



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

Cranmoor Villa, 31, Cross Hands Road, Pilning, BS35 4JB.

E: neighbourhoodplan@pilningsevernbeach-pc.gov.uk

**Meeting Notes for Neighbourhood Plan Steering Group 12th August 2025 7pm at
Passage House, New Passage**

1. Present

Richard Edwards (RE), John Miller (JM), Gary Sheppard (GS), Gill Cox (GC). From 8:15pm
Nick Davies (ND).

Apologies: Robert Goard (RG), Peter Johnson (PJ), Mike Harrison (MH).

Guests: None - not a public meeting.

2. Declarations of interest

No change.

3. Review of actions from the previous meeting of 15th July and matters arising

All actions from the previous meeting were reviewed and considered to be closed. Matters arising are covered under the agenda items below.

GS has continued to pursue other national funding through Locality, but nothing is forthcoming. RE wrote to Chris Willmore SGC, acknowledgement advised they will discuss internally and have had their own funding for supporting NPs removed. A reminder to be sent to Chris Willmore **Action RE**. A letter had also been sent to Claire Young. JM and RG had confirmed availabilities for Emmaus and Mafeking for 18th and 20th of Sept, respectively.

No further comments were received on the NDP. Actions for ND and GS on the comments log have been completed. RE & JM agreed the photos, titles and positioning of them in the NDP, most have been inserted. RE & MH have progressed the implementation of changes to the NDP from the comments log, but MH has been unable to do further work over the last week or so and wants to complete the rest in one hit. It was agreed that RE would make any amendments to the NDP he can from the comments log and photos list. He will save a new copy of the comments log with just the outstanding actions. This will then be used to collate the inputs required from the AECOM reports. **Action RE**. The final amendments will then be implemented into the NDP ready for issue to Stuart Miles on 26th August. **Action MH**.

RE had spoken with Kate Royston at SevernNet for making an arrangement to present to businesses. Their breakfast meeting date for the Reg 14 period would be 25/9. GS agreed to cover for this.

For planning application P25/01642/ADV. Plot 4 signage on new warehouse, no one from the group had responded to suggest the group should submit a comment.

Summary of parking surveys to be completed by the end of August. **Action GS ongoing**.

Mailing list message to be sent out before 19/8 to update and progress and give early notification on Reg 14 consultation. **Action RE ongoing**.

Sending through of diary dates to show availability in August to October completed by RE GS, PJ, RG. **Action others ongoing**.

RE had emailed Stuart Todd and had cleared up any confusion over Reg 14 work.

4. SEA, HRA and Site Evaluation by AECOM

The draft Site Evaluation report received from AECOM on 1/8. A first set of comments was returned on 4/8. Further comments from RE, GS and JM have been received and will be sent to AECOM over the coming days. RE rang AECOM today to check how the review of the first comments and was advised that they were now with management for sign off.

The HRA report was received on Sun 10/8 and circulated. A comments log is being put together with input so far from RE and GS. This will be sent off in the next day or so. Generally, the report does not need as much attention as the Site Assessment.

Progress on the SEA will be chased tomorrow. **Action RE.**

5. Regulation 14 Preparation Plan

The core dates discussed last meeting are as follows: Stuart Miles check (26/8 to 29/8), SGC to carry out a 'meeting the basic conditions' check (1/9 to 5/9) and the Regulation 14 consultation 6-week window 19/9 and 26/10. The following was discussed and agreed:

For the drop-ins, 2 x A2 maps for both housing and car parks and A4 double sided leaflets (150 with folding options) for indicative quotes from Motion. **Action GS.**

Leaflet content suggestions to be collated by GS with input from all. **Action All.**

Comments forms at drop-ins to be posted in a box. Also, online commenting needs to be available via the website – approach to be made to Clerk. **Action RE.**

Also need to initially ask Clerk about mechanism for making documents available via links. **Action RE.**

RE reported other than the in-progress AECOM reports the only known other outstanding document was the Aspirations document. RE has recently done some work on this which is now around 70% complete. This will need reviewing by all. Notice of drop-ins will appear in next In View (18/9 - 5pm to 8:30pm and 20/9 10:00 to 2pm. Informing small businesses, groups and organisations of Reg 14 will be done to Excel lists from earlier surveys. Contact to be made where possible by email, GS to collate email addresses.

Action GS. Where email addresses cannot be found the email will be printed and hand delivered.

We hope to have a good attendance at the drop-ins which will deliver both supportive as well as critical comment.

6. Planning Applications

RE had received today notification from SGC of a planning committee site meeting for the traveller site on the corner of Northwick and Bank roads on 22/8. It was agreed RE would attend and make a representation on behalf of NP. **Action RE.**

7. Any other Business

The PC has forwarded a letter from the Pilning Village Hall Committee expressing concerns over the playing field's inclusion in Policy H1 of the NP. It was agreed a reply would be made explaining the NP process. **Action RE.**

GC had not been receiving recent emails. Care needed by all to use her Gmail address.

8. Date(s) of Future Meetings

19th August 7pm at Emmaus. This was the date published in In View, so it was agreed to go ahead with a brief meeting. With the potential for it being attended by the public, it would be held at Emmaus Church. No other meeting dates were agreed.

Meeting closed at 20:50.