budget request raised by the Plan Steering Group. DP has not received any guidance on 2021 – 2022 budgets, and will formally write to the Parish Council (Action 10 02 21/01).
7.	Date and Venue of next meeting (via Zoom)
	<p>Date & time: 10th March 2021, 19:30 – 20:15</p> <p>Meeting ID: 645 487 2843</p> <p>Passcode: 4UYyvs</p>



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
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	OPEN
10_02_21/01	Formally request clarification of assigned budget from the Parish Council	DP	19/2/21	NEW

Completed Actions

Action No	Issue/Action	Assignee	Target Date	Status
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	EW	13/1/21	CLOSED



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
	policy update to ensure ground heritage is assessed as part of any forthcoming planning application. EW will draft 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