



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

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### **Meeting Notes for Neighbourhood Plan Steering Group 13<sup>th</sup> December 2022 7:30pm at Emmaus Church**

#### **1. Present**

Richard Edwards (RE) (Chair), Anuran Wickramasinghe (AW) (Vice Chair), Gary Sheppard (GS) (Treasurer), Nick Davies (ND), John Miller (JM), Robert Goard (RG), Stuart Todd (ST) (via Zoom).

#### **Membership of Steering Group**

RE had written to the Parish Council requesting a replacement representative for Ian Roberts to the Steering Group. No-one has been put forward by the Parish Council, therefore it was unanimously agreed to amend the Terms of Reference (TOR) to say that only one member of the Parish Council is required on the NPSG. **Action RE**

#### **Apologies**

Mike Harrison (MH). Penny Riches (PR). Gill Cox (guest) had sent in apologies.

#### **2. Declarations of interest**

None.

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

An action was carried over for RG to continue reporting on discussions with Richard Pendleberry at the Anchor Society, which are awaiting the preliminary report on sites. **Action RG**

ND has circulated a note of objection to planning application P22/06305/RVC – Astra Zeneca Avalon Works.

RE had set up the meeting with Aecom and SGC on site assessment for 29/11.

GS organised the meeting with Rosie Cox regarding the SEA start-up. RE attended this meeting via Teams on 17/11.

ND sent out details to NPSG members on how to access Parish Online.

ND distributed instructions and guidance on how to upload photographs onto Parish Online.

An action was carried over for PR to produce a glossary of terms and acronyms for the NDP.

#### **Action PR.**

GS and AW had organised the Zoom call and laptop so ST could attend this meeting remotely.

#### **4. Financial Report**

GS gave summary of the treasurer's report. GS confirmed that the latest financial report was available on the shared drive and that spend to-date was now £669 from the £7,035 budget.

#### **Decision on making second MHCLG Grant Application**

GS and RE had a discussion with Dave Chapman, Locality today and recommended to the Group the additional Grant fund of £8,000 should be applied for in this Financial Year. It was unanimously agreed that this Grant funding should be applied for. **Action GS.**

As part of the new Grant application the Project Plan will need some amendment. **Action RE/GS**

## **5. Planning Applications**

There were no planning applications received that the Group needed to be made aware of.

## **6. Design Codes Work**

RE reported that the draft Design Codes and Guidelines report had been received and distributed to NPSG members and Peter Tyzack (PT) for review and comment some 14 days ago. Most of the Group had read the document and comments had been received back from RE, GS and PT. Additional comments were made by the Group at the meeting. The deadline for return to Simon Hargreaves (SH - Aecom) is 14<sup>th</sup> December.

ND was asked to review the document specifically with a view on flood issues and SuDS, and to report to RE by 14/12/22. **Action ND**

All Group members were asked for final comments to be submitted to RE for collation by 14/12/22. **Action All**

RE to submit comments to SH by close of day 14/12/22. **Action RE.**

RE to send a copy of the draft document to ST. **Action RE.**

## **7. Neighbourhood Development Plan**

For the decision on the appointment of a consultant, RE described the process followed including the interviews of candidates on 12/12 by RE & GS. In the end, only two consultants submitted a response to the NPSG's request for proposal.

RE outlined the pros and cons of each candidate. RE, GS and AW recommended to the Steering Group that Stuart Miles of Venture Planning be appointed. This was carried unanimously by vote.

RE will advise the unsuccessful company and send Stuart Miles an appointment email to confirm his success. **Action RE 14/12.**

GS confirmed that contact had been made with Aecom to commence the HRA work and he had chased them for progress. **Action GS**

## **8. Evaluation of Sites**

The meeting with SGC and Aecom was attended by RE, ND and JM from the Steering Group. Patrick Conway, Danny Dixon and ST from SGC, and Tim Fearn and Niamh McDevitt from AECOM, on 29<sup>th</sup> November in Yate.

The Green Belt and Flood issues that are key regarding future housing development within the Parish, were discussed in detail. It was agreed that these potential issues were to be 'excluded' from the initial site evaluation by Aecom.

It was reported that the meeting was productive and positive with regards to the aims of the NPSG and how the meeting went. It was agreed to keep channels of communication open between all three parties.

RE reported on AECOM's progress provided by Tim Fearn today. Their initial sift was anticipated to reduce the number of sites to be evaluated down to 27; very similar to the NPSG's high priority figure of 25. AECOM will supply this list by 16/12. They are taking advice internally as to whether Sequential testing can be done at NS level. Their desk top assessment should be completed at end of January with a site visit to follow immediately. The draft report should be ready 2 weeks after that, but can share initial findings after the desktop work.

## **9. Parish Online**

ND & RE have uploaded most of their photographs to Parish-Online. All NPSG members were encouraged to upload their photographs of the area onto Parish-on-line as soon as possible.

**Action All.**

ND reported that he was up to date with the inclusion of information he had received to date. This includes mapping SGC & NPSG call for sites and adding links to submission documents. The Parish Clerk has been given access and is inputting other Parish data. It was agreed to provide Parish Online access to ST. **Action ND.** RG and JM to attempt accessing Parish Online and report to ND should they experience problems. **Action RG & JM.** It was agreed that ND would explore whether links from the information held by the NPSG on the Parish website can be added to Parish Online (potentially as a layer(s)) on content from (by example) the Design Codes document and the final Site Assessment report. **Action ND.**

#### **10. Communications with other agencies**

RE reported to the November Parish Council meeting.

RE and GS communicated with Dave Chapman of Locality.

RE, ND and JM attended a site assessment meeting with SGC and Aecom

RE and GS interviewed Stuart Miles and Deborah McCann as potential planning consultants for the NPSG

RE attended a meeting with Rosie Cox and Fraser Young of AECOM for SEA start-up.

#### **11. Any other business**

RE reported on the M49 new junction public drop-in meeting on 17<sup>th</sup> November. Kelvin Packer, Project Manager for SGC, had been helpful. It is intended to submit the planning application by the end of this month. There is increased likelihood of compulsory purchase orders being issued in early 2023 to 2 of the 4 landowners. Should this be necessary, an 18 month delay could be expected.

RE and AW gave apologies for the next meeting on 17<sup>th</sup> January 2023. GS agreed to chair that meeting in their absence. **Action GS.**

RE is unable to attend and report at the next Parish Council meeting. ND and GS agreed to liaise and ensure that one of them would report on the NPSG's. **Action ND, GS.** A draft report will be prepared for them. **Action RE.**

#### **12. Confirmation of Actions**

Actions arising from the meeting were confirmed for the minutes.

#### **13. Date(s) of future meetings**

Agreed dates

17<sup>th</sup> January Apologies RE and AW

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

Meeting closed at 21.30