

MINUTES OF MEETING 19.04.18
Colerne Neighbourhood Plan Steering Group

Time	7.00 - 10.00 pm	Location	Colerne Old School
Present	Steve Ayres (SA) George Batterham (GeB) Jacqui Bradburn (JB) Peter Brookes (PB) Bob Child (RC) Bob Jones (RJ) Sue Jones (SJ) Jane Mellett (JM) Mary Mellett (MM) Peter Mellett (PM) Anne Nicholas (AN)	Apologies	Gary Brain (GB) Jeff Bishop (JB) CT Crabbe (CTC) Tom Hall (TH) Hilary Holman (HH) Brian Mathew (BM)
Next Meeting	Survey & Information Book Meeting: 9th May, 7:00 pm, all Steering Group Invited Monthly meeting: 17th May 7:30 pm	Chair: Recorder:	Jane Mellett Mary Mellett
Agenda	<p>Item</p> <ol style="list-style-type: none"> 1. Starting 7:00pm: Apologies 2. Minutes of Last Meeting 3. Matters Arising <ul style="list-style-type: none"> - Exhibition - May Fair 4. Review of consultation survey and Information booklet 5. Business Survey - deferred until 17th May meeting 6. Green Spaces Report - deferred until 17th May meeting 7. AOB and Date of next meeting 		

2.	Minutes of Last Meeting: MM to correct figure for Wiltshire Council survey funding to £50,000.	
3.	<p>Matters Arising</p> <p>Infrastructure study update: JM confirmed she had spoken with Georgina Clampitt-Dix (GCD), head of Spatial Planning for Wiltshire Council. GCD confirmed that there are no current strategic plans that might impact on MoD site and that the Infrastructure Study would focus on highways. Although allocated, the funding for the study has not come through yet. SA cautioned that the 'defence review', expected to be published in Summer/early Autumn, may have implications for the sale of the site and the funding of the infrastructure study.</p>	

	<p>Website updates SA to send final draft of sustainable energy paper to MM for adding to website. Agreement that web links in Information Booklet will largely be to external documents as Steering Group drafted documents not ready for publishing on website yet. Instead, a list of evidence building currently being undertaken to be added to website. MM and JM to draft.</p> <p>History Exhibition 19th and 20th April A timetable was agreed for manning the NP aspects of the exhibition at the Con. Club. A map, drafted by GeB, showing the expansion of the village through the ages to be displayed. GeB to email map to JM for sharing with the group. Housing Needs Survey Still no response from WC on when results will be published.</p>	<p>JM / MM</p> <p>GeoB JM</p>
4.	<p>Review of consultation survey and Information booklet (IB) Information Booklet. Questions were raised as to the role of the IB as previous brief had been for it to map the survey question for question. PM explained that IB would be too long if it had a section on every question in Survey. JB had emphasised importance of having a separate document to the survey for people to keep and refer to for the referendum.</p> <ul style="list-style-type: none"> - Suggestion to cross reference the survey to the IB to better integrate the documents and avoid repetition, allowing survey to focus on the questions. - Agreement for RC to begin the design layout, which will enable text to be more easily edited than in current Word format. <p>The following revised timetable was proposed:</p> <ul style="list-style-type: none"> ● 28th April, deadline for editing comments on IB and survey to be sent to PM and RJ ● 30th April documents to be sent to RC by RJ and PM for page-setting ● RC to send pdf of pageset copy to SG. ● Wednesday 9th May. Editing meeting for all SG to see RC's designs and to change wording as necessary. ● To be sent to print w/b 14th May (RC not available 16-21st May) ● Web version of survey to be prepared on Survey Monkey once final draft of survey set. SA to trial Survey Monkey ASAP to assess ease of set-up. ● Jane Mellett to manage logistics of distribution ● Envelopes to be stuffed by volunteers and stamped with NP logo ● Distributed by SG and local volunteers using knock and drop system. 	<p>All SG</p> <p>RJ / PM RC All SG</p> <p>RC SA</p> <p>JM</p> <p>All SG</p>
5.	5. Business Survey - deferred until 17th May meeting	
6.	Green Spaces Report - deferred until 17th May meeting	
7.	<p>AOB: PB confirmed that Groundwork has approved all the spending of the grant funding and not requested repayment. An overspend of £79.66 will not be re-paid by Groundwork. There is no repeat funding, so this is the final grant for standard NP government funding. The group could apply for Complex Cases funding of up to £8000 - Place Studio to advise whether Colerne NP would be eligible.</p> <p>Re Place JM to enquire if JB could attend 9th May or 17th May meetings.</p>	<p>Place Studio</p> <p>JM</p>