

21.03.2020 MINUTES OF MEETING
Colerne Neighbourhood Plan Steering Group

Time	7.30 pm	Location	Online via Zoom
Present	Steve Ayres (SA) Jacqui Bradburn (JB) Bob Child (RC) Hilary Holman (HH) Peter Mellett (PM) Jane Mellett (JM) Bob Jones (RJ) Sue Jones (SJ) Mary Mellett (MM) Jeff Bishop (JeB)	Apologies	Gary Brain (GB) Tom Hall (TH) George Batterham (GeB) Anne Nicholas (AN)
Next Meeting	TBC (16th April?)	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 consider approving the revised Concept Statement and Map 5. To review the Draft Neighbourhood Plan (V6) and consider its presentation to the Parish Council on 31st March. 6. To agree the production timetable following approval / feedback from Parish Council. 7. To discuss the process for presentation of the plan to the community and neighbouring parishes and the mechanism for recording responses to the plan. 8. AOB and Date of next meeting (16th April?) 		

2.	Minutes of Last Meeting Approved	
3.	Matters Arising Coronavirus - caused meeting to be moved online, but worked well.	
4.	To consider approving the revised Concept Statement and Map Agreement that 'Concept Statement' evidence document should be added directly into the plan as 'Part 7'. Current 'Part 7, section 2' to be integrated and a check done to ensure no details from current 'Part 7' are lost (RJ). JeB to check there is a statement expecting community involvement throughout masterplan production. All SG and JeB to comment on new 'Part 7 Concept Statement.' once circulated by RJ. MM to redraft map to correct northern perimeter line of airfield and paste into Plan.	RJ JeB All SG MM

<p>5.</p>	<p>To review the Draft Neighbourhood Plan (V6) and consider its presentation to the Parish Council on 31st March. RJ confirmed that unless comments remain in document, all suggestions from Steering Group have been resolved.</p> <p>9 outstanding comments from JeB were reviewed on 'V6 of Reg 14 Draft'.</p> <ul style="list-style-type: none"> - <i>Part 2, ii, Plan Objectives, Objective 3 (p10)</i> Only positive statements to be included. JeB to find alternative place and wording for following statement: "To encourage the provision of housing aimed at identified local needs, in preference to speculative development of general-market housing; and is on a small scale that does not overwhelm the existing settlements [BEP3 i, iv];" - <i>BEP4, iv, p26</i> Remove from policy box and place below. (Policies not permitted re. Crown Land) - <i>Policy NEP2: Green infrastructure and biodiversity, context</i>, Include reference to County Wildlife Sites. JeB to confirm with Katie where this should be detailed (CDS or Plan). - <i>Policy NEP3: Local Green Spaces, p35</i> JeB to provide standard wording. - <i>CP1 Traffic and Transport</i> - Not a policy because it repeats CP62. JeB to suggest extra text to localise CP62, including ref. To Pre-ap protocol process. RJ to email list of local considerations to JeB and copy Steering Group in. - <i>SEP1 Policy SEP1: Renewable Energy (p42)</i> Replace 2. JeB to advise. - <i>Policy SEP3: Dark Skies and Street Lighting</i> JeB to ask Katie to advise. - <i>Policy CWBP4: Children's Play Areas</i>, Currently states provision needed if 10 or more dwellings built - JM to check source (National Playing Fields Association or WC?). If WC policy, we can only reference. If it is not WC policy, evidence needed for figure of 10 in Play Areas report. Thickwood only area without Play Area provision, agreement to add expectation of provision in Thickwood development guidance. - <i>CPA1</i> - to remain 'expected' - <i>Theme H: Allocated development sites, site 1.</i> Add 'Development proposal to offer contribution to a Thickwood play-area.' 	<p>JeB</p> <p>JeB / Katie</p> <p>JeB / RJ</p> <p>JeB JeB / Katie</p> <p>JM JeB</p> <p>RJ</p>
<p>6.</p>	<p>To agree the production timetable following approval / feedback from Parish Council.</p> <p>It was agreed with Jaqui Bradburn (JB) that the face-to-face meeting on 31st March will be cancelled due to virus. JB to email PC to cancel. Once amendments agreed, a 'V7' pdf of text to be circulated to Parish Council for comments via email and one hard copy - a deadline of 2 weeks to be given. Suggestions from PC to be pasted by JM and MM as comments into the Google Docs V7, the comments will then be reviewed at a SG meeting (online). A Parish Council meeting (or online meeting) will be needed to formally approve the document once changes are made.</p>	
<p>7.</p>	<p>To discuss the process for presentation of the plan to the community and neighbouring parishes and the mechanism for recording responses to the plan.</p> <p>JM shared an email from Henning Totz which confirms an SEA will be needed due to site located within a bat habitat (Bath and Bradford on Avon Bats SAC.)</p> <p>JM to send pdf of V7 (same as Parish Council copy) to Henning for 5 week consultation by 3 environmental bodies. Following this an AECOM SAE can be undertaken. Reg 14 not to be undertaken until SEA completed.</p> <p>JeB to chase contact at Historic England to check whether it is likely a Heritage Assessment will be required.</p>	<p>JM</p> <p>JeB</p>

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