

MINUTES OF MEETING

Colerne Parish Neighbourhood Plan Steering Group

Date	16th February 2017	Time Location	7.30 - 9.30 pm Colerne Old School
Present	Jacqui Bradburn Peter Brookes Bob Jones Samantha Jones Bob Child Peter Mellett Gary Brain Anne Nicholas Jane Mellett Peter Foskett Tom Hall Mary Mellett	Apologies	Alan Crowdey Hilary Holman Karen Brzezicki Stephen Ayres
Next Meeting	16/3/17, 19.30, Colerne Old School	Chair: Recorder:	Jacqui Bradburn/Jane Mellett Mary Mellett
Agenda	<ol style="list-style-type: none"> 1. Appointment of Chair 2. Appointment of Administrator 3. Terms of reference 4. IT communication 5. Grant application 6. Public consultation 7. AOB 8. Date of next meeting 		

No.	Item	Action by:	Action Due Date:
1	<p>Appointment of Chair It was decided that a Chair should be chosen who is not a member of the Parish Council.</p> <p>Action required or decision agreed to: Jane Mellett volunteered and all present agreed to her appointment.</p>	JM JB	
2	<p>Appointment of Administrator A paid position for the administration of Neighbourhood Plan business.</p> <p>Action required or decision agreed to: Mary Mellett offered to work in paid administrator role. All present agreed. An hourly rate of £8.50 was agreed upon. Administrator to record number of hours worked and be paid accordingly. Payment to come from Parish Council budget.</p>	MM	

3	<p>Terms of reference Draft 'Terms of Reference' document presented to group in hard copy. Authored by Peter Foskett, Alan Crowdey and Bob Jones.</p> <p>Action required or decision agreed to:</p> <ul style="list-style-type: none"> • 'Terms of Reference' document accepted as provisional working draft • Draft to be studied by all present and amendments and comments to be sent via email to Bob Jones. • Bob Child to put pdf copy of draft on Parish Website. • Approval of finalised 'Terms of Reference' to be decided upon at next meeting. • A need for a map identifying the boundaries and scope of plan was identified, Gary Brain to research options. • Gary informed the group that the Corsham Masterplan has a page with Colerne development boundary detailed. • Jacqui Bradburn suggested wording should be inclusive of Thickwood as part of the plan, and suggested using 'The Community' or 'Colerne and Thickwood'. 	BC BJ GB	ASAP Next meeting Next meeting
4	<p>IT communication The minutes of the communications sub-group meeting of 30th Jan were presented to meeting in hard copy. Authored by Peter Mellett. Included was a table detailing anticipated channels of communication.</p> <p>Action required or decision agreed to:</p> <ul style="list-style-type: none"> • Samantha Jones suggested adding 'communication with outside bodies' to the chart • The need for a shared digital filing repository was identified. It does not need multiple editing functions but should have a search function and agreed unified filing system. • Google docs and MS Office were identified as options but no decision taken on which to use. A balance to be struck between security risks, cost and accessibility. • Final drafts of documents to be put on Parish Council Website for information only. • A separate area of the Parish Council Website to be used for documents inviting consultation and response from community members. 	PM BC BC	
5	<p>Grant application Jacqui Bradburn presented an application form in hard copy for a grant from 'My Locality'. The current link to grant form appears to be at http://mycommunity.org.uk/take-action/neighbourhood-planning/support-grants/</p> <p>Action Required (or decision agreed to):</p> <ul style="list-style-type: none"> • Jane Mellett identified need for detailed investigation of application form before proceeding. • Bob Jones, Tom Hall and Jane Mellett to work together researching funding options and grant applications. 	BJ, TH, JM	Sub-group to meet before next steering group meeting

6	<p>Public Consultation</p> <ul style="list-style-type: none"> • Peter Mellett suggested that expert skills needed to compile a questionnaire that will return useful and quantifiable data. Samantha Jones suggested contacting Wiltshire County Council as they may have a 'Research and Intelligence' team who compile surveys and analyse data. They may charge for this service. • A lengthy discussion arose about the level of focus needed related to the development of the MOD site. <p>Action required or decision agreed to:</p> <ul style="list-style-type: none"> • Public Consultation sub-group created with Jane Mellett, Jacqui Bradburn, Anne Nichols and Samantha Jones • Jane Mellett volunteered to research previous Parish Council consultations relating to the hangar development. • Peter Brookes identified need for a programme or timetable. Jane Mellett suggests that this could be discussed once public consultation sub-group has met and made recommendations. 	JM, JB, AN, SJ JM	Sub-group to meet before next steering group meeting.
7	<p>AOB</p> <p>It was identified that it was unclear if an application for submitting the Neighbourhood Plan had been made, or simply a registration of interest. Gary Brain to research and clarify. Neighbourhood Plan application to be on agenda for next meeting.</p>	GB	By next meeting
8	<p>NEXT MEETING: Thursday 16th March, 7.30 pm</p>		