



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

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**Meeting Notes for Neighbourhood Plan Steering Group 20th September 2022 7:30pm at
Emmaus Church**

1. Present

Richard Edwards (RE) (Chair), Anuran Wickramasinghe (AW) (Vice Chair), Gary Sheppard (GS), Penny Riches (PR), Nick Davies (ND), John Miller (JM) and Robert Goard (RG)
Online – Stuart Todd (ST)

Apologies

Mike Harrison (MH)

Absent

Ian Roberts (ISR)

2. Declarations of interest

None.

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

JE has removed PR's telephone number removed from website. RE confirmed Danny Dixon's (DD) slides are available on shared drive.

RE had asked JE and MH to liaise on ensuring Identification Maps on Google Earth are available to MH.

MH & GS have purchased and arranged payment for Parish Online.

ND had responded on behalf of NPSG on Plot 3 – next stage is a meeting with the applicant's agent.

NH had meeting with Jack Lopresti on 19/8. He will support the parish's concerns, but will need to allow things to settle down on the ministerial changes before anything can happen.

RE has sent off all completed Character Assessments to AECOM and up-dated the duties and status sheet. All but two are complete. **Action MH** to complete the second assessment for Western Approach. **Action GS and AW** to combine their comments to complete Whitehouse Farm (note. GS completed form had gone missing from the shared drive).

There was no progress report from MH of status of up-loading of photos to Parish Online or status of making photos available to AECOM **Actions MH.**

RE had arranged meeting with Ben McGee of SGC.

GS had approached Locality to commence work on evaluation of sites.

RE had followed up with History Group for input to NDP introduction, they will let us know if they can add anything, but their chair thought what was already prepared was "perfect".

Responses had been received and collated to provide agenda for Jack Lopresti meeting.

4. Financial Report

GS reported that all the previous financial reports had disappeared from the shared drive.

Together with the missing character assessment file, GS will approach JE to identify cause and rectify. **Action GS.**

GS gave summary of the treasurer's report and PR displayed it on screen from the shared drive. GS will check dates and let JM know for the submission of invoice for Emmaus room hire **Action JM**. £574 of £7,035 budget spent.

5. Planning Applications

NH stated that no new major developments has been proposed to Parish Council and no one else was aware of any other relevant new proposals.

6. Parish Character Assessment

See notes and actions in Section 3 above.

7. Design Codes Work

RE & GS & RS discussed historical builds – materials used were what was available at time. RE will ask for progress report from Simon Hargreaves for next meeting **Action RE**.

8. Evaluation of Sites

Group discussed issues around the meeting summary notes from Ben McGee regarding use of land next to SB railway station. This will be evaluated along with other sites.

Following GS's approach to Locality to commence work, GS & RE had an on-line meeting with Rosie Cox from Aecom, which confirmed work could proceed. However, first they would contact SGC about their making a screening decision and commencing SEA & HRA.

The sub-group meeting of 7/9/22 had produced a list of 25 high priority sites for evaluation, which all present had seen. This is yet to be passed to AECOM and ST advised we need to be clear in understanding with them on the evaluation criteria being used which would be influenced by what the Parish survey raised. He also advised that SGC HEELA process would apply more knowledge and detail e.g. access and highways, than AECOM's may do which may just provide red/amber/green scoring.

9. Visions, Aims & Objectives

All had seen ST's comments received following his initial review of these. It was agreed to hold a sub-group meeting to work through these to agree and make necessary changes, prior to looking into public consultation and procuring the services of a consultant to formally review. Sub-group meeting set for 11th October. All consider adding/agreeing responses to ST's comments prior to the meeting. **Action All**.

ST advised that public consultation can commence prior to engagement with a consultant, but with care not to set hares running and being clear what may be projects or aspirational rather than planning.

For a consultant, the group should provide clarity in instruction of requirements. ST will ask DD, SGC if it is within his work scope to provide a draft briefing document (specification).

Action ST.

Steering Group to look for consultants through Strides **Action AW**. Steering Group also to look at ST's website and consider who other local NPs have used.

ST's questioned on behalf of DD, SGC whether the HNA just covered the Parish, the Steering Group confirmed this was the case.

10. Meeting with Jack Lopresti, MP

Meeting did not happen due to Queen's death. It has been rearranged for 12.00 on Friday 30th September. RE, NH, and GS confirmed availability to attend. MH's availability to be determined prior to joint decision on who will go.

11. Communications with other agencies

GS & RE conference call with Rosie Cox, AECOM

RE attended and reported to the September Parish Council meeting.

RE emails with Kelvin Packer, SGC Project Manager for M49 link.

12. Any other business

RE reported on the presentation from Kelvin Packer at Parish Council meeting on the M49 link. Due to difficulties in land negotiations there was an increasing risk they may need to pursue compulsory purchase order. This should be known by the end of October and would be likely to extend the project by a further 18 months.

A question from RG on the scope of public consultation was discussed.

For future meetings required at Emmaus the Steering Group confirmed to JM that they will pay for them with heating costs when required.

A short discussion on whether the Parish would be able to progress with new build confirmed there had been no indications to-date that this was not possible

13. Date(s) of future meetings

Agreed dates

18th October

15th November (confirmed)

Meeting closed at 21.45