



## Astwood and Hardmead Neighbourhood Plan Steering Group

### Minutes of Meeting

Date	Location
11 <sup>th</sup> November 2020	Zoom (2 x calls)
Present / Role	Apologies
Derek Phillips (Chair)	Emily Warner
Christine Phillips	
Doug Smith	
Kim Durden	
Janet Grizzly	
Steve Giddings	
Piers Shedden	

Agenda
<ol style="list-style-type: none"> <li>1. Introductions and Apologies;</li> <li>2. Review of previous minutes and actions;</li> <li>3. Finance update – VAT recovery;</li> <li>4. Update on current Plan status;</li> <li>5. Next Steps (including marketing for Referendum);</li> <li>6. Update against NHP response statement issued 17<sup>th</sup> October 2020;</li> <li>7. Any Other Business (AOB);</li> <li>8. Date and Venue of next meeting.</li> </ol>

Meeting Record	
1.	<p><b>Introductions &amp; Apologies</b></p> <p>Emily submitted apologies – she was unable to attend the meeting due to a last-minute issue.</p>
2.	<p><b>Review of previous minutes and actions</b></p> <p>The outstanding actions rest with Emily:</p> <ul style="list-style-type: none"> <li>• <b>Arrange meeting with conservation officer to discuss the proposed allocation;</b> Emily has sought a meeting, without response. An alternative contact has been suggested for Emily to engage with (<a href="#">Action 11 11 20/01</a>);</li> <li>• <b>Inclusion of updated Proposal Map</b> – submitted via email in advance of this meeting, and incorporated in draft Regulation 16 Plan (submitted to group for review and response (<a href="#">Action 11 11 20/02</a>);</li> <li>• <b>Raise Request for Strategic Environmental Assessment Screening (SEA);</b> action to occur following meeting with conservation officer.</li> </ul> <p>New actions will be recorded in the actions matrix at the end of this meeting record.</p>



<p>3.</p>	<p><b>Finance update – VAT recovery</b></p> <p>Janet, upon reviewing the Parish Council accounts, identified a VAT recovery of £1593.15, recovered against the Smith Jenkin funding. The Parish Council has not yet allocated this windfall against any project. Discussion was held within the steering group regarding whether this sum should be ring-fenced for the NHP, regardless of the Smith Jenkins account being settled.</p> <p>There were a range of suggestions for which the monies may be required:</p> <ul style="list-style-type: none"> <li>• Completion of the Plan process (<a href="#">Action 11 11 20/03</a> – establish whether the Smith Jenkins account is funded “through to completion of the Plan process”);</li> <li>• Providing contingency for un-forecast consultation / guidance requirements from Smith Jenkins (e.g. against proposed development activities occurring during the final stages of the Plan (<a href="#">Action 11 11 20/04</a> – obtain daily call-off rate from Smith Jenkins if possible);</li> <li>• Contingency costs for NHP steering group activities, such as printing / website updating, including marketing activities in support of the Plan Referendum;</li> </ul> <p>Piers expressed a view that the budget can only be held by the “active” Steering Group, rather than held as a “just in case” forward-facing budget; this view highlighted a need to better to understand how the Plan will operate once it has been adopted (Janet clarified that the efficacy and validity of the Plan remains dependent on MKC maintaining a viable Housing Stock which avoids the need to reach-out to surrounding parishes for additional land). <a href="#">Action 11 11 20/05</a> – understand from Smith Jenkins the process going forward.</p>
<p>4.</p>	<p><b>Update on current Plan status</b></p> <p>As addressed in agenda item 2, progress has been made against the Regulation 16 draft plan; the Steering Group is individually requested to review the draft and provide any observations to DP in advance of his catch-up call with Emily on 16<sup>th</sup> November 2020.</p> <p>Kim noted that there is a discrepancy between the maps included in the Plan (“Existing Development Boundary Map in section 2.3, c.f. Policies Map in Section 7). The discrepancy relates to the inclusion of the proposed development plot in the policies map which is outside of the development boundary on the map in section 2.3. <a href="#">Action 11 11 20/06</a> – discuss this observation with Emily for clarification whether this is an error or as the result of the proposal and policies H1 &amp; H2.</p>
<p>5.</p>	<p><b>Next Steps (including marketing for Referendum)</b></p> <p>The steering group agreed that the consultation phases for the Plan are complete – once Regulation 16 has commenced then Milton Keynes council are responsible and accountable for the progress of the Plan up to and including Referendum (with response required from the steering group against any observations or enquiries resulting from the Regulation 16 activity).</p> <p>The team, however, believe, that there is additional work that can be done to drive the Plan successfully through to adoption. DP has asked the group to think of what activities can be undertaken to promote the Plan (suggestions made during the</p>



	<p>meeting included flyers, website promotions, banner(s) in the village). DP asks, under <a href="#">Action 11_11_20/07</a>, that all group members come to the next meeting (December 8<sup>th</sup> 2020) with ideas for the group to discuss.</p> <p>Kim noted that a specific reference should be made to the “5 property development” in any promotional material highlighting the fact that this application was outside of the influence of the Plan, or the Steering Group.</p>
6.	<p><b>Update against NHP response statement issued 17<sup>th</sup> October 2020</b></p> <p>DP provided a summary of the Parish Council meeting (22<sup>nd</sup> October 2020) element relating to Councillor Evans-Parker’s concerns which were voiced recently. Councillor Evans-Parker was objective in her submission to the Parish Council, and sought guidance from the Ward Councillor in terms of response / protection (for any member of Public Office) against a similar situation. Councillor Evans-Parker was satisfied with the NHP Steering Group’s response to her observations, and the ensuing statement issued by the Steering Group.</p> <p>The Parish Council Chair has suggested that the statement issued to existing and past members of the Steering Group relating to the incident is published on the Parish Website (limited to the NHP page, and solely contained within that page, without direction or link from any other section of the website). This suggestion was shared with the steering group for their response.</p> <p>As a body, the steering group did not express concern on this point, but wished it to be incorporated in the webpage in a manner which is neither inflammatory or accusatory. DP agreed to pen an “introductory phrase” which will be shared with the steering group via email before any change is made to the website (<a href="#">Action 11_11_20/08</a><a href="#">Action 11_11_20/08</a>)</p>
7.	<p><b>Any Other Business</b></p> <p>No AOB was raised at this meeting.</p>
8.	<p><b>Date and Venue of next meeting</b></p> <p>The next meeting will be conducted via Zoom. Details below:</p> <p><b>Date &amp; time:</b> 8<sup>th</sup> December 2020, 19:30 – 20:15  <b>Meeting ID:</b> 645 487 2843  <b>Passcode:</b> 4UYyvs</p>

Action Summary				
Action No	Issue/Action	Assignee	Target Date	Status
Carried forward action	Incorporate updated Proposals map in Regulation 16 Plan	EW	11/11/20	Complete
Carried forward action	Arrange meeting with Conservation officer	EW	30/11/20	Open
11_11_20/1	Arrange meeting with conservation officer to discuss proposed allocation	EW	30/11/20	Open
11_11_20/2	Review / comment against Regulation 16	Steering	15/11/20	NEW



	Draft Plan	Group		
11_11_20/3	Establish whether Smith Jenkins' account is paid-up to the end of the Plan process	DP	16/11/20	NEW
11_11_20/4	Obtain call-off day rate from Smith Jenkins	DP	16/11/20	NEW
11_11_20/5	Discuss and clarify the Plan process going forward (management & updating of the Plan once adopted)	DP	16/11/20	NEW
11_11_20/6	Clarify the map discrepancy in the draft Regulation 16 Plan with EW	DP	16/11/20	NEW
11_11_20/7	Prepare ideas for promotion of the Plan for Referendum success	Steering Group	8/12/20	NEW
11_11_20/8	Share a phrase for the steering group to review, introducing the "WhatsApp" response statement.	DP	15/11/20	NEW