

MINUTES OF MEETING 16.08.18 DRAFT
Colerne Neighbourhood Plan Steering Group

Time	7.30 pm	Location	Colerne Old School
Present	Steve Ayres (SA) George Batterham (GeB) Jacqui Bradburn (JB) Peter Brookes (PB) Tom Hall (TH) Jane Mellett (JM) Peter Mellett (PM) Mary Mellett (MM) Anne Nicholas (AN)	Apologies	Gary Brain (GB) Hilary Holman (HH) Bob Jones (RJ) Sue Jones (SJ) CT Crabbe (CTC)
Next Meeting	Thursday 20th September	Chair: Recorder:	Jane Mellett Mary Mellett
Agenda	<p>Item</p> <ol style="list-style-type: none"> 1. Apologies 2. Minutes of Last Meeting 3. Matters Arising: Revised National Planning Policy Framework review 4. Survey update and agreement on process. In particular: <ul style="list-style-type: none"> - Closing the survey - Processing the exceptions - Commentary from Jeff Bishop 5. Update on finances 6. Consultation process for Green Spaces 7. Production of Neighbourhood Plan and Design Statement documents 8. Report back on correspondence regarding sites. 9. AOB and Date of next meeting 		

2.	Minutes of Last Meeting: Approved	
3.	Matters Arising: Revised National Planning Policy Framework review Abstract of points relevant to Neighbourhood Plans was received from Place Studios and noted.	
4.	Survey update and agreement on process. In particular: - Closing the survey The survey was officially CLOSED. SA to close online submissions on Survey Monkey MM to remove link to survey on Parish Council website. SA to download data from Survey Monkey including as an Excel data set. Agreement to continue to pay the subscription until next Steering Group meeting. 'To consider terminating subscription to Survey Monkey' to be an agenda item for next meeting.	SA, MM

	<p>- Processing the exceptions Exceptions were defined as questions which were not answered correctly in the paper forms and therefore could not be entered onto Survey Monkey. It was agreed that AN, TH and JB review the exceptions as a group and report back any significant findings.</p> <p>- Commentary from Jeff Bishop Suggestion from JM that the commentary be used to inform the focus of each report on the survey. Reminder that a short report on the survey results to be presented at the September meeting by each working party group.</p>	Everyone
5.	<p>Update on finances JM confirmed that Place Studio are in the process of submitting a funding application to Locality for a concept statement for land North of the C151. Due to the ongoing uncertainty regarding the decommissioning of the Airfield and Barracks, it was questioned whether a concept statement was relevant to the NP. However, as the Hangar sites and 'Parade Ground' site are both current issues it was decided the application should be pursued.</p> <p>BM to seek confirmation from Simon Smith that WC will fund the Neighbourhood Plan referendum.</p>	BM
6.	<p>Consultation process for Green Spaces It was agreed that JB, AN and TH meet to review the list of eight possible Local Green Spaces and create a final shortlist. Final shortlist to be put before Steering Group for approval at the next meeting.</p>	TH, AN, JB
7.	<p>Production of Neighbourhood Plan and Design Statement documents</p> <ul style="list-style-type: none"> ● RC confirmed that he could undertake the design aspects of the plan production. ● Proposal from TH that MM be employed to act as editor for the plan writing, paid at current hourly rate or within available funds (whichever is the lesser). Vote in favour of proposal. ● Agreement that the Parish Council consider funding a subscription to Parish Online, which is needed for the production of maps within the plan, at next Parish Council meeting. 	JB
8.	<p>Report back on correspondence regarding sites The group noted the recent correspondence from Hunter Page regarding the Hanger Site and JM's response.</p>	
9.	<p>AOB: Date of next meeting Thursday 20th September</p>	