

**MINUTES OF MEETING 17.05.18**  
**Colerne Neighbourhood Plan Steering Group**

Time	7.30 pm	Location	Colerne Old School
Present	Steve Ayres (SA) Jacqui Bradburn (JB) Peter Brookes (PB) Tom Hall (TH) Bob Jones (RJ) Sue Jones (SJ) Mary Mellett (MM) Anne Nicholas (AN)	Apologies	Gary Brain (GB) Jeff Bishop (JeB) CT Crabbe (CTC) Bob Child (RC) Hilary Holman (HH) Brian Mathew (BM) George Batterham (GeB) Peter Mellett (PM) Jane Mellett (JM)
Next Meeting	<b>Thursday 21st June 7:30</b>	Chair: Recorder:	Peter Brookes Mary Mellett
Agenda	<p><b>Item</b></p> <p><b>1. Apologies</b> (above)</p> <p><b>2. Minutes of Last Meeting</b></p> <p><b>3. Updates</b></p> <ul style="list-style-type: none"> <li>- Community Land Trust Appointment at WC</li> <li>- Housing Needs Survey</li> </ul> <p><b>4. Survey &amp; Information Booklet</b></p> <ul style="list-style-type: none"> <li>- Update on distribution and online survey</li> <li>- To approve the Information Booklet and Survey following amendments agreed on 09.05.18.</li> </ul> <p><b>5. Business Survey</b></p> <p><b>6. Green Spaces Report</b></p> <p><b>7. Progress on other evidence:</b></p> <ul style="list-style-type: none"> <li>- Sites</li> <li>- Energy</li> <li>- Key Views</li> <li>- Design Statement</li> <li>- Community Facilities</li> </ul> <p><b>8. Corsham Area Board Meeting 31st May</b></p> <p><b>9. AOB</b></p>		

<b>2.</b>	<b>Minutes of Last Meeting:</b> Approved	
<b>3.</b>	<b>Updates</b>	

	<p>&gt; <b>Community Land Trust Appointment at WC:</b> Noted. Awaiting outcome of surveys to assess if Community Land Trust should be explored further.</p> <p>&gt; <b>Housing Needs Survey:</b> MM reported that no release date for the survey results has been given by Julie Newitt at Wiltshire Council.</p>	
4.	<p><b>1. Survey &amp; Information Booklet</b></p> <p><b>Online Survey</b></p> <p>&gt; SA was thanked for producing the online survey which had been tested by Steering Group prior to meeting. Final changes to the online survey were discussed. SA to make changes.</p> <p>&gt; Following changes, SA to make survey live for 'soft launch' prior to it being advertised through:</p> <ul style="list-style-type: none"> <li>- Delivery of hard copy survey to every household</li> <li>- Banner in Market Place</li> <li>- Parish Magazine articles (Parish Council and Neighbourhood Plan section)</li> <li>- Links on Parish Council website</li> <li>- Primary School texts / email to parents</li> <li>- Copies available at Cafe / laptop there for completing survey</li> </ul> <p>&gt; It was <b>AGREED</b> that multiple responses from the same computer (server?) should be allowed for the online survey.</p> <p>&gt; The closing Date for survey to be 30th June</p> <p>&gt; The following people to process hard copy forms and input to Survey Monkey</p> <ul style="list-style-type: none"> <li>- RJ, AN, PB, PM (prior to meeting), SA, MM</li> <li>- MM to send instructions for data input to above group</li> <li>- Input can start as soon as completed hard copy forms are submitted</li> </ul> <p><b>Hard copy Survey and Info booklet</b></p> <p>&gt; The freshly printed Info Booklet presented and welcomed. MM reported surveys expected back from printers shortly.</p> <p>&gt; AN and volunteer Sheila Withers to stuff envelopes.</p> <p>&gt; MM to manage distribution of surveys and information booklets to local volunteers throughout the Parish who are delivering.</p> <p>&gt; RJ to collect the completed forms from Colerne News, MM to collect forms from Old School and barracks post boxes.</p> <p>&gt; <b>AGREEMENT</b> to add: '<i>Discuss the process for data analysis of survey.</i>' to June agenda</p> <p><b>2. To approve the Information Booklet and Survey following amendments agreed on 09.05.18. APPROVED</b></p>	<p><b>SA</b></p> <p><b>SA</b></p> <p><b>SA</b></p> <p><b>RJ, AN, PB, SA, MM</b></p> <p><b>AN</b></p> <p><b>RJ</b></p> <p><b>MM / JM</b></p>
5.	<p><b>Business Survey (PB)</b></p> <p>PB presented the results of the business survey, produced by HH and PB, which was sent to businesses within the Parish. PB summarised the results as:</p> <p>&gt; The response rate of 45% was welcomed.</p> <p>&gt; Unfortunately no response from Azimghur barracks, one of the largest employers in Parish.</p> <p>&gt; No big desire for businesses to come to Colerne recorded (access problems cited one of the main reasons not to locate business in Colerne)</p> <p>&gt; Some need for housing shown</p> <p><b>Recommendation:</b> unless community consultation survey shows otherwise no strong reasons shown to weight employment in the Neighbourhood Plan.</p> <p>The survey was <b>APPROVED</b> by Steering Group.</p> <ul style="list-style-type: none"> <li>- MM to put it on the website following redactions of personal information (along</li> </ul>	<p><b>MM</b></p>

	with renewables report).	
<b>6.</b>	<p><b>Green Spaces Report (TH)</b>  TH presented the draft Green Spaces Report. It was not approved because uncertainty remains about whether the Rec. should be proposed as a Local Green Space. TH to redraft the section on the Rec with greater detail before be represented to the SG for approval.</p>	
<b>7.</b>	<p><b>Progress on other evidence:</b></p> <ul style="list-style-type: none"> <li>- Sites: Awaiting feedback from Jeff Bishop.</li> </ul> <p><b>Next Steps</b>  Clarification needed from Place about whether the group can apply for extra funding of £6000 as a ' Special case'. Jeff Bishop to be invited to the next meeting. Confirmation to be sought on what further support Place can give the group. Budget and plan to end of project suggested as next agenda item.</p>	
<b>8.</b>	<p><b>Corsham Area Board Meeting 31st May</b>  PB confirmed he will do a presentation about the Neighbourhood Plan at the meeting.</p>	
<b>9.</b>	<p><b>AOB</b>  Apologies from JB and SA for next meeting.</p>	