



Pilning & Severn Beach Neighbourhood Plan Steering Group

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Meeting Notes for Neighbourhood Plan Steering Group 15th February 2022 7pm Emmaus Church, Severn Beach

1. Present

Anuran Wickramasinghe (AW) (Vice Chair), Gary Sheppard (GS) John Miller (JM). Richard Edwards (RE) & Jonathan Edwardes (JE) online.

Mike Harrison (MH) & Nick Davies (ND) attended as guests and as potential future Steering Group members.

Apologies

Stuart Todd (ST)

Absent

Peter Tyzack (PT) and Ian Roberts (ISR)

2. Declarations of interest

None

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

(Where appropriate, detail to be addressed in agenda items below)

RE - written to three inactive members (Olga Taylor, Jacqs Graham and Nigel Barton) who have now all decided to resign. AW thanked them for their contribution to the NPSG.

**JE - to speak with RE to agree alterations to NPSG email account name and access.
(25/02/2022)**

4. Steering Group Membership and Support

Nick Davies and Mike Harrison have completed their respective application forms and were proposed by GS to join the group. Agreed unanimously.

5. Financial Report

GS has placed a copy of the financial report in the shared drive. Apart from the expected outgoings there is nothing else to report.

6. Review and Acceptance of Issue 3 of the Terms of Reference (distributed prior to meeting)

After discussion GS proposed and JM seconded acceptance of issue 3 of the Terms of Reference and this was agreed by majority vote (4 for and 3 abstained)

RE to produce a tidy version for the website (25/02/2022)

JE to circulate the revised ToR to the Parish Council (25/02/2022)

JE to add to the website (25/02/2022)

7. Decision on Grant Reallocation/Hand-back to Locality

Decision deferred to the March meeting

8. Parish Survey (see sub-group notes on shared drive)

Discussion was had regarding the various merits of employing individuals and University of Bristol to undertake the processing of the survey data.

Sub-group to discuss the issue at their meeting on Feb 22nd.

AW to prepare a paper for the subgroup meeting (21/02/2022)

9. Survey of Businesses and Groups (see sub-group notes on shared drive)

SevernNet via RE have agreed to assist with distribution of a letter to large businesses.

Letter has been drafted to go to large businesses which will link to a Google Survey.

Expectation is that feedback from smaller businesses, other groups and stakeholders will be via meeting / interview rather than by a survey form.

RE - To update the definitive list of businesses and groups (03/03/2022)

Sub group meeting on 3rd March to discuss things further

10. Open evening 22nd March

To be discussed at the subgroup meeting on 22/02/2022

Aim of the open evening is to give feedback to residents on where the project is currently and seek additional help and/or members.

GS - to ask Motion print to produce material and posters for the evening, their lead time is ten to fourteen days. (07/03/2022)

11. Communication with other Agencies

GS – spoken to Locality and Aecom regarding the design policy for the area

RE & GS - attended the Parish Council meeting on 7th February and gave an update on the NPSG.

RE & GS to request a future agenda item for consideration by the Parish Council.

12. Website Development

Website is up to date

RE to produce content for the open evening to be added (25/02/2022)

RE has a new version of the introduction for the NPSG pages (25/02/2022)

13. Any other business

JE - to post NPSG content on the PC Facebook page (16/02/2022)

JE - to consider creating another Facebook page for NPSG content (25/02/2022)

14. Confirmation of Actions

15. Date(s) of future meetings

Agreed dates

15th March apologies AW

19th April

Meeting closed at 20:30