



## Astwood and Hardmead Neighbourhood Plan Steering Group

### Minutes of Meeting

Date	Location
8 <sup>th</sup> December 2020	Zoom
Present / Role	Apologies
Derek Phillips (Chair)	Steve Giddings
Christine Phillips	
Doug Smith	
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. Update on current Plan status;</li> <li>4. Next Steps;</li> <li>5. Update on finance / budget input ;</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>Steve was unable to attend this evening's meeting</p>




2.	<b>Review of previous minutes and actions</b>		
	The updates on last month's actions are:		
	Reference	Update	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 that 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.
	11_11_20/02	Requirement for Steering Group to review the draft Plan issued by EW	CLOSED
	11_11_20/03	Confirmation received that Smith Jenkins' account is settled to the end of the Referendum process (assumed successful outcome on first pass)	CLOSED
	11_11_20/04	Confirmation received of Smith Jenkins' call-off rate for additional work (£100 / hour) outside of scope agreed against action 11_11_20/03	CLOSED
	11_11_20/05	DP has raised the need for continuation of Plan management beyond successful adoption with the Parish Council; requested to be added to the January 2021 meeting agenda.	CLOSED
	11_11_20/06	EW confirmed the Steering Group's understanding that the discrepancy between the Development Boundary maps presented in the Plan is the difference between the current and proposed positions (the latter incorporating the elected development site)	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	OPEN	



	16) stage to promote support from the Parish	
11_11_20/08	DP was required to produce a phrase to be placed on the website (NHP page) to introduce the Steering Group's response statement to comments shared on the Parish social media (WhatsApp) site.	CLOSED
New actions will be recorded in the actions matrix at the end of this meeting record.		
3.	<p><b>Update on Current Plan status</b></p> <p>Emily reported that she had successfully engaged with, and obtained a decision from the Conservation Officer (following escalation to David Blandamer). The outcome is that the wording of the policy (H2) is acceptable and there is no identified threat (of any development on the proposed plot) to the listed building (Church). Emily will now pursue the Archaeology officer for their input.</p> <p>Janet noted that the development of the cottage adjacent to the Old Swan car park did discover some elements of archaeological interest.</p> <p>Emily will seek a response from the Archaeology officer and will report back ex-committee. On the expectation that there is no objection Emily will then seek . Emily advised that the duration of the SEA is normally no more than 1 month – as a result it was agreed that Derek would review &amp; revise the outline timescales published on the NHP website page (<a href="#">Action 08 12 20/02</a>) .</p> <p>Emily has incorporated a Monitoring and Review section (Section 8) of the Plan to support future management &amp; reporting activities.</p>	
4.	<p><b>Next Steps</b></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</p>	



	<p>publicity statement as a reference against which guidance information can be shared to the Parish by the Steering Committee. Derek will review, assimilate an issue a draft guide to the Steering Group for review &amp; response (<a href="#">Action 08 12 20/03</a>).</p>
<p>5.</p>	<p><b>Update on finance / budget input</b></p> <p>As a result of Janet's identification of the VAT recovery (£1593.15,) Derek has submitted a provisional budget requirement to the Parish Council of £1,160 (attached).</p> <p> NHP 2020 - 2021 Budget input.docx</p> <p>The majority of the submission is comprised of contingency budget for additional Smith Jenkins' support &amp; guidance if required.</p> <p>The Parish Council is meeting on 14<sup>th</sup> January 2021 to finalise the budget; <b>if there are any additional elements to propose please share these with the Chair as a matter of priority.</b></p>
<p>6.</p>	<p><b>Any Other Business</b></p> <p><b>Emily</b> advised that both she and her colleague were seeking to find evidence of the "operational rules" which had been alluded to by Councillor Evans-Parker. Janet sought clarification on this point. The following had been shared with the Parish Council:</p> <p><i>Cllr Sarah Parker Evans has confirmed that the following rules for NHPs were established by Sam Dix at the start of the process, but they seem to have been forgotten and need to be re-established:</i></p> <ul style="list-style-type: none"> <li>• <i>Only PC members have a vote on any NHP decisions, as they are the only elected representatives for the village</i></li> <li>• <i>Any NHP 'decisions' have to be approved by the Parish Council</i></li> <li>• <i>All PC members should have visibility of all agendas, minutes and comms (email and WhatsApp) and are always invited to all meetings regardless of whether they were also active or inactive NHP members</i></li> </ul> <p><i>Essentially the NHP is just a sub-committee of the PC, carrying out work with delegated authority but which has to have all its decisions approved.</i></p> <p>This information wasn't evident in the NHP Dropbox minutes and wasn't familiar to any standing member of the Steering Group. Emily will continue to search through Sam Dix' email records, but until corroborative evidence can be presented the Steering Group will operate in its current manner, with the Chair providing updates at the Parish Council meetings</p>



7.	<b>Date and Venue of next meeting (via Zoom)</b>
	<b>Date &amp; time:</b> 13 <sup>th</sup> January 2021, 19:30 – 20:15 <b>Meeting ID:</b> 645 487 2843 <b>Passcode:</b> 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	8/12/20	OPEN
08_12_20/01	Draft revised policy wording in support of Conservation Officer's observation	EW	23/12/20	NEW
08_12_20/02	Revise projected process timescales and submit to EW for approval.	DP	6/1/21	NEW
08_12_20/03	Produce draft statement (for Steering Group review) guiding parishioners on the Regulation 16 process (including raising enquiries)	DP	1/1/21	NEW

Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
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