

MINUTES OF MEETING
Colerne Neighbourhood Plan Steering Group
15th August 2019

Time	7.30 pm	Location	Colerne Old School
Present	Steve Ayres (SA) Jacqui Bradburn (JB) Peter Brookes (PB) Bob Child (RC) Hilary Holman (HH) Bob Jones (RJ) Sue Jones (SJ) Peter Mellett (PM) Jane Mellett (JM) Mary Mellett (MM)	Apologies	Gary Brain (GB) Jeff Bishop (JB) Tom Hall (TH) Brian Mathew (BM) George Batterham (GeB) Anne Nicholas (AN)
Next Meeting	Thursday 15th August	Chair: Recorder:	Jane Mellett Mary Mellett
Agenda	<p>Item</p> <ol style="list-style-type: none"> 1. Apologies 2. Minutes of Last Meeting 3. Matters Arising <ul style="list-style-type: none"> • Discuss and finalise vision map • Update from meetings and progress 4. Writing the Plan: NP Structure 5. AOB and Date of next meeting 		

2.	Minutes of Last Meeting: Approved	
3.	<p>Matters Arising</p> <ul style="list-style-type: none"> • Discuss and finalise vision map A slightly revised vision map, reflecting current MoD ownership and realistic expectations for a working airfield, was displayed on screen and APPROVED by the group. MM to add title and date and circulate. Agreement that this copy of map will supercede prior copies and not changed further unless agreed by group. MM to update vision statement document online with new map. • Update from meetings and progress <ul style="list-style-type: none"> - JM confirmed that herself and SJ had met with local landowner Mr J Robinson that day (15.08.19) to inform him of the group's intention to allocate a section of his land north of C151 within a 'Green Buffer Zone'. JM reported that Mr Robinson had assured he did not intend to develop the land and was content with this designation. - JM confirmed she had also informed Mr Gregory, a second landowner with a field within the intended Green Buffer Zone. - JM to also inform Mr R Payne as above. 	<p align="center">MM</p> <p align="center">JM</p>

	<ul style="list-style-type: none"> - JM confirmed a tripartite meeting between DIO, WC and Steering Group reps scheduled for the second week of October. 	
4.	<p>Design Statement To receive draft of pageset Design Statement and text for comments.</p> <p>RC's pageset draft was welcomed and reviewed.</p> <p>Changes agreed:</p> <ul style="list-style-type: none"> - Change title to 'Character and Design Statement' - Add 'building materials' and 'sustainability' rows to Character Area guidance boxes. - Add guidance for roofing materials in areas within the conservation area. <p>The following production system was agreed:</p> <ul style="list-style-type: none"> - SG to continue to comment until 1st September - MM to integrate changes from JeB into shared text document. - Coloured notifications of all changes to be included within text. - MM to make changes suggested by SG to text file - RC to integrate edited text into pageset document and add titles to pictures - Presentation of revised document at September 19th meeting <p>JM to review draft WC Sustainability Policy and identify text pertinent to Design Statement for referencing within the Statement.</p>	<p>Comments from SG</p> <p>MM Edit RC Design</p> <p>JM</p>
5.	<p>Concept Statement</p> <p>Draft document authored by Jeff Bishop (JeB) discussed. JM confirmed an outline of concept statement would need to be sent to stakeholders by mid September. The group defined the following brief for this outline:</p> <ul style="list-style-type: none"> - Should be 4 pages max. - Need not examine every option, but should tell the story of the needs and preferences of the community. - Should <i>only</i> include the Vision Statement map as approved above - no other maps to be included. <p>To be redrafted by JM and checked with JeB, then emailed to SG for comments prior to circulation for the tripartite meeting.</p>	<p>JM to liaise with JeB</p>
6.	<p>Writing the Plan: NP Structure</p> <p>Structure stands. There may be some changes to the order as time goes on.</p> <p>'Plan Drafting Assignments' Document authored by RJ was reviewed detailing authoring and contents for NP. The document was APPROVED by the group on the understanding that there will be some changes to the order and it may evolve over time. RJ to email full updated version to SG. It was agreed that RJ would act as editor for the preparation of draft No 1 as the various contributions are received.</p> <p>There was agreement that accuracy and consistency between documents was important, but repetition does not matter at this stage. However, to prevent time wasting, suggestion to lift text from documents already written such as Design Statement text for introduction and history.</p> <p>Editorial decisions for authoring:</p> <ul style="list-style-type: none"> - 3rd person narrative - Active voice where possible - Number paragraphs 	<p>RJ</p>

	<ul style="list-style-type: none">- Acknowledge survey results wherever possible, and where delivery of preferences is not possible explain why and detail compromises possible.- All pictures should 'earn their keep' and authors to put notes in text (in different colour) detailing pictures needed.	
7.	AOB and Date of next meeting: Thursday 19th September	