

MINUTES OF MEETING 21.06.18
Colerne Neighbourhood Plan Steering Group

Time	7.30 pm	Location	Colerne Old School
Present	Jeff Bishop (JB) Peter Brookes (PB) Bob Child (RC) Hilary Holman (HH) Bob Jones (RJ) Sue Jones (SJ) Jane Mellett (JM) Mary Mellett (MM) Anne Nicholas (AN)	Apologies	Steve Ayres (SA) George Batterham (GeB) Jacqui Bradburn (JB) Gary Brain (GB) CT Crabbe (CTC) Tom Hall (TH) Brian Mathew (BM) Peter Mellett (PM)
Next Meeting	Thursday 19th July	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 <ol style="list-style-type: none"> a) Consultation Survey: Update and publicity. b) Discuss the process of data analysis of online survey c) Acknowledgements 4. Housing Needs Survey for the Parish 5. Loose ends and Information items <ol style="list-style-type: none"> a) Outcome of WC's application for One Public Estate funding for infrastructure survey. b) CPRE event exploring the value of Neighbourhood Planning c) Biddestone Village Plan d) Receipt of funding from Colerne PC 6. Jeff Bishop – updates and next steps <ol style="list-style-type: none"> a) Resourcing future support b) Work to be completed (when can we publish on website) c) Tactics re future of Airfield. 7. AOB 		

2.	Minutes of Last Meeting: APPROVED MM to post to website	
3.	Matters Arising a) Consultation Survey: Update and publicity. All surveys now distributed. Returns to date 111 online surveys and 146 hard copies. Jane Mellett is collecting hard copies from post boxes and can pass on copies to people inputting data. Some envelopes have been returned unopened due to confusion of name on front of envelope. Closing date of survey put back until 6th July.	JM

	<p>Publicity:</p> <ul style="list-style-type: none"> - More posting on Facebook needed, plus another email from school. - Bob C to produce poster for sticking to telegraph poles around the village. - Agreed to extend the deadline past the village draw on 12th July - after posting on Facebook. - Banner to be moved opposite shop. <p>b) Discuss the process of data analysis of online survey</p> <p>- Inputting of hard copies into the Survey Monkey has been started by Anne. Others to begin inputting over coming weeks using instructions sent by Mary. Hard copies with answers which don't fit the online form to be left to one side as 'exceptions' and entered after the survey has closed. Hilary has taken 50 copies for inputting.</p> <p>c) Acknowledgements</p> <ul style="list-style-type: none"> - Production: Bob Child, Bob Jones, Anne Nicholas, Peter Mellett - Online Survey Production: Steve Ayres - Distribution of survey: the 17 distributors. In particular Peter Brookes and assistant for doing the Camp housing and Northwood and Southwood plus his local area. - Stuffing over 1100 envelopes: Sheila Withers, Brian Withers, Sheila Nicholas, Anne Nicholas. - Delivery of surveys to distributors: Mary Mellett - Presentations at Annual Parish Meeting and Corsham Area Board: Peter Brookes 	<p>JM, MM RC</p> <p>AN, JM, PM, RJ, MM, SA, HH</p>
<p>4.</p>	<p>Housing Needs Survey (HNS) for the Parish The report's response rate of 36.6% was welcomed.</p> <p>The report found a need for 10 more affordable houses over the next 3 years. Jeff Bishop advised that it would require around 30 houses in total to deliver 30% as affordable.</p> <p>Agreement to ask Simon Smith at WC for news on the review of community area figures. In particular, how Wiltshire plans to respond to the forthcoming requirement to allocate specific numbers for areas within a Neighbourhood Plan.</p>	<p>JM</p>
<p>5.</p>	<p>Loose ends and Information items</p> <p>a) Outcome of WC's application for One Public Estate funding for infrastructure survey. Simon Smith has advised that the application has been declined and there will be no infrastructure study.</p> <p>b) CPRE event exploring the value of Neighbourhood Planning Jeff Bishop summarised the messages from the event as:</p> <ul style="list-style-type: none"> - Guard against unrealistic expectations - Guard against WC ignoring the plan once written - Ensure the Parish Council uses and quotes from the plan and treats themselves as part of the planning process - As soon as the plan is made, meet with local case officers to discuss plan and watch for change of case officer <p>c) Biddeston has decided not to do a neighbourhood Plan.</p> <p>d) Receipt of funding from Colerne PC The group welcomed the news that a donation of £738 from EColerne to the Parish Council has been allocated to the Neighbourhood Plan.</p>	
<p>6.</p>	<p>Jeff Bishop – updates and next steps</p>	

	<p>a) Resourcing future support The group has around 30 Principal hours and 16 Assistant funded hours available from Place. Jeff to enquire with contact at Locality: would Colerne be eligible for further funding as a 'complex' case, given complexity of:</p> <ul style="list-style-type: none"> - Issues with infrastructure - Bordering 2 other district areas, with sites identified close to border - The sale of airfield and barracks within the designated area <p>b) Work to be completed</p> <p>Design statement: Jeff to meet with George and Jane. Landscape and Key Views: Bob C has nearly completed. Local Green Spaces: Decision on whether to propose the Rec. as an open Green Space to be made following presentation of report from Tom to the group.</p> <p>Once full list of proposed spaces agreed, distinct formal consultation undertaken with community and land owners contacted. AGREEMENT to wait until September at earliest before starting consultation. Jeff advised that examiner makes the final decision and the land owner's view is considered but does not veto the designation.</p> <p>Business Survey: To be posted on website History Exhibition: Jane working on report of event which had between 4 and 5 hundred visitors. Sites: Sensitivity needed on Slaughterford Mill site as it closely neighbours Biddestone Parish and must have Biddestone's support.</p> <ul style="list-style-type: none"> - JM to contact Biddestone PC to request the results of Parish consultation. Also emphasise that it is essential to liaise about the manner of consultation regarding Slaughterford Mill as conclusions will need to be drawn. - Sue to contact owners of Mill to find out how much are they involved with Biddestone Parish Council and Slaughterford community. <p>Further work on sites report to wait until results of community survey. Cleo at Place to check on status of Green Belt on North Road. Writing of Plan: Jeff to bring examples of good plans to start to copy to form draft plan written by Steering Group. Money won't be spent on Place for this. Final plan to be around 50 pages plus evidence.</p> <p>c) Tactics re future of Airfield. Following news of recent meeting between DiO and WC at Airfield: Jane to send message to WC and DiO, requesting update on intentions, specifically: is anything planned before the results of the Defence Review? Town Councillor at Warminster who was at the meeting to be asked for further information.</p> <p>Locality may fund a community consultation on future of airfield following results of Defence Review. Jeff to enquire with contact at Locality for an informal view, before group deciding on whether to apply. Consultation could result in a Concept Statement.</p> <p>If no Locality funding available, possibility of UWE, students running an event supported by Place. Agreed to wait until after results of survey and defence review as it could be a win-win but would need to be carefully briefed and planned.</p>	<p>Jeff Bishop</p> <p>RC TH</p> <p>MM</p> <p>JM</p> <p>JM</p> <p>SJ</p> <p>Place Studio</p> <p>JeB</p> <p>JM</p> <p>JeB</p> <p>JeB</p>
7.	<p>AOB: None Date of next meeting: Thursday 19th July 2018</p>	