

10.09.2020 MINUTES OF MEETING
Colerne Neighbourhood Plan Steering Group

Held via ZOOM

Time		Location	Via Zoom
Present	Steve Ayres (SA) Jacqui Bradburn (JB) Hilary Holman (HH) Peter Mellett (PM) Jane Mellett (JM) Bob Jones (RJ) Sue Jones (SJ)	Apologies	Anne Nicholas (AN) Mary Mellett (MM) Bob Child(BC)
Next Meeting	TO BE DECIDED Via ZOOM	Chair: Recorder:	Jane Mellett Peter Mellett
Agenda	Item 1. Apologies (above) 2. Minutes of Last Meeting 3. Matters arising - i)Meeting with Henning Totz & Mike Kilmister ii) Finance iii) Wording for notice of Consultation in Parish Mag 4. Response to SEA & HRA reports 5. Reg 14 Draft i) Agree final wording ii) Update in Design process and style. iv) Agree final consultation dates. 6. To discuss and agree wording for A5 insert leaflet for Parish Mag. 7. AOB and next meeting.		

2.	Minutes of Last Meeting: Unanimously accepted as a true record.	
3.	Matters arising: (i) Meeting between JM and Henning and Mike Kilmister re: Reg 14 process Jane reported that we are urged to go to Reg 14 consultation as soon as possible –12th October is the date currently in view; we can make further amendments post Reg. 14. There are many statutory bodies for us to inform using a standard format; they will deal with informing the necessary departments inside Wiltshire Council.	

	<p>(i) Finance</p> <p>Hilary reported that a further £1000 grant has been won from Locality. The overall financial review indicates that we shall be OK if Jeff carries out only what we have estimated for; if he goes over this amount, or there are other unforeseen circumstances, then we shall be in deficit. Hilary will produce a mini-statement for the SG giving a breakdown of the expected spend to the end of the financial year.</p> <p>(iii) Wording for notice of consultation in Parish Mag</p> <p>Copy has been sent off for printing to meet the deadline of the 10th of the month; Jane noted that the wording has to follow the statutory requirement. We have a little more time to prepare the flyer; Pete circulated a draft, which was discussed; he will respond to the points raised by the meeting and circulate by email a final draft for comment / approval early in the coming week. Steve Ayers will coordinate setting up new website pages to facilitate the Sn. 14 consultation.</p>	
4.	<p>Response to SEA and HRA reports</p> <p>Jane has been in contact with AECOM about the poor mark received by the drill site, which resulted from a misconception about its setting; Bob C has now amended the photo used in the draft Plan used by AECOM and Jane will contact them for a re-assessment. The 'Valued Views' map has been revamped.</p>	JM
5.	<p>Reg. 14 Draft</p> <p>(i) Agree final wording for completion of the design stage</p> <p>Bob J has amended: Policy NEP1 to conform to European bat regulations; added two photos under Green Corridor N-C151 to illustrate 'brownfield' and 'greenfield' sites; presence of green corridor to influence preservation of employment in hangers; addition to Vision section of resilience in design to prepare for changes in current certainties.</p> <p>The SG formally approved the wording of the current draft (v.10), which Bob J will save as version 11 after completing agreed slight changes; the Vision section is now complete.</p> <p>(ii) Update on design process and examples of style</p> <p>Bob C is improving the quality of some of the photographs. He has also standardised many maps to O.S. to achieve adequate resolution. There was a general feeling that the legibility of the white type on orange background used for the Policies section could be improved by an alternative colour choice; Jane will contact Bob about this.</p> <p>(iii) Agree final Reg. 14 consultation dates</p> <p>The period 12th October to 7th December was agreed. It was agreed that there is a need to set up webpages within the NP section of the PC website, both for online viewing or pdf download of the Plan (v.11) and all supporting documents (including the feedback form); these webpages must be available from the start of the consultation process – Steve to coordinate.</p>	JM,RC SA

6.	<p>To discuss and agree wording for A5 insert for Parish Magazine</p> <p>It was agreed that the current draft is too complex; Pete will 'slim down' and circulate an amended version for comment early next week.</p>	PM
7.	<p>AOB and date of next meeting</p> <p>No further matters were raised.</p> <p>The meeting closed at 10:00 p.m. Date of the next meeting to be agreed after the launch of the Reg. 14 consultation.</p>	JM
8. 9.		