



Astwood and Hardmead Neighbourhood Plan Steering Group Minutes of Meeting

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

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 (planning for response) 	EW / DP
4.	Marketing activities and dates <ul style="list-style-type: none"> • Video • Flyers • Posters • Website 	ALL
5.	Update on active Planning Applications <ul style="list-style-type: none"> • 5 x Cranfield Road properties (inc. response statement) • Solar Farm (Cranfield Road – Snakes Meadow) 	DP
6.	AOB	All
7.	Date of next meeting.	DP



Meeting Record							
1.	Introductions and Apologies						
	Piers offered his apologies – business obligations prevented his attendance.						
2.	Review of previous minutes and actions						
	<p>The actions, as at 22nd September 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>The examiner's report was issued to the Steering Group on 2nd September 2021.</p> <p>The report was highly complimentary of the report, both in terms of its content and presentation, and a specific observation was raised that this was one of the few reports which required no review or modification following review.</p> <p>As a result the Plan was recommended to move to Referendum, which has been scheduled by MKC for 25th November 2021 (in Astwood Village Hall, which has been pre-booked by the committee).</p> <p>DP will ensure (Action 22_09_21/01) that the Parish website is updated to share:</p> <ul style="list-style-type: none"> • The outcome of the independent examination; • The date and location of the Referendum; • The latest (Referendum version) of the Plan. 						
4.	Marketing Activities & Dates						
	<p>The majority discussion in the meeting focussed on the reinvigoration of the Parish regarding the Referendum, and achieving a positive outcome (adoption).</p> <p>Marketing was agreed to be conducted in terms of:</p> <ul style="list-style-type: none"> • Flyers; • Posters (A1); 						



- Website;
- WhatsApp.

The nature of the Referendum is that it is conducted along the same lines as a local election – voters can attend in person, or submit postal votes (in alignment with their electoral preference). In order to ensure that the marketing campaign achieves its maximum potential it will be valuable to align the timetable with the release of the postal votes, to ensure that voters are aware of the Referendum and encourage them to use their vote in support of the Plan. Emily will contact MKC to understand when the postal votes will be issued (**Action 22_09_21/02**).

Piers, by email submission, had suggested door-knocking to allow parishioners to ask questions / refresh their understanding of the purpose and value of the Plan. The committee agreed that this was a positive approach, but suggested that a WhatsApp message in advance of the deployment of the flyers would add value, informing the Parish that the flyers were being distributed (date to be confirmed) and that the team would be willing to discuss the Plan *if required* during the disbursement.

The timing of the marketing activity, and its ramp-up is also to be planned around the village's Hallowe'en activity in order that the NHP messages are not "lost".

SG suggested that the Hallowe'en event could be incorporated in the marketing approach – a general request was shared with the team to think about any leverage which can be applied. SG also suggested that, to draw attention to the Referendum, there is the possibility of leveraging horse & donkey ownership to advertise the NHP as a marketing event. Team to consider approach / effort.

The opportunity to use video to engage with the community is also desired – SG & JA to consider wording / messaging.

To support the overall marketing rollout DP to outline a schedule (aligned to October / November calendar), initiating around the release of postal votes. The statement regarding the 5 x Cranfield Road application will be delivered in advance of the marketing phase, in order to baseline the "*this is what has happened... you need to take action to have greater control moving forward*" message.



5.	Update on active Planning Applications
	<p>5 x properties, Cranfield Road application – the appeal was approved at the end of August 2021. In order to maintain confidence in the Plan the following statement has been prepared, to be issued to the Parish prior to marketing the Referendum:</p> <p>"The Astwood and Hardmead Neighbourhood Plan has been reviewed by the Independent Examiner, and has been approved to be taken to Referendum without modification. The Referendum will be conducted by Milton Keynes Council, and will take place on Thursday 25th November 2021.</p> <p>Whilst the Plan was being independently reviewed, the appeal on the 5 properties proposed for Cranfield Road was approved in spite of the objections and concerns raised during the planning consultation process. You may wonder if there is value in adopting the Plan if an application which did not conform to the policies contained in the Plan could be successful.</p> <p>The Cranfield Road application was raised whilst the Plan was at an early stage of development, and was outside of the control of the Plan; it is worth noting that planning applications can be raised at any time, irrespective of the adoption (or otherwise) of the Plan. It is equally important to note, however, that even in draft, the Plan held some weight against the outcome of the application.</p> <p>Adopting the Plan at Referendum will ensure that any future planning applications subsequently submitted will be assessed against the full weight of the Plan; applications that do not conform to the policies contained in the Plan are less likely to be approved."</p> <p>Solar Farm (Snake's Meadow) – planning application letters have been distributed to the Astwood community regarding 21/02760/FUL, which supports the establishment of a solar farm bounding the East / South-East / Southern perimeter of Astwood (from the A422 to Cranfield Road). EW sought to identify whether the boundary of the farm transgresses the Parish Boundary. This was confirmed to be the case on 23rd September. The Steering Committee have been asked to consider what response should be given to the application on the basis that the Neighbourhood Plan states in policy EN1:</p> <p><u>"Proposals for renewable energy projects will be supported where it can be demonstrated there will be no adverse impacts on the amenity of 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"</u>.</p> <p>The response from the Steering Committee will be discussed at the meeting on 5th October 2021.</p>
6.	Date and Venue of next meeting (via Zoom)
	<p>Date & time: 5th October 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
22_09_21/01	Update website reflecting Referendum information & incorporating latest version of the Plan	DP	30 th Sept '21	NEW
22_09_21/02	Establish date of release of Referendum postal votes	EW	30 th Sept '21	NEW
22_09_21/03	Consider / propose video messaging	JA / SG	30 th Sept '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 reviewed / approved by Committee before issuing to SCAN contributor) Completed – shared via email with committee for approval prior to submission.	DP	16 th July 2021	CLOSED
9_6_21/05	Produce Referendum vote guidance statement for SCAN inclusion Update for the SCAN was completed and issued to the SCAN representative on 16 th June 2021.	DP	30 th June 2021	CLOSED



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
9_6_21/04	Clarify NHP Steering Committee's entitlement to participate in the Referendum vote. Confirmation of entitlement was received from EW on 10 th June – all members of the Steering Committee are entitled to vote in the Referendum.	EW	30 th June 2021	CLOSED
9_6_21/03	Define the nature of the original "3 Main Road" objection	DP	30 th June 2021	CLOSED
9_6_21/02	Script and record / present a second promotional video	JA / SG	30 th June 2021	CLOSED
9_6_21/01	Produce Regulation 16 response statement for presentation to independent examiner. A statement was jointly produced by DP & EW and issued to the examiner on 14 th June 2021	DP	15 th June 2021	CLOSED
12_05_21/01	Prepare / produce promotional material (inserts, posters and WhatsApp message)	DP / CP	Before end May 2021	CLOSED
12_05_21/02	Confirm SCAN distribution contact to request support for placing insertions in next edition of SCAN	KD	21 st May 2021	CLOSED
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



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
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
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	EW	13/1/21	CLOSED



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