



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

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**Meeting Notes for Neighbourhood Plan Steering Group 16th August 2022 7:30pm
New Passage House**

1. Present

Richard Edwards (RE), Gary Sheppard (GS), Mike Harrison (MH), Penny Riches (PR) and Nick Davies (ND)

Apologies

Anuran Wickramasinghe (AW), John Miller (JM)

Absent

Ian Roberts (ISR)

2. Declarations of interest

None.

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

MH biography has been added to website. Need to modify secretary details on website (without phone number) **Action RE.** GS spoke with Jonathan Edwards – no outstanding expenses.

RE will ask JE to ensure Identification of Sites maps on Google Earth are available to MH.

Action RE.

Email response from Danny Dixon (DD) for his actions from last meeting read through:

To check that DD slides are available on shared drive **Action RE.**

BANES contacted regarding Parish On line – confirmed they provide it free, but SGC cannot. Group agreed that we could fund from current budget. MH to purchase and submit for reimbursement to GS. **Action MH, GS.**

Strategic Flood Risk Assessment (SFRA) response was understood and concluded for the Parish we are essentially in flood zone 3. RE received GIS files from DD. MH was able to access these and upload to Google Earth. The Parish boundary map was not considered to be significantly different from what we were already using.

Regarding concerns of land raising DD identified this would need to be addressed in supplementary SFRA Level 2.

Agreed that the SGC screening opinion for need for SEA and HRA could wait for later in the financial year once site selection has progressed further.

SGC happy to review identified sites from NPSG Call for Sites. RG asked if all previous call for sites applications were included within the NPSG consolidated Identification of Sites spreadsheet. RE confirmed they were.

DD had contacted colleagues about discussing with us the SB railway station site.

Meeting date agreed with Jack Lopresti MP.

Group thanked GS for hosting the very successful and much appreciated social evening.

4. Financial Report

GS gave summary of the treasurer's report and confirmed it was on the shared drive. Awaiting invoice from JM for Emmaus room hire. £385 of £7,035 budget spent.

5. Planning Applications

Revised Plot 3 discussed, which has moved in a positive direction in most areas. However, ND still looking into some detail and will respond accordingly on our behalf **Action ND**.

ND will continue to ask questions of Environment Agency regarding tidal risks but believes they are moving in the right direction. ND is meeting with Jack Lopresti on Friday 19/08/2022 and will report back to group. **Action ND**.

Group discussed briefly the Old Forge application for small industrial units to replace storage containers – not considered to be in conflict with NP.

6. Parish Character Assessment

PT had reviewed the completed sheets adding some notes to hard copy, RE to add to share drive versions and send off to AECOM **Action RE**. Remaining character assessments re-allocated within group and to be completed by 28/08. **Action RG, ND, MH, GS, AW, RE**. Sheet duties and status to be amended to reflect **Action RE**.

Supporting photographic evidence is still required for most of the locations. A shared drive folder is already set up to collate them until they are needed. Note that care should be taken where practicable, to anonymise the locations. MK will add to Parish Online once purchased. **Action MH**. Photos to be made available/sent to Aecom for Design Code work **Action MH**.

7. Design Codes Work

RE & GS had discussions with Dave Chapman at Locality over concerns with difficulties in agreeing documents with Simon Hargreaves of AECOM. Now resolved with Ben Castell overseeing his work. Scoping document has been agreed and is on shared drive. To move work on, we meet to provide completed sheets and photos from Character Assessment. Both RE and GS noted that Dave Chapman was quick and supportive in dealing with the problems raised.

8. Call for Sites

Closed end July. 10 submissions received (3 of which already known about through SGC). The 'Consolidated List' of all identified sites including the above is on shared drive. Agreed a working group be set up to go through list to initially assess priorities and suitabilities for particular purposes, prior to starting professional delivery (via Locality). MH asked what criteria would be used; GS responded HEELA, survey responses, parish requests, etc. but that a system would be needed. Sub group will meet 06/09/2022 at Emmaus. RE to arrange meeting with Ben McGee. **Action RE**. GS to approach Locality to find out what they need from us to commence the formal assessment process. **Action GS**.

9. Visions, Aims & Objectives

2 sub group meetings were held and a first draft of the NDP vision, aims and objectives were agreed and available in the draft NDP. Agreed that we will ask Stuart Todd to carry out an

initial review of these, prior to looking into procuring the services of consultants. A next stage will also be to let Parishioners know via In View magazine, presentations, etc. The History Group had been approached to ask if they would like to prepare a short piece on the history of the Parish for the NDP. No response yet, RE to follow up. **Action RE.**

10. Meeting with Jack Lopresti, MP

Meeting has now been rearranged for 11.00 on Friday 9th September. Group agreed that we submit suggested objectives, topics and questions to RE for us to agree and to submit an agenda to JL's secretary. **Action All / RE.**

11. Communications with other agencies

RE reported; No PC meeting in August, but is in discussion with PT about 1957 consent and maps; Ben McGee re SB station site meeting; acknowledgement replies to all Call for Sites submissions; Russ Martin MP's secretary re meeting; Dave Chapman/Ben Castell re design Codes work; Stuart Todd re holidays and confirmed availability for September meeting.

Additionally, RE reported email exchanges with Kelvin Packer, SGC Project Manager for M49 link. There have been no changes to the SGC website page, nothing in the monthly highways bulletin and no evidence of a published project plan. Other than a completed topographical survey there is no evidence of progress. Kelvin Packer is presenting at the next Parish Council meeting at 7.00pm on Monday 5th September and Severn Beach School – open to all to attend.

12. Any other business

None.

13. Date(s) of future meetings

Agreed dates
20th September
18th October

Meeting closed at 21.45