



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

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**Meeting Notes for Neighbourhood Plan Steering Group 16th September 2021 7pm
Emmaus Church, Severn Beach**

1. Expected

Anuran Wickramasinghe; Gary Sheppard; Jacqs Graham; John Miller; Jonathan Edwardes; Olga Taylor; Peter Tyzack

2. Apologies

Ian S Roberts, Nigel Barton, Richard Edwards

3. Review of actions from the previous meeting

Page 2 Under "Are the questions per household or per person?" This is amended to "This will have to be considered when formulating the questions."

Clarification was requested on the role of the subgroup

- a) Subgroup
- b) Main Group
- c) Parish Council

Explanation was given that the Neighbourhood plan sits outside the Parish Council according to "Locality" and that these lines of communication do not apply.

Care needs to be taken to keep the Parish Council involved and informed of the NPSG's work. Parish Councillors on the NPSG need to be in lead for communicating to the rest of the Parish Council.

Age of survey respondents, further discussion was had regarding this issue following the last meeting. This came to the same conclusion that residents of any age could take part in the survey but only those over eighteen at the time of the referendum could vote for or against the Neighbourhood Plan.

Question of whether surveys should be to households or to individuals. Given experiences of other Neighbourhood Plan Groups over the rate of returns on surveys. The group must be realistic that any responses should be welcomed from households or individuals

Resolved to publish the meeting notes from the August meeting to the Parish Council website.

4. Financial Report

GS presented the financial report to the group see appendix A

It was noted that a further grant of £8000 could be available if assistance was needed in design code issues. Also £10000 could be available to assist with affordable housing definitions. Both grants are not available until March 2022.

Resolved to pay Emmaus Church for meeting room hire from the October meeting for heating and lighting costs. Agreed by all.

- 5. To decide if the group wants to approach Paul Seaver at Stride Tregorran**
After discussion it was felt by the meeting than an informal chat with Paul would be beneficial but that there would not be a budget available to employ Mr. Seaver as a consultant. Particularly where free advice is available for Locality that needs to be explored first before an external person can be engaged.
Resolved to have an informal chat
Resolved to seek advice from Locality first
- 6. To decide on adopting a RACI matrix**
After discussion it was felt that the matrix could have some benefit for the Chair. The group thanks Nigel for the work that was done on this. However, the meeting felt it was not for the group.
Resolved not to apply the RACI matrix to the group
- 7. Housing needs assessment**
Agreed by the meeting that it is a huge document to digest and that a little more time will be required to get responses back.
OT is to produce a document for the NPSG members to amend or contribute further ideas and information.
Resolved for OT to create a response document to be submitted by 4th October
- 8. To set the agenda for the meeting with Danny Dixon**
Three members of the NPSG will be meeting with Danny Dixon, the invitation was extended to anyone else in the group to join in if they wanted.
Resolved Questions are to be collated in a document on the shared drive
- 9. Update on the Parish Survey**
Notes from the Subgroup are appended see Appendix B
Work is progressing with setting the questions for the Parish Survey, about 50% are completed currently. There will be a further piece of work to make sure the survey is as concise as possible. AW is beginning to create an electronic version in Google forms with the assistance of JE.
JE to check that data will be held away from the online form for privacy.
The aim is to still get the survey out by November / December, this needs to be mentioned in In View.
Survey for businesses, RE is working on this for local businesses. PT made a suggestion to get SevernNet involved to businesses in the Enterprise Area.
Resolved to add this topic to the October agenda
- 10. Communication with other agencies**
Pre meeting between Pilning & Severn Beach Parish Councillors and Almondsbury Councillors with a meeting to come with both Councils and South Gloucestershire Council. Almondsbury Parish Council are still looking to do a NP for their parish, possibly just for Easter Compton and Hallen.
- 11. Website Development**
The website is up to date with all the current information and the electronic Register of interest form.
- 12. Review the project plan**
No update required for this meeting

13. Agreement on the next steps

- a. Meeting with Danny Dixon on Thursday 30th September
- b. Elect a new Chair for the NPSG, 1st item on the next agenda

14. Any other business

- a. The NPSG were sorry to hear that Olga has formally resigned as Chair of the Neighbourhood Plan Project. This is for personal reasons. Warm thanks were given for everything that was done by Olga on the project. Olga plans to remain on the project team.
- b. Newsletter, report on the Craft Fair
- c. Survey to be mentioned in In View for November
- d. Call out for relevant skills in the In View article
- e. Change the left-hand panel to the NP banner pictures in In View.

15. Date(s) of future meetings

Agreed dates

19th October

16th November

With no other business the meeting was closed at 21:07