

20.08.20 MINUTES OF MEETING
Colerne Neighbourhood Plan Steering Group

Held via ZOOM

Time		Location	Via Zoom
Present	Steve Ayres (SA) Jacqui Bradburn (JB) George Batterham (GeB) Hilary Holman (HH) Peter Mellett (PM) Jane Mellett (JM) Bob Jones (RJ) Sue Jones (SJ)	Apologies	Anne Nicholas (AN) Mary Mellett (MM) Bob Child(RC)
Next Meeting	Thursday 10th September 2020,7.30pm Via ZOOM	Chair: Recorder:	Jane Mellett Peter Mellett
Agenda	Item		
	<ol style="list-style-type: none"> 1. Apologies (above) 2. Minutes of Last Meeting 3. Matters arising - SEA report 4. Reg 14 Draft V10 i) To agree and endorse wording ii) To agree process for completion with Design Statement 5. Work to be completed for Reg 14 6. How to manage the consultation process 7. Finance 8. Date of Next Meeting 		

2.	Minutes of Last Meeting: Approved.	
3.	Matters arising: SEA report: Bob Jones requested that, in order to make editing straightforward and accurate, ACOM provides him with a 'one pager' detailing, with page references, the material from the report that is required to be inserted in the current version of the NP. RJ to contact Rosie.	RJ
4.	V10 Reg 14 Draft Plan i) To agree and endorse final wording for Reg 14 Draft. Contemporaneous amendments were made to the V.10 draft as points were raised	

	<p>and discussed by the meeting. Members were requested to read the entire document and to comment on form and flow before September 1st. The AECOM SEA report is expected on August 28th, at which point it will be circulated to members for comment. It was agreed that Bob J would circulate a reference sheet in early September indicating the elements of the AECOM SEA report that he had incorporated into V.10 in order to generate V.11; members would be then invited to 'sign off' the NP at the next SG meeting (10th September) on the basis of their earlier reading of V.10 coupled with the amendments indicated by the reference sheet and any resulting observations fed back by SG members to Bob J.</p> <p>ii) To agree process for final cross editing with Design Statement</p> <p>Jane agreed that she will start the cross-editing process of V.10 with the Design Statement.</p>	<p>NB all members</p> <p>1st Sept deadline To read V10 and send amends. To Bob J</p>																														
<p>5.</p>	<p>Work to be completed for Reg. 14</p> <p>As noted in 4(i) above, elements of the SEA report need to be incorporated into V.10 of the NP to form V.11; this version will be 'signed off' by the SG at its next meeting (on 10th September) – see also 6. below.</p>																															
<p>6.</p>	<p>How to manage the consultation process</p> <p>The meeting started from the decision that the Referendum should take place at the same time as the Local Elections i.e. 6th May 2021. The first task in the consultation process is to submit to the Parish Magazine details of the consultation process to be advertised in the October edition (deadline 10th September). A timeline of the necessary sequence of events between these two dates was sketched out, as follows:</p> <p>TIMELINE for remainder of process</p> <p>10th Sept -----20th Sept-----10th October-----5th December----Jan.</p> <table border="0"> <tr> <td>Parish Mag</td> <td>“what’s in the Plan”</td> <td>Consultation Launch</td> <td>close</td> <td>Revamp</td> </tr> <tr> <td>SG meeting -</td> <td>leaflet to Mag</td> <td>November</td> <td>consultation</td> <td>completed</td> </tr> <tr> <td>to agree Wording</td> <td></td> <td>4 booked webinars</td> <td></td> <td>for Reg16</td> </tr> <tr> <td>and further meeting</td> <td></td> <td>8 weeks</td> <td></td> <td>WC send to Inspector</td> </tr> <tr> <td>To sign off</td> <td></td> <td></td> <td></td> <td>March-Accepted</td> </tr> <tr> <td>final docs for publication on Website(?1st Oct)</td> <td></td> <td></td> <td></td> <td>by WC for Referendum</td> </tr> </table> <p>It was agreed that the eight-week extended consultation process must be adapted to fit with the current Covid pandemic conditions; the October Parish Magazine article should include details of holding on-line meetings with parishioners for discussions of the NP; also, black-and-white copies of the NP should be available for those who adequately make the case that they do not have the opportunity to access the report via the internet; the B/W copies will consist of words only and be printed A4 rather than the A3 of the colour original. It was agreed that current circumstances and resources severely hamper accessibility considerations. There should also be a concise A5 Parish Mag ‘insert’ for the plan with key points that goes to every household.</p>	Parish Mag	“what’s in the Plan”	Consultation Launch	close	Revamp	SG meeting -	leaflet to Mag	November	consultation	completed	to agree Wording		4 booked webinars		for Reg16	and further meeting		8 weeks		WC send to Inspector	To sign off				March-Accepted	final docs for publication on Website(?1st Oct)				by WC for Referendum	<p>PM to work on this.</p>
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<p>7.</p>	<p>Finance – update</p> <p>Hilary reported that she has applied for the £1000 grant via Locality to support Place</p>																															

	<p>Studio work post Reg 14; an acknowledgement has been received; Jeff has an existing £600 set against work yet to be done. Money needs to be allocated for printing full-colour copies of the NP for Reg. 14 and for further reprographics.</p> <p>It was agreed that monies allocated in the budget for design work will be allocated.</p>	
8.	AOB: None	
9.	NEXT MEETING:- 7.30pm via ZOOM Thursday 10th September 2020.	