



Pilning & Severn Beach Neighbourhood Plan Steering Group

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Meeting Notes for Neighbourhood Plan Steering Group 15th July 2025 7pm at Emmaus Church, Severn Beach

1. Present

Richard Edwards (RE), John Miller (JM), Robert Goard (RG), Gary Sheppard (GS), Nick Davies (ND), Gill Cox (GC), Mike Harrison (MH).

Apologies: Peter Johnson (PJ).

Guests: None.

2. Declarations of interest

No change.

3. Review of actions from the previous meeting of 17th June and matters arising

All actions from the previous meeting were reviewed and considered to be closed. Matters arising are covered under the agenda items below.

4. Financial Report

Since the last meeting GS had confirmation from Locality that due to the Government's decision, no further funding will be made available to us. To address the shortfall and allow us to complete the NP we will continue to pursue other national funding through Locality **Action GS**. Additionally, a budget estimate will be prepared over the next few days and an approach made to SGC. **Action GS & RE**. We may also need to approach the PC for local funding. RE had advised the PC at their July meeting of the situation, where it was suggested we should write to our MP. GS and ND had spoken with Claire Young at SevernFest and it was agreed a letter should be prepared and sent. **Action GS, ND & RE**. RE had spoken with Almondsbury NPSG who were meeting in a few days to decide what they would do in terms of continuing and if appropriate, seeking funding.

5. SEA, HRA and Site Evaluation by AECOM

There had been multiple email exchanges with AECOM to establish when reports for this work would be delivered. Originally estimated to be 6 weeks, all three project teams have now confirmed we will get the reports no later than Friday 15/8 and could expect to see drafts from Mon 11/8. In the correspondence, RE had been clear that we were not expecting any showstoppers or issues that can't be addressed by appropriate design. Otherwise, we should be given advanced notification.

6. Regulation 14 Plan

Given the confirmed dates from AECOM and using the Locality Neighbourhood Planning Road Map a draft plan for Regulation 14 consultation was prepared and distributed prior to the meeting.

Confirmation of availability had been obtained for Stuart Miles to do a final NDP check (28/8 to 29/8) and SGC to carry out a 'meeting the basic conditions' check (1/9 to 5/9). The resulting Regulation 14 consultation 6-week window will be 19/9 and 26/10.

Discussions around the arrangements and importance of work needed resulted in the following agreements and actions:

- Availability of Emmaus Church for late afternoon/evening drop-in around Thurs 18/9. **Action JM**
- Availability of Mafeking for morning/early afternoon drop-in on Sat 20/9. **Action RG**
- All must review the draft NDP (PDF marked 'AECOM - PRINTED 250627' on shared drive in Skeleton Neighbourhood Development Plan/Neighbourhood Development Plan folder) and the NDP Comments Log for Regulation 14 Consultation (now also in the same folder). Send any further changes to RE by 23/7. **Action All**
- Complete any individual actions required in the NDP Comments Log for Regulation 14 Consultation or in the NDP. **Actions for ND, GS and maybe others.**
- Check photos and locations proposed for inclusion in NDP and agree appropriate titles (all in subfolder called 'Photos and images - Robert and John to be imported to NDP') **Action All**
- Make amendments of NDP in accordance with NDP Comments Log for Regulation 14 Consultation 21/7 to 27/8 **Action RE & MH**
- Make arrangements with SevernNet for presenting to businesses. **Action RE.**

Due to the funding situation, we will need to 'cut our cloth' accordingly as far as production of presentation materials and leaflets is concerned. The requirement is only to ensure the consultation is communicated widely and effectively and to give the opportunity to receive feedback.

7. Potential Sites

The site allocation policies were sent to landowners/developers.

A response had been received from the agent acting for Pilning Forge site, advising they would be progressing with the commercial development option. It was agreed that other than a note of the existing approval the NDP and supporting documents would not be changed.

A response had been received from the owners of the Vicarage Road site to advise that it is currently being sold.

A response was received from the owner/developer of land south of Church Road, re-sending information previously received and asking whether a meeting with AECOM might be appropriate. Their documents had already been sent to AECOM, and as a desktop exercise, a meeting would not be appropriate with site owners at this time.

8. Planning Applications

P25/01642/ADV. Plot 4 signage on new warehouse. The PC had already submitted an objection to the sign positioned on the top of the NE corner due to impact on Green Belt. The group is to consider whether we should make a similar response. **Action All.**

P25/01639/MW. Northwick landfill site 'enhanced restoration'. This was a very recent submission conveyed as an environmental enhancement, but could be construed as re-opening the tip. This will involve 175,000 m³ of materials to be put on the site resulting in 100 HGV movements a day over a 3-year period. The PC are currently unaware of this. The NPSG will await clarity on the scope before considering making a submission.

The support submission for the installation of miniature railway had been made. It was not clear how long this and the community shed/car park application would take to be processed.

There was no update from planning enforcement. There were no other new planning applications relevant to the NP identified for discussion at this meeting.

9. Public Q&A

None.

10. Communication with other Agencies

Most were considered to be already identified earlier in these notes. The following are recorded separately:

- RE had requested from Peter Rook, AECOM, access to the supporting files for the SFRA which had expired. These have now been downloaded to the shared drive.
- The SFRA had been sent to SGC and the EA, no responses received.
- Correspondence with Simon Johnson clarifying the extent of 'mobilisation' at the M49 junction and challenging his announcement at the PC meeting that the decision to install the EV charging points in Station Road had been made, whereas the consultation window was still open.
- Danny Dixon SGC, advising awareness of the governments funding and that SGC's work on the Reg 14 consultation NDP would include further SEA screening decision, but no timing implications.
- Documents sent to Clerk of PC to catch up with website newsletters and meeting notes.
- Patrick Conroy, SGC noting our timescales for Reg 14 consultation.

11. Any other Business

Any final parking surveys to be sent to GS for him to supply summary. **Action GS.**
Summary to be sent to SGC **Action RE.**

Mailing list message to be sent out before next meeting to update and progress and give early notification on Reg 14 consultation. **Action RE.**

GS suggested, due to the importance and tight timing of the coming work, everyone should send through to RE diary dates to show any periods when they will be unavailable. **Action All.**

It was noted that Stuart Todd had emailed the group this evening about the SGC Reg 14 checks and the need. There appeared to be some confusion, which would be responded to. **Action RE.**

12. Confirmation of Actions

Actions arising from the meeting were confirmed for inclusion in the minutes.

13. Date(s) of Future Meetings

Agreed dates:

12th August 7pm at Emmaus (previously agreed).

9th September 7pm venue to be confirmed.

It was agreed that these would not necessarily be public meeting and due to the possible budget constraints, these may be held at steering group member locations instead. To be confirmed nearer to the meetings

Meeting closed at 21:20.