

MINUTES OF MEETING 17.01.2019
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) Bob Jones (RJ) Sue Jones (SJ) Mary Mellett (MM) Anne Nicholas (AN) Jeff Bishop (JB) Bob Child (RC) Brian Mathew (BM) Peter Mellett (PM) Jane Mellett (JM)	Apologies	Gary Brain (GB) Hilary Holman (HH)
Next Meeting	Thursday 21st June 7:30	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"> 3.3.4 To consider Green Spaces report for approval. 3.3.5 To consider Survey Analysis report for approval and publishing on website. 3.4 Policy Drafting (update and agree next stage with Place Studio). 4. Character and Design Statement (update) Comments still welcome and are being responded to. Comments are being responded to. 4. To receive verbal update from Sites group. 5. Discussion and approval of Concept Statement process 6. To consider approving Key Views report for publishing on website 7. AOB 		

2.	Minutes of Last Meeting: Approved	
3.	<p>Matters Arising</p> <p>3.3.4 To consider Green Spaces report for approval. Tom Hall was thanked for his work on the report. Report APPROVED for publishing on website and agreed to proceed to start process for public consultation for the two sites recommended, Pinewood Playground and Northwood Football, Play and open Area. Explanatory text to be included in report that prior work had been undertaken to shortlist from all possible sites.</p>	JM / MM

	<p>3.3.5 To consider Survey Analysis report for approval and publishing on website. Report APPROVED for publishing with the appendices (raw survey data and survey form) to be moved and added as separate documents on website to reduce the length of report.</p> <p>3.4 Policy Drafting (update and agree next stage with Place Studio). Following changes suggested by JeB:</p> <ul style="list-style-type: none"> - Homeworking policy: add short explanatory text defining homeworking and estimating number of home workers in village. - Sites policy needed before changes to Settlement Boundary can be agreed. - Local listing: JeB to send details to JM. Could be run as an outreach activity enlisting help of local people. Suggestions included: Tap in Market Place, Tutton Hill trough and pump, dry stone walls, phone boxes in Thickwood and High Street, gas lamp post at Watergates. The local listings can be supported by a policy in the NP which protects them. <p>4. Character and Design Statement (update) Comments are still welcome and changes are being made to draft statement in response. (JM)</p> <p>6. Report back from meetings with Wiltshire Council and AONB. It was agreed that the guidance from Wiltshire Council was informative on broad council policy, but that the NP should continue to negotiate for changes that will benefit the Parish even if at odds with some WC guidance. Definitions around ‘sustainable communities’ to be explored.</p>	<p>MM</p> <p>PM</p> <p>Sites Group Place / JM</p> <p>JM</p>
<p>4.</p>	<p>To receive verbal update from sites group The group confirmed that they had made progress identifying sites and defining affordable housing. Completion of site allocations and production of policies is dependent on the results of the concept statement, assessment of housing need and advice and feedback regarding planning regulations. However, work is continuing in parallel with dependencies and production of draft policies is underway. The news that Peter Brookes had joined the working group was welcomed. Place to update group on suggested process for assessing housing need once Wiltshire Council has replied to their enquiries.</p>	<p>Sites Group</p> <p>Place Studio</p>
<p>5.</p>	<p>Discussion and approval of concept statement process A draft ‘Concept Statement Outline and Process’ document, authored by JeB was reviewed by the group and the following changes agreed:</p> <ul style="list-style-type: none"> ● i) It was agreed that the ownership of the concept statement by the NPSG should be more overtly stated in the opening paragraphs. SA to draft a revision and share with Place Studio for integration into the text. (JeB to make remainder of changes) ● ii) It was agreed that Annington Homes should not be included in the first stage of engaging key parties, but should be invited to participate at a later date. JeB to edit. ● iii) Colerne NP logo to be added to document (JeB). ● iv) 1B section 3 ‘<i>Draft Statement and Consultation on it</i>’ to be split into two stages. a) Place to report back to SG with results of stakeholder workshop for SG engagement in selection and weighting. b) as written “....a draft version of the Concept Statement and Codes will be produced and made available for consultation...” ● An additional section after 1B stating the form of SG’s contributions including providing a vision for the Parish as a whole. <p>The following engagement process was agreed for stakeholders:</p>	<p>SA</p> <p>JeB</p> <p>JeB JeB</p> <p>JeB</p>

	<ul style="list-style-type: none"> ● link worker Henning Totz be the first point of contact for engaging Wiltshire Council as a key party. ● DIO officer Joanne Billingham to be contacted for MoD key party engagement. ● Chair of group Jane Mellett to be named sender of correspondence. <p>For the stakeholder workshop:</p> <ul style="list-style-type: none"> ● SG requires independent preliminary envisaging work before participating in the workshop. GeB to facilitate a morning workshop for SG. ● Questions were raised about whether design work should be guided by scenarios and parameters or simply informed by presented evidence. JeB maintained that in his experience with other workshops, an unrestricted approach informed by evidence produced a clear set of scenarios. <p>The 'Outline and Process' was APPROVED by the group subject to the above changes.</p>	GeB
6.	<p>To consider approving Key Views report for publishing on website.</p> <p>The Key Views report by RC was welcomed. It was agreed that understanding of the terminology had changed since authorship and this larger selection of views titled 'Key Views' should now be termed 'Valued Views' and a shortlist of most protected views named 'Key Views. Agreed that approval should wait until compared alongside related documents. Final three documents to be:</p> <ul style="list-style-type: none"> ● Valued Views ● Key Views ● Landscape Character Assessment <p>RC to share all three with SG and Place Studio once amendments made.</p> <p>It was noted that all documents approved by SG and posted on website were 'living documents' until such time as the final Neighbourhood plan is published and it may be necessary to make changes to ensure consistency. Note to be added to website informing of this fact.</p>	RC
7.	<p>AOB:</p> <ul style="list-style-type: none"> ● MM to add Wiltshire Council NP training presentation to useful links section on website. ● Possible locations for electric car charging stations suggested: Village Hall, Rec. car park, Con Club car park (although allocating locations may be outside scope of NP). ● Drafting of Electric Charging Points Policy in progress by SA. 	MM SA