

MINUTES OF MEETING 21.09.17
Colerne Neighbourhood Plan Steering Group

Date	21.09.17	Time	7.30 - 9.30 pm
		Location	Colerne Old School
Present	Bob Jones Sue Jones Anne Nicholas Jane Mellett Jacqui Bradburn Mary Mellett Bob Child Tom Hall CT Crabbe Peter Brookes Gary Brain Hilary Homan	Apologies	Peter Mellett Steve Ayres George Batterham Peter Foskett
Next Meeting	Colerne Old School 19.10.17	Chair:	Jane Mellett
		Recorder:	Mary Mellett
Agenda	<ol style="list-style-type: none"> 1. Apologies 2. Minutes of Last Meeting (17.08.17) 3. Matters Arising <ol style="list-style-type: none"> 4. Update on research groups 8. Update re funding 9. Conflicts of interest; clarifying process <ul style="list-style-type: none"> - Facebook page 4. Information updates: <ul style="list-style-type: none"> - Local Development Scheme - Neighbourhood Planning Act 2017 5. Report back from PC meeting with WC 24.08.17 6. Report back from SG meeting with Simon Smith (WC) 7. Report back from meeting with Place Studio 5.9.17 8. Timetable Update and priorities for consultation process <ul style="list-style-type: none"> - Design day - Housing Needs Survey and questionnaire 9. Biddeston NP and situation re Slaughterford Mill 10. AOB and Date of Next Meeting (19th October) 		

2.	Minutes of Last Meeting (20.07.17) Minutes approved as a true record.	
3.	<p>Matters Arising</p> <p>5. Update on research groups</p> <p>All groups confirmed progress has been made. Concerns were raised about whether the screening process the SG is using will be robust enough to meet the requirements of the examiner. Jane Mellett to enquire with Simon Smith whether what is being done is adequate and request further details on the criteria the evidence is expected to meet.</p> <p>Character and Design: Jane and George have met to decide eight different character areas of the village. Jeff Bishop of Place Studio (PS) will run a Community Design day on Sunday 29th October, 10:30 - 4:00, based at Con Club. George and Jane to trial the exercises on Watergates and then meet to discuss - Gary Brain to join them for their next meeting. An email will be sent to invite all those who attended public consultations to come to the Community Design Day. Jane to contact Bob Child re posters for the day.</p> <p>Community Facilities Anne Nicholas, has created a list of village facilities, but has struggled to fulfill all of the points requested in the PS brief. It seems that there is no listings of community facilities from WC. Anne awaiting feedback from PS after emailing Jeff Bishop and Georgina.</p> <p>Housing Sites Sue Jones, Hilary Holman and Bob Jones Sue explained the group has restricted the research to within the settlement boundary as requested in brief from PS. Only small and limited infill sites remain within the settlement boundary. If the Development Boundary is extended the Parade Ground is one obvious site. A further step will be a call for sites - requesting land to be put forward.</p> <p>Key views Bob Child Bob to send his work so far to Jeff Bishop to review. Mary to send Bob Georgina's email address.</p> <p>Green Spaces Tom Hall Tom has listed 22 possible sites. Further suggestions can be sent to Tom for inclusion. Many of the sites may already be protected and so will not need to be designated as green spaces. The protocol for designating Local Green Spaces requires formal consultation with local people, so it will be undertaken only where there is a clear need for protection.</p> <p>Energy CT Crabbe and Steve Ayres CT explained that WC is lacking in any requirements regarding new developments and renewable energy. However, UK examples include: Leeds - all new developments have to have an electric vehicle charge point. Merton Rule - Merton council required commercial buildings over 1000 square meters to generate 10% of power through renewables. Further research needed into current renewables use in village.</p> <p>On MoD site potential for energy production - Feed-in tariffs for solar now low. Wind difficult because of aircraft flying. Solar poverty identified as issue - people at home during day would most benefit from solar power but cannot afford install and storage costs. Option of Community Energy scheme sited as possibility, but would depend upon battery storage providing energy to the community, rather than seek profits through feed-in tariffs. For electric vehicles, a community car park and charging port where energy is shared between cars could be an option.</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>BC</p>

	<p>Suggestions for focus of further research:</p> <ol style="list-style-type: none"> 1. What is there already? 2. What isn't feasible 3. What is possible or advisable for future development <p>Hilary to send contact details of Alison to CT. Suggestion to widen investigations to ground source or geothermal heating systems. CT to liaise with Hugo House on options for MoD site.</p> <p>Further research Jacqui Bradburn to enquire with local estate agents about price range, demand, rental market of local housing stock.</p> <p>Holiday homes, glamping and second homes identified as areas of further research. (nb St Ives has restricted second homes)</p> <p>8. Update re funding Peter Brookes explained breakdown of Locality funding: £8200 to Place Studio and £700 for room hire, publicity and printing costs. Peter to send Mary the letter from Locality detailing which records need keeping. Jane advised that the Princes Trust funded Limpley Stoke's writing of the plan.</p> <p>9. Conflicts of interest; clarifying process Mary to update ToR with an addendum based upon wording suggested by Robert Jones: "All expertise is welcome on the SG as long as (i) any actual or potential commercial interests are declared and (ii) it is understood that at some point an individual might need to step aside from a project – or even resign – if the SG thinks the conflict is impeding progress. Jane confirmed that Steve Ayres' group has now secured funding and is called Colerne Airfield Ltd. This is in addition to the interest from the Spitfire Heritage Trust.</p> <p>- Facebook page Mary confirmed that Colerne Neighbourhood Plan Facebook page now up. Can be viewed with or without a Facebook account. For those with a Facebook account, friends can be invited to like the page to increase reach. Mary to message admin at Colerne Community pages and ask to be linked and also post on Community pages about page plus advertise Character and Design workshop. Mary to be sole admin.</p>	<p>HH</p> <p>JB</p> <p>MM</p>
<p>4</p>	<p>Information updates: Documents circulated advising of current legislation changes:</p> <ul style="list-style-type: none"> - Local Development Scheme - Neighbourhood Planning Act 2017 <p>In addition to above updates, Jane reported that Historic England have contacted to explain that Colerne NP has a statutory duty to work with them. Jane to arrange to meet with rep. from Historic England.</p>	<p>JM</p>
<p>5</p>	<p>Report back from PC meeting with WC 24.08.17 Report from meeting was circulated.</p>	
<p>6</p>	<p>Report back from SG meeting with Simon Smith (WC) Report from meeting was circulated.</p>	
<p>7</p>	<p>Report back from meeting with Place Studio 5.9.17 Report from meeting was circulated.</p>	
<p>8.</p>	<p>Timetable Update and priorities for consultation process Design day</p>	

	<p>Sunday 29th October, already in Parish Magazine, Bob Child to do notices. Personal invitation to all the people that attended initial consultation to be sent.</p> <p>Housing Needs Survey and questionnaire. New Housing Needs Survey needed anyway, should be timetabled for 8th January, WC to cover cost. Survey will be the same 'Urchfont' format as 2012 survey. Although limited, it will provide a like-for-like comparison. Plan for a questionnaire to go out at the same time as all agreed need to supplement the Housing Needs Survey to cover greater examples of housing needs. Mary to circulate last housing needs survey of 2012. Guidance need from Jeff Bishop at PS on design of questionnaire.</p> <p>Next Meeting Jane Mellett will be absent from next meeting, so Vice-Chair Peter Brookes to chair, with backup from Anne Nicholas. Jeff Bishop will attend meeting. Steering Group to email Mary with questions for Jeff, to be provided before meeting so that he can best inform.</p> <p>WC/MoD Masterplan WC has applied for funding from One Public Estate to finance a grand masterplan with Colerne as one of four sites. Grant will be confirmed by December and WC optimistic they will be successful in their bid. If funding secured, work on Grand Masterplan scheduled to start early 2018.</p>	<p>BC</p> <p>MM</p>
<p>9.</p>	<p>Biddeston NP and situation re Slaughterford Mill Jane gave talk at Biddeston PC about NP around 50 people attended. Jane confirmed that Slaughterford Papermill is part of the Colerne Designated Area and will remain so. However, Slaughterford and Biddeston PC did the work on previous objection to Mill development.</p> <p>Tom to act as liaison between Karen and Ag and the NPSG as Slaughterford Rag Mill is part of the designated area and within Parish boundary.</p>	<p>TH</p>
<p>10.</p>	<p>AOB Date of next meeting i) Suggestion from Tom Hall, supported by the SG for PC to put outcome of new planning applications in Parish Magazine. ii) Jane Mellett wrote to DIO asking what exactly they meant by the Airfield - the whole site or just the RAF section. The reply referred only to the pending announcement from the Minister in October. Also referred to the help they are giving WC in their application for Master Plan funding.</p> <p>Next meeting 19th October</p>	