



Pilning & Severn Beach Neighbourhood Plan Steering Group

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Draft Meeting Notes for Neighbourhood Plan Steering Group 16th November 2021 7pm Emmaus Church, Severn Beach

1. Apologies

Jacqs Graham, Olga Taylor.

Not present: Nigel Barton. Guest: Stuart Todd (representing SGC) via Zoom.

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 create a consolidated list from information provided to go with the Google Earth map of the potential sites **(Action JE 18/11)**.
2. Ownership of Parish assets map, JE already has this on file and will share. **(Action JE 18/11)**.
3. Profiles still not completed, ISR still to do his. **(Action ISR 14/12)**

Matters Arising:

PT wanted this agenda item to be identified as 'matters arising', which it was agreed to add to the title.

PT raised that SevernNet is willing to forward either post or emails to members on their mailing list. PT to attend their next forum and to take a banner.

Survey reminder to be added to the Parish Council page by OT (Action OT 1/11) – not known if this was done.

Minutes accepted as a true record.

4. Financial Report

GS advised his report is available on the Shared Drive and summarized it. £1,634.62 spend to-date. The survey production has been achieved significantly below budget. We will need to consider handback to Locality, but also the re-allocation to other potential technical support e.g. Independent Assessment of Sites, Design Guide etc. Locality will need to know of handback in good time, but it is not yet announced that the programme of grants will be available for the new financial year. GS & RE to speak with Locality and report back for the next meeting **(Action GS & RE 14/12)**.

Decision on handback to be added as agenda item for January **(Action JE 4/1)**.

5. Parish Survey

RE thanked all involved in getting the survey to the point of delivery and especially those that had gone out in the last week to get some 150 more registrations at schools, shops and churches.

Paper copies of the survey booklet, envelopes and letters are all with the printers, but not due for delivery until Wednesday / Thursday. RE to communicate with the Steering Group and helpers on the timing of letter stuffing, likely to be at Emmaus on Thursday pm (**Action RE 18/11**). Full coverage of helpers for distribution in place. GS to post copies of survey documentation to Stuart (**Action GS 23/11**).

A pilot of the on-line survey was completed successfully by 8 people. Amendments identified to questions can't be made as online form must align with paper copy. Some functional changes possible and were made by JE/AW, but many are tied in with Google program. GS requested to see the reporting availability on the 8 submissions, which JE was able to show. Agreed that the on-line survey could be launched tomorrow (**Action JE 17/11**). Email to go out to all recently registered parishioners prior to launch thanking them for their registration (**Action JE 17/11**).

Data entry of paper copies will be made into Google survey. JE, GS, AW, ISR & RE volunteered to help with this. Processing will need to follow data protection regulation – JE will prepare guidance (**Action JE 24/11**)

In-View will include a footer advert on each page (cost £75) for the December issue to remind people to complete the survey. Also content in editorial.

6. Survey of Businesses and Organisations

ST advised a list of businesses in the Parish was available from SGC. He will approach Danny Dixon to get this sent to the Steering Group (**Action ST 30/11**). He also advised the survey of businesses is likely to be less successful in responses than a residents' survey. He recommended using people with contact to the organisations, breakfast workshops and explore Chamber of Commerce possibilities. SevernNet breakfast meetings would be an opportunity for Severnside businesses. Agreed that it was too soon to move this forward now, but a sub-group meeting would be set up in January for that purpose (**Action RE 7/1**).

7. Housing Needs Assessment Amendments

Since the last Steering Group meeting, the revised report responding to the group's and ST comments had been received. However it became evident that accommodation for the elderly had been overlooked. RE had discussed this with those Steering Group members who had commented on the report, all agreed it should be amended. The additional work has been approved by Locality and an amended report received from AECOM and distributed for comment. The headline was the indicative figure for new housing should also identify the additional 30 to 41 specialist accommodation units that might be required during the Plan period. All Steering Group members are to review the report and if appropriate provide comments (**Action ALL 23/11**)

8. Communication with other Agencies

RE had communicated with Danny Dixon to get an accurate parish mailing list for the survey. Unfortunately, so far Danny had not managed to find the right person in SGC to respond.

9. Identification of Sites

In a lengthy discussion on this topic ST provided useful guidance on the approach and process for moving this forward, with a need for transparency and evaluation of sites on planning merits and viability rather than discussing with owners early on. Ownership has to be a consideration, but compulsory purchase orders are difficult because of them; usually being related to highways, needing to be done by SGC, the time they take and the risk of proposals being removed under independent examination of the NDP as they may not be deliverable. ST recommended we familiarize ourselves with SHELAA process of SGC. He will also send guidance from Locality about identification and evaluation of sites (**Action ST 23/11**). The

Steering Group recognized that the information on sites in submissions of the SGC 'call for sites' was limited. The Steering Group will review the guidance sent from ST, complete the initial assimilation of the identification of sites list (thought to be around 20 sites) and continue the discussion at the December meeting.

10. Website Development

Only need arising was the insertion of 'a big red button' on the Parish Council home page to take people to the survey, also from the NP home page **(Action JE 17/11)**

11. Review the Project Plan

Agreed that although some minor changes could be made now, because of the on-going activities it would be best to defer this to the December meeting ST to send through his notes/vision for the project plan which would include 'aims, objectives and visions' against different topics (not just housing) **(Action ST 23/11)**

12. Any other Business

RE reported that it had been difficult to find a good map of the green belt for use in the survey. A map is available and is to be sent to the SG and added to the NP pages of the website **(Action JE & PT 23/11)**

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
14th December
11th January