



Astwood and Hardmead Neighbourhood Plan Steering Group Minutes of Meeting

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

Agenda	
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																		
	No apologies raised for this meeting.																		
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	<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_21/03</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>Agreed within committee that Action CLOSED</td> </tr> <tr> <td>14_04_21/01</td> <td>No additional copies prepared -KD confirms printing will be conducted "as required".</td> <td>Action CLOSED.</td> </tr> <tr> <td>14_04_21/02</td> <td>All Reg 16 flyers created and delivered</td> <td>Action CLOSED</td> </tr> <tr> <td>14_04_21/03</td> <td>Printing support confirmed from John Durden.</td> <td>Action 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_20/07	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_21/03	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).	Agreed within committee that Action CLOSED	14_04_21/01	No additional copies prepared -KD confirms printing will be conducted "as required".	Action CLOSED.	14_04_21/02	All Reg 16 flyers created and delivered	Action CLOSED	14_04_21/03	Printing support confirmed from John Durden.	Action CLOSED.
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3.	Update on current Plan status / Regulation 16 document review																		
	<ul style="list-style-type: none"> Regulation 16 will complete on 21st May 2021; MKC have appointed an independent examiner (DP has supplied hard copies of the Plan and supporting documents – confirmed delivered on 11th May 2021 @ 10:26); <p>In support of the Parish Council's request to oppose the "5 village green properties" appeal the Steering Group has been asked to provide a statement. DP will write to the Planning Officer managing the appeal to request an extension of the submission date, due to the close proximity to the closure of Regulation 16, and the activity involved in obtaining, collating and presenting any public comments against the Plan.</p>																		



	<p>DP will also write to David Blandamer to seek support in obtaining any comments submitted under Regulation 16.¹</p> <p>Against the appeal process KD sought clarification from EW regarding the “weight” that independent responses carry, citing the fact that no objection had been raised by major bodies, such as the Highways Agency. EW couldn’t comment on the Highways’ position, but advised that any response would add value.</p>
4.	<p>Marketing Activities & Dates</p>
	<p>The group discussed the best approach to reinvigorating awareness in the Parish of the Plan’s upcoming Referendum, looking at whether a single wave of publicity (aligned to the Referendum date, when set) or a couple of waves would be most appropriate. It was agreed that 2 waves will be conducted as below:</p> <p><u>Wave 1</u></p> <p>A generic reminder message, advising of the need, when a date is known, for the parish to vote in favour of the Plan, to be publicised via:</p> <ul style="list-style-type: none"> • A4 Posters (laminated) to be placed at the entrances of the Permissive Path, in the village hall windows, and in the pub (approval sought, and received from Phil); • A0 posters in the large poster-holders to place at Main Road / Cranfield Road junction; • Reminder messages via WhatsApp (Action 12_05_21/01) • Insert messages to be added to SCAN (Action 12_05_21/02). <p><u>Wave 2</u></p> <p>As above, but with the date included, and emphasis on the date of the Referendum.</p> <p>DP sought further input on the nature of the posters (new ideas / rework) but the consensus was that the draft slides presented at the April meeting were suitable.</p> <p>CP asked whether the team wished to review / approve the wording of the posters / inserts before they were finalised – the team indicated that there would be no need to review.</p> <p>SG raised a view that any marketing / communication material produced from this point forward should incorporate the NHP’s logo – all agreed.</p>

¹ DP wrote to David Blandamer on 13/5/21, who confirmed that Reg 16 will close at 17:00 on 21/5/21. David will email any comments to DP immediately after closure to support the appeal response.



5.	Any Other Business			
	<p>JA</p> <p>Is there any intention to prepare a “rear-guard” statement if the “5 x Cranfield Road properties” appeal is successful.</p> <p>DP / EW response that the NH Plan does support the opportunity for Windfall applications to be made which will be considered – this is incorporated in Policy H1 of the Plan. As such there is no rear-guard position that can be presented.</p> <p>KD</p> <p>Advised that an attendee from the Steering Committee was requested to attend the Parish Council meeting on 13th May 2021.</p> <p>DP advised that he will attend, and provide an NHP update report to the Parish Council.</p>			
6.	Date and Venue of next meeting (via Zoom)			
	Date & time:	9 th June 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
12_05_21/01	Prepare / produce promotional material (inserts, posters and WhatsApp message)	DP / CP	Before end May 2021	NEW
12_05_21/02	Confirm SCAN distribution contact to request support for placing insertions in next edition of SCAN	KD	21 st May 2021	NEW



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
10_03_21/03	Clarify who is responsible for issuing Plan hard copies under Regulation 16 if required	EW	May meeting	CLOSED
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	CLOSED
14_04_21/02	Produce Reg 16 notifications & flyers for distribution	DP	19/4/21	CLOSED
14_04_21/03	Confirm printing support from John Durden.	KD	19/4/21	CLOSED
10_03_21/01	Update Neighbourhood Plan webpage to reflect submission to MKC for regulation 16 consideration	DP	20/3/21	CLOSED
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



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
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
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



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
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