



Pilning & Severn Beach Neighbourhood Plan Steering Group

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Meeting Notes for 15th March 2021

1. Present

Ian Roberts (ISR); Jaques Graham (JG); John Miller (JM); Olga Taylor (OT); Peter Tyzack (PT); Julia Edwards (JDE) and Richard Edwards (RE)

2. Apologies

Gary Sheppard (GS) and Nigel Barton (NB)

3. Agreement between South Gloucestershire Council and Pilning & Severn Beach Parish Council.

OT expects that the agreement and Terms of Reference will be added to the shared drive.

The Parish Council has agreed it and the document is to be sent to South Gloucestershire Council

Action JE

4. Discuss the Neighbourhood Plan Steering Group Questionnaire.

OT was pleased to share the responses with the group and members are going to take them away to consider them. OT to produce a tidier PDF version for the steering group to consider.

RE reminded the group that this scoping exercise is to draw out the consolidated list of issues

Action OT

JE will be confirming the list of who will be on the shared drive and then those who wish to help but are not on the steering group get access to the published documents.

Action JE

5. Consider content for the webpage on PSBPC website.

OT and JE discussed how the website page will look.

Own heading on the page "Neighbourhood Plan"

- List of members no pictures or bios at this stage.
- Meeting notes
- Email contact to plan@pilningsevernbeach-pc.gov.uk
- Phone number via the clerk

RE wondered if the page could copy the Oldbury-on-Severn site, OT thought that was a good idea but warned this Neighbourhood Plan site needs to be distinctive.

JG wanted to know if it needed to be a separate website or is it ok to go on the Pilning & Severn Beach Parish Council website. OT explained that most Neighbourhood Plan she had found are embedded in other Parish Council websites.

JE said as things grow and change the decision could be made to move it to its own site but during the scoping stage a single page is enough.

Action JE

Material for a e-newsletter JG volunteered to help with this.

In View publicity OT explained that unless we have a budget for it could not go in In View. JG suggested that a link is put into In View Parish Council page to direct people to the e-newsletter on the webpage. The first e-newsletter could introduce the group and what a Neighbourhood Plan is, with next steps etc and a contact point. JG, OT and JE to collaborate with the documents being held on the shared drive.

Shared drive to be create for the e-newsletter.

Action JE

6. Any other business

Shared drive OT asked the meeting if they would be happy to have access to a shared drive to get all the documentation they need for the project.

JE screen shared the Google Shared drive with the meeting.

RE asked if the documents would be in the public domain, OT envisages this to be where the draft documents are worked on and ideas shared until publication.

Logo PT suggested the map of the parish could be used as a logo.

Action JE & OT

PT paper to SevernNet to be added to the Transport section of the Neighbourhood Plan.

PT has been talking with Kate at SevernNet and Phil Hall from Almondsbury Parish Council.

Almondsbury do not have a majority to carry out a plan but Kate has been involved with creating a Neighbourhood Plan in her own parish. PT has some links to share with the Steering Group that may be helpful.

OT to share the list to the group.

Action OT

OT agreed that Kate and Phil should be invited to talk to the group.

RE wanted to know the aims between now and the next meeting.

- a) OT and JE to get the technicalities together regarding the shared drive.
- b) Comments from the scoping feedback and list of aspirations
- c) OT invited conversations to take place between Steering Group members
- d) Start to think about the funding.
- e) Work up the questionnaire, this is being done with the scoping project. Using google forms a rating can be put onto each item.

The group needs to be sure what they need to spend a grant on before applying for it, e.g., housing survey, flood risk survey etc.

ISR asked who might be able to give advice at South Gloucestershire Council about who to get the surveys from. Suggested that Oldbury-on-Severn Parish Council are approached to see who they looked at and used. ISR suggested someone he knows to speak to regarding flood risk reports.

7. Date of the next meeting

Suggested dates.

19th April

17th May

There being no other business the meeting closed at 19:50