




Astwood and Hardmead Neighbourhood Plan Steering Group Minutes of Meeting

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

Agenda		
	Item	Lead
1.	Introductions and Apologies.	DP
2.	Review of previous minutes and actions	All
3.	Update on Plan <ul style="list-style-type: none"> • Examiner's Report 	EW / DP
4.	Marketing activities and dates <ul style="list-style-type: none"> • Schedule – final review • Video • Flyers • Posters • Website • Village Hall drop-in session? 	ALL
5.	Active Planning Applications <ul style="list-style-type: none"> • Solar Farm (Cranfield Road – Snakes Meadow) 	DP
6.	AOB	All
7.	Date of next meeting.	DP



Meeting Record							
1.	Introductions and Apologies						
	Kim sent her apologies. Derek also apologised to the team for missing the 5 th October (scheduled) meeting – this meeting is the rescheduled event.						
2.	Review of previous minutes and actions						
	<p>The actions, as at 13th October stand as:</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> </tbody> </table> <p>New actions will be recorded in the actions matrix in red 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)
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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)					
3.	Update on Plan						
	<p>Milton Keynes Council have confirmed Referendum date as 25th November 2021; the event will be held in Astwood Village Hall (confirmed as booked).</p> <p>No further action to be taken by the Steering Committee regarding the Examiner’s report. DP will ensure that the Report is made available through the Parish Website (Action 13_10_21/01).</p>						
4.	Marketing Activities & Dates						
	<p>The team discussed the suggestion of a further drop-in session (for w/e of 21st / 22nd November) but agreed that it would be nugatory at this stage in the process – no drop-in session will be arranged.</p> <p>DP will provide an entry for November’s SCAN which will incorporate both the Cranfield Road application statement discussed in September’s meeting, and a short statement regarding where, when and how the Referendum will be conducted (Action 13_10_21/02).</p> <p>The draft communications schedule was discussed – activity 7 (“Reinforce Referendum Date”) was moved from 15th November to 21st November to focus the activity close to the Referendum (final copy attached  Astwood & Hardmead NHP Refer). DP to issue refreshed copy to EW for MKC submission (Action 13_10_21/03).</p>						



Marketing was agreed to be conducted in terms of:

- Flyers;
 - Wording to be modified (“Vote yes”). DP to arrange printing (60 sheets @ 3 x flyer per sheet).
- Posters (A1);
 - DP to arrange (**Action 13_10_21/04**)
- Website;
 - DP to update website in alignment with communications schedule activities
- WhatsApp.
 - DP to issue updates in alignment with communications schedule.
- Videos
 - JA & SG discussed pre-prepared scripts for Video #1 & #2 to obtain views / guidance on wording & content. A small number of changes to the content were agreed in order to soften the approach of Video #1, but overall the scripts were ideal and agreed to be taken forward. (**Action 13_10_21/05**).

CP to look at capabilities of Camtasia in terms of ticker-tape, call-outs etc. in order to add emphasis to the videos (**Action 13_10_21/06**).



5.	Update on active Planning Applications
	<p>The Snakes' Meadow Solar Farm planning application was discussed, and the team agreed that Steering Committee objections was inappropriate since that would be in discord with policy EN1 in the Plan.</p> <p>PS suggested that concession could be sought from the developers in order to minimise the impact on the visual amenity of the properties affected by the development; EW suggested that this could be submitted as a neutral comment against the application. DP agreed to undertake this action (Action 13_10_21/07). The output from that action is embedded below:</p> <p>Comments Details</p> <p>Commenter Type: Member of the Public</p> <hr/> <p>Stance: Customer made comments neither objecting to or supporting the Planning Application</p> <hr/> <p>Reasons for comment:</p> <p>Comments: On behalf of the Astwood and Hardmead Neighbourhood Plan Steering Committee we would like to note that the application has been encouraged to take into account the Renewable Energy policy (EN1) which is incorporated in our draft Plan.</p> <p>That policy states:</p> <p>"Proposals for renewable energy projects will be supported where it can be demonstrated there will be no adverse impacts on the amenity of the homes within the Parish. Applications should be supported by a full Landscape and Visual Impact Assessment depending on the scale and location of the project to confirm that wider landscape impacts are appropriately mitigated."</p> <p>It is evident from the supporting documentation associated with the application that visual impact is under consideration, although final assessment of the impact of the installation is challenging to anticipate.</p> <p>In accordance with policy EN1 we would ask that concession is made to the visual amenity enjoyed by the properties on the Eastern and Southern boundaries of the village, and would ask that that concession is delivered through approval that farmers with hedges bounding the development are permitted to fill gaps in the hedges, and permit the hedges to grow to full height.</p>
6.	Date and Venue of next meeting (via Zoom)
	<p>Date & time: 9th November 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
13_10_21/01	Update website incorporating Examiner's report	DP	18 th October '21	NEW
13_10_21/02	Produce SCAN submission incorporating Cranfield Road statement and brief detail on Referendum process	DP	18 th October '21	NEW
13_10_21/03	Provide final Communications Schedule to EW for MKC attention	DP	18 th October '21	NEW
13_10_21/04	Arrange printing of flyers & A1 / A4 posters	DP	31 st October '21	NEW
13_10_21/05	Produce videos in alignment with agreed scripts. Share to CP with sufficient time to edit & share to team (WhatsApp) for final approval	JA / SG	25 th October (Vid #1) / 8 th November (Vid #2)	NEW
13_10_21/06	Create test video in Camtasia to establish editing to be applied to 13_10_21/05 output	CP	25 th October '21	NEW
13_10_21/07	Submit neutral observation against the Snakes' Meadow development seeking concession.	DP	14 th October '21	NEW

Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
9_6_21/03	Define the nature of the original "3 Main Road" objection Confirmed as personal, anonymous objection.	DP	31 st July 2021	CLOSED
6_7_21/01	Shared promotional video with Committee Completed – example videos shared via email.	JA / SG	31 st July 2021	CLOSED
6_7_21/02	Prepare a statement for SCAN regarding examiner delay (to be	DP	16 th July 2021	CLOSED



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
	<p>reviewed / approved by Committee before issuing to SCAN contributor)</p> <p>Completed – shared via email with committee for approval prior to submission.</p>			
9_6_21/05	<p>Produce Referendum vote guidance statement for SCAN inclusion</p> <p>Update for the SCAN was completed and issued to the SCAN representative on 16th June 2021.</p>	DP	30 th June 2021	CLOSED
9_6_21/04	<p>Clarify NHP Steering Committee's entitlement to participate in the Referendum vote.</p> <p>Confirmation of entitlement was received from EW on 10th June – all members of the Steering Committee are entitled to vote in the Referendum.</p>	EW	30 th June 2021	CLOSED
9_6_21/03	<p>Define the nature of the original "3 Main Road" objection</p>	DP	30 th June 2021	CLOSED
9_6_21/02	<p>Script and record / present a second promotional video</p>	JA / SG	30 th June 2021	CLOSED
9_6_21/01	<p>Produce Regulation 16 response statement for presentation to independent examiner.</p> <p>A statement was jointly produced by DP & EW and issued to the examiner on 14th June 2021</p>	DP	15 th June 2021	CLOSED
12_05_21/01	<p>Prepare / produce promotional material (inserts, posters and WhatsApp message)</p>	DP / CP	Before end May 2021	CLOSED
12_05_21/02	<p>Confirm SCAN distribution contact to request support for placing insertions in next edition of SCAN</p>	KD	21 st May 2021	CLOSED
10_03_21/03	<p>Clarify who is responsible for issuing Plan hard copies under Regulation 16 if required</p>	EW	May meeting	CLOSED



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
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
08_12_20/02	Revise projected process timescales and submit to EW for approval.	DP	6/1/21	CLOSED



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
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
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



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
11_11_20/8	Share a phrase for the steering group to review, introducing the "WhatsApp" response statement.	DP	15/11/20	CLOSED