

MINUTES OF MEETING 16.03.2017
Colerne Parish Neighbourhood Plan Steering Group

Date	16.03.2017	Time Location	7.30 - 9.30 pm Colerne Old School
Present	Peter Brookes Bob Jones Gary Brain Anne Nicholas Jane Mellett Peter Foskett Tom Hall Mary Mellett Hilary Holman Karen Brzezicki Stephen Ayres George Batterham Robert Jones Alan Crowdy	Apologies	Jacqui Bradburn Bob Child Peter Mellett Simon Smith Angela Williams Samantha Jones Hannah Newton
Next Meeting	Thursday 20th April 19.30, Colerne Old School	Chair: Recorder:	Jane Mellett Mary Mellett
Agenda	<ol style="list-style-type: none"> 1. Apologies 2. Minutes of Last Meeting (16.02.17) 3. Matters Arising <ul style="list-style-type: none"> • Vice-Chairs • Legal Status of Group 4. Adoption of Terms of Reference 5. Role of Secretary 6. Map (Defining the Parish Boundary) 7. Project Timetable (Gantt Chart) 8. List of members 9. Matters arising from Steering Groups <ol style="list-style-type: none"> i) Communications Group ii) Designated Area Application Group iii) Consultation Group (agree initial timing for consultation) iv) Finance Group 10. Community First Training in Neighbourhood Planning (Should we explore Community Land Trust Further?) 11. Future work/groups - <ul style="list-style-type: none"> • Visits/meetings with other NP groups • Sub-groups – eg Environment/Low Carbon/sustainability group 12. AOB and Date of Next Meeting 		

	<p>before the airfield sale expected in 2018, but would be in place for the sale of the military base due 2031.</p> <p>Peter Brookes advised that the free online Gantt software can be exported into Microsoft Project for better presentation. Peter Foskett to research use of Microsoft Project and liaise with Peter Brookes. It was agreed that the Secretary be responsible for updating the project timetable once it has been created.</p>	<p>PB PF MM</p>	<p>By next meeting</p>
	<p>List of Members Mary Mellett to continue compiling members list. It was decided to include 'Advisory Members' who will offer expertise and guidance but not attend meetings. Jane Mellett requested that new members continue to be invited.</p>	<p>MM</p>	
<p>9.</p>	<p>Matters Arising From Steering Group</p> <p>i) Communications Group The draft Communications Policy was reviewed. It was agreed that a document template is needed to enable consistency. The template will include covering page, footer, font type and size. Tom Hall to produce template and email it to members. Tom Hall to update Communications Policy with reference to the template, with aim to formally adopt Communications Policy at next meeting.</p> <p>Karen Brzezicki raised the possibility of a CNP logo. Bob Child to be asked for advice on this.</p> <p>ii) Designated Area Application Group The first formal application phase. Peter Brookes reported that at the Community First Training he was told that if a NP applies for the whole of a parish to be a designated area, the County Council is obliged to accept. Jane Mellett explained that Wiltshire County Council will only give the application form after a meeting with our link person Simon Smith. Jane to book appointment with Simon.</p> <p>We reviewed the draft Designated Area document authored by Peter Brookes. Peter explained that the application is a fairly simple form asking why the area is consistent with having a plan and why it is a distinct neighbourhood and not joined to another area. Document to be amended with '<i>Steering Group</i>' to replace '<i>Parish Council</i>' in the second paragraph. '<i>Key Issues</i>' section also to be revised.</p> <p>After a discussion around options of reducing or enlarging the boundary a vote was taken to formally agree the Parish Boundary as the proposed Designated Area of the Neighbourhood Plan. All present agreed. Mary Mellett to email Glenys at PC to request that the PC qualify this decision at the next PC meeting.</p> <p>It was noted that the plan should extend its research to represent the interests of neighbouring parishes on matters concerning them such as traffic flow. As neighbouring Parish Corsham is also producing a NP, it</p>	<p>TH</p> <p>BC KB</p> <p>JM</p> <p>PB</p> <p>MM</p>	<p>By next Meeting</p> <p>By next Meeting</p> <p>A.S.A.P</p> <p>By next Meeting</p> <p>Before next PC Meeting</p>

<p>will be useful to liaise with them.</p> <p>Freshford NP identified as a useful case study as they also have multiple boundaries.</p> <p>It was agreed that the map of the Parish presented by Gary Brain be used as the Designated Area Map.</p> <p>iii) Consultation Group</p> <p>It was agreed that the May Fair on 6th June be used to advertise the initial consultation focus groups. Groups to be convened in 6 areas of Colerne. Karen Brzezicki to help arrange volunteers for events. Jane Mellett will be absent for May Fair.</p> <p>Two possible venues were identified for the Thickwood consultation: Lucknam Park and Calder House School. Consultation to be in June on a Saturday morning. George Batterham to enquire with Calder House, Tom Hall to contact Lucknam Park.</p> <p>It was agreed that we request for funds be made available from the PC for this financial year for production of materials, printing costs and venue hire.</p> <p>We were reminded that there is a village marqui which could be used for larger consultations. Last consultation to be larger and include those from all village areas who missed previous ones.</p> <p>Armed Forces Day (last Saturday in June) and the Festival on the Hill identified as opportunities to engage with residents. Kick Radio and Corsham Digital could also be used.</p> <p>Parish Magazine: Jane Mellett reported that she has submitted an article to the PM to appear in April edition. NP to have a regular space every quarter for update from Jane Mellett. Dates for consultations to appear in May edition.</p> <p>Jane Mellett reported that Hannah Newton has offered to help with facebook articles and other reports. Jane Mellett to liaise.</p> <p>iv) Finance Group</p> <p>It was agreed an application be made for £500 grant for funding a consultant to visit group and talk about the Community Land Trust.</p> <p>Jane Mellett reported that the Community First government funding is very detailed form, we have insufficient evidence to apply yet.</p> <p>Jane Mellett to ask Simon Smith is what we will be charged for process. The expectation is that we will not be charged.</p>	<p></p> <p>KB</p> <p>GB TH</p> <p></p> <p>JM</p> <p>JM</p> <p>BJ JM</p> <p>JM</p>	<p></p> <p>By next Meeting</p> <p></p> <p>10th April</p> <p></p> <p>By next Meeting</p> <p>By next Meeting</p>
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10	<p>Community First Training Following feedback from Anne Nicholas, it was agreed that the training was very useful and future trainings be attended. Hilary Holman to liaise with Jane Mellett on her notes from separate Community First event.</p> <p>Community Land Trust identified as a potential prospect for village plan as government has increased support of schemes.</p>	<p>HH JM</p>	
11	<p>Future Work and Groups Proposal to meet with other neighbourhood plan groups.</p> <p>Jane Mellett to enquire if Phil Chamberline could advise on environmental and sustainability aspects of plan including the Strategic Environmental Assessment.</p> <p>Need to liaise with local landowners identified. Bob Jones to research who the landowners are and which land they own. Planning Applications suggested as useful resource. Defence Infrastructure Officer identified as link person for matters relating to the military base.</p> <p>It was agreed a more recent Housing Need Survey is required, the last survey being 2012.</p> <p>Steven Ayres reported he is researching the 2011 census for useful evidence for the NP.</p>	<p>JM</p> <p>BJ</p> <p>SA</p>	<p>By next Meeting</p> <p>By next Meeting</p>
12	<p>Date of Next Meeting Thursday 20th April,</p>		