



## Astwood and Hardmead Neighbourhood Plan Steering Group Minutes of Meeting

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

Agenda
<ol style="list-style-type: none"> <li>1. Introductions and Apologies;</li> <li>2. Update on Plan;               <ul style="list-style-type: none"> <li>• Examiner position</li> </ul> </li> <li>3. Marketing activities and dates;</li> <li>4. Date of next meeting.</li> </ol>



<b>Meeting Record</b>																						
1.	<b>Introductions and Apologies</b>																					
	<p>The meeting was focussed on the necessity to discuss the Examiner’s position (see below); the meeting was pulled forward from 7<sup>th</sup> July to 6<sup>th</sup> July (to accommodate the England Euro match against Denmark).</p> <p>Kim and Piers were unable to attend the meeting.</p>																					
2.	<b>Review of previous minutes and actions</b>																					
	<p>Actions were not discussed at the meeting; below, however, is the current status of actions:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Reference</th> <th style="width: 55%;">Update</th> <th style="width: 30%;">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>9_6_21/01</td> <td>Produce Regulation 16 response statement for presentation to independent examiner</td> <td>CLOSED (complete)</td> </tr> <tr> <td>9_6_21/02</td> <td>Script and record / present a second promotional video</td> <td>Open (see Agenda item 3)</td> </tr> <tr> <td>9_6_21/03</td> <td>Define the nature of the original “3 Main Road” objection</td> <td>open</td> </tr> <tr> <td>9_6_21/04</td> <td>Clarify NHP Steering Committee’s entitlement to participate in the Referendum vote</td> <td>CLOSED (complete)</td> </tr> <tr> <td>9_6_21/05</td> <td>Produce Referendum vote guidance statement for SCAN inclusion</td> <td>CLOSED (complete)</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)	9_6_21/01	Produce Regulation 16 response statement for presentation to independent examiner	CLOSED (complete)	9_6_21/02	Script and record / present a second promotional video	Open (see Agenda item 3)	9_6_21/03	Define the nature of the original “3 Main Road” objection	open	9_6_21/04	Clarify NHP Steering Committee’s entitlement to participate in the Referendum vote	CLOSED (complete)	9_6_21/05	Produce Referendum vote guidance statement for SCAN inclusion	CLOSED (complete)
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3.	<b>Update on Plan</b>																					
	<p>Communication was received from MKC on 1<sup>st</sup> July, advising that the Examiner’s report (which had been chased in June) was unlikely to be able to be issued until late August / early September. This was as a result of the examiner’s husband’s poor health. MKC was therefore advising the Steering Committee of the notification, and seeking guidance on whether the committee wished to persist with the current examiner, or, for potentially greater assurance, release the current examiner and restart the review process with an alternative examiner.</p>																					



	<p>This information was shared with the Committee, but decision was deferred on the basis that the impact was significant, and therefore required open discussion (at this meeting).</p> <p>The considerations to be discussed were:</p> <ul style="list-style-type: none"> <li>• Louise (current examiner) has had time to build an understanding of our submission, and has seen the feedback generated through the Regulation 16 phase;</li> <li>• We are not yet clear on the degree of progress that Louise has made on her report, but the "end August / early September" timescale suggests that there is some significant work yet to be done;</li> <li>• David Blandamer expressed some observations against the alternate examiner (Nigel) in relation to his behaviour on the Stantonbury Plan. The observations suggest a degree of inflexibility in terms of his approach and expectations regarding Plan examination;</li> <li>• There is the risk that Nigel may focus on the feedback from Historic England and drive a recommendation to revert to Regulation 14 stage of the process. Doing so will be highly detrimental to the progress of the Plan, and is likely to diminish support for the Plan in the wider parish community.</li> </ul> <p>The meeting invited comment from all members in attendance, resulting in a consensus that the Committee would continue with the current examiner, which would be confirmed to David Blandamer (MKC) with a request (as far as feasible) that the examiner provides assurance of her ability to meet the timescales originally proposed. This communication was issued on 6<sup>th</sup> July 2021 by EW.</p> <p>By extrapolation it is now anticipated that Referendum for the Plan (on the pretext that the independent examination completes as communicated, and there are no changes required) will be scheduled by MKC during October 2021.</p>
4.	<p><b>Marketing Activities &amp; Dates</b></p>
	<p>With an understanding of the delay introduced as a result of the examiner's position, there is reduced dependency on producing the second wave of marketing material promoting the Plan.</p> <p>JA &amp; SG discussed their progress, having produced two videos to be considered – these will be shared with the Steering Committee during July (<a href="#">Action 6_7_21/01</a>).</p> <p>In discussion it was agreed that an update statement will be prepared (for review by the committee) for the next SCAN, generically advising of delay in the process due to the examiner's personal circumstances (<a href="#">Action 6_7_21/02</a>).</p>
5.	<p><b>Date and Venue of next meeting (via Zoom)</b></p>
	<p><b>Date &amp; time:</b> 4<sup>th</sup> August 2021, 19:30 – 20:15</p>



<b>Meeting ID:</b>	645 487 2843
<b>Passcode:</b>	4UYyvs

### Open Action Summary

Action No	Issue/Action	Assignee	Target Date	Status
6_7_21/01	Shared promotional video with Committee	JA / SG	31 <sup>st</sup> July 2021	NEW
6_7_21/02	Prepare a statement for SCAN regarding examiner delay (to be reviewed / approved by Committee before issuing to SCAN contributor)	DP	16 <sup>th</sup> July 2021	NEW
11_11_20/7	Prepare ideas for promotion of the Plan for Referendum success	Steering Group	Prior to Referendum launch	OPEN
9_6_21/02	Script and record / present a second promotional video	JA / SG	30 <sup>th</sup> June 2021	Open

### Completed Actions

Action No	Issue/Action	Assignee	Target Date	Status
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 <sup>th</sup> June 2021.	DP	30 <sup>th</sup> June 2021	CLOSED
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 <sup>th</sup> June – all members of the Steering Committee are entitled to vote in the Referendum.	EW	30 <sup>th</sup> June 2021	CLOSED
9_6_21/03	Define the nature of the original "3 Main Road" objection	DP	30 <sup>th</sup> June 2021	CLOSED
9_6_21/01	Produce Regulation 16 response statement for presentation to independent examiner.	DP	15 <sup>th</sup> June 2021	CLOSED



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
	A statement was jointly produced by DP & EW and issued to the examiner on 14 <sup>th</sup> June 2021			
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	21st 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
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



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
13_01_21/02	Raise objection to Planning Application <b>20/03343/OUT</b>	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 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



<b>Completed Actions</b>				
<b>Action No</b>	<b>Issue/Action</b>	<b>Assignee</b>	<b>Target Date</b>	<b>Status</b>
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