



Pilning & Severn Beach Neighbourhood Plan Steering Group

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Draft Meeting Notes for Neighbourhood Plan Steering Group 15th December 2021 7pm Emmaus Church, Severn Beach

1. Present

Richard Edwards (RE), Anuran Wickramasinghe (AW), Gary Sheppard (GS) John Miller (JM), Ian S Roberts (ISR) Jonathan Edwardes (JE)

Apologies

Jacqs Graham and Olga Taylor

Concern was raised as to the current levels of commitment from all of the NPSG e.g. with some members being absent for 3 or more consecutive meetings and a limited contribution to our work/activities. With an increasing workload there is a need to identify new NPSG members and additional helpers. JE to add this as an agenda item for the next meeting **(Action JE 11/1)**.

2. Declarations of Interest

None identified.

3. Review of Actions from the Previous Meeting and Matters Arising

(Where appropriate, detail to be addressed in agenda items below)

All closed with the exception of the following carried forward:

1. JE to add the green belt map and a paragraph of explanation under the documents tab of the NP website pages **(Action JE 16/12)**

Matters Arising:

- ISR was thanked for completing his profile – all NPSG Member profiles are now complete
- Data entry policy circulated and members of the NPSG; those undertaking data entry have signed an agreement with the Parish Council as data controller to abide by the policy.
- PT to attend a SevernNet meeting with literature and a banner – it was not known if this had happened
- Next meeting will be on 18th January 2022 instead of the 11th
- AW questioned why attendees were not recorded on the meeting notes. It was agreed this would be done going forward.

Notes of the November meeting accepted as a true record.

4. Financial Report

GS advised his report is available on the Shared Drive and summarized it. £1,667.44 spend to-date. Please see appendix A for the report

JE to do verify spend by reconciliation of the Parish Council accounts and the NPSG financial report. **(JE 15/12)**

RE had emailed Dave Chapman, Locality to arrange a meeting to discuss grants/handbacks. In a response by telephone, Dave Chapman could not participate in a meeting this week and so gave his views over the phone as follows:

There was every likelihood funding for next year would be available, but he couldn't say for sure. Spending was currently being agreed with Government and he'd expect an announcement to be made mid-January.

Regarding our potential underspend, he said we have until the 31st March to notify Locality in an 'end of grant report'. He recommended, in case there was no money next year, spending the rest of the current grant on something else by applying for a 'Grant Variation'. This is a simple one page form, needing only a few days for approval, which is normally successful. The variation would need to be spent by the end of March.

If our 'end of grant report' identifies an under-spend, providing the funding scheme is running, the under-spend will be available to us for 2022/2023. So as we have done a HNA, for next year we would have a further £8k grant available (pending a new grant application), plus the underspend from this year. He considered work on allocating sites and/or design codes could be appropriate for us.

It was agreed that the decision on handing back the grant to Locality should still be added as agenda item for January **(Action JE 4/1)**.

RE to send to JE a summary of discussion with Dave Chapman for inclusion in the meeting notes **(Action RE 16/12)**

5. Acceptance of Final Housing Needs Assessment Report

The final Housing Needs Assessment Report, approved by locality been returned from the author and was made available to the Steering Group prior to this meeting.

RE had contacted the author to clarify whether the report should include sites for travellers, etc. He confirmed HNA does not address this group, which is a specialist activity, commissioned by Local Authorities.

The HNA report was proposed to be accepted by GS and seconded by JM, all were in favour.

6. Parish Survey

The current on-line return figure was 312 with a further 11 paper entries to be made (this equates to 21%). The desired 30% figure would be 460. The declared closure date will remain at 20th December, however, late entries will be accepted up until at least the New Year.

Publicity has continued on Facebook and Nextdoor, in In View and the Thornbury Gazette and at the Scouts Christmas tree sale.

It was agreed a sub-group should be set up for the analysis of data/presentation of results. The first meeting will be on Thursday 13th January 2022 at 7:30pm. GS, AW, JM, ISR & RE volunteered to participate, but the meeting would be open to all NPSG members and any other volunteer helpers.

Headline data to be extracted for the subgroup meeting **(Action JE 10/01)**

It was recognized that we may well need professional support in the survey analysis. AW to send to GS contact details for persons offering these services **(Action AW 24/12)**

7. Next Steps – review of documents forwarded by Stuart Todd

Discussion was had regarding information supplied by Stuart Todd about future actions to complete stage 1 of the Neighbourhood Plan. His suggestions and documentation were helpful and allowed discussion around amendments to the Project Plan of which a draft issue 3 is available with detail of additional activities, including the production of a vision and aims and

objectives consolidated from the key issues and findings of surveys, through to the end of September. See section 12 of these notes for further details.

8. Survey of Businesses and Organisations

A full list of residents & businesses in the Parish come through from Danny Dixon, SGC after the launch of the survey of residents. The spreadsheet is available on the shared drive. RE to pull together a single list of businesses from the spreadsheet and the list the NPSG has already produced. **(Action RE 6/01)**

This piece of work is scheduled from January to March 2022.

It was agreed a sub-group should be set up for developing a bank of suitable questions that can be picked as required for each organisation and to deploy the surveys. The first meeting will be on Thursday 6th January 2022 at 7:30pm. GS, AW, JM, ISR & RE volunteered to participate, but the meeting would be open to all NPSG members and any other volunteer helpers.

To develop questions it was agreed we should investigate how other NP have approached this and whether examples/templates of questions asked are available anywhere. Action for all the group members to research for templates and consider what questions may be suitable. **(Action ALL 6/01)**

It was recognised this parish is probably unique in range of businesses and groups to cover. The Lawrence Weston NP might be a near match to get some ideas. It was noted that although we are considering the Parish, some organisations to be approached e.g. secondary schools will be outside.

9. Identification of sites

The consolidated list of identified sites and map are available on the shared drive. This needs further work to include; suggestions made in the public survey and further NPSG inputs either directly by NPSG members or via RE.

RE clarified, this is just the start and is in accordance with the Locality guidance document provided by Stuart Todd, which is clear about the process of identification, followed by a three stage evaluation of; suitability, availability and economic viability. Landowners are only considered/approached at the availability stage and information at this time should be kept confidential to the NPSG. Site are not limited to new housing and could include car parking, green spaces, retail, etc.

In the revisions to the Project Plan (see Section 13) the site evaluation work is scheduled to start in May running through to end of July. It was anticipated a sub-group will be needed nearer the time in order to take this forward.

10. Communication with other Agencies

RE reported that an update was given to the Parish Council at their meeting on the 6th December. Other than that recorded above, there has been no communication with other agencies.

11. Website Development

Only need arising is the inclusion of the green belt map and an explanation

12. Review the Project Plan

Under section 7, the draft Issue 3 of the Project Plan was discussed. A number of additions have been made following the contributions from Stuart Todd. These included Analysis of survey results, development of aims, objectives and overall vision, public consultation, identification and assessment of sites, options for delivering housing.

As a result of discussion at the meeting, further changes are required prior to this being distributed before, and presented for acceptance at the January meeting.

RE to up-date draft on the basis of discussion (**Action RE 20/12**)

GS to up-date budgetary figures (**Action GS 11/1**)

13. Any other Business

None

14. Confirmation of Actions

All actions from this meeting were confirmed with dates allocated for their completion.

15. Date(s) of Future Meetings

Agreed dates

18th January

15th February

Appendix A – Treasurers Report

14th December 2021

1. Grant

The Grant was obtained and deposited in the Pilning & Severn Beach Parish Council bank account.

From this account funds will be released in line with the Grant conditions and authorisations as detailed in the Pilning & Severn Beach Neighbourhood Plan Steering Group Terms of Reference (TOR).

The Grant value was £10,000.00

2. Expenditure to date

We purchased letter heads/templates and post boxes (for survey return) from Motion Media.

Total expenditure for the period 11/11/21 to 14/12/21 is:

Motion Design & Print	£	24.80
Google email link	£	8.02
Total for period	£	32.82

Total expenditure to date (with previous spend brought forward) is:

Total spend to date £1,667.44

For clarity, VAT is reclaimable by the Parish Council.

3. Forecast expenditure.

In line with the Grant allocation forecast expenditure remains in line with the plan produced and approved. This amounts to £8,332.56

4. Summary against Grant/Budget

Finances	Grant/Budget	Total Spent to Date
Planning Expert	£3,150.00	£0.00
Room Hire (consultation)	£500.00	£0.00
Room Hire (meetings)	£250.00	£30.00
Website Development	£140.00	£56.14
Publicity Cost	£700.00	£75.00
Printing Cost	£5,260.00	£1,506.30
Total Grant	£10,000.00	£1,667.44

5. Future Income.

Additional income (by way of an additional grant) is available from Locality should the findings of the Housing Needs Analysis be agreed/approved as detailed in the Treasurers Report dated 14th September 2021.

RE spoke to Dave Chapman (in the Treasurers absence) of Locality regarding our Grant (under spend forecast and additional claim) and will report on this separately.

6. Points of Discussion.

The NPSG still needs to identify further technical support it requires. Technical Support interaction will be an ongoing process and therefore Steering Group members delegated with the management of the process need to be available to participate actively with the process.

Grant funds can only be spent in line with the budget submitted. If funds are required to be reallocated, then they need to be requested to/approved by Locality.