

MINUTES OF MEETING 18.01.18
Colerne Neighbourhood Plan Steering Group

Date	18.01.18	Time Location	7.30 - 9.30 pm Colerne Old School
Present	Steve Ayres George Batterham Jeff Bishop Jacqui Bradburn Gary Brain Peter Brookes Bob Child Tom Hall Hilary Holman Bob Jones Sue Jones Brian Mathew Jane Mellett Mary Mellett Peter Mellett Anne Nicholas	Apologies	Brian Mathew
Next Meeting	15.02.18	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: (5) Housing Needs Survey Update (8) Events planned 4. Update on Working groups: <ol style="list-style-type: none"> i) Call for sites ii) Consultation Survey iii) Business Survey iv) Design statement v) Key Views (2 pdfs) vi) Energy (SA report) vii) Green spaces map 5. Financial update re locality funding and PC grant. 6. Relevant feedback from PC business - Hangar application 7. Update on relationship with DIO and WC 8. UWE student projects 9. AOB - Date of next meeting 		

2.	<p>Minutes of Last Meeting Minutes approved as a true record. Mary to publish minutes on website.</p>	MM
3.	<p>Matters Arising</p> <p>(5) Housing Needs Survey Update Nearly all the surveys in the village and Thickwood have been delivered. Wiltshire Council to give more to Jane Mellett as there aren't enough. Sophie Morris, Liason Officer at Azimbghur to help with distribution in North Colerne, Jane Mellett to liaise.</p> <p>Wording for introduction approved by Parish Council, Mary Mellett to finalise text with updated statistics from most recent census.</p> <p>Closing date for housing needs survey to be advertised on Facebook and the website by Mary and Bob Child to hang new banner in Market Place showing closing date.</p> <p>(8) Events planned History Society Exhibitions Colerne History Society to have two exhibitions on 20th April. Display in the Church detailing how village life has changed and an exhibition in the Con Club showing the history of the airfield. Anette Hitch may also be producing a play with primary school children reading oral accounts of village life through different ages.</p> <p>Place Studio Primary School Project Place to run a session with year 6 prior to Easter surveying the safety aspects in each character area. Year 5 to look at the design of the character areas to develop criteria to assess housing estates. Groups to design a 3D housing estate with an exhibition at the end. Could have links to airfield exhibition in Con Club and aim to get survey responses from parents at exhibitions. Survey and Design Statement working to this deadline which will be towards end of survey return period.</p>	<p>JM</p> <p>MM</p> <p>MM BC</p>
4.	<p>Update on Working groups:</p> <p>i) Housing Sites (Sue Jones, Hilary Holman, Bob Jones) Jeff gave a PowerPoint presentation showing the sites found by the Housing Sites group, the applications received as part of Call for Sites and the sites identified by WC in its latest Strategic Housing and Economic Land Availability Assessment (SHELAA) which formed a long list of possible sites. Agreed the Parade Ground should be added to list for consideration. Agreed that the creation of a shortlist should be done as a collective exercise with Cleo at Place Studio and members of the Housing Sites group. Sue Jones and Hilary Holman to liaise with Place.</p> <p>ii) Consultation Survey (Peter Mellett, Anne Nicholas, Bob Jones) Peter Mellett reported on a meeting with the group and Jeff Bishop on 12.01.18. The group plan to produce two A5 documents for distribution, one to each household in parish; a survey and information booklet. Online submission option will allow individuals from same household to answer separately. 12 information areas to be addressed in the survey laid out on 24 A5 sides in double page spreads. The two documents will register page for page. Urchfont model to be used as basis to produce usable data. Draft of booklets to be circulated to all Steering Group members for comments. Proposed information areas are:</p> <p>Vision Character Design Community facilities Housing requirements Business and local economy Education Health and wellbeing Infrastructure Transport Protecting our environment Creating a sustainable community The airfield</p>	Place Studio & Housing Sites group

	<p>Aim for booklets to be delivered to households in April. Survey suggested as subject for Annual Parish Meeting 22nd May at Village Hall.</p> <p>iii) Business Research (Peter Brookes, Hilary Holman) Peter presented a document detailing research to date including a growing list of local businesses, which have been divided into 3 groups according to size. Surveying of business next step. Largest to be visited, mid sized to be sent a survey, smallest businesses emailed. Business survey to conducted in February, with results feeding into parish survey.</p> <p>iv) Design statement (George Batterham, Jane Mellett) Initial ideas emerging from group to be consulted on as part of the survey, final statement to be agreed following the survey.</p> <p>v) Key Views (2 pdfs) (Bob Child) Bob confirmed he had read reports from Place (Colerne Statement of Local Landscape Character and Key Views stage 2) and will be liaising with Place. Bob to contact Mike Rogers and Russel Harding for input into character statement.</p> <p>Energy (Steve Ayres) Alison Turnbull to be approached to join group. Increasingly restrained because of lack of central government policy. Steve to contact CSE as they now have funding from Esmee Fairbairn fund.</p> <p>Local Green Spaces (Tom Hall) Tom showed two maps detailing green spaces, one of village centre. Mary to forward maps to Georgina and Jeff at Place. Started with more than 20 from which five sites shortlisted for Local Green Spaces designation:</p> <p>Northwood football ground, Allotments Franks wood, Warmesley memorial, Martins croft play area</p> <p>Due process to be gone through to get designation including green spaces surveys to be sent to people who live near each area.</p>	<p>PB HH</p> <p>BC</p> <p>SA</p> <p>MM</p>
5.	<p>Financial update re locality funding and PC grant Mary showed a report detailing spending to date. Report to be emailed to SG. Locality funding to be spent by March which requires timetable of tasks ahead - Jeff to send road map of tasks ahead to SG.</p>	<p>MM JB</p>
6	<p>Relevant feedback from PC business - Hangar application PC planning a consultation on the application, all day Saturday 10th Feb at Village Hall.</p>	
7.	<p>Update on relationship with DIO and WC Feedback from Brian Mathew via Claire Langdon at WC is that the funding application for a grand masterplan has only got 25% of what was applied for. Jane confirmed that there will be a meeting on 22nd Jan between Claire Langdon and Simon Smith at WC and DIO at the Airfield about the masterplan, but that the NP was not invited to attend and have refused appeals for inclusion. Agreed to continue to request and require WC and DIO to honour their responsibility to support and work with the Colerne NP.</p>	
8.	<p>UWE student projects The student projects were welcomed as interesting examples with useful background information into the planning framework.</p>	
9.	<p>AOB Agreed to continue to meet on 3rd Thursday of the month. Date of next meeting 15.02.18</p>	

