

MINUTES OF MEETING 20.04.17
Colerne Parish Neighbourhood Plan Steering Group

Date	20.04.17	Time Location	7.30 - 9.30 pm Colerne Old School
Present	Peter Brookes Bob Jones Anne Nicholas Jane Mellett Peter Foskett Tom Hall Mary Mellett Hilary Holman Karen Brzezicki Stephen Ayres Robert Jones Bob Child Peter Mellett Gary Brain	Apologies	Alan Crowdy Jacqui Bradburn George Batterham
Next Meeting	Colerne Old School 18.05.17	Chair: Recorder:	Jane Mellett Mary Mellett
Agenda	<ol style="list-style-type: none"> 1. Apologies 2. Minutes of last Meeting 3. Matters Arising <ul style="list-style-type: none"> (9.i) Communication group: Standard template and logo (9.ii) Designated area application (9 iv) Meeting on 31.3.17 with Simon Smith (WCC link person) Revised sale date for Airfield (2031) (10) Community Land Trust (fund application) (11) Land Owners 4. Financial Matters 5. Consultation Group 6. Timetable review 7. AOB, Date of next Meeting 		

No.	Item	Action By & Due
1	<p>Apologies</p> <p>Alan Crowdy Jacqui Bradburn George Batterham (all acknowledged the apologies email from George which supported pursuing Community Land Trusts as a way of facilitating</p>	

	Community-led development)	
2	<p>Minutes of Last Meeting (16.03.17) Minutes were approved by all present as a true record</p>	
3	<p>Matters Arising</p> <p>9.i) Communication group: Standard template and logo Tom Hall introduced a template in hard copy. He will email to Mary Mellett for use in published documents. Mary Mellett to make additions to it such as logo and font size. All approved of the logo produced by Bob Child.</p> <p>9.ii) Designated area application Jane Mellett confirmed that the application has been submitted to WCC. The completed application form was reviewed by the meeting, which approved of content. As of yet no acknowledgement of the application has been received from WCC, possibly due to Easter holidays.</p> <p>9 iv) Meeting on 31.3.17 with Simon Smith (WCC link person) Jane Mellett reported that it was a useful meeting with Stephen Ayres, Bob Jones and Jane Mellett in attendance. Application form for Designated Area was given at meeting.</p> <p>Revised sale date for Airfield (2031) The recent promotional flyer distributed to Colerne residents from Cllr Sheila Parker titled 'Colerne Airfield Update' was discussed. The flyer reads: <i>'The MoD has stated that they will not sell the airfield before 2031', 'Wiltshire Council and Mod will be working on a Masterplan...available in 2019.'</i> 'The MoD Document 'A better Defence Estate' shows the following disposal dates; Azimghur Barracks 2031. RAF Colerne Airfield 2018 (Note that this was changed to 2031 at the meeting).'</p> <p>It is thought that the meeting referred to is a regular meeting between Defence Estates and WCC in which multiple estates are discussed, not only those in the Colerne Parish.</p> <p>It was agreed that Jane Mellett write to Sheila Parker as our Counselor. The letter should contain following points:</p> <ul style="list-style-type: none"> - Request for confirmation and authentication of date of airfield sale because of the work the Neighbourhood Plan seeks to do. - In the event that Sheila parker cannot give us authentication herself, request the name and contact details of those responsible who can. <p>The subject of a the Masterplan referred to was discussed and concerns were raised that there may be insufficient public consultation in the process. Questions were raised on why a 2019 masterplan is necessary if the site is not to be sold until 2031. Suggestions were that a masterplan would be needed for a long term leasing of the site which would result in a change of use. It was agreed that we as the CNPSG should be participants and partners in the Masterplan process.</p> <p>Gary Brain advised that the Corsham Masterplan started when the Corsham Neighbourhood Plan was in it's infancy. The Masterplan does not have the weight of the Neighbourhood Plan; we need to be ahead of the Masterplan. Gary to email Corsham Masterplan to Mary Mellett as PDF along with page from Corsham Area</p>	<p>TH MM (ASAP)</p> <p>JM (ASAP)</p> <p>Gary B</p>

	<p>Framework which relates to Colerne.</p> <p>It was identified that a meeting with the Defence Estates Disposal department could help clarify. We can invite the Estates Sales reps from MoD at later date.</p> <p>We will seek an appointment with the Strategic Planning Department of WCC. They may not meet us if the Designated Area is not yet approved. Jane Mellett to contact Neighbourhood Planning Department to ask when it will be approved.</p> <p>10) Community Land Trust - application to their Fund start-up stage 1 Jane Mellett has put in an application for funding for a one-off consultation.</p> <p>11) Land Owners Bob Jones showed the start of a Parish map showing major land owners' boundaries. He also showed a cadastral map of common ownership. BJ and Gary Brain to continue with the map.</p>	<p>JM</p> <p>BJ Gary B</p>
<p>4</p>	<p>Financial matters</p> <ul style="list-style-type: none"> - Jane Mellett advised that the NP not WCC pays for the Housing Needs Survey, it was suggested that it may be possible to add to the 2012 survey which could cost less. The My Locality grant may not fund Housing Needs Survey. - It was confirmed that we do have sufficient funds for printing and venue hire for consultations. - It was confirmed that funds can be kept with the PC. - Clarity needed on whether WCC or NP funds the referendum at end of process. 	
<p>5</p>	<p>Consultation Group The wording for the flyer advertising first consultation was discussed. It was decided to change 'legal status' to 'formal status'.</p> <ul style="list-style-type: none"> - <i>'How would you like to see development occur within the Parish Boundaries.'</i> to replace <i>'what would you like to see happen to the airfield when it's sold?'</i> - <i>'How can we meet the needs of children and young people.'</i> to replace <i>'how can we get our children to school safely and sustainably'</i> - Times to be <i>'11.00'</i> or <i>'7:30 pm'</i> rather than <i>'11:00-12:00'</i> as it's a structured session not a drop-in. <p>It was confirmed that Mary Mellett and Hilary Holman to man the NP stall to distribute flyers and answer questions at May Fair on 6th May.</p>	<p>BC 21.4.17</p> <p>MM HH 6.05.17</p>
<p>6</p>	<p>Timetable Review (Gantt Chart) Peter Brookes displayed the Gantt Chart and suggested that there are tasks that can be performed in parallel.</p> <ul style="list-style-type: none"> - Housing needs survey to be added to Gantt chart - We will wait for neighbouring parishes to approach us with their agendas rather than approach them - Research can be done in parallel to Public Consultations such as existing property prices, historical information and 2012 Housing Needs Survey. - Elements of expenditure need to be itemised as My Locality grant only funds specified activities. - Currently the PC office cannot find the Housing Needs Survey. Gary Brain to help find it. - Jane Mellett to ask Simon Smith for the Wiltshire Core Strategy and Corsham Masterplan in hard copy. - Some discussion over whether plan vision can be started before consultation, and it was agreed that the structure not content of vision can be roughly 	

