



ALTON NEIGHBOURHOOD PLAN STEERING GROUP MEETING NOTES WEDNESDAY 17th MAY 2023 2PM

In attendance:

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

1. Third Party updates

- a) **EHDC** – Jenny Wood noted that EHDC are in the process of starting a few important workstreams, including a transport accessibility study, an Integrated Impact Assessment, as well as an updated playing pitch/sports facilities study. These are all subject to contract, but they are hoping to begin over the next couple of weeks.
Jenny has now almost completed her work on brownfield opportunities within the town and will share that with the Steering Group as soon as she is able.
- b) **HCC and DLUHC** – No updates.
- c) **AECOM – Design Coding.** LC has sent back responses to the queries raised by Jessie at AECOM who continues to work on the draft document. She has also helpfully now provided a copy of the draft Melksham Town Centre Design Coding with LC will review and discuss with LH as to whether to apply for a technical support package to cover this (although currently no news from Locality on the confirmation of funding for 2023/24)
- d) **AECOM – SEA** LC noted that the final version of the scoping report is now out for consultation to the required statutory bodies. Once the consultation period is concluded the main drafting will then take place over the summer. Jenny advised she had not received a copy to date. LC to go back to AECOM to ensure this was sent so Jenny can respond.
- e) **AECOM – HNA.** No update, the draft is expected in the next couple of days

2. 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	Pending 3 (above)
5	Review Land Availability plan	List of LAA sites mapped and tabled ready for drop-in sessions.
6	Review Sustainable Transport	Drafted by OH, reviewed and second draft being

	map	prepared for drop-in session
7a	Review Net Zero Transport paper	Complete
7b	Review NP and EHDC Parking standards	Complete
7c	Prepare review paper for OH review	Complete
8	Review Community Facilities Study	SB is progressing her evidence base and report. Has compiled list and map with all community facilities on.
9a	Identify candidate Green Spaces	Being undertaken by SB, Alton Natural History input.
9b	Contact relevant landowners	Waiting until 9a completed
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 and LC met with HCC and progressing with Francesca. LC also to met the early years officer to look at pre-school.
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. OH will provide details of consultants to undertake this work
13	Obtain search data from BIC	Completed. OH using the HBIC data to formulate the Green Infrastructure Map.
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 landowners DA and MH a. 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)	Passed to ACAN for review; looks a really comprehensive document. Will tabled for discussion with LH at an exec. Meeting.
16	Review ACAN toolkit re retro-fit	Completed
17	Approve OH note	Complete
18	Update Action Points	Review of existing complete. Additional action points will require inclusion post consultation.
19	Plan and organise engagement events	19th and 20 th May
20	Keep records of all consultations etc	LC keeping spreadsheet of engagement

3. Updating the Project Plan.

LC circulated the updated plan with the meeting agenda.

4. Public engagement kick-off session preparation.

Display boards done.

The SG are clear that there will be no comments re King's Pond (see policy CH5) we do not propose any changes.

Any queries raised to SG members - if we don't have the answers, please refer to Mike and David.

Promotional video of the town has been uploaded to be on a loop at the event.

Power point slides to be uploaded to the website after the event.

Confirmed Members of the SG for Friday and Saturday

Two ATC officers will run the booking in process using Google forms. There is notice at the entrance to explain about booking in and how to make comments.

We will be asking questions on the main areas covered in the charter on information boards

We will then collate the comments made.

Advert in Herald this week.

LC to arrange "A" board for outside Assembly Rooms

5. Dates of next meeting – 31st May (Exec with consultants)

14th June (with consultants in person.)*

*Scenario planning session, which will look at what-ifs. We then look to understand the information in each of the scenarios, validate the options and then consult on the options finally choosing a scenario to create the draft pre-submission plan.

6. Other notes. PJ noted that she and CK meeting with local healthcare representatives.

Meeting closed at 3.00pm