



## Astwood and Hardmead Neighbourhood Plan Steering Group

### Minutes of Meeting

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


Agenda
<ol style="list-style-type: none"> <li>1. Introductions and Apologies;</li> <li>2. Review of previous minutes &amp; actions;</li> <li>3. Discussion regarding NHP references underpinning planning application 20/03343/OUT;</li> <li>4. Update on Current Plan Status;</li> <li>5. Next Steps;</li> <li>6. Any Other Business (AOB);</li> <li>7. Date of next meeting.</li> </ol>

Meeting Record	
1.	<p><b>Introductions &amp; Apologies</b></p> <p>No apologies were required.</p> <p>Doug Smith has resigned from the Steering Group due to personal reasons.</p>




2.	<b>Review of previous minutes and actions</b>		
	The updates on last month's actions are:		
	<b>Reference</b>	<b>Update</b>	<b>Status</b>
	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.	Action <b>11_11_20/01</b> CLOSED Action <a href="#">08_12_20/01</a> raised
	08_12_20/01	EW has incorporated a statement within the Draft Plan addressing the ground heritage observation.	Action 08_12_20/01 CLOSED
	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
	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.	Action CLOSED
	08_12_20/03	DP to produce draft statement to provide guidance on the Regulation 16 process. Action remains open due to the lengthy period before Regulation 16 activates. DP to complete by next meeting	OPEN
	New actions will be recorded in the actions matrix at the end of this meeting record.		



3.	<p><b>Discussion regarding NHP references underpinning planning application 20/03343/OUT</b></p>
	<p>EW was requested to review a recent planning application for 5 x properties on land adjacent to 3 Main Road, Astwood. The reasons for review were:</p> <ul style="list-style-type: none"> <li>• Paragraph 6.4 incorrectly quotes the recent Steering Group response to WhatsApp comments made about the Call for Land / Land Validation process;</li> <li>• Paragraph 6.5 incorrectly states the assessment of available land supporting the Neighbourhood Process was not conducted successfully;</li> <li>• The land put forward for the proposed development is outside of the defined settlement boundary, in land designated as open countryside.</li> </ul> <p>On the basis of these observations EW's expert review was requested to assess whether the guidance provided in the application is accurate and delivers a reliable basis for the application; EW's feedback was that the application is optimistic, does not align with Plan:MK policies and should be challenged in principle. Discussion was held around these points across the Steering Group, with the consensus being that a response must be made that draws attention to the misleading justifications incorporated in the underpinning documentation.</p> <p>JG observed that the information on the Neighbourhood Plan page of the Parish website no longer contains the Regulation 14 documentation (removed due to a housekeeping request from the Parish Council) and noted that the absence of such information potentially contributed to the inaccuracies in the Planning Application under discussion; this view was supported by EW. DP agreed to review and restore the information in order to reduce the risk of a repeat instance. (<a href="#">Action 13 01 21/01</a>)</p> <p>DP will raise a personal objection to the Planning Application, due to the inaccuracy and misrepresentation of the NH Plan process and its conduct. DP will also discuss at the Parish Council meeting on 14/1/21 in order to raise wider awareness of the apparent flaws in the application; DP will share with EW for review, sense-check and consideration of additional content. (<a href="#">Action 13 01 20/02</a>)</p>
4.	<p><b>Current Plan Status</b></p> <p>EW issued a draft Plan for final review by the Steering Committee on 16<sup>th</sup> December 2020, following amendment of Policy H2 (criteria 2) relating to archaeology. This draft has been reviewed by all members of the Steering Committee and no further amendments are required.</p> <div style="text-align: center;">  <p>Astwood &amp; Hardmead Neighbo</p> </div>



5.	<p><b>Next Steps</b></p> <p>EW sought approval to issue the Draft Plan to David Blandamer (Urban Designer, MKC), which was given unanimously by the Steering Group. This is now the initiation point for the Plan to enter overall control by the local Authority (excepting revisions or amendments requested by formal bodies such as Natural England, as well as the Council’s appointed Independent Examiner).</p> <p>Questions were raised about proposed timescales, to which the team was exposed to the revised timescales emanating from action 08_12_20/02 and embedded here:</p> <p> NP update for website #2.docx</p> <p>JG sought clarification, understanding that Neighbourhood Plan Referenda are unable to commence until, at the earliest, 6th May 2021 due to the current Pandemic restrictions, whether Regulation 16 Consultation can continue. This was confirmed by EW, but caveated that, with the continued severity of the Pandemic, the 6th May date may be reviewed and revised. Until further notification, however, that is the timescale to which the team are working.</p> <p><i>The following entries are carried from the previous meeting and are retained as reminders of standing activities to support the Plan. Action 08_12_20/03 will be delivered prior to the next Steering Group meeting (10th February 2021).</i></p> <p>Derek reiterated the request to the Steering Group regarding ideas for Plan marketing to reengage the Parish (<a href="#">Action 11_11_20/7</a>). The intention is to prepare the marketing activities in advance of the Referendum (Regulation 16) phase, but not to undertake the marketing activity until the Plan has entered Regulation 16 in order to keep the focus as fresh as possible.</p> <p>Discussion was held regarding Parishioners’ opportunity to raise questions against the Plan once under Regulation 16; suggestions were made that the Steering Group should make available either a phone number or email address, but Janet suggested that this was the wrong approach – enquiries under Regulation 16 should be directed to, and managed by Milton Keynes Council. Janet has directed Derek to the North Crawley publicity statement as a reference against which guidance information can be shared to the Parish by the Steering Committee. Derek will review, assimilate and issue a draft guide to the Steering Group for review &amp; response (<a href="#">Action 08_12_20/03</a>).</p>
6.	<p><b>Any Other Business</b></p> <p><b>KD</b> noted that inclusion of minutes in SCAN (suggested as a means by which the Parish can remain informed of Plan progress) is to be voted on at the Parish Council</p>



	<p>meeting on 14<sup>th</sup> January 2021, and therefore should not be relied upon to be a dependable communications option.</p> <p>No other AOB was raised.</p>
7.	<p><b>Date and Venue of next meeting (via Zoom)</b></p> <p><b>Date &amp; time:</b> 10<sup>th</sup> February 2021, 19:30 – 20:15</p> <p><b>Meeting ID:</b> 645 487 2843</p> <p><b>Passcode:</b> 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	8/12/20	OPEN
08_12_20/03	Produce draft statement (for Steering Group review) guiding parishioners on the Regulation 16 process (including raising enquiries)	DP	10/2/21	OPEN
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	NEW
13_01_21/02	Raise objection to Planning Application 20/03343/OUT	DP	18/1/21	NEW

### 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
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