



Pilning & Severn Beach Neighbourhood Plan Steering Group

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Notes for Meeting on 17th May 2021 at 7pm Video call

1. Present

Olga Taylor (OT), Richard Edwards (RE), Gary Sheppard (GS), Ian Roberts (ISR), John Miller (JM), Jonathan Edwardes (JE)

Also, present Anuran Wickramasinghe (AW) – resident and potential new SG member

2. Apologies

Jacqs Graham (JG)

Julia Edwards, Sue Binns and Heather Rickards have given their resignation to the group. Although they are standing down from the Steering Group, they will be part of the correspondence group.

3. Review of actions from previous meeting

Protocols for meeting, request for meeting notes to be more concise with topics of discussion, decisions made and action points.

Request for a clean copy with amendments from the group to be made available a few days before the next meeting.

Review of the March and April meeting notes to take place prior to publication on the website.

Action

Public version of the meeting notes to be anonymised and gender neutral wherever possible.
Issue with distribution OT to contact GS over issues.

Action

Action for the Steering Group members and roles list on website to be corrected.

Action

Check that the Service Level Agreement is ready to be put on the website. Clerk to print a copy off and get Parish Council Chairman to sign it.

Action

OT and JE have been amending other parts of the website, as required. Work in progress

Action

4. Communications with South Gloucestershire Council

- A meeting was held on 7/5/2021 with Stuart Todd a Planning Consultant working for SGC. Notes were written up from the recorded meeting, with the main points being:

- Agreed that there was a lot to take in but a very useful meeting.
- Future actions to be put in place include
 - market research
 - housing needs assessment
 - request for funding/grant.

Highlighted the need to be in contact with other parishes. Since the meeting Oldbury on Severn Neighbourhood Plan Chairman (Barry Turner) has been contacted Help has been forthcoming regarding.

- grant applications

- support from technical at "Locality"
- Sharing of documents – these to be downloaded and added to the shared drive to the Resources folder under Oldbury

Action

- Key message was about being transparent to everyone in the process. Not to alienate anyone in the parish.
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- List of reading material is available – everyone is encouraged to read the documents and get the context.
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- Update on other communications since the last meeting.

5. NP Key Issues

- Given the information from the meeting with Stuart Todd the Key Issues document has been edited to remove non-planning related content.
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- Review to be made before the next meeting of the Key Issues document issue 2. Refer to the Do's and Don'ts from Stuart Todd when considering it.

Action

Comments and amendments to RE

Action

6. P&SB Proposal – Green Belt (distributed separately)

Neighbourhood Plan Group to review it over the next few weeks.
Find appendixes for the document.

Action

Document to be given a date and version number.

Action

7. NP Project Plan

- Application for our first grant to go into "Locality" by Thursday 20th May.
- Application is almost complete; some figures will be reallocated for
 - Meetings
 - Community awareness
 - Some services/consultants can be cost free through "Locality".
 - Application form when it's completed will be sent out to the group.
 - Authority delegated to GS and RE from OT and PT to submit the application when complete.
 - If the money applied for is not spent then it must be returned, however a new application for funds can be made for something different or seek an approval to amend the grant application.
- No amendments required to the Project Plan currently.

8. Website Development

- There are now four pages dedicated to the Neighbourhood Plan on the Parish Council website. Work in progress to keep them up to date.

Action

To be added are

- the meeting notes from full SG meetings and the Service Level Agreement
- Terms of reference (current version – see item 9)
- Progress to date and next steps page
- E newsletters
- Short video from the Neighbourhood Plan Chairperson explaining what is hoped to be achieved.
- An archive of superseded documents

Amendments

- Scope/Mission Statement and Introduction page to be set correctly up from drop down menu.
- Update the members list and roles on the website.
- Mini CVs have not yet been added.

○ **Actions**

Thanks to the group for filling out their application forms to confirm their places on the Steering Group.

9. Review Terms of Reference

ToR was established from a SGC template document and it was agreed consideration should be given to re-issuing to show how our group is operated. Suggested revisions required:

- Definition of the full and correspondence lists
- Explanation of how documents are being handled.
- How minutes and agendas are produced
- Use of delegated authority.

Group to have a look at the document before the next meeting and consider what else might be added to it.

Action

10. Agreement on next steps

- a. Grant application.
- b. Appointment of a planning professional.

Action

- c. Housing needs assessment

Other actions in parallel

- a. Commence putting together a survey for the public.
- b. Looking at the parish for future development sites – Note work has already taken place with the Call for Sites' undertaken last year by South Gloucestershire Council.
- c. Suggest that the key issues document is developed into a tool that can be used to record that actions that have taken place. Referencing surveys and sources of information and guidance and the outcomes from that work. This will allow evidence to be created which can be easily transferred into the Neighbourhood Development Plan document. Noted that further work is still required on the Key issues document before getting onto this stage.
- d. Creation of a spreadsheet from the information available on the Call for Sites interactive map. JE to forward on the work already undertaken.

Action

- e. Steering Group members to come up with their own suggestions of where potential developments could take place.

- f. Get information back on where proposed regenerations sites are in the area. Note this will only be information available in the public domain. **Action**
- g. Re item 6. It was noted that the Parish Council had asked for the Green Belt to be extended as long ago as 1990.
- h. Making sure everyone reads and understands the documents recommended by the South Gloucestershire Council consultant.

11. Any other business

Response to South Gloucestershire Council Flood survey, the deadline for replying has been extended to the 22nd of June. It is not completely clear what they are asking for but it would be worth responding to them to start a dialog particularly should there be increased chances of surface water (pluvial) flooding.

Action

There is a list of people to invite to the next meeting.

Action

Map to be added to the Green Belt document discussed earlier.

Action

Content in In View magazine – newsletter in the shared drive will be submitted. OT to ask JG to listen through this meeting to produce the next newsletter for July In View.

Action

Publicity payment the Parish Council are currently paying for the content to go into In View. Two pages for the Parish Council and one page for the Neighbourhood Plan.

If joining the SG, ask our new member to complete the application and give access to the shared drive.

Action

An application form was received from another new SG member during the meeting.

Action

Members are having difficulty accessing the Google shared drive other than when sent links to documents. OT has found a solution to this and will contact each member to ensure they have access.

Action

12. Dates for next meetings

Suggested dates.

20th July

With no other business the meeting closed at 20:21