



**Pilning & Severn Beach
Neighbourhood Plan Steering Group**

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Meeting Notes for Neighbourhood Plan Steering Group 14th February 7:30pm at Emmaus Church

1. Present

Anuran Wickramasinghe (AW), Gary Sheppard (GS), John Miller (JM), Robert Goard (RG), Penny Riches (PR). Guest: Peter Johnson (PJ).

Apologies

Richard Edwards (RE), Nick Davies (ND)

Absent

Mike Harrison (MH).

2. Declarations of interest

None.

3. Review of actions from the previous meeting and matters arising

RE to talk to MH to discuss whether MH wishes to continue being part of the NPSG. **Action RE.**

Anchor Society discussions postponed until report on sites is available. **Action RG.**

ND has uploaded JM's photographs onto Parish online.

Stuart Miles has been given access to Parish online. Clarification if Stuart Todd has also been given access. **Action RE.**

Parish online - GS to help RG with logging into the site.

Design Codes & Guidance has been completed and uploaded onto the website.

Check fee proposal to ascertain if part of Stuart Miles' remit includes assistance with preparing the NP. **Action AW.**

Planning for public presentation; sub-committee meeting to be held on 21 Feb at Emmaus Church. **Action: all**

4. Financial Report

GS gave a summary of the latest financial report which was available on the shared drive and confirmed that a progress payment of £2.2k has been paid to Stuart Miles. GS will prepare the final grant figures. **Action GS.**

5. Planning Applications

GS went through ND's updates from the PC meeting. The only relevant planning application received by the Group was for an extension application to 59 Cross Hands Road. ND had communicated whether the submitted application reason as a holiday home was in keeping with the objectives of the Neighbourhood Plan. Our individual responses to be sent to ND about Planning application for the traveller sites (x2). ND will formulate a response on behalf of NPSG but group members were also encouraged to send individual objections in regarding the travellers' site application due to the changes to buildings from the original application.

Action All.

Terms of Reference. It was discussed whether the ToR should be changed so that the NPSG can submit our concerns about a planning application directly to Planning, rather than via the

PC. The current process takes time and may not reach Planning before the deadline. **Action ND to discuss with group at next meeting.**

6. Design Codes and Guidelines

It was noted that the finished article was good and presented well. Seen by Locality and approved. Now on the website. GS to request the document in MSWord format, so that we can extract information from it. **Action GS.**

7. SEA and HRA

SEA. The scoping document has been agreed and is with AECOM to progress the work. HRA - Site survey information is required so that the next stage can be progressed. RE has approached the P&SB History Group regarding accuracy of available heritage information, but hasn't had a response.

8. Neighbourhood Development Plan

GS has started working on the document using the Crudwell document as a template. He will circulate it to the committee ahead of the sub-committee meeting on 28 Feb at Emmaus Church. Agenda is to discuss content, programme and volunteers to share the workload. All welcome. **Action: GS.**

9. Evaluation of Sites

AECOM will be visiting the proposed sites next Monday and Tuesday. GS will be meeting with them on Tuesday. **Action: GS.**

10. Planning of Public Presentation Events.

A sub-group meeting will be held to finalise the content for these presentations on 21st February. **Action: All.**

11. Communication with other Agencies

GS has spoken to SGC about the site adjacent to Severn Beach railway station and requested that we are included in the conversations about the development. WSP has been commissioned to carry out a study with reference to a car park by SGC. GS informed the group that following his attendance at the PC meeting, a CIL is due from the ICI site development (Panetone) of £190,000 and is potentially available to the parish for developing a sport related project. It wasn't clear who at the PC was going to follow this up. GS confirmed discussions with Rosie Cox re SEA, Tim Fern re: evaluation of sites, Ben McGee at SGC re Severn Beach railway station parking site (prospective), and Lisa Rigby re HRA.

12. Any other business

PJ offered to join the committee and requires an application form which will be reviewed at the next full meeting. **Action RE.**

13. Confirmation of Actions

Actions arising from the meeting were confirmed for the minutes.

14. Date(s) of future meetings

Agreed dates

21st February – sub-group for public presentations.

28th February – sub-group for Neighbourhood Development Plan.

14th March.

18th April (confirmed).

Meeting closed at 21:10.