



**Pilning & Severn Beach  
Neighbourhood Plan Steering Group**

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**Meeting Notes for Neighbourhood Plan Steering Group 18th October 2022 7:30pm at  
Emmaus Church**

**1. Present**

Richard Edwards (RE) (Chair), Anuran Wickramasinghe (AW) (Vice Chair), Gary Sheppard (GS), Penny Riches (PR), Nick Davies (ND), John Miller (JM) and Robert Goard (RG)

**Apologies**

Mike Harrison (MH)

**Absent**

Ian Roberts (ISR)

**2. Declarations of interest**

None.

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

RE has now completed MH's CA assessment for Western Approach and this is now with Peter Tyzack (PT) to review.

GS with JE's help, has recovered the missing documents from the shared drive, which had gone into the recycle bin. The cause is a mystery and it was agreed our secretary would do monthly backups to minimize the risk of losing documents. **Action PR**

GS and AW have combined their comments to complete Whitehouse Farm.

There was no progress report from MH of status of up-loading of photos to Parish Online or status of making photos available to AECOM. RE yesterday downloaded the photos to WeTransfer for AECOM. ND will pick up the action to upload photos to Parish Online. **Action ND.**

JM invoiced GS for room hire and will check payment has been received from JE. **Action JM**

RE had obtained a progress report from Simon Hargreaves.

All had reviewed the comments from ST on the NDP prior to the subgroup meeting.

ST had approached Danny Dixon about him drafting a specification but this was determined to be outside of his work scope.

AW had approached consultants through Strides.

**4. Financial Report**

GS gave summary of the treasurer's report. Invoices for Emmaus room hire would be quarterly in future. **Action JM.** £574 of £7,035 budget spent.

**5. Planning Applications**

A new application for Churngold offices had been received. It was agreed that the application was in line with the NPSG's expectations for this type of development. A note of our support will be prepared and the item raised on the PC's meeting agenda. **Action ND.** ND reported; for Plot 3, at meetings with the developer, they'd agreed most requirements e.g. driver facilities, land raising/flood alleviation, noise assessment. The tidal flooding issue was not fully addressed though.

## 6. Parish Character Assessment

All completed apart from finalisation of Western Approach (see Section 3 above), but this is not needed by AECOM. For Parish Online, ND will request MH to set him up with administrative permissions, so he can add and edit data. A list of Parish Online layer titles will be distributed for consideration and a demonstration of Parish Online given at the next meeting. **Actions ND.**

## 7. Design Codes Work

RE had distributed a progress report from Simon Hargreaves (SH) prior to the meeting. All work was progressing in parallel with a draft report due to be issued to us for review in mid to late November, with the final report issued by 27/12/2022. Simon Hargreaves to be asked whether his maps and results can be layered on Parish Online. **Action RE.**

A discussion on examples of future proofing in existing builds, requested by SH, concluded that due to a lack of recent developments, these were limited to individual properties. Examples identified included the old Northwick School kitchen roof, photovoltaic cells on roofs, thermodynamic integrated panels, mitigation of flooding by moving bedrooms and dining rooms to first floors. Cranmoor Green storm water relief scheme was an example for a housing development. **Action RE** to report to SH.

## 8. Evaluation of Sites

Feedback was given by GS & RE for the on-line meeting with Aecom to start this work, which will take up to 4 months to complete. AECOM has subsequently contacted Danny Dixon (DD) about SGC making a screening decision for the need of SEA & HRA. DD had replied to confirm that this was required and could commence.

## 9. Visions, Aims & Objectives

A sub-group meeting was held on 11<sup>th</sup> October to review ST's comments. The Aims and Objectives were subsequently cleaned up at a meeting between GS, AW and RE on 17<sup>th</sup> October. The next step is to get a planning consultant to review and help us to move forward with policies and the structure of the NDP. A shortlist of consultants will be produced to tender for the work. AW has commenced preparing a request for proposal and will circulate this to the group for review. **Action AW.** The aim to appoint a consultant at our meeting on 13<sup>th</sup> December was agreed. Formal public consultation would be put back to a time when the consultant has finished their work. A summary of the main draft objectives has been included in the In View newsletter for November, by way of keeping residents informed.

## 10. Review Project Plan

The dates and activities of the Project Plan were reviewed and agreed. RE will adjust and distribute an amended Issue 5 version for group review. **Action RE.** The review concluded that completion of the NP project was likely to slip a further two months to May 2024. It was agreed we would decide at our December meeting, on the appropriateness of making a MHCLG second grant application of £8K in this financial year.

## 11. Meeting with Jack Lopresti MP

The meeting took place on Friday 30<sup>th</sup> September attended by RE, GS and ND, who provided an agenda including; a summary of progress to-date, the outline of the draft aims and objectives and discussion points. The discussion points were; buffer zones and green belt, transport hub and bus service sharing, M49 link and truck stop, and land ownership issues. The meeting lasted 80 mins and was positive. JL was keen to support group's proposals and post-meeting was provided with a copy of our agenda (attached). RE has requested a copy of the minutes JL's assistant took at the meeting and these will be circulated once received. **Action RE.** JL reported on a potential change of constituency boundaries.

**12. Communications with other agencies**

RE attended and reported to the October Parish Council meeting. RG reported that he'd made contact with The Anchor Society with regard to age care properties and is to follow up and report back on this. **Action RG.** RE & ND had met with Pilning pre-school. Other communications with Locality, AECOM and Jack Lopresti are as described above.

**13. Any other business**

None.

**14. Confirmation of Actions**

Actions arising from the meeting were confirmed for the minutes.

**15. Date(s) of future meetings**

Agreed dates

15<sup>th</sup> November

13<sup>th</sup> December (confirmed)

Meeting closed at 21.50