



ALTON NEIGHBOURHOOD PLAN STEERING GROUP MEETING NOTES WEDNESDAY 19th APRIL 2023 3PM

In attendance:

Chair Mike Heelis (MH),
Deputy-Chair David Allan (DA),
Pam Jones – Community Representative
Suzie Burns – Community Representative
John Grace – Community Representative.
Jenny Wood – Principle Policy Planner (EHDC)
Leah Coney – Town Clerk (LC)
Leani Haim – Lead Consultant (via Zoom)

- 1. Introductions** – Jenny was introduced to the group. Apologies from Adam Harvey
- 2. Third Party updates**
 - a) **EHDC** – JW noted that the responses to the Part 1 Reg 18 will be published after the elections.
 - b) **DHULC** – LH noted the consultation launched last week in respect of the introduction of a use class for short term lets and associated permitted development rights.
 - c) **AECOM** – the group noted a really good design coding site visit with Jessie Watson and Lavenya Parthasarathy from AECOM. MH, DA, LC and Kevin Thurlow (EHDC) were in attendance, with thanks to DA for driving the bus!
 - d) **AECOM** – LC noted that she had an inception meeting for the SEA technical package with Mark Fessey from AECOM last Friday. Mark is very familiar with Alton having worked with EHDC for many years. He will draft the scoping report in the next 2 weeks and send over the draft to us before undertaking consultation with the three statutory consultees and EHDC. The main drafting will then take place over the summer and there will be a short informal document ready for our consultation session in September.
 - e) **HVA (Holybourne Village Association)** MH attended their meeting last evening and they were asked if they would like to engage with representation on the working group. There were around 50 villagers in attendance to hear details about the ANP review process; the attendees were primarily concerned with the potential for site allocations in Holybourne.
- 3. Updates relating to the Draft Policy Schedule and Action Plan since last meeting.**

1	Review Landscape Studies	Complete and in Shared Drive
2	Prepare Design Code	In hand with AECOM
3	Prepare Housing needs Assessment	In hand with AECOM
4	Review HNA	
5	Review Land Availability plan	List of LAA sites presented by OH and reviewed by MH and LC. LC to advise OH of further updates. Updated LAA will be available from EHDC September

		JG raised concerns over inclusions on the LAA – to be considered further as part of the review process progresses.
6	Review Sustainable Transport map	With OH for review next week
7a	Review Net Zero Transport paper	Complete
7b	Review NP and EHDC Parking standards	Complete
7c	Prepare review paper for OH review	Awaiting OH review
8	Review Community Facilities Study	SB has started her paper on this, has a meeting with LC and EHDC tomorrow and is looking at square footage of available spaces
9a	Identify candidate Green Spaces	Being undertaken by SB, Alton Natural History input
9b	Contact relevant landowners	
10	Prepare list of leisure projects	Some evidence documents in folder. LC needs to undertake more work on this and will look to speak to the EHDC appointed consultants who are working on this evidence base update for the Local Plan to progress.
11	Review School Places Plan	PJ has meeting with HCC School Places Officer next week with LC attending.
12	Review Town Centre Study etc	LC confirmed EHDC will 50% fund the Town Centre Study as submitted by OH with ATC funding the remaining 50% so this can be progressed. AECOM discussed the option of Town Centre Masterplanning which was felt warranted further consideration.
13	Obtain search data from BIC	Completed. OH will use the HBIC data to formulate the policy
14a	Review Alton Local List	MH has met with Nick Carey-Thomas. Around 60 buildings for list.
14b	Contact relevant property owners	MH Noted Nick Carey-Thomas may need help with contacting landowners. LH and JW noted that the engagement can be either before Reg 14 or at the Reg 14 so there is plenty of time
15	Review Passivhaus policy (Ivers)	Need to determine if the SG wish to take a similar approach to Ivers NP Policy. Given local interest this is likely. LH happy to take this off line to detail
16	Review ACAN toolkit re retro-fit	Reviewing the ACAN document with ACAN. Advice from JW, make sure it is proportionate to the scale of the development.
17	Approve OH note	Complete
18	Update Action Points	Currently mid review
19	Plan and organise engagement events	MH has prepared a draft 19/20 May Consultation plan (separate agenda point below)
20	Keep records of all consultations etc	LC keeping spreadsheet of engagement

4. Updating the Project Plan.

LC circulated the updated plan with the meeting agenda.

5. Reviewing the Action Plan points from ANP2

The Group reviewed the current action plan points up to and including TRAP 22, with the remaining actions to be considered at a subsequent meeting as time allows.

6. Public engagement kick-off session preparation.

LC has printed off large scale maps of NP area, including a laminated one which can be annotated and will provide signing in sheets, post it notes, pens and display boards (with additional ones from the Alton Society)

LC to print off large scale LAA map once updated.

LC to prepare name badges

LC to forward details of the ATC promotional videos.

MH preparing power point presentation for review.

We will be asking questions on the main areas covered in the charter on information boards and key Action points for views from people.

LC to speak to David Way about another radio session w/c 8th May to promote kick -off session.

Bus stop posters will go up next week.

Attendance at drop-in sessions

Saturday, JG , SB, PJ, MH, DA

Friday MH, DA, PJ

Person needed for signing in sheets – LC to see if any ATC staff would like to work additional hours.

LC to make sure drop-in session advertised in digital Altonian.

LC to co-ordinate resourcing through ATC staff for collating a list of community organisations

7. Dates of next meeting – 3rd May (Exec) 17th May (with consultants)

Meeting closed at 4.00pm