



Astwood and Hardmead Neighbourhood Plan Steering Group Minutes of Meeting

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

Agenda
<ol style="list-style-type: none"> 1. Introductions and Apologies; 2. Review of previous minutes & actions; 3. Update on Plan; <ul style="list-style-type: none"> • Regulation 16 feedback • Examiner's Report (planning for response). 4. Marketing activities and dates; <ul style="list-style-type: none"> • Flyers • Posters • Video 5. Update on active Planning Applications 6. Any Other Business (AOB); 7. Date of next meeting.



Meeting Record													
1.	<p>Introductions and Apologies</p> <p>Kim was unable to attend due to personal holiday arrangements.</p>												
2.	<p>Review of previous minutes and actions</p> <p>The updates on last month's actions are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Reference</th> <th style="width: 50%;">Update</th> <th style="width: 30%;">Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">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 style="text-align: center;">OPEN (Standing Action)</td> </tr> <tr> <td style="text-align: center;">12_05_21/01</td> <td>Preparation / distribution of Regulation 16 materials (flyers, posters, WhatsApp communication, SCAN entry).</td> <td style="text-align: center;">Completed – CLOSED</td> </tr> <tr> <td style="text-align: center;">12_05_21/02</td> <td>Provide SCAN contact for inclusion of flyers in June copy</td> <td style="text-align: center;">Completed - CLOSED</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)	12_05_21/01	Preparation / distribution of Regulation 16 materials (flyers, posters, WhatsApp communication, SCAN entry).	Completed – CLOSED	12_05_21/02	Provide SCAN contact for inclusion of flyers in June copy	Completed - CLOSED
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3.	<p>Update on Plan</p> <p>The Plan successfully exited Regulation 16 phase on 21st May 2021, and has been presented for independent review.</p> <ul style="list-style-type: none"> • Feedback raised during Regulation 16 comprised: <ul style="list-style-type: none"> • 1 response from official body (Historic England) raising an observation over the diligence of electing site AH1, considering its proximity to the Grade II listed church, and seeking guidance whether alternative sites were more appropriate for development prioritisation. No other responses were received from official bodies. • 9 responses from members of the parish. 1 response sought extension of the settlement boundary for property extension reasons, and also called into question the exclusion of AH2 from scope. <p>The remainder of responses from the parish (8) were emphatically supportive of the Plan.</p>												



	<ul style="list-style-type: none"> In order to address the observations DP will prepare a statement (for review by EW) to be provided to MKC. This statement will then be shared with the independent examiner. (Action 9_6_21/01)
4.	Marketing Activities & Dates
	<p>The group discussed the best approach to reinvigorating awareness in the Parish of the Plan's upcoming Referendum, looking at whether a single wave of publicity (aligned to the Referendum date, when set) or a couple of waves would be most appropriate. It was agreed that 2 waves will be conducted as below:</p> <p><u>Wave 1 (now complete)</u></p> <p>A generic reminder message, advising of the need, when a date is known, for the parish to vote in favour of the Plan, to be publicised via:</p> <ul style="list-style-type: none"> A4 Posters (laminated) to be placed at the entrances of the Permissive Path, in the village hall windows, and in the pub (approval sought, and received from Phil); A0 posters in the large poster-holders to place at Main Road / Cranfield Road junction; Reminder messages via WhatsApp; Insert messages to be added to SCAN. <p><u>Wave 2</u></p> <p>As above, but with the date included, and emphasis on the date of the Referendum.</p> <p>DP will share a range of designs / suggestions for the second suite of advertising images during w/c 14th June 2021.</p> <p>The team discussed the viability of producing a second video; the feedback shared with members of the team from parishioners against the first video was very positive, so a second video was agreed. JA & SG have been encouraged to jointly script the second video, with the intention of SG presenting the video; EW advised that the ideal approach is to bullet-point the material. CP will provide software enhancement if required. (Action 9_6_21/02).</p>
5.	Update on active Planning Applications
	<p><u>Cranfield Road application</u></p> <p>DP confirmed that an objection was lodged on 4th June '21 against the application in response to multiple incorrect / inaccurate references to the Neighbourhood Plan in the application. The objection is raised on behalf of the Steering Group, not as a personal</p>



	<p>objection.</p> <p><u>3 Main Road</u></p> <p>The application has been represented, evidently in its original form but supported by an ecology report. The application remains inaccurate in its references to the Neighbourhood Plan. DP has responded to the Planning Officer managing the application regarding the Call For Land process (and dates) which are explicitly referenced in the application. Recommendation from EW is that the Steering Group re-submits its objection (via the Parish Council) in the same manner as the original objection.</p> <p>JA requested clarification on the nature (“personal” or “official body”) of the original objection – (Action 9_6_21/03).</p>
6.	Any Other Business
	<p>CP sought clarification on how the Referendum vote will take place. EW advised that the arrangements will be conducted by MKC, and the vote will be a physical vote in a nominated location (likely to be Astwood Village Hall). EW will clarify whether members of the Steering Committee (as parishioners on the electoral role) are permitted to vote (Action 9_6_21/04).</p> <p>To support this, and guide the parish, DP will prepare a summary guide to be incorporated in the SCAN magazine. (Action 9_6_21/05)</p>
7.	Date and Venue of next meeting (via Zoom)
	<p>Date & time: 8th July 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
9_6_21/01	Produce Regulation 16 response statement for presentation to independent examiner	DP	15 th June 2021	NEW
9_6_21/02	Script and record / present a second promotional video	JA / SG	30 th June 2021	NEW
9_6_21/03	Define the nature of the original “3 Main Road” objection	DP	30 th June 2021	NEW



9_6_21/04	Clarify NHP Steering Committee's entitlement to participate in the Referendum vote	EW	30 th June 2021	NEW
9_6_21/05	Produce Referendum vote guidance statement for SCAN inclusion	DP	30 th June 2021	NEW

Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
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



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
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 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



Completed Actions				
Action No	Issue/Action	Assignee	Target Date	Status
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