



Pilning & Severn Beach Neighbourhood Plan Steering Group

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Meeting Notes 20th July 2021 at 7pm

1. Expected

Anuran Wickramasinghe; Gary Sheppard; Ian S Roberts; Jacqs Graham; John Miller; Jonathan Edwardes; Olga Taylor; Peter Tyzack; Richard Edwards

2. Apologies

Nigel Barton

3. Review of actions from previous meeting

Green Belt - work in progress, note this is a Parish Council action from which the NP can benefit.

Action JE

Call for sites - items added in the "resources" folder.

Local call for sites – in addition to the official "call for sites" areas suggested by the group have been sent through.

Land ownership – this is not always known; it will take a lot of money to request the information. Note there is no budget for this work.

Green spaces, retail, mixed and mitigation areas – these need to be considered on the Neighbourhood Plan map. Habitat regulation Severn Estuary, SPA, SPC and Ramsar.

General The group needs to look at the whole list and understand it.

CIL payments – once developers get beyond the original 1957 permission, they will be liable for the Community Infrastructure Levy.

Grant application – Completed

Locality offer letter the Parish Council are now holding the funds for the Neighbourhood Plan. – Completed

RACI – document work in progress.

Minutes of the previous meeting after amendments accepted as a true record.

4. NP Key Issues

This document is now archived for reference. Item closed

5. NP Project Plan

Thanks to the members who updated the plan to show the current situation and where the money will be allocated.

Identification of further sites has been added to the Project Plan

Additional grants could be available depending on the outcome of the House Needs Analysis.

Locality will permit an amount of flexibility with how the grant is spent, only if they agree to the amendment. However, it is not expected to need amendment.

Agreed that this is now issue v2 of the project plan and a version of it without the figures can be posted on the website.

Carried unanimously

6. Grant application

- Confirmation of funding – **GS**

7. Use of the grant money

- survey prep work
 - Small group to begin looking at the questions to be asked for approval of the whole group.
 - What advice will the group be for setting the questions? There is an allowance in the costings for this.
 - In View pages to be used to get people informed ahead of the survey
- survey production
 - An amount of the grant has been set aside for this work
- survey distribution
 - Important this is done in one hit using multiple platforms.
 - Note the online survey returns have empirically been much lower than paper-based returns.
 - A possible solution could be to ask the Scouts to deliver it for a donation.
 - In View have been contacted – It could possibly work if the survey is on the centre fold of the magazine, how is it returned?
 - Drop off points around the village e.g., Pilning Shop, Severn Beach Shop, Community Library etc.
 - Best responses to be decided.
 - Caution needs to be taken that duplicate returns do not creep into the system.
 - 33% is a good rate of return. 1/5 via internet and 4/5 paper based.
 - Potential GDPR issues with the survey, more thought needed into how that will work.
 - Some thought needed about unique numbering of the paper and online entries.
 - Lots of good ideas to be reused from elsewhere.
 - Analysing the results might be volunteers
- Market research
- Publicity & engagement
 - Clarity is needed to help make sure there is a good response
 - Clear messaging on the envelope was suggested
 - Better quality will mean better returns, good examples available.
 - In person event – Craft fair see below.
- Room Hire
- Identification and assessment of potential sites
- Housing Needs Assessment
 - Initial meeting with Locality has taken place (Paul Avery)
 - The Housing Needs Analysis is now being undertaken
 - Disappointingly the data set they will be using will be from the last census.
 - The number of houses will be determined by South Gloucestershire.
 - It will come back to the Neighbourhood Plan Group to use the data to inform the residents of the parish. Very much for the group to inform the debate regarding housing - not just follow it.

Action OT

- Increase in employment, Locality are reluctant to take this information on board however they have been directed to suitable sources of information.
- The Housing Needs Survey will determine a minimum of new housing, there is nothing to stop the NP Group going higher than that figure.
- Expect the results back by the start of September for the group to then comment on.
- Severn Beach Craft Fair event
 - Information only exercise at this stage
 - Talk to the residents about the Neighbourhood Plan.
 - Any merchandising? E.g. a pen to fill in a form. Not part of the budget, could be if it was sponsored PT to pursue.

8. Communications with other agencies

Meeting with Locality and Aecom as noted above

OT attended a workshop by Arup, other attendees were Highways England Network Rail, GWR, WECA, South Gloucestershire Council (not councillors), Bristol Zoo (Wild Place), The Wave and SevernNet. This was to examine the Swanmoor Stoke development in relation to Pilning Station. Arup are building a business case for the regeneration of Pilning Station. Concern was expressed as to the long-term intentions of the meeting.

9. Website Development

Time has been spent updating the website pages and it is now up to date. E-newsletters to be forwarded to JE and a new page will be created on the website for them.

Action JE

10. Review Terms of Reference v2

Latest version presented to the group, proposed to accept them with the changes
Carried unanimously

11. Agreement on next steps

Agreement to have the next meeting on the 17th August

Volunteers available RE, JE, OT, PT (with chain of office), ISR & AW

Briefing / fact sheet required for what to say at the Craft Fair.

Talk about survey.

Ask their opinion.

JG to make a start on the briefing sheet.

Printing – will this come out of the budget.

Stall

Gazebo / display?

Printed banner, consideration – need to check the budget for this.

Bunting?

Create a fun quiz, how well do you know your village? Volunteer has been suggested.

Poles available for the banner ISR to supply the details to JE.

Question – what is the parish short of – suggestion box?

Identification of sites ISR to get paper maps out to the group. AW has a good grasp with maps and is happy to help. RE, AW, ISR and GS to work together. AW going to get people in his office to draw up the maps. ISR to collate the items he has

12. Any other business

Survey a small group to start having a look at the survey – see first point of item 7. First stage is to search other Neighbourhood Plans and seeing what has already been asked by other groups. Volunteers RE, JG, JM, ISR and AW. Parish Plan could be used as a base to inform the questions.

Demographic Census results will be the 2011 figures – see Housing Needs Assessment. South Gloucestershire Council should still hold lots of information regarding demographic profile. Data needs to be found, JG sent a link to RE, OT and JE

Action JE & OT

e Newsletter JG confirmed that there is enough material for the next edition.

13. Dates for next meetings

Suggested dates.

6th September

There being no other business the meeting closed at 20:53