

## 18.10.18 MINUTES OF MEETING DRAFT Colerne Neighbourhood Plan Steering Group

Time	7.30 pm	Location	Colerne Old School
Present	Steve Ayres (SA) Peter Brookes (PB) Hilary Holman (HH) Anne Nicholas (AN) Mary Mellett (MM)	Apologies	Gary Brain (GB) Jeff Bishop (JB), Consultant Jacqui Bradburn (JB) Bob Child (RC) Tom Hall (TH) Bob Jones (RJ) Sue Jones (SJ) Brian Mathew (BM), Unitary Cllr George Batterham (GeB) Peter Mellett (PM) Jane Mellett (JM)
Next Meeting	<b>Thursday 15th November 7:30</b>	Chair: Recorder:	Peter Brookes Mary Mellett
Agenda	<p><b>Item</b></p> <p><b>1. Apologies</b> (above)  <b>2. Minutes of Last Meeting</b>  <b>3. Matters Arising</b>  Item 4: Open Green Spaces (update on progress from TH)  Item 3: Concept Statement funding.  Item 5: Analysis of survey results  <b>4. To agree process for drafting policies</b>  <b>5. To review the draft Colerne Pre-Application Planning Protocol, drafted by Place Studio and determine process for changes and approval.</b>  <b>6. Information item: Upcoming WC consultation meeting on Wiltshire Local Plan 2036.</b>  <b>7. AOB</b></p>		

The Chairman noted that there was not a quorum present at the meeting and therefore no binding decisions could be taken. Members present to discuss agenda items and propose follow up work where appropriate.

<b>2.</b>	<b>Minutes of Last Meeting:</b> MM confirmed that she had amended September minutes following feedback from RJ and the minutes were APPROVED.	
<b>3.</b>	<p><b>Matters Arising</b>  <b>Item 4: Local Green Spaces</b>  MM relayed email from TH:</p> <ul style="list-style-type: none"> <li>- Work on the LGS Report is underway and will be completed by deadline of end of October.</li> <li>- Redrafted report to include reasons for selection and out of scope.</li> </ul>	

	<ul style="list-style-type: none"> <li>- TH has engaged with Georgina at Place Studio to research Forrester Green spaces further.</li> </ul> <p><b>Item 3: Concept Statement funding</b> Update from Jeff Bishop at Place Studio was reviewed which contained confirmation that an application will be placed with Locality for funding a concept statement.</p> <p><b>Item 5: Analysis of survey results</b> MM to compile all reports received into one document and circulate to Steering Group ASAP.</p>	<p><b>TH</b></p> <p><b>MM</b></p>
4.	<p><b>To Agree Process for Drafting Policies</b> Policy topics were allocated to individual authors at September meeting, with a deadline of 1st November for emailing draft policies to Place. After suggestions from SG members for a more collaborative system of drafting policies, the following process was agreed:</p> <ul style="list-style-type: none"> <li>- Individual authors draft policies by 1st November</li> <li>- Draft Policy emailed to SG Secretary MM</li> <li>- MM circulates to all SG members for commenting via Google Docs</li> <li>- Document open for commenting until 15th November</li> <li>- MM sends document back to author with comments</li> <li>- Author amends document in response to comments</li> <li>- Amended Draft policy sent to MM for inclusion in December SG meeting agenda and for sharing with Place.</li> <li>- Draft Policy considered for approval at December SG meeting</li> </ul> <p>MM to send details of process to all SG together with MM Locality pdf guide to writing policies.</p>	<p><b>All SG</b></p> <p><b>MM</b></p>
5.	<p><b>To review the draft Colerne Pre-Application Planning Protocol, drafted by Place Studio and determine process for changes and approval.</b> It was noted that the protocol would only function with support from the Colerne Parish Council. MM to liaise with CPC chair JB to request the draft is considered by the Council for its feedback before any changes are made.</p>	<p><b>MM / JB</b></p>
6.	<p><b>Information item: Upcoming WC consultation meeting on Wiltshire Local Plan 2036.</b> Series of meetings run by WC's Spatial Planning Department to be held in October. JM, TH, GB, SJ, RJ to attend meetings and report back.</p>	<p><b>JM, TH, GB, SJ, RJ</b></p>
7.	<p><b>AOB:</b> It was agreed there is a need to monitor the progress of documents produced by Steering Group. HH to conduct audit of documents referenced in SG minutes with aim to produce a list of documents pending, drafted and approved.</p>	<p><b>HH</b></p>