

**29th APRIL 2021 MINUTES OF MEETING**  
**Colerne Neighbourhood Plan Steering Group**

**Held via ZOOM**

Time	7.30	Location	Via Zoom
Present	Steve Ayres, Jane Mellett, Jacqui Bradburn, Bob Child, Hilary Holman, Sue Jones, George Batterham, Peter Mellett, Bob Jones	Apologies	Anne Nicholas (AN) Garry Brain (GB)
Next Meeting	<b>27th May 2021</b>	Chair: Recorded via zoom:	Jane Mellett
Agenda	<b>Item</b>		
	<b>1. Apologies</b> (above) <b>2. Minutes of Last Meeting</b> <b>3. Matters Arising</b> <b>4. Design Statement</b> <b>5. Submission Drafts</b> <b>6. Process from Here</b> <b>7. AOB</b>		

2.	<b>Minutes of Last Meeting:</b> Approved.	
3.	<b>Matters Arising</b> - None	
4.	<b>Design Statement</b> RJ commended the photos and layout. Edits - i) remove 'p' from name of all policies referenced. ii) RJ - edits re North Colerne - JM to re write this with separation of areas in the map, thus supporting arguments in the Policy Plan, incl possible confusion with future new development. Add codicil to the box - "all this subject to review as part of the Masterplan should this area become scheduled for rebuilding within the disposal of MoD land." And connect C1a and C2b iii) Topic #2 does not give guidance - RJ has suggested rewording. iv) NB - car number plates are too evident in places! Need masking for both military and civilian cars.  With above changes, the SG voted unanimously to <b>APPROVE</b> this as the Submission Version of the Design Statement.  Next stage - Submission documents sent to AECOM SEA consultants for post reg 14 assessment. Meanwhile we can complete the design work for the Policy Plan. Needs	<b>JM</b> <b>JM</b> <b>RC</b>

	approval by the Parish Council, then sent to the Local Authority. No further work on our part until after the Examiner has seen them, and only in response to him.	
5.	<p><b>Submission Drafts</b> (these can be returned to for final approval after design stage completed)</p> <p><b>Version3, 23.4.21 of Policy Plan.</b> Discussion re the best positioning for the Topic Paper#1 - where the argumentation for the strategy is contained, leaving the Policy Paper reading more as an 'executive summary'. This action taken in response to the Link Officer's advice, with support from JeB. How can we ensure that it is an integral part of the Policy Paper? JM suggested incorporate as Annexes in a section 8 of the Plan. PM - emphasised that this plan will primarily be read on screen. Therefore if we have anchors in the main document with links to the part of the Topic Paper relevant, it will be a virtual version of having a finger in the page of the Topic Paper, whilst also working still as a hard copy. BC confirmed this type of internal link can be done in 'In Design'. We can also include an index-based link to avoid need to scroll. There remains discomfort in the writing team that this will still be awkward to read. By placing at the end, we still fulfill the Link officer's recommendations of improving the reading process, even if total of 100 pages.</p> <p>ii) <b>Topic Paper#1</b> throughout this we refer to other parts of the Plan. If reference is to the whole document, then not helpful, but section reference would work. Agreed to have the three topic papers added to end of Policy Paper, as Sections 6,7,8, with anchors and links within the main document. Importance of TP#1 is to demonstrate that we have fulfilled the Basic Conditions. Topic Paper 3 could be within section on community aspirations. This is a provisional decision regarding 'how we bind the plan'. More detailed consideration needed as the process of creating anchors and links happens. Internal links should be a different colour for advice to RC. (MM can help with checking and setting up links for RC) Topic papers can be improved to the standard of the Design Statement, with appropriate headers and footers for clear navigation. Send the existing format to AECOM SEA team for their assessment, and meanwhile we can go through the fine detail of layout and readability ready for design stage. (Design should be done as late as possible) JM to send existing papers. Should include the corrected Thickwood map. The latest documents were shared with JeB and he has approved us letting them go to the SEA team. The final documents should be inspected by Place Studio before sending off to the LA to ensure everything meets official requirements. GB did express his concern re whether the plan is visionary enough. It was felt that with the fact that there will be a review in the next 2 years, the current conservative solutions are supported with considerable vision for the future.</p> <p>SA - concern about the wording in TP#1 re the field east of the school was not well expressed, considering the reality of that situation. It was agreed that the existing wording should be removed, as it neither reflects the actual discussion, the decision within our policy of not expanding the existing Settlement Boundary, or the will of the landowner.</p> <p>With these amendments unanimous agreement to send this TP#1 with the Policy Paper to SEA team.</p> <p>iii) <b>Topic Paper 2</b> - Reads well - This is the vision paper. TP#2 edits will be done by RJ. NB inclusion of additional paragraph from JeB emphasising this paper links to WCS policy re involving the community at an early stage of Masterplanning. Accepting the additional edits, unanimous agreement that TP#2 <b>APPROVED</b> for submission.</p>	MM RC  JM  RJ / SJ

	<p><b>iv) Topic Paper#3</b> - this now ready to be relabelled as “ Proposals for future sports and recreation” and added to the Evidence Folder and linked to in community aspirations section, and no longer labelled a Topic Paper. Need to ensure there is adequate anchoring and linkage to it in Topic Paper #1, re Cleaves Avenue, emphasising our decisions re that Green Belt land.</p>	
<b>6.</b>	<p><b>Process from here</b></p> <ul style="list-style-type: none"> <li>- Sending round Topic Paper#1 for any further comments.</li> <li>- Sending off edited Policy Paper, Topic Paper#1&amp;2 to SEA consultants for Submission stage SEA, plus link to Design Statement. (SEA to be aware that the contents not yet designed and fully linked up. This will take a month or so)</li> <li>- Agreed MM will do the detailed linkage work for the Policy paper. And introduce them into the Topic Papers.</li> <li>- Maps and a map acknowledgement needed in the Policy Paper. RJ &amp; RC</li> <li>- The need to present the submission version for approval to the Parish Council, and later after submission a meeting with the PC to discuss how the Plan will be monitored. Aim for June 1st discussion and approval. JM to contact current PC chair.</li> </ul>	<b>RJ</b> <b>JM</b> <b>MM</b> <b>RJ RC</b> <b>JM</b>
<b>7.</b>	<p><b>AONB</b>  The SG were shocked to hear of Jane Brooks’ death and were truly saddened for Peter Brooks, who has been a much respected member of the SG in the past. JM to send a card on all our behalf.</p> <p><b>Next meeting</b> - 27th May '21 at 7.30pm - may not have a completed design version, and may not have heard from SEA.</p>	