



Astwood and Hardmead Neighbourhood Plan Steering Group Minutes of Meeting

Date	Location
10 th March 2021	Zoom
Present / Role	Apologies
Derek Phillips (Chair)	
Christine Phillips	
Emily Warner	
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 current Plan status / Regulation 16 document review 4. Next Steps; 5. Any Other Business (AOB); 6. Date of next meeting. 	



Meeting Record														
1.	Introductions and Apologies													
	No apologies were required for this meeting													
2.	Review of previous minutes and actions													
	The updates on last month's actions are:													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Reference</th> <th style="width: 50%;">Update</th> <th style="width: 30%;">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 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>Agreed and approved by the Steering Group via email (following review & rewrite by Emily & Janet) and attached here. Action CLOSED. <div style="text-align: center;">  Regulation 16 guidance - Final.doc </div> </td> </tr> <tr> <td>10_02_21/01</td> <td>Formally request clarification of assigned budget from the Parish Council</td> <td>The Parish Council has assigned a fundamental allowance to the Steering Group (£200) to support the marketing costs of the referendum stage. The Parish Council acknowledges that further funds may be required, should the Plan not be adopted after the vote, for Steering Group and consultancy purposes. The Parish Council further acknowledges the requirement for a monitoring role; the forthcoming PC elections will look to incorporate a monitoring responsibility within the standing Council. CLOSED.</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 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.	Agreed and approved by the Steering Group via email (following review & rewrite by Emily & Janet) and attached here. Action CLOSED . <div style="text-align: center;">  Regulation 16 guidance - Final.doc </div>	10_02_21/01	Formally request clarification of assigned budget from the Parish Council	The Parish Council has assigned a fundamental allowance to the Steering Group (£200) to support the marketing costs of the referendum stage. The Parish Council acknowledges that further funds may be required, should the Plan not be adopted after the vote, for Steering Group and consultancy purposes. The Parish Council further acknowledges the requirement for a monitoring role; the forthcoming PC elections will look to incorporate a monitoring responsibility within the standing Council. CLOSED .
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 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.	Agreed and approved by the Steering Group via email (following review & rewrite by Emily & Janet) and attached here. Action CLOSED . <div style="text-align: center;">  Regulation 16 guidance - Final.doc </div>												
10_02_21/01	Formally request clarification of assigned budget from the Parish Council	The Parish Council has assigned a fundamental allowance to the Steering Group (£200) to support the marketing costs of the referendum stage. The Parish Council acknowledges that further funds may be required, should the Plan not be adopted after the vote, for Steering Group and consultancy purposes. The Parish Council further acknowledges the requirement for a monitoring role; the forthcoming PC elections will look to incorporate a monitoring responsibility within the standing Council. CLOSED .												



	<p>New actions will be recorded in the actions matrix at the end of this meeting record.</p>
3.	<p>Update on current Plan status / Regulation 16 document review</p>
	<p>EW shared, via email, the draft regulation 16 documents for review prior to the meeting. The following corrections were identified:</p> <ul style="list-style-type: none"> • The Steering Committee commenced its work in 2018 (not 2017); <i>Basic Condition Statement & Draft Plan</i>. • The list of activities to promote the NHP process should include updates to the website; <i>Basic Condition Statement</i>. • Typo “the policy is also conforms with” P10, Policy H1 Para 3 – to be corrected to “The policy also conforms with”; <i>Basic Conditions Statement</i>. <p>EW will make these corrections and will then submit the documents to Milton Keynes Council for final review before submission for Regulation 16 management by Milton Keynes Council.</p>
4.	<p>Next Steps</p>



	<p>Once the draft documents have been submitted the following actions will be conducted:</p> <ul style="list-style-type: none"> Update the Neighbourhood Plan webpage with a highlight to announce submission to the Regulation 16 process. (Action 10_03_21/01); Prepare the Regulation 16 statement for electronic (WhatsApp & webpage) release to the parish. The release of the statement is dependent on the dates set by MKC once final review has been conducted. The statement will also reference the MKC web address for parishioners to use. (Action 10_03_21/02). 			
5.	Any Other Business			
	<p>JA Raised a question regarding availability of hard copies (if required) to support Regulation 16 enquiries. EW will clarify, but it is understood that MKC will issue hard copies if required (Action 10_03_21/03).</p> <p>KD When does the marketing activity start? As soon as the 6-week consultation dates are announced by MKC the team will start the marketing distributions to the parish.</p> <p>KD Raised a suggestion regarding marketing (focussed on electronic distribution, such as the website & via WhatsApp). Kim will put together a storyboard outline of her idea to share with the team (via email). Action 10_03_21/04.</p>			
6.	Date and Venue of next meeting (via Zoom)			
	<p>Date & time: 14th April 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
10_03_21/01	Update Neighbourhood Plan webpage to reflect submission to MKC for regulation 16 consideration	DP	20/3/21	NEW
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	NEW
10_03_21/03	Clarify who is responsible for issuing Plan hard copies under Regulation 16 if required	EW	14/4/21	NEW



10_03_21/04	Share (via email to the team) a storyboard outline of the marketing suggestion	KD	30/3/21	NEW
-------------	--	----	---------	-----

Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
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 revised policy wording for Steering Group review & response.	EW	13/1/21	CLOSED



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
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