

16TH JANUARY 2020 MINUTES OF MEETING Colerne Neighbourhood Plan Steering Group

Time	7.30 pm	Location	Colerne Old School
Present	Steve Ayres (SA) George Batterham (GeB) Hilary Holman (HH) Bob Jones (RJ) Sue Jones (SJ) Mary Mellett (MM) Peter Mellett (PM) Jane Mellett (JM)	Apologies	Gary Brain (GB) Jacqui Bradburn (JB) Jeff Bishop (JB) Bob Child (RC) Tom Hall (TH) Anne Nicholas (AN)
Next Meeting	Thursday 20th February, 7:30	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 4. To Receive an approve Reg. 14 version of Character and Design Statement 5. Plan Writing - update on progress, process and timing 6. <ol style="list-style-type: none"> a) To receive and review the revised Contents plan for the draft Plan. b) To receive and approve updated Sites report for the Plan 7. To receive and review draft report on Playspaces within the Parish 8. To receive and review draft report on allotments 9. AOB and Date of next meeting 		

2.	Minutes of Last Meeting: Approved	
3.	<p>Matters Arising: Finance: HH - to email Place re. finances. JM confirmed Jeff Bishop budgeted for up to Reg. 14.</p> <p>RJ fed back Parish Council developments - Neighbourhood Plan proposed funding approved for rest of financial year. The proposed NP budget for next year was also adopted and approved by PC.</p>	HH
4.	<p>To Receive and approve Reg. 14 version of Character and Design Statement APPROVED for sharing at Reg 14. With following actions:</p> <ul style="list-style-type: none"> - Search and replace needed on 'Design Statement' to Character and Design Statement (CDS). (RC) - JM APPROVED to use CDS as part of talk at Garden Club AGM 	RC JM

	<ul style="list-style-type: none"> - Will wait to publish online until the Plan is also ready for publication, as both integrally linked. 	
5.	<p>Plan Writing - update on progress, process and timing</p> <p>Following timetable agreed:</p> <p>~ 21st Jan PM to complete drafting and send policies to HH for editing. ~ 26th Jan PM & HH to send Policies to RJ and RJ to integrate extras (Concept statement and policies) into draft plan. ~ 10th Feb RJ to send out text of draft plan to SG members and JeB 20th Feb SG meeting to review and feedback on draft text (RC may have commenced basic page layout and headings during this time and consideration of technical issues re website) ~ 14th March RC circulates designed draft Plan to SG 19th March designed draft Plan reviewed at SG meeting 20th March PC are sent a “good enough” designed draft plan to digest before 31st March (NB. JM to check if this a Public meeting, public records.) On 31st March PC extraordinary meeting to review draft plan to approve process and date for reg. 14. SG members welcome to attend meeting. PC to be requested to ensure NP SG are the first to publish the draft Plan online from ~ 13th April. ~ 4th April onwards draft plan sent to external local editors for fresh eye on content and readability ~ 13th April Plan circulated and published for Reg. 14. (minimum six week consultation)</p>	<p>PM HH</p> <p>RJ</p> <p>RC</p> <p>JM</p>
6.	<p>a) To receive and review the revised Contents page for the draft Plan. V3. Contents page reviewed and APPROVED. Agreed that Character and Design Statement will be a second part so that it can be A3 landscape, Plan to be A4 portrait. For Appendices, listed hotlinks to be used rather than whole documents.</p> <p>To be saved online as: Colerne Neighbourhood Plan</p> <p>a) <u>The plan</u> b) <u>Character and Design Statement</u></p> <p>b) To receive and approve updated Sites report for the Plan APPROVED Following agreed changes:</p> <ul style="list-style-type: none"> - Revise ‘Landscape’ section on pg 4 - Delete 2nd and 3rd sentences of ‘Other Comments & Interim Conclusions’ on pg 3. 	<p>SJ</p>
7.	<p>To receive and review draft report on Playspaces within the Parish APPROVED as evidence report following addition of Rugby club and changes to map (add Rugby club, correct location of Rec.)</p>	<p>MM/JM</p>
8.	<p>To receive and review draft report on allotments Document reviewed and APPROVED as evidence report once up to date figures from PC are included.</p>	<p>JM</p>
9.	<p>AOB and Date of next meeting 20th February 2020</p>	