

**MINUTES OF MEETING 18.05.17**  
**Colerne Neighbourhood Plan Steering Group**

Date	18.05.17	Time Location	7.30 - 9.30 pm Colerne Old School
Present	Peter Brookes Bob Jones Anne Nicholas Jane Mellett Hilary Holman Karen Brzezicki Stephen Ayres Robert Jones Bob Child Peter Mellett Gary Brain CT Crabbe Jacqui Bradburn Mary Mellett	Apologies	Alan Crowdy Anne Nicholas George Batterham Peter Foskett Tom Hall
Next Meeting	Colerne Old School 15.06.17	Chair: Recorder:	Jane Mellett Mary Mellett
Agenda	<ol style="list-style-type: none"> <li>1. Apologies</li> <li>2. Minutes of Last Meeting (20.04.17)</li> <li>3. Matters Arising:               <ol style="list-style-type: none"> <li>9.i) template</li> <li>9.iv) Letter to Sheila Parker</li> <li>10) Consultation grant stage 1 start up</li> </ol> </li> <li>4. Report back on consultation Process.</li> <li>5. Future Publicity process</li> <li>6. Design of NP programme</li> <li>7. Feedback and plans for research for project               <ul style="list-style-type: none"> <li>- Housing needs Survey</li> <li>- Land ownership</li> <li>- Future research</li> </ul> </li> <li>8. Facilitated meeting</li> <li>9. Funding</li> <li>10. AOB and Date of Next meeting</li> </ol>		



	working with the support of the Parish Council	
<b>4</b>	<p><b>Report back on consultation Process</b></p> <p>The May Fair public consultation on 6th May and Village Hall consultation on 13th May were discussed. It was suggested that the next consultations should have smaller discussion groups to encourage involvement from quieter people. It was decided to send a follow up email people that attended 13th May consultation to invite further comments, suggest that they could attend again and ask that they tell friends about the consultations. It was suggested that the theme of the aging community be raised as a talking point at next consultation as it hadn't yet been covered.</p> <p>Hilary Holman's reports from the May Fair Consultation on 6th May and the 13th May Village Hall Consultation were welcomed as good records of the consultations and it was decided to keep the format of the reports the same for subsequent consultations. Reports to be published on NP Website once completed</p> <p>The need to encourage input from younger people was raised, following an email from Alan Crowdy. It was decided that a consultation stall similar to that at the May Fair be run at Armed Forces Day on 24th June, which will be well attended by families. Sharon Williams to be contacted to enquire about having a stall. Gary Brain agreed to ask his sons about young adult involvement. Jane Mellett Reported that following a meeting with Nick Smith, head of Geography and Planning Department at UWE, UWE students could assist with running workshops in school.</p> <p>Jane reported that the consultation session has led to CT Crabbe from Thickwood, requesting membership to Steering Group, which has been welcomed. Questions raised as to formal procedure of joining the SG. Bob Jones to look at TOR and amend with clearer points as to procedure to join the group. It was reiterated that the SG meetings open to all interested to observe. Membership to be decided upon after a new volunteer has observed a SG meeting.</p>	<p><b>Mary Mellett</b></p> <p><b>H Holman</b> <b>Bob Child</b></p> <p><b>Mary Mellett</b> <b>Gary Brain</b></p> <p><b>Bob Jones</b></p>
<b>5</b>	<p><b>Future Publicity process</b></p> <p>The need to publicise consultations more widely was raised especially using online media. Suggestions included:</p> <ul style="list-style-type: none"> <li>- Posting consultation sessions on Colerne Community pages, which has a membership of 1700 people, a couple of days in advance, and then clicking 'like' on the posting.</li> <li>- Having a Neighbourhood Plan Facebook page.</li> <li>- Emailing invitations to people days in advance of consultations</li> <li>- Ask clubs and societies to email out invitations to the consultations</li> <li>- Posting Introductory talk from Jane Mellett on Website, and putting a link from Facebook page</li> </ul> <p>Mary to meet with Karen and get advice from Bob Child with aim of setting up Facebook pages.</p>	<p><b>Mary Mellett</b> <b>All</b></p> <p><b>Peter Mellett</b> <b>Mary</b> <b>Karen</b></p>
<b>6</b>	<p><b>Design of NP programme</b></p> <p>The Gantt chart of NP programme produced by Peter Brookes and Peter Foskett was reviewed. Peter B explained the sequence and terminology was largely taken from WCC guidance. Timescales are optimistic, especially considering delays from WCC on Designated Area application and the consultation on Designated Area which must take 6 weeks. The Programme is split into two phases: Scoping and Delivery. Within Scoping phase we have submitted Designated Area and started Parish engagement. Vision and Objectives yet to be undertaken.</p> <p>The scenario of the Azimghur Barracks being excluded from our Designated Area by WCC was discussed. Suggested that fallback position should be that NP group are</p>	

	<p>part of the process of the Wiltshire Master Plan for Barracks from the beginning.</p> <p>The need for a meeting with WCC Strategic Planning Department and MOD Estates Disposal Unit was identified, but acknowledged that formal collaboration cannot be sought until Designated Area is confirmed.</p> <p>Jane Mellett reported back from a meeting on 18.05.17 with Nick Smith, head of the Geography and Planning Department at UWE. Some potential for student involvement with designs and consultation is possible, but waiting to hear back from Nick Smith as to what UWE can offer. Jane Mellett to report back once a response has been received.</p> <p>The possibility of an Expo, or design showcase for potential development within the Parish, was suggested to encourage blue sky thinking and to assess the possibilities available to the Parish.</p> <p>Future points for the Programme included -  August: Review data from consultations  Late Summer: Plan the questionnaire.</p> <p>It was suggested that possible professional organisations who can write and conduct the survey should be sought now, to investigate costs and timescale. Bob Jones to research.</p> <p>It was agreed that Peter Brookes keep the Gantt Programme up to date.</p>	<p><b>Jane Mellett</b></p> <p><b>Bob Jones</b></p> <p><b>Peter Brookes</b></p>
<b>7.</b>	<p><b>Feedback and plans for research for project</b></p> <p>Bob Jones reported that following advice from Peter Harroway 90% of fields within the Parish had ownership identified. Bob J and Bob C to create map marking land ownership with colour coded fields. Making good progress, map should be ready by June meeting.</p> <p>Development boundary lines identified as important to investigate; outside of the development line is harder to develop on. The historic boundary lines were discussed: 15 years ago the boundary included the airfield, then development boundary reduced to village, then the satellites of thickwood, northwood and pinewood were included. Colerne is classified as a large village, as such any development outside development boundaries has to be justified. Development boundaries are included in the Corsham Area Framework, Gary Brain to send to Mary, and Mary share with group.</p> <p>The potential for research to be conducted in parallel to consultations was discussed. Future research areas identified included:</p> <ul style="list-style-type: none"> <li>- Survey of information in the Parish Plan to assess elements that could be used in NP</li> <li>- Look at examiners decisions from other Neighbourhood Plans to avoid pitfalls</li> </ul>	<p><b>Bob Jones</b>  <b>Bob Child</b>  <b>Next Meeting</b></p> <p><b>Gary Brain</b>  <b>Mary Mellett</b></p>
<b>8</b>	<p><b>Facilitated meeting</b>  It was decided that a facilitated meeting was not needed.</p>	
<b>9.</b>	<p><b>Funding</b>  Jane Mellett reported on letter received from PC Clark Glenys Gill on current budget. Budget £373 spent to date, £1522.73 remains for funding for the year. Application to My Locality grant to be put in by the July meeting.</p>	
<b>10.</b>	<p>AOB and Date of Next meeting 15 June 2017</p>	