

**15TH NOVEMBER 2018: MINUTES OF MEETING
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) Hilary Holman (HH) Bob Jones (RJ) Sue Jones (SJ) Peter Mellett (PM) Jane Mellett (JM) Mary Mellett (MM) Jeff Bishop (JB) Place Studio Consultant	Apologies	Gary Brain (GB) Bob Child (RC) Brian Mathew (BM) Tom Hall (TH) Anne Nicholas (AN)
Next Meetings	Informal meeting 3rd January, 6 Bells And 17th January, 7:30 pm Old School as usual.	Chair: Recorder:	Jane Mellett Mary Mellett
Agenda	<p>Item</p> <ol style="list-style-type: none"> 1. Apologies (above) 2. Minutes of Last Meeting 3. Matters Arising <ul style="list-style-type: none"> 3.3 Concept Statement Funding 3.4 Green Spaces (update/progress) 3.5 Analysis of Survey Results 4. Process for drafting Policies 6. WC Consultation Meeting 7. Documents Produced by SG 4. Character and Design Statement: First Draft for discussion 5. How our final decisions might look on a planning map: 4 scenarios 6. AOB & Date of next meeting 		

2.	Minutes of Last Meeting: Approved	
3.	Matters Arising	
	3.3 Concept Statement Funding	

	<p>It was confirmed that Locality have awarded a grant of £8000 to fund the production of a concept statement on MoD owned land within the Parish (designated area). Place Studio will facilitate the production of the Concept Statement using detailed community involvement. Jeff Bishop (JeB) shared an outline for the Concept Statement and a copy of the MoD Endsleigh Concept Statement as an example. Two meetings are to be held in December, in part to gain information needed for the Concept Statement:</p> <ol style="list-style-type: none"> 1. Meeting with Wiltshire Council Spatial planning (JeB, JM, SA, GeB, RJ to attend) 2. Meeting with AONB representatives (JeB, JM and 2 other steering group volunteers to attend) <p>3.4 Green Spaces (update/progress) It was agreed that the <i>reasons for inclusion or exclusion</i> for each of the green spaces considered for allocation should be presented to the SG before further steps are taken. Place Studio to collate and update work produced to date and share with SG. JM confirmed that once the SG approves the spaces to be applied for, a system of public consultation has been prepared and is ready for implementation. MM to share the work to date with the group</p> <p>3.5 Analysis of Survey Results A draft of the Combined Survey Results produced by MM was considered. HH to draft text for missing sections, MM to combine into one document and share with group for approval. Once approved, document to be published on website.</p> <p>4. Process for drafting Policies Agreement to proceed with current sharing and commenting process until all draft policies have been drafted. MM to send email to group notifying when new policies are added to document. Author's name to be included next to draft policies. Draft policies and comments to be reviewed at next meeting. Draft policies to be sent to Place Studio once all are drafted and edited. JeB to make suggestions for changes to the Pre-application policy in line with feedback from Parish Council.</p> <p>6. WC Consultation Meeting JM reported back from consultation meeting with Wiltshire Council Spatial Planning for NDPs in Chippenham area on 8.11.18. She confirmed that WC has allocated a new link person for the group: Henning Tots from Spatial Planning. SG reps to meet with WC reps including Henning Tots and Simon Smith on 19th December, 2pm in Chippenham. SA, GeB, RJ, JeB and JM to attend. Contact details for Henning Tots to be shared with MM so that he can be included in correspondence.</p> <p>7. Documents Produced by SG A document list produced by HH was welcomed and reviewed. MM to maintain and update list as developments made. JeB to send copies of RC's work on key views for sharing with SG and publishing when approved.</p>	<p>JeB, JM, SA, GeB, RJ</p> <p>Place Studio</p> <p>MM</p> <p>HH, MM</p> <p>MM</p> <p>Remaining Drafts to be authored</p> <p>All SG to comment</p> <p>JM</p> <p>JeB</p>
<p>4.</p>	<p>Character and Design Statement: First Draft for discussion The draft was welcomed and largely encouraged. Initial feedback included suggestions that although each character area needs specialised content, need identified to be consistent in level of guidance for each area to avoid singling out particular areas with increased guidances. Detailed feedback on content of guidances to be emailed to JM. JM to make changes in response to feedback and redrafted Design Statement alongside comments to be considered by group at January meeting.</p>	<p>All SG to comment</p> <p>JM to edit</p>
<p>5.</p>	<p>What final decisions might look on a planning map. Four scenarios GeB presented self-drafted maps as visual illustrations of how development may evolve within the Parish over the next 40 years. It was acknowledged that the majority</p>	

	<p>of scenes presented would be defined as 'strategic development' and therefore outside the scope of the NP. However, it was agreed that elements of the maps could be used for generating discussion at concept statement workshops. It was acknowledged that alongside the 'blue sky thinking' that the maps encourage, there are also specific restrictions relating to the MoD sites which need defining and communicating. GeB encouraged the group to think about the concepts behind the maps when considering site allocations and policies regarding the hangar sites.</p>	
<p>6.</p>	<p>AOB and date of next meeting: Date confirmed for meeting with AONB representatives as 5th December. JM and JeB to attend, two other representatives from SG requested to attend also, volunteers to email JM.</p> <p>Agreement not to have a SG meeting in December. Two meetings to be held in January:</p> <ul style="list-style-type: none"> - Informal meeting at 6 Bells on 3rd January. RJ to liaise with 6 Bells. Further details to be confirmed. - Usual meeting, 7:30 pm, 17th January at Old School rooms. 	