



## Pilning & Severn Beach Neighbourhood Plan Steering Group

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### Meeting Notes for Neighbourhood Plan Steering Group 19<sup>th</sup> October 2021 7pm Emmaus Church, Severn Beach

#### 1. Apologies

Nigel Barton, Peter Tyzack, Olga Taylor & Anuran Wickramasinghe

#### 2. Election of NPSG Chair

- .1 Richard Edwards was proposed by GS and seconded by JM and was elected unanimously as Chair.
- .2 To fill the now vacant Vice Chair role, Anuran Wickramasinghe was proposed by GS and seconded by JG and was elected unanimously as Vice Chair. Prior to the meeting AW had indicated he was prepared to take this role on subject to there being no conflicts of interest. For everyone's benefit, it was agreed to add 'declaration of interests' for the next SG meeting **(Action JE 9/11)**

#### 3. Review of Actions from the Previous Meeting

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

- .1 AW has spoken with Strides to say that the group is not ready yet to speak with them.
- .2 For the meeting with Danny Dixon on 30<sup>th</sup> September our questions and issues were included in a jointly prepared meeting agenda, which can be found on the shared drive for reference.
- .3 The newsletter items identified for the November "In View" magazine had largely been addressed already in the October edition.
- .4 JM to produce an invoice for NP for use of Emmaus Church **(Action JM 16/11)**

Minutes accepted as a true record.

#### 4. Financial Report

- .1 Nothing to report, no additional costs have been incurred since the last meeting.
- .2 Plans are coming together to produce the paper survey to residents and the likely costs involved.

#### 5. Parish Survey

- .1 Feedback on the draft questions had been received from SG members and from SGC.
- .2 Formatting issues could be driven by Google forms. JE to check the formatting of Google Forms regarding "ovals", "ticks" and "checks". **(Action JE 31/10)**
- .3 Sub-group to meet next week to finalise the survey questions.
- .4 Use "In View" to push getting people to register electronically.
- .5 Ask retailers to have a banner and register of interest forms.
- .6 Ask schools to have a banner and register of interest forms, possibly have an event at the school gates. St Peter's **(Action RE 26/10)**, Severn Beach **(Action JM 26/10)**. Other opportunities for publicising the survey and registration to be established i.e., at Severn Beach shops **(Action RE 10/11)**
- .7 Survey planned to be launched on the 17<sup>th</sup> of November and run for four weeks. The expectation is to have the information returned before Christmas.

- .8 JE to create/make available an address only mailing list with no personal detail, expected to be about 1500 entries. **(Action JE 25/10)**
- .9 Branding to be prepared for the envelopes to encourage people to not ignore the survey
- .10 Survey to encourage respondents to return the survey electronically.
- .11 Physical return boxes to be positioned inside at various locations e.g. retail, schools, pharmacy, etc. Approaches to be made and list to be prepared **(Action GS 6/11)**
- .12 Pilot run of the survey amongst members to be made prior to public issue.
- .13. Care needs to be taken that data processing will take a lot of resources once the surveys are returned. May need to consider outsourcing.
- .14 Google forms will process the "static" data very well; the only items that will need intervention are the free text returns.
- .15 The registration leaflets are available from JE

## **6. Survey of Businesses and Organisations**

- .1 RE has put an initial list on the shared drive of potential businesses and organisations.
- .2 Expectation is to prepare a bank of questions, to create bespoke questionnaires for each business type. A sub-group to be formed to move this forward. RE & AW have shown interest in this, others will depend on workload with residents' survey.
- .3 Suggested that a networking event is held for some businesses rather than a survey.
- .4 Invite SevernNet to assist with contacting western Approach businesses.
- .5 Suggested this topic should be group and business engagement rather than survey.

## **7. Housing Needs Assessment / Meeting with Danny Dixon on 30<sup>th</sup> September**

- .1 The draft report was returned to the author with comments from the NP team and from South Gloucestershire Council (SGC) officers on 8<sup>th</sup> October.
- .2 Final version to go to Locality, expected to be published in two to four weeks (22<sup>nd</sup> October and 5<sup>th</sup> November).
- .3 RE to put the version of the HNA report with SGC comments on the shared drive **(Action RE 28/10)**.
- .4 Noted at the SGC meeting that our NP is anticipated to be completed before the SGC Local Plan.
- .5 SGC has not yet provided new housing numbers for this parish. We will need to work on our own figures, but it is noted that our NP cannot allocate fewer numbers than the Local Plan.
- .6 It was agreed that SGC consultant Stuart Todd will have 35 hours allocated to work on our NP project. He was unable to attend this meeting but will be invited to the next meeting in November.

## **8. Communication with other Agencies**

- .1 JE has communicated with all the people registered for the survey and those on the correspondence list, and also sorted an issue with BT email account bounce backs.
- .2 JE to share with RE the list of those registering for the survey that have offered their help with the survey **(Action JE 31/10)**.

## **9. Identification of Sites**

- .1 JE to create a consolidated list from information provided and a Google Earth map of the potential sites **(Action JE 15/11)**.
- .2 Ownership of Parish assets map, JE already has this on file and will share. **(Action JE 15/11)**.

## **10. Website Development**

- .1 JE confirmed that the website is up to date.
- .2 Some profiles are still not completed, JM and ISR still to do theirs. RE to chase up. **(Action RE 16/11)**

## **11. Review the Project Plan**

- .1 The Project plan is up-to-date

## **12. Any other Business**

- .1 Records of evidence gathered and work completed needs to be compiled for the final 'Neighbourhood Development Plan' document. RE to create a template document on the shared drive. **(Action RE 16/11)**
- .2 December "In View" content will need to be given to the editor by the first week of November. As well as a usual NP newsletter this time asking all to return their surveys, the following was suggested:
  - A header / footer banner for each page to remind people to fill in their survey. Paid for as advertising, RE to speak to the editor **(Action RE 1/11)**.
  - Content in the editorial – approach Nick Harley **(Action RE 1/11)**.
  - Information to be added to the Parish Council page by OT **(Action OT 1/11)**.
- .3 Agreed that starting with this meeting, actions will be given completion dates.
- .4 GS/RE to attend the next Parish Council meeting **(Action GS/RE 1/11)**

## **13. Confirmation of Actions**

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

## **14. Date(s) of Future Meetings**

Agreed dates  
16<sup>th</sup> November  
14<sup>th</sup> December