

AGENDA FOR MEETING 16TH MARCH 2017
Colerne Parish Neighbourhood Plan Steering Group

Item	Presented by	Documentation
1. Apologies		
2. Minutes of Last Meeting (16.02.17)	Mary Mellett	Minutes https://media.wix.com/ugd/d4ff5c_4201206557034abba6476972c6835310.pdf
3. Matters Arising - Vice-Chairs - Legal Status of Group	Jane Mellett Peter Foskett	
4. Adoption of Terms of Reference	Robert Jones	2017.02.19_TermsOfReference(v01) https://drive.google.com/open?id=0B4PSvNxxv2ViaQIM0LTNUYmJFclZCQ00SmktZWNsdnRNZUJn
5. Role of Secretary		
6. Map (Defining the Parish Boundary)	Gary Brain	
7. Project Timetable (Gantt Chart)	Peter Brookes Peter Foskett	2017.02.20_ProjectPlanningTemplate(v.01).xls. https://drive.google.com/open?id=0B4PSvNxxv2ViaY0VoSEpJYUdNQ3hxdmVCSXVQY3prQXRbD3o0 2017.02.19_GanttProjectTimetable(v.01) https://drive.google.com/open?id=0B4PSvNxxv2ViaWHRObU9QTEYUzVpcV9SdmQ4T29R
8. List of members	Mary Mellett	2017.03.09_CNPSGMembersList(v.01) https://drive.google.com/open?id=0B4PSvNxxv2ViaWk1xTHFHUmZmUm8ydzVicXpieFFJX0J5akFv
9. Matters arising from Steering Groups		
9.i Communications Group	Peter Mellett Tom Hall Bob Child	2017.03.07_CommunicationsPolicy(v.02)page1+2 https://drive.google.com/open?id=0B4PSvNxxv2ViaaTg5MXFCdHNJWU1KS1AtdUhiQllpOURKajVr 2017.03.07_CommunicationsPolicy(v.02)page3 https://drive.google.com/open?id=0B4PSvNxxv2ViaVHBfNTFJbGRqOXYzR0FIY0RiVE5TZGpzNi1r 2017.03.07_CommunicationsPolicy(v.02)page4 https://drive.google.com/open?id=0B4PSvNxxv2ViaazJWRXNIzjNvRFF5VTdhOTd5d0IPSng0cWN3
9.ii Designated Area Application Group	Jane Mellett Peter Brookes	2017.03.07_AreaDesignation(v01) https://drive.google.com/open?id=0B4PSvNxxv2ViaRURncjM0TThOU0luWIRWWXcxcXloaFJveVZz

9.iii Consultation Group (agree initial timing for consultation)	Anne Nicholas Jane Mellett Jacqui Bradburn	2017.03.06_ConsultationsGroupReport(v01) https://drive.google.com/open?id=0B4PSvNxv2ViaalYzN2VsajhrXzNNcUIVc1FsWGoxVEczdHdR
9.iv Finance Group	Jane Mellett Bob Jones	2017.03.02_FinanceSCReport(v.01).pdf https://drive.google.com/open?id=0B4PSvNxv2ViaU0NtakJydkMtUGNyNUpxZ2otdY4Nm5fNmZn
10. Community First Training in Neighbourhood Planning (Should we explore Community Land Trust Further?)	Jane Mellett Anne Nicholas Bob Jones Peter Brookes	2017.03.03_CommunityFirstTrainingReport(v.01) https://drive.google.com/open?id=0B4PSvNxv2ViaSGtibmxrSjZ4ZWZpV3U1R2xEtzhTM3habDdv
11. Future work/groups - <ul style="list-style-type: none"> ● Visits/meetings with other NP groups ● Sub-groups – eg Environment/Low Carbon/sustainability group 	Jane Mellett	Low Carbon Neighbourhood Planning Guidebook https://www.cse.org.uk/downloads/reports-and-publications/policy/community-energy/energy-advice/planning/renewables/low-carbon-neighbourhood-planning-guidebook.pdf
12. AOB and Date of Next Meeting (Thursday 20th April is Easter Week, how many can attend?)		