

MINUTES OF MEETING 15.02.18
Colerne Neighbourhood Plan Steering Group

Date	18.01.18	Time	7.30 - 9.30 pm
		Location	Colerne Old School
Present	Steve Ayres George Batterham Jacqui Bradburn Peter Brookes Bob Child Tom Hall Bob Jones Sue Jones Jane Mellett Mary Mellett Peter Mellett Anne Nicholas	Apologies	Gary Brain CT Crabbe Hilary Holman Brian Mathew Jeff Bishop
Next Meeting	15th March 2018	Chair:	Jane Mellett
		Recorder:	Mary Mellett
Agenda	<p>Item</p> <ol style="list-style-type: none"> 1. Apologies 2. Minutes of Last Meeting 3. Matters Arising: (5) Housing Needs Survey Update (8) Events planned 4. Update on Working groups: <ol style="list-style-type: none"> i) Call for sites ii) Consultation Survey iii) Business Survey iv) Design statement v) Key Views (2 pdfs) vi) Energy (SA report) vii) Green spaces map 5. Financial update re locality funding and PC grant. 6. Relevant feedback from PC business - Hangar application 7. Update on relationship with DIO and WC 8. UWE student projects 9. AOB - <p>Date of next meeting</p>		

2.	Minutes of Last Meeting Minutes approved as a true record. Mary to publish minutes on website.	MM
3.	Matters Arising	

	<ul style="list-style-type: none"> - Housing needs survey delivery now completed, closing date 16th Feb. - SA has an appointment to meet with Alison Turnball for advice on renewable energy. - Annual Parish Meeting: NP to present a short update at meeting. 	
<p>4.</p>	<p>Update on Working groups:</p> <p>i) Call for sites: SJ reported on meeting with JB from Place Studio on 14th Feb where the full list of sites was considered: 6 WC SHELAA sites, the responses from Call for sites and sites identified by sub group. Many sites have been discounted as ‘sites’ because they are classed as infill but will be listed and could be attached as an appendix. Question that arose from meeting is whether a statement can be included in the NP about infill sites? Jeff Bishop to be asked to clarify. The SG requested that the Parade Ground site be included as a site.</p> <p>ii) Consultation Survey PM reported that he has produced a rough draft of the layout of survey with eight sections. It remains to be decided whether there will be two or one booklets. SG to be asked for content on each subject area.</p> <p>iii) Business Survey Online survey live, closing 18th February. Good return rate with larger businesses returning about 40% of forms and small businesses returning around 50%.</p> <p>iv) Design statement JM explained that the history and character area descriptions of the design statement have now been drafted, thereby nearing completion on the ‘<i>what is</i>’ section. The process for the ‘<i>what should be</i>’ section, giving guidance on future designs, was discussed at length and agreed that it is a challenging process. Discussion was had around the timing of the design statement, to what extent it should be created before or after the survey. Should survey be used to test different design statement suggestions, or should it be used to gather broad opinions before any design ‘<i>what should be</i>’ statements are drafted. Once the design statement is fully drafted it must undergo a formal six week public consultation. JM suggested that a first draft of the ‘<i>what is</i>’, would be a useful addition to the April exhibition of “Colerne through the Ages”, as a visual example of NP work. SG members to contact JM for suggestions of other work that could be included.</p> <p>vi) Energy Discussion over investigating the option of a workshop with CSE, which SA suggested is only worthwhile if the airfield could be used as a renewables site, which remains to be seen. Two factors needed to proceed - proof of local appetite and further information on the availability of the airfield.</p> <p>Agreed to test appetite for a community energy scheme through the survey, before SA invests the time needed to explore the options.</p> <p>vii) Green spaces The report from Georgina at Place Studio was reviewed. TH raised concerns that some sites were already covered by protections, which makes Local Green Spaces allocation redundant. TH to liaise with Georgina and make suggestions to narrow the list further to ensure only unprotected sites be allocated, thereby making the best use of Local Green Space designation.</p> <p>viii) Key Views BC confirmed he had had a productive meeting with Mike Rogers and Russel Harding</p>	<p>JB</p> <p>Working groups?</p> <p>TH</p>

	<p>and that they would individually fill in landscape assessment form from Place and meet to discuss a version which amalgamates their contributions. Discussion over the value of community views out of the village, as it seems planning gives priority to views in from outside, but should also give weight to public views out provided community value can be shown. Place Studio to clarify.</p>	JB
5.	<p>Report from meeting with DIO and implications for plan JM reported on the meeting with DIO representative Kathy Edwards at Azimghur Barracks on 7.2.18. Where it emerged that:</p> <ul style="list-style-type: none"> - There will be no WC/DIO masterplan for the site as not enough funding was secured. - The 25% of funding that was secured will be used for a strategic transport and infrastructure assessment to help plan for the planned 40% growth of Chippenham. - Kathy Edwards suggested that we reconsider having the military sites as part of the the NP as the dates around sale are so uncertain. - OPE to provide a copy of the brief for the strategic transport and infrastructure assessment. - The ownership of the 'Parade Ground' site remains unclear, but development on it is not welcomed by DIO at this time. <p>Response from SG to meeting:</p> <ul style="list-style-type: none"> - The group is clear that the Designated Area of the plan should remain as it is and land within the Barracks and Airfield maintained as part of the NP. - Disappointment was voiced that there has been no communication direct from WC about the matters discussed at the meeting. <p>Agreed that JM write to WC to express regret that the duty for WC to assist the NP is not being fulfilled. There is increasing concern that the group cannot make informed decisions and satisfy WC criteria if WC link officer Simon Smith does not communicate directly with the group. Greater guidance from link officer be requested.</p>	JM
6.	<p>Update and guidance from Place Studio Update received from JB at Place Studio, MM to email round SG.</p>	MM
7.	<p>Timetable Update March Parish Magazine has a NP update article, handouts going into April advertising survey. History exhibitions, 21st and 22nd April, after school holidays. Design statement work to be shared with Steering Group before decision on which parts could be included as part of the history exhibitions.</p>	Character and Design group
9.	<p>AOB</p> <p>Date of next meeting 15.03.18</p>	