



Pilning & Severn Beach Neighbourhood Plan Steering Group

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Meeting Notes for Neighbourhood Plan Steering Group 19th April 2022 7pm Emmaus Church, Severn Beach

1. Present

Richard Edwards (RE) (Chair) Anuran Wickramasinghe (AW) (Vice Chair),
Mike Harrison (MH), Jonathan Edwardes (JE) Peter Tyzack (PT)

Gary Sheppard (GS), & Nick Davies (ND) online.

Guest: Penny Riches

Apologies

John Miller (JM)

2. Declarations of interest

None

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

GS & RE meeting held with Ben Castell of Aecom on 23rd March to kick-off Design Codes work, visit arranged for 11th May Simon Hargreaves of Aecom to tour the Parish.

JE to add agenda item for SG membership completed

GS & JE accounts reconciled, with the remainder of the grant paid back to Locality.

MH had supplied laptop for open evening. Open evening well received and 3 potential new SG members came forward.

JE to ask WERN about survey data validation [post meeting note –email sent to WERN on 16th March – no reply] **Action JE to chase up. Action AW to follow up with UWE contacts.**

RE had undertaken analysis of the “other” free text data. Now on shared drive.

Sevenside Strategic Infrastructure-led Masterplan; Online meeting with SGC and Atkins attended by RE, GS and ND, and Parish Council. Follow up face to face meeting held on 8th April at Emmaus to supply SGC/Atkins Masterplan team with detailed information on status and direction of the Neighbourhood Plan, both verbally and in documented form. Attendees: RE, GS, ND & MH; PT & JE for PC; Lisa Price SGC; Jodie Savickes & Alistair Cox of Atkins.

MH no feedback yet on cycling initiative. **Action MH to chase response, also MH suggested to contact Sam at SevernNet as well (17/05/2022)**

RE had attended Wild Place public forum and provided feedback and contact details for NP.

4. Membership of Steering Group

RE gave a resume of how the membership is drawn from the community and Parish Council. This is being clarified in the Terms of Reference see section 5.

Application form from Robert Goard has been received, the group look forward to welcoming him to the next meeting. Penny Riches and Amy Parker are also considering joining.

5. Terms of Reference Issue 4

Following the receipt of feedback on Issue 3 of the ToR from the Parish Council, the document had been amended and circulated as a draft Issue 4 prior to the meeting. The main changes were:

1.1 Re-wording for clarity

1.2 G removed as it was a duplication of 1.1 and 1.2

2.1 Clarification on who the Steering Group officers are

2.2 Clarification on the Parish Council membership, ensuring that there are at least two representatives on the Steering Group.

2.5 This item has been struck due to being a duplication of 3.4

3.4 Clarification of the quorum being five members including two officers

3.7 Clarification that all including other Parish Councillors are welcome to attend NPSG meetings

10. Amended to clarify that the ToR is approved by the Steering Group and submitted for review to the Parish Council

Action JE to remove PT from the membership list as this role is ex-officio (20/4/2022)

Action RE to consolidate amendments to ToR, publish and send to PC for review

6. Finance

GS gave the financial report, further details can be found on the shared drive.

Locality has now reopened for 2022/2023 grant applications.

Action ALL request to read through the application details from GS against the project plan (17/05/2022)

Action GS to look for quotes to populate the application to Locality (17/05/2022)

Criteria for grant applications regarding housing have changed and this will only be available for rented social housing not affordable housing for sale.

7. Survey of Businesses / Groups

29th March sub-group meeting agreed the letter for large businesses was ready to go, further minor amendments made and sent to Kate at SevernNet for distribution to businesses.

Questionnaire sheets for small businesses and groups finalized.

Action ALL to check the list of groups and local businesses and to complete their allocations (13/05/2022)

<https://docs.google.com/spreadsheets/d/1xXbpG-4dx1jUh9EFjkZRW2Yfksl0TQKIDpRwZims6s/edit?usp=sharing>

8. Parish Character Assessment

MH gave a rundown of the process

a. Introduce the sub-group members to the Open Street Map application and details of the character assessment Focus Area **Action MH to supply details and links (20/4/2022)**

b. Sub-group meeting set for 26th April

c. Get two large A0 maps printed **Action PT to ask Motion Print (22/04/2022)**

d. Divide up the Parish into areas for character assessment.

e. **Action MH to circulate** list of focus areas issues/items that should be identified in maps and key aspects for consideration.

9. Communication with other Agencies

Atkins / South Gloucestershire Council meetings for Severnside Strategic Infrastructure-led Masterplan.

AECOM Design Codes

Locality regarding grant / Design Codes

Parish Council meeting 4/4/2022

SevernNet invite to give a pitch to businesses at a future meeting, northern area venue recommended.

10. Review of the Project Plan

Draft Issue 4 prepared and distributed reflecting status at end of financial year and an approximate 2 month slip in programme for current activities. RE is keen to avoid further slippage and to stick to the scheduled plan end date if possible.

Additional item required between 1.13 and 1.14 regarding the new grant application. Details to be decided and Issue 4 of the Project Plan finalized at the next NPSG meeting.

11. Any other business

Start times for future meetings. RE proposed that future NPSG full meetings should start at 7:30pm rather than 7pm for the benefit of those that are working. Seconded AW motion carried.

NPSG has been invited to an open bike marking event on 14th May at Pilning Village Hall, 10 till 12. Banner and some survey result boards created for the open evening can be used. **Action RE to accept the invitation.** RE can be there for set up and first hour, other volunteers required – GS & MH tentative.

A SGC flood risk consultation has come to light. **Action RE to respond with request for making NPSG input.**

12. Confirmation of Actions

13. Date(s) of future meetings

Agreed dates

17th May at 7:30pm (apologies MH)

14th June

Meeting closed at 20:52