

**MINUTES OF MEETING 19.07.18**  
**Colerne Neighbourhood Plan Steering Group**

Time	7.30 pm	Location	Colerne Old School
Present	Peter Mellett (PM) Bob Child (RC) Steve Ayres (SA) George Batterham (GeB) Jane Mellett (JM) Tom Hall (TH) Bob Jones (RJ) Sue Jones (SJ) Mary Mellett (MM) Jeff Bishop (JeB)	Apologies	Jacqui Bradburn (JB) Gary Brain (GB) CT Crabbe (CTC) Peter Brookes (PB) Hilary Holman (HH) Brian Mathew (BM) Anne Nicholas (AN)
Next Meeting	<b>7:30 16th August 2018</b>	Chair: Recorder:	Jane Mellett Mary Mellett
Agenda	<b>Item</b>		
	<ol style="list-style-type: none"> <li>1. <b>Apologies</b> (above)</li> <li>2. <b>Minutes of Last Meeting</b></li> <li>3. <b>Matters Arising</b></li> <li>4. <b>Provisional analysis of survey returns and what further to enquire from data</b></li> <li>5. <b>Update on Finances</b></li> <li>6. <b>Update on current work with Place Studio</b></li> <li>9. <b>AOB</b></li> </ol>		

2.	<b>Minutes of Last Meeting:</b> APPROVED	<b>MM to post on website</b>
3.	<p><b>Matters Arising from last meeting</b></p> <p><b>Item 4.</b> JM confirmed she had emailed 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. Simon Smith responded that Wiltshire Council is awaiting the release of the reviewed National Planning Policy Framework (NPPF) before numbers are allocated. Reviewed NPPF due out soon, on release, JeB to send an abstract of items impacting Neighbourhood Plans to Steering Group.</p> <p><b>Item 5 a)</b> One Public Estate Infrastructure survey - Helen Cleft at Wiltshire Council has confirmed all funding has been allocated to Westbury. There will be no funding for</p>	<b>JeB: send NPPF abstract to group</b>

	Colerne.																									
4.	<p><b>Provisional analysis of survey returns and what further to enquire from data</b></p> <p>The high response rate to the survey was welcomed: <b>562 responses received from 1100 households</b>. 93% of respondents completed the survey.</p> <p>It was AGREED that the online survey would be left live to allow continued responses. If hard copies are received, please input online if possible or pass to JM, MM or SA.</p> <p>SA presented the initial results of the survey as presented in Survey Monkey. MM to send pdf of survey results to JeB and all Steering Group. JeB and Place to point out the results most pertinent to the Neighbourhood Plan.</p> <p>It was AGREED that going forward, data from the survey should be kept within the group until analysis completed.</p> <p>It was AGREED that the results should be analysed according to the working group themes by members of each working group:</p> <table border="1" data-bbox="165 801 1297 1473"> <thead> <tr> <th>Working group Name</th> <th>People Responsible</th> <th>Survey section to analyse</th> </tr> </thead> <tbody> <tr> <td>Development Sites</td> <td>SJ, BJ, HH</td> <td>Development of Housing</td> </tr> <tr> <td>Design Statement</td> <td>JM, GB</td> <td>Colerne Parish, Present and Future</td> </tr> <tr> <td>-</td> <td>SA</td> <td>About You (Horizontal slice on age groups)</td> </tr> <tr> <td>Local Businesses</td> <td>HH, PB</td> <td>Business and Local Community</td> </tr> <tr> <td>Key Views &amp; Local Green Spaces</td> <td>TH, RJ</td> <td>Protecting our environment</td> </tr> <tr> <td>Community Facilities</td> <td>AN</td> <td>The Development of Community Facilities</td> </tr> <tr> <td>-</td> <td>SA, RJ</td> <td>The MOD Site - the 'Airfield'</td> </tr> </tbody> </table> <p>JeB advised:</p> <ul style="list-style-type: none"> <li>- If sifting down data: there should always be over 100 responses to support each data set or it is not considered robust.</li> <li>- Future work should be done to demonstrate survey is representative of our demographic, e.g. compare census results to spread of ages.</li> <li>- Survey results should not be over relied on to support policies in Neighbourhood plan, it is just one part of the evidence base.</li> </ul> <p>SA confirmed the monthly subscription of £34 to Survey Monkey would continue until group decides to stop. TH suggested the Parish Council may wish to continue the subscription for its upcoming consultation survey, when there could be an overlap of use on the account. MM to liaise with Parish Council about future use of Survey Monkey.</p>	Working group Name	People Responsible	Survey section to analyse	Development Sites	SJ, BJ, HH	Development of Housing	Design Statement	JM, GB	Colerne Parish, Present and Future	-	SA	About You (Horizontal slice on age groups)	Local Businesses	HH, PB	Business and Local Community	Key Views & Local Green Spaces	TH, RJ	Protecting our environment	Community Facilities	AN	The Development of Community Facilities	-	SA, RJ	The MOD Site - the 'Airfield'	<p><b>JeB: send review of survey results</b></p> <p><b>Each work group: Short report on Survey Results by September meeting</b></p> <p><b>MM liaise with Parish Council</b></p>
Working group Name	People Responsible	Survey section to analyse																								
Development Sites	SJ, BJ, HH	Development of Housing																								
Design Statement	JM, GB	Colerne Parish, Present and Future																								
-	SA	About You (Horizontal slice on age groups)																								
Local Businesses	HH, PB	Business and Local Community																								
Key Views & Local Green Spaces	TH, RJ	Protecting our environment																								
Community Facilities	AN	The Development of Community Facilities																								
-	SA, RJ	The MOD Site - the 'Airfield'																								
5.	<p><b>Update on Finances:</b></p> <p>JeB advised that the NP would be eligible to apply to Locality for an additional £8000 for funding of a concept statement for the airfield. It is imperative to cover the Airfield</p>																									

	in the NP regardless of whether it is designated as a strategic site. (nb - a heritage airfield would be 'strategic')	
<b>6.</b>	<p><b>Update on current work with Place Studio</b></p> <p>JeB confirmed he would give the group a document suggesting the chapter headings / structure for the Neighbourhood Plan</p> <p>JM advised that the Design Statement group (JM &amp; GeB) were advancing into describing 'what should be'. Evidence collected from Design Day and survey points towards encouraging a uniformed boundary to settlements using traditional materials, such as Cotswold stone wallings. Within developments, diversity of styles and innovative design to be encouraged. GeB suggested a theme of 'built on tradition, open to change'.</p> <p>JeB advised on Community Land Trusts (CLTs) - Now receiving more funding from government, however, within a NP if an area is allocated as a 'Development Site' it cannot be used for CLT developments because the value is raised.</p>	<b>JeB</b>
<b>7.</b>	<b>AOB:</b> Date of next meeting Thursday 16th August	