



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

89 Gorse Cover Road, Severn Beach, Bristol, BS35 4NP

E: neighbourhoodplan@pilningsevernbeach-pc.gov.uk

**Meeting Notes for Neighbourhood Plan Steering Group 17<sup>th</sup> January 7:30pm at Emmaus Church**

**1. Present**

Richard Edwards (RE), Gary Sheppard (GS), Nick Davies (ND), John Miller (JM), Robert Goard (RG), Penny Riches (PR). Guests: Gillian Cox and Peter Johnson.

**Apologies**

Anuran Wickramasinghe (AW).

**Absent**

Mike Harrison (MH).

**2. Declarations of interest**

Peter Johnson advised an interest in his attendance was in relation to a site in Marsh Common Road, Pilning he may wish to put forward for consideration in the NP. The NPSG considered the process to still be open and new applications using the Call for Sites template could still currently be processed.

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

The Terms of Reference had been amended, issued to the PC and loaded onto the website.

The action reporting back on discussions with the Anchor Society, which are awaiting the preliminary report on sites, is carried forward. **Action RG**

PR has produced a draft glossary for the NDP and added it to the shared drive.

Actions for GS to apply for additional grant funding and RE/GS to amend the Project Plan accordingly were shelved – see financial report.

All identified actions relating to the Design Codes work had been completed.

Stuart Miles (SM) had been notified of his appointment as our consultant and had started his work.

GS had established that the HRA work had started but was on hold awaiting sites evaluations.

GS had uploaded some photographs onto Parish Online, entry of his remaining photos and one from JM should complete this. **Action GS/JM.**

ND unclear whether Stuart Todd has access to our Parish Online data, RE to check with ST.

**Action RE.**

JM confirmed he has access to Parish Online, RG still has to do this. **Action RG.**

ND has established that various data and layers from other sources can be added.

GS had attended the last PC meeting with a report prepared by RE. RE was present to chair this meeting.

**4. Financial Report**

GS gave a summary of the latest financial report which was available on the shared drive.

Spend to-date was as the previous report, but expenditure would be coming in especially with the consultant appointed. Following further discussions with Locality, GS advised that the additional grant could not be applied for until spend on the current grant was closed off. By the time that could be done there would be no time in this financial year to apply for and

spend the new grant. GS recommended not applying for the grant and therefore holding on to the existing grant. This was agreed by all.

## **5. Planning Applications**

ND advised that the PC is currently revisiting a couple of long-standing/backlogged applications e.g. the Avalon works site. The only relevant planning application received by the Group was for the change of entrances to the travellers' site on Bank Road. This was discussed and it was recognised it included, without description, changes to buildings from the original application. The group will prepare and agree a note of objection to go to the PC.

**Action ND.** Individuals may also register their own objections.

## **6. Design Codes and Guidelines**

The Design Code and Guidelines report had not been delivered as planned on 27/12. With a response to our comments not returned until 11/1 and further comments from us made on 12/1, the author has advised that the document would be issued to us and Locality on 19/1. The Steering Group is to write to the author to request that the document is not issued to Locality until we have had the opportunity to review. **Action RE.**

## **7. SEA and HRA**

Rosie Cox, AECOM had received our comments, but was having difficulty getting HERs data from SGC. RE had confirmed with SGC that the HERs web link was down and was directed to the Know Your Place website and additionally provided with a spread sheet of HERs assets. This has been forwarded to AECOM with a caveat that data on things like Locally Listed Buildings and Archaeological Sites in several instances appears inaccurate. Now that AECOM has this data we should receive the revised SEA scoping document and responses to our comments by the end of this week. HRA will be on hold until sites are evaluated.

## **8. Neighbourhood Development Plan**

SM has started work on reviewing this and an interim report has been received and circulated to the group this evening. RE provided an outline of main comments and has created a comments sheet on the shared drive. Agreed any comments are to be made within next 2 weeks. **Action All.** GS to then send to SM. **Action GS**

## **9. Evaluation of Sites**

RE received and read out an update from Tim Fern, AECOM. Following their initial filter, sites for evaluation had risen from 25 to 27 due to some clarifications on the Bank Road former tip site and there being two sites at the former nursery in New Passage. An initial conclusion on the evaluations is anticipated at the end of the month with site visits planned for early to mid-February.

## **10. Planning of Public Presentation Events.**

The Steering Group agreed that event dates and locations need to be decided upon in time for inclusion into March InView. Dates of 28, 29 or 30 March for a mid-week evening event and 1 April for a Saturday daytime were proposed. Venue availabilities to be checked: GS Pilning School, JM Emmaus and SB School, RE Pilning and SB Village Halls, RG Mafeking Hall. RE to check availability of display stands from History Group. **Actions GS, JM, RE and RG**  
A sub-group meeting will be held to finalise content on 21<sup>st</sup> February.

## **11. Communication with other Agencies**

GS talked to Locality finance and Dave Chapman and reported at Parish Council meeting. GS to attend next Parish Council meeting in RE's absence. **Action GS.**  
RE has engaged with AECOM teams, SGC and SM.

**12. Any other business**

ND mentioned the upcoming local elections in May and the fact that some of the Parish Councillors will not be standing for re-election, additionally there is a vacancy for the role of District Councillor where it is important that the Parish's interests are represented.

**13. Confirmation of Actions**

Actions arising from the meeting were confirmed for the minutes.

**14. Date(s) of future meetings**

Agreed dates

14<sup>th</sup> February, apologies from RE & ND. AW to Chair.

21<sup>st</sup> February – sub-group for public presentations

14<sup>th</sup> March (confirmed)

Meeting closed at 21.50