



# **Pilning & Severn Beach Parish Council Meeting held on Monday 5<sup>th</sup> February 2024. Emmaus Church Centre Gorse Cover Road Severn Beach BS35 4NP 7pm**

## **COUNCILLORS:**

Alison Dark (AD); Ian Roberts (ISR); Jet O'Neill (JO); Mike Pruett (MP); Nick Davies (ND) (Chairman); Olga Taylor (OT); Peter Tyzack (PT) and Victoria Bywater (VB)

Also attending Jonathan Edwardes (JE) Parish Clerk and Gary Sheppard (GS) Neighbourhood Plan Steering Group, Simon Johnson District Councillor (SJ) and twenty-one members of the public.

**DEATHS:** The meeting held a silence in remembrance of those who had recently died  
Liz Price of Pilning  
Graham Biggs of Pilning

## **1 Apologies for absence**

None

## **2a Co-option of Councillors**

None

## **2b Declarations of Interest**

To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests.

None

## **3a) To decide on a response to the phase 3 Local Plan consultation.**

ND gave a summary and took questions on what the 3<sup>rd</sup> phase of the local plan is setting out to achieve and that this is a South Gloucestershire wide consultation. The third phase seeks to set out the preferred strategy.

Summary of the issues discussed.

- Flood zone 3 precludes the area from any housing development.
- PSB3 in this parish seeks to allocate land to the North of Marsh Common Road for industrial use.
- The draft local plan appears to seek to vary the green belt, but it is not clear that exceptional circumstances are evidenced and justified.
- There is no shortage of employment land within the parish with some 300 acres of greenfield land allocated for employment use with an extant planning consent.
- Also over 100 acres of brownfield (previously developed) land within the safeguarded employment area.
- B4055 road is wholly inadequate for any additional traffic, certainly not additional heavy goods vehicles. A particular issue exists with the weak and narrow Bristol Road Bridge over the main line railway.
- Concerns were raised that goods traffic would be running twenty-four hours a day to serve the development.

- The proposal would see a business park style development including industrial, offices and warehouses.
- One aspect of the proposal is for sustainable transport to be available; VB has spoken to the transport dept. at South Glos but there are no sensible or viable plans to achieve this objective. For example, a shuttle bus from Severn Beach railway station was suggested by South Glos.
- Although not in Pilning & Severn Beach Parish, the huge development proposed at Easter Compton / Compton Greenfield should not be underestimated.
- Criticism was raised against how difficult it is to find the consultation pages on the South Glos website.

**Resolved for the Clerk to put the relevant links on the front page of the Parish Council website**

**Action JE**

- Given the already extensive land raising on Western Approach and more recently on land between Marsh Common Road and the M49; concerns were raised that further land raising would take place on the proposed development site. Flooding has worsened in recent years and residents fear that if the land is raised between Marsh Common Road and the railway line, homes will be under a much greater threat of flooding.
- It was noted that the Local Plan acknowledges the existence of the emerging Neighbourhood Plan for Pilning & Severn Beach.

**Travellers**

- The Parish Council recognise and support the need to allocate sites for the traveller community in the same way that sites are allocated for housing. The proposal to safeguard existing authorized sites and in particular the proposal to remove existing sites from the green belt is noted.

**Omissions**

- The desperate need for a truck stop was noted. The welfare of the vehicle drivers must be considered and that adequate facilities provided for them. The truck stop needs to be of sufficient size to accommodate the number of HGVs at Western Approach at any one time. Note that the need for a truck stop should not be used a way of gaining a consent in the green buffer.
- Spine Road from Western Approach towards Hallen has been omitted from the phase 3 local plan this has been expected since its first proposal in the mid 1990's. Non delivery of this will push traffic back onto the A403.
- Lack of daycare provision, particularly when so many are coming to work from outside the area, including South Wales. Proper local provision of daycare would also benefit our communities.
- Severn Beach railway station could be a useful transport hub, but it remains the only station in South Gloucestershire with no car park. The local plan should provide sustainable transport infrastructure.
- Severn Beach seafront. The draft local plan fails to address the need for tourism and leisure facilities outside of town centres. Unlike many sectors day tourism expenditure has increased despite the cost-of-living crisis and this oversight in provision will harm the economic fortunes of the district. Rural leisure activities tend to be good for health so if the plan's objective to impact quality of life is to be achieved there should be a focus on delivering the infrastructure needed for this and in turn to allow the rural and seaside economies to prosper.
- Consultation runs until the 16<sup>th</sup> February 2024.

**b) Neighbourhood Plan report on progress**

See appendix C

#### 4 Minutes of the previous Parish Council Meeting

The minutes of the previous Parish Council Meeting held on the 8<sup>th</sup> January 2024 were unanimously approved as a true record.

#### 5 Matters arising

Precept request This has been received and acknowledged by South Glos Council.

1990's construction Bridge Condition – The Clerk has had a response from Highways England, firstly, to apologise for the disruption suffered by residents, secondly to lay out the structure inspection routine with General Inspections every 2 years and a Principal Inspection every 6 years. Lastly that condition data would have to be the subject of a Freedom of Information request.

Tennis Court Fingerpost sign – The Clerk's request to South Glos for a fingerpost sign for Pilning Tennis Court has been rejected as "signage clutter".

**Resolved to place on the March agenda.**

**Action JE**

Gypsy & traveller site provision. – Useful map was shown at the Local plan consultation. The Clerk has asked SJ to get a copy of it.

**Resolved for the Freedom of Information request mentioned at the January meeting to be progressed.**

**Action JE**

Planter maintenance – The Clerk has had no response to the In View article asking for volunteers.

King Charles III England Coastal Path – The Clerk has received a reply from Mark King at SGC with a response from Natural England about the design of the coastal path being to predominantly for the benefit of the wildlife and not people walking the route. Pressure still needs to be put on Natural England and Network Rail to properly complete the foot crossing at Chittinging.

Orchard Pools – ND and PT are meeting with South Glos Cabinet member on 6<sup>th</sup> February 2024.

#### 6 Correspondence

See appendix A

#### 7 Accounts for Payment

See appendix B

Planit Gardening

£118.00

SGC Localism

£1,941.91

Grave digger fees

£575.00

**Subtotal**

**£2,634.91**

**Revised grand total**

**£8,492.40**

**Accounts were approved.**

**Action JE**

**Note one abstention, see declaration of interest.**

**Action JE**

Listed in correspondence a neighbour to Frances Barr Walk has requested additional work to be undertaken to the hedge.

£750.00

**Vote six for, one against and one abstention**

**Carried**

**Action JE**

#### **.1 Bank reconciliation for the previous month see appendix C**

To comply with Parish Council Financial Regulation 3. viii the Chairman was presented with the bank reconciliation.

**Resolved that the bank reconciliation report for January 2024 be approved.**

## **8a Public Participation**

See item 3 Local Plan response.

## **8b Report from District Councillor Simon Johnson**

See appendix D

PT asked SJ to follow up on the following items.

- Request a roadshow from the Environment Agency to show what flood protections are available for residents.
- Reprofiling of internal waterways to better cope with land raising
- An update on the Youth Consultation process.

## **9 AGENDA ITEMS**

### **.1 To decide on pursuing a claim for registration of Redwick Common**

PT raised a concern that South Glos Council may one day be looking for parcels of land to sell for development. Known historically as Redwick Common, the wide verge between the A403 and Whitehouse Lane is one area. Noted that it is in one of the worst spots for flooding in the parish and has significant underground services running through it.

**Resolved to investigate registering the land as Redwick Common**

**Action JE**

### **.2 To decide on a course of action regarding Local Climate and Nature Action Plan**

Details were shared of the next meeting of the LCNAP on 22<sup>nd</sup> February to encourage all Councillors to get involved.

### **.3 To decide to review Compton Publishing (In View) funding.**

Concern was expressed about items from one contributor but accepting that the In View team has editorial responsibility, which the Parish Council does not want to challenge. Noted that it is in the Parish Council's interest to have In View continue publishing its content, whether members agree with the editorial choices made by the magazine or not.

The team from Compton Publishing (at the meeting in person) were thanked for their continued efforts.

### **.4 To respond to PT.7054 Temporary Closure - Various Footpaths, Aust and Severn Beach**

Noted that this closure is needed to complete the works, there is still much to be completed. The timescale appears excessive, but the route will not be closed for the entirety of the order.

### **.5 To decide on writing to Pilning Surgery for an update on future plans.**

It was reported that the surgery would be transferring to Hanham Health after Dr Mitchell's retirement.

### **.6 To decide on future action regarding low level noise.**

Complaints have been received regarding low level noise again, particularly when the wind direction is from the South. It appears to be on a different frequency than previously. Residents and Councillors are encouraged to report this issue to South Glos and the Environment Agency.

**Resolved for the Clerk to write to SGC officers with details of the issue.**

**Action JE**

**.7 To decide on felling tree T2 in Pilning allotment garden.**

After much discussion and with the agreement that there will be a future agenda item for new trees to be planted in more suitable locations.

**PT proposed and MP seconded, seven for and one against. Motion carried.**

**Action JE**

**Resolved for March agenda item for planting of replacement trees.**

**Action JE**

## **10 PLANNING**

**.1 Items from the public relating to planning matters.**

None

**.2 To decide undelegated applications for consideration.**

P23/03430/F - Land Off Boardinghouse Lane Almondsbury BS32 4ES - The installation and operation of 49.9MW ground-mounted solar photovoltaic panels and associated infrastructure including access roads, cabling, inverter platforms, control room, substation, storage containers, battery compound, security fencing and CCTV, temporary construction compound, and enhanced landscaping and ecological management.

Pilning & Severn Beach Parish Council objects to this planning application.

**.3 To report South Gloucestershire Council planning decisions.**

P23/03392/F 33 Beach Avenue Severn Beach Bristol South Gloucestershire BS35 4PD Demolition of existing detached dwelling and erection of 1 no. detached dwelling with associated works. Refusal.

P23/02290/F Aurora Hedgeway School Rookery Lane Pilning South Gloucestershire BS35 4JN Widening of driveway and entrance way. Withdrawn.

**.4 To receive an update on outstanding enforcement issues.**

Cross Hands – There has been activity at the site, the hope is that it will be cleared.

SGC-196160-P0B6 - complaint submitted for the metal fire escape fitted to the side of Pilning shop. Now subject to a planning application. This appears to be creating a new access to an upstairs flat, possibly dividing the building into two dwellings.

**Resolve for the Clerk to contact Enforcement for clarification.**

**Action JE**

Pilning station - The former goods yard at Pilning station is now being used as a car sales outlet and there has been an expansion of the car park by tipping rubble from the edge of the original embankment. Planning enforcement needs to be updated with developments; photographic evidence is available.

**.5 To decide on professional legal advice.**

ND and PT are meeting South Glos Cabinet member on 6<sup>th</sup> February to discuss further and report back.

**Resolved for a Parish Council member to attend full South Gloucestershire Council meeting on February 21<sup>st</sup>.**

**Action ND & PT**

## **11 PARISH EVENTS**

Report received that work is ongoing with the various events planned for the summer.

## 12 POLICY REVIEW

### 1. Data protection.

Approved

### 2. Document retention.

Approved

Request for all policies to have a version number added.

**Action JE**

## 13 UPDATES AND REPORTS

### .1 Severn Beach Village Hall

Minutes received and circulated.

### .2 Pilning Village Hall

### .3 Pilning Playing Field

Teen shelter continues to be cleaned up as best as possible.

### .4 Severn Beach Allotments

Things are starting to grow again, only one outstanding allotment fee to be paid. Check to be made that the ditch has been cleared.

**Resolved for the Clerk to check.**

**Action JE**

### .5 Pilning Allotments

Work is still going on to bring down the conifers, the Clerk has had to field a few complaints. PT mentioned his idea of putting a short display of broad-gauge track, on the original trackbed at the allotments. This may be assisted with s106 funding, see the report from the District Councillor.

**Resolved for an agenda item for March meeting.**

**Action JE**

### .6 To receive a report from the Cemetery Clerk

The Clerk has spoken with the Cemetery Clerk

- A press release will be prepared for inclusion in a future In View / Facebook campaign to alert grave owners of their responsibilities in following the grave decoration policy. Letters will be sent out to the relevant grave owners.
- For a future agenda, consideration to be given to employing a Cemetery grounds person / caretaker to help keep the cemeteries look tidier.

### .7 Pilning Station

OT encouraged the councillors to look at the changes being made to the area around Pilning Station. Also see item 10.4 of these minutes.

**Resolved to contact SGC enforcement regarding tipping and change of use and contact the Environment Agency**

**Action JE**

### .8 Severn Beach Station

MP gave an update on recent activities at Severn Beach station that required police investigation.

## **.9 Update on "Report it" reference numbers.**

None

## **.10 Reports from external meetings**

SevernNet – Councillors had a fact-finding meeting with Kate Royston from SevernNet.

Note VB's company will be undertaking some minor admin functions for SevernNet from 1<sup>st</sup> February.

- The importance of working with all the neighbours across Severnside, Bristol and North Somerset was expressed and for SevernNet being the voice of stakeholders to local authorities.
- Encouraging businesses to look for and train staff from the local area.
- Three quarters of SevernNet's efforts are spent on sorting out transport issues.
- Responding to local plans
- Encouraging the Ride and Stride programme, encouraging sustainable transport and campaigning for more cycle routes.
- Promoting free bike schemes from local authorities and season tickets from GWR.
- More work to be carried out on improving the bus services in and out of the area. Note that when a company runs a private bus it is regulated in a completely different way to a public service.
- A question was asked regarding the percentage of where people working on Severnside are coming from. Depending on the business it is normally 40%-50% from South Wales with a few companies up to 60% from South Wales. Concern is regularly expressed about the potential of bridge closures.
- Transport for Wales runs the fast bus from Bristol to Newport, but they may not be receiving the message that running it via Western Approach could be helpful to workers and financially beneficial to TfW.
- Councillors feel that a revitalised Pilning station could be a key component in improving transport to Western Approach and from South Wales. SevernNet are fully aware of the potential of Pilning station. There is however an uphill struggle with getting the various stakeholders interested in developing Pilning station.
- The local plan, SevernNet and the Parish Council are interested in working together to formulate a coordinated response to South Glos' Local Plan.
- Getting SevernNet's input into the Neighbourhood Plan could also be beneficial.
- Discussion was had regarding the lack of any child day care on Severnside.
- SevernNet is seeking the support of the Parish Council with finding a long-term solution to creating a truck stop within Western Approach.
- E-scooters need a co-ordinated response as to where they can operate, parts of the A403 are potentially lethal north of the junction with Govier Way. However, it should be possible to operate safely between Severn Beach station and Western Approach.
- Advanced warning that Network Rail are planning a 72-hour closure of the A403 at Hallen Marsh to replace the bridge. Meetings are taking place as to how this can be achieved without too much disruption.
- Concern was expressed that the spine road from M49 to Hallen / Severn Road, promised in the previous Local Plan and Core strategy, has somehow slipped into the too difficult category. The Parish Council wants to see a strong response to make sure this key piece of infrastructure is delivered as planned.
- Agreed to hold further meetings between the Parish Council and SevernNet approximately every quarter.

PT attended a SevernNet business breakfast meeting, offer for a future date for Councillors to have a conducted tour around Wainwrights.

## **14. COMMUNICATION**

### **.1 In View**

JE and OT will discuss on 6<sup>th</sup> Feb, local plan will certainly dominate.

### **Date of Next Meeting**

The date of the next Parish Council meeting will be on Monday 4<sup>th</sup> March 2024 at Pilning Village Hall Cross Hand Road Pilning BS35 4JB. There being no other business the meeting was closed at 22:05.

### **Pilning & Severn Beach Parish Council – Full Council meeting 4<sup>th</sup> March 2024**

Minutes approved as a true and accurate record and signed as so by the Chairman presiding.

APPROVED



## APPENDIX A – CORRESPONDENCE

| <b>Date</b> | <b>Type</b> | <b>Detail</b>   | <b>Action</b> |
|-------------|-------------|---|---------------|
| 04/01/2024  | Email       | Re: COM/23/0876/ADV   | JE Replied    |
| 04/01/2024  | Email       | RE: Flooding at Aust Wharf (Passage Road)   | JE Replied    |
| 04/01/2024  | Email       | Re: 7th January   | JE Replied    |
| 04/01/2024  | Email       | RE: COM/23/0876/ADV   | JE Replied    |
| 04/01/2024  | Email       | Roadworks update, Local Plans, Funding opportunities and Happy New Year           | Noted         |
| 04/01/2024  | Email       | South Gloucestershire, new Local Plan Phase 3 - Towards a Preferred Strategy      | JE Replied    |
| 04/01/2024  | Email       | Re: Road issues in Pilning  | JE Replied    |
| 04/01/2024  | Email       | Re: Street Vote Development Orders  | JE Replied    |
| 04/01/2024  | Email       | Your SLCC Membership Renewal  | JE Replied    |
| 04/01/2024  | Email       | RE: B&A sign  | JE Replied    |
| 04/01/2024  | Email       | RE: Payment for leasing Severn Beach allotment                                    | JE Replied    |
| 04/01/2024  | Email       | Re: FW: COM/23/0876/ADV   | Circulated    |
| 05/01/2024  | Email       | Complaint acknowledgement letter for COM/24/0009/ADV                              | Noted         |
| 05/01/2024  | Email       | RE: Road issues in Pilning  | JE Replied    |
| 05/01/2024  | Email       | Fwd: Roadworks update, Local Plans, Funding opportunities and Happy New Year      | Circulated    |
| 05/01/2024  | Email       | Re: Allotment Invoice for 2024  | JE Replied    |
| 05/01/2024  | Email       | Re: Letter to Senior Planning Officer   | JE Replied    |
| 05/01/2024  | Email       | Bristol Rail Campaign Social - Wednesday 10th January 2024 - Reminder             | JE Replied    |
| 05/01/2024  | Email       | Re: Time and the reaper ...   | JE Replied    |
| 05/01/2024  | Email       | Local plan consultation easy read and BSL update                                  | JE Replied    |
| 05/01/2024  | Website     | PSBPC Meeting 08.12.24  | Noted         |
| 05/01/2024  | Email       | Re: Severn Beach allotment plots  | JE Replied    |
| 05/01/2024  | Email       | South Gloucestershire, new Local Plan Phase 3 - Towards a Preferred Strategy      | JE Replied    |
| 05/01/2024  | Email       | Fwd: Major disruption to GWR services today                                       | Circulated    |
| 05/01/2024  | Email       | Streetcare porting  | JE Replied    |
| 05/01/2024  | Email       | New Passage   speed limit petition  | Noted         |
| 05/01/2024  | Email       | RE: Potholes in Pilning and the local area  | JE Replied    |
| 05/01/2024  | Email       | Time and the reaper ...   | JE Replied    |
| 06/01/2024  | Email       | Re: New Passage   speed limit petition  | JE Replied    |
| 08/01/2024  | Email       | Land Adjacent To Alveston Hill And Within Thornbury Leisure Centre Thornbury Road | JE Replied    |
| 08/01/2024  | Email       | Re: Ref COM/21/0302/UNT - Cross Hands Inn Cross Hands Road Pilning                | JE Replied    |

|            |       |   |            |
|------------|-------|---|------------|
| 08/01/2024 | Email | Fwd: Ref COM/21/0302/UNT - Cross Hands Inn Cross Hands Road Pilning                               | Circulated |
| 08/01/2024 | Email | Re: Reports to Council  | JE Replied |
| 08/01/2024 | Email | Re: Tonight's Meeting   | JE Replied |
| 08/01/2024 | Email | RE: 24th Jan Emmaus Church Centre Severn Beach  | JE Replied |
| 08/01/2024 | Email | Tonight's Meeting   | Noted      |
| 08/01/2024 | Email | Re: WERN meeting booking  | JE Replied |
| 08/01/2024 | Email | RE: P23/03430/F The installation and operation of 49.9MW ground-mounted solar photovoltaic panels | JE Replied |
| 08/01/2024 | Email | FW: Almondsbury Parish Council re. Planning Application P23/03430/F                               | Circulated |
| 08/01/2024 | Email | RE: Council Meeting - Public Open Session Request   | JE Replied |
| 08/01/2024 | Email | RE: Inquiry about nature and conservation activities around Pilning                               | JE Replied |
| 09/01/2024 | Email | Rural Fund Community Grants   | Noted      |
| 09/01/2024 | Email | RE: Activities at Cross Hands Pilning   | JE Replied |
| 09/01/2024 | Email | Fwd: FW: Road issues in Pilning   | Circulated |
| 09/01/2024 | Email | Last chance to have your say - Library Service Savings Pop-up Meeting follow up                   | Noted      |
| 09/01/2024 | Email | South Gloucestershire, new Local Plan Phase 3 - Towards a Preferred Strategy                      | JE Replied |
| 09/01/2024 | Email | FW: Road issues in Pilning  | Circulated |
| 09/01/2024 | Email | REMINDER: Planning Enforcement Practices and Training   | JE Replied |
| 09/01/2024 | Email | Re: Ref COM/21/0302/UNT - Cross Hands Inn Cross Hands Road Pilning                                | JE Replied |
| 09/01/2024 | Email | FW: Planning Application - P23/03440/F  | Circulated |
| 09/01/2024 | Email | Re: P23/03430/F The installation and operation of 49.9MW ground-mounted solar photovoltaic panels | JE Replied |
| 09/01/2024 | Email | RE: [EXT]Re: Reports to Council   | JE Replied |
| 09/01/2024 | Email | Re: Ref COM/21/0302/UNT - Cross Hands Inn Cross Hands Road Pilning                                | JE Replied |
| 09/01/2024 | Email | Re: Flooding  | JE Replied |
| 09/01/2024 | Email | Welcome to the Severn Beach Station - Not the Safest Place :- (                                   | Noted      |
| 09/01/2024 | Email | RE: P23/03430/F The installation and operation of 49.9MW ground-mounted solar photovoltaic panels | JE Replied |
| 09/01/2024 | Email | P&SB Follow up  | Noted      |
| 09/01/2024 | Email | In View Magazine   P&SB   | Noted      |
| 09/01/2024 | Email | P&SB Parish Council Report   Jan 2024   | JE Replied |
| 10/01/2024 | Email | Re: Change to 1894 Local Government Act   | JE Replied |
| 10/01/2024 | Email | Re: West of England Rural Network Update Meeting  | JE Replied |
| 10/01/2024 | Email | Re: Ref COM/21/0302/UNT - Cross Hands Inn Cross Hands Road Pilning                                | JE Replied |
| 10/01/2024 | Email | RE: Transport for Wales consultation  | JE Replied |
| 10/01/2024 | Email | Re: Change to 1894 Local Government Act   | JE Replied |
| 10/01/2024 | Email | Re: Village Agent Steering Group  | JE Replied |

|            |       |  |            |
|------------|-------|--|------------|
| 10/01/2024 | Email | VA Steering Group on 24th Jan  | Noted      |
| 10/01/2024 | Email | Village Agent Steering Group   | Noted      |
| 10/01/2024 | Email | ALCA In Short January 2024   | Noted      |
| 10/01/2024 | Email | FW: Road traffic data in Pilning   | Circulated |
| 10/01/2024 | Email | Zoo  | Noted      |
| 10/01/2024 | Email | Follow-up Monday   | Noted      |
| 10/01/2024 | Email | Google tech help   | Noted      |
| 10/01/2024 | Email | NPSG Draft Agenda  | Noted      |
| 10/01/2024 | Email | Plot 36  | Noted      |
| 10/01/2024 | Email | Email address  | JE Replied |
| 11/01/2024 | Email | Re: Change to 1894 Local Government Act  | JE Replied |
| 11/01/2024 | Email | Re: Register of Interests  | JE Replied |
| 11/01/2024 | Email | Fwd: Minutes from November meeting   | Circulated |
| 11/01/2024 | Email | Youth Service meeting  | Noted      |
| 11/01/2024 | Email | Local Plan drop in events  | Noted      |
| 11/01/2024 | Email | Re: Marsh Common road vehicle data   | JE Replied |
| 11/01/2024 | Email | RE: Road traffic data in Pilning   | JE Replied |
| 11/01/2024 | Email | Re: Grants to places of worship  | JE Replied |
| 12/01/2024 | Email | Re: West of England Rural Network Update Meeting                                     | JE Replied |
| 12/01/2024 | Email | RE: Pilning Allotment  | JE Replied |
| 12/01/2024 | Email | Re: P&SB PC Article for InView - February 2024                                       | JE Replied |
| 12/01/2024 | Email | Youth Consultation   | Noted      |
| 12/01/2024 | Email | Re: Change to 1894 Local Government Act  | JE Replied |
| 12/01/2024 | Email | RE: Register of Interests  | JE Replied |
| 12/01/2024 | Email | Re: Pilning Allotment  | JE Replied |
| 12/01/2024 | Email | Re: volunteers   | JE Replied |
| 12/01/2024 | Email | RE: [EXT]Thanks for Monday   | JE Replied |
| 12/01/2024 | Email | Engage Everyone in Your Community Themed Summit                                      | Noted      |
| 12/01/2024 | Email | Re: P&SB PC Article for InView - February 2024                                       | JE Replied |
| 12/01/2024 | Email | Fwd: Rural Fund Community Grants   | Circulated |
| 12/01/2024 | Email | volunteers   | Noted      |
| 13/01/2024 | Email | Re: Pilning Allotments/Cemetery  | JE Replied |
| 13/01/2024 | Email | My O2 Business - Your O2 Bill is ready   | JE Replied |
| 14/01/2024 | Email | RE: New Councillor for Pilning & Severn Beach Parish Council - Cllr Victoria Bywater | JE Replied |

|            |            |  |            |       |
|------------|------------|--|------------|-------|
| 15/01/2024 | Email      | Re: Allotment Invoice for 2024   | JE Replied |       |
| 15/01/2024 | Email      | Re: Pilning Allotments/Cemetery  | JE Replied |       |
| 15/01/2024 | Email      | Re: Solar application  | JE Replied |       |
| 15/01/2024 | Email      | RE: Pilning & Severn Beach Parish Council Precept  | JE Replied |       |
| 15/01/2024 | Email      | Re: Presentation from the Zoo  | JE Replied |       |
| 15/01/2024 | Email      | Presentation from the Zoo  | JE Replied |       |
| 15/01/2024 | Email      | National Highways response - Structures. Our ref: 22898373 NHHHC:04530003226                                   | JE Replied |       |
| 15/01/2024 | Email      | Solar application  | Noted      |       |
| 15/01/2024 | Email      | Re: Pilning Allotments/Cemetery  | JE Replied |       |
| 15/01/2024 | Email      | ASEA Forum   | Noted      |       |
| 15/01/2024 | Email      | Fwd: SGC NEW LOCAL PLAN - PHASE 3 CONSULTATION   | Circulated |       |
| 15/01/2024 | Email      | Invitation: ASEA Ecology Mitigation and Flood Defence Project Quarterly Community Forum: 6 February, 6pm       |            | Noted |
| 15/01/2024 | Email      | Revvng Trains  | JE Replied |       |
| 15/01/2024 | Email      | Re: P23/03430/F Land Off Boardinghouse Lane Almondsbury BS32 4ES   | JE Replied |       |
| 15/01/2024 | Email      | Fwd: Email System Error - Returned Email with Subject: FW: Local Plan drop in events                           | Circulated |       |
| 15/01/2024 | Email      | Emails   | Noted      |       |
| 16/01/2024 | Email      | RE: ASEA Forum   | JE Replied |       |
| 16/01/2024 | Email      | Re: Revving Trains   | JE Replied |       |
| 16/01/2024 | Email      | Re: Emmaus hire  | JE Replied |       |
| 16/01/2024 | Email      | RE: Payment for leasing Severn Beach allotment   | JE Replied |       |
| 16/01/2024 | Email      | Re: Parish Public Liability cover  | JE Replied |       |
| 17/01/2024 | Email      | Rural Community Grants - for climate and nature emergency measures closes 16th February 12.00 noon (apply now) |            | JE    |
|            | Replied    |  |            |       |
| 17/01/2024 | Email      | Re: January minutes for review   | JE Replied |       |
| 17/01/2024 | Email      | Re: Celebration of Hosts for Homes for Ukraine   | JE Replied |       |
| 17/01/2024 | Email      | Fwd: Roadworks update incl. A403 Severn Rd; Potholes on Severn Rd; Local Plans; See us at Jan's Breakfast      |            |       |
|            | Circulated |  |            |       |
| 17/01/2024 | Email      | Celebration of Hosts for Homes for Ukraine   | Noted      |       |
| 17/01/2024 | Email      | Roadworks update incl. A403 Severn Rd; Potholes on Severn Rd; Local Plans; See us at Jan's Breakfast           | JE Replied |       |
| 18/01/2024 | Email      | Consultation letter for P23/03131/HH   | Noted      |       |
| 18/01/2024 | Email      | Roadworks update - Severn Rd (Chittingen Rd to Ableton Lne closed Sun am) & SevernNet recruiting               | JE Replied |       |
| 18/01/2024 | Email      | SLCC BRANCH NETWORKING 6 FEB 2024 - SAVE THE DATE  | Noted      |       |
| 18/01/2024 | Email      | Re: Revving Trains   | JE Replied |       |
| 18/01/2024 | Email      | Re: Severn Beach allotment plots   | JE Replied |       |

|            |         |   |            |    |
|------------|---------|---|------------|----|
| 18/01/2024 | Email   | South Gloucestershire Age-friendly Communities Strategy plan Pop-Up meeting                                   | JE Replied |    |
| 18/01/2024 | Email   | South Gloucestershire Online Consultations - You may be interested in the following consultations             | JE Replied |    |
| 18/01/2024 | Email   | Re: January minutes for review  | JE Replied |    |
| 18/01/2024 | Email   | Re: January minutes for review  | JE Replied |    |
| 18/01/2024 | Email   | Enforcement 'Training' session yesterday  | Noted      |    |
| 18/01/2024 | Email   | Re: Pilning Allotments/Cemetery   | JE Replied |    |
| 18/01/2024 | Email   | Re: Local Plan Phase 3 Consultation Update  | JE Replied |    |
| 18/01/2024 | Email   | Circulated Schedule   | Noted      |    |
| 19/01/2024 | Email   | Re: website   | JE Replied |    |
| 19/01/2024 | Email   | Fwd: Bristol North West Foodbank - Warehouse co-ordinator Job advert  | Circulated |    |
| 19/01/2024 | Email   | Re: Bramble clearance   | JE Replied |    |
| 19/01/2024 | Email   | Re: Payment from Parish Council   | JE Replied |    |
| 19/01/2024 | Email   | website   | Noted      |    |
| 19/01/2024 | Email   | REMINDER: ALCA Clerks & Officers Meeting (25 January 2024)  | JE Replied |    |
| 19/01/2024 | Email   | Re: Fire escape at Pilning Shop   | JE Replied |    |
| 19/01/2024 | Email   | COM/23/0939/OD - Post Office, Redwick Road  | JE Replied |    |
| 20/01/2024 | Email   | Fwd: Cutting overgrowth   | Circulated |    |
| 20/01/2024 | Email   | Re: Bramble clearance   | JE Replied |    |
| 21/01/2024 | Email   | Re: Allotment in Severn Beach   | JE Replied |    |
| 21/01/2024 | Website | Email from website - allotments   | Noted      |    |
| 22/01/2024 | Email   | Re: Severn Beach Allotment - Apply  | JE Replied |    |
| 22/01/2024 | Email   | Fwd: Local Plan Engagement Events   | Circulated |    |
| 22/01/2024 | Email   | Local Plan Engagement Events  | Noted      |    |
| 22/01/2024 | Email   | Re: COM/24/0009/ADV Advert  | JE Replied |    |
| 22/01/2024 | Website | Re: Contact from PSBPC website  | JE Replied |    |
| 22/01/2024 | Email   | COM/24/0009/ADV Advert  | Noted      |    |
| 22/01/2024 | Email   | Severn Beach Allotment - Apply  | Noted      |    |
| 22/01/2024 | Email   | South Gloucestershire Age-friendly Communities Strategy plan Pop-Up meeting                                   | JE Replied |    |
| 23/01/2024 | Email   | Re: Draft email re King Charles III Coastal Path  | JE Replied |    |
| 23/01/2024 | Email   | PCC/Councillor Forums 2023  | Noted      |    |
| 23/01/2024 | Email   | Fwd: Standing water   | Circulated |    |
| 23/01/2024 | Email   | CONTROL- Report of flooding under bridge - A403 Severn Road - Severn Beach, Bristol [Incident: 240123-000273] |            | JE |
| 23/01/2024 | Replied |   |            |    |
| 23/01/2024 | Email   | Service Request Number: 240123-000273   | JE Replied |    |

|            |       |   |            |
|------------|-------|---|------------|
| 23/01/2024 | Email | Re: Draft email re King Charles III Coastal Path  | JE Replied |
| 23/01/2024 | Email | Re: COM/24/0009/ADV Advert  | JE Replied |
| 23/01/2024 | Email | Re: PCC/Councillor Forums 2023  | JE Replied |
| 23/01/2024 | Email | Re: Flooding pictutres  | JE Replied |
| 23/01/2024 | Email | RE: King Charles III Coastal Path near New Passage  | JE Replied |
| 23/01/2024 | Email | Fwd: Photos of flood area Ableton Lane  | Circulated |
| 23/01/2024 | Email | Trains on Bristol's Severn Beach line could become more frequent - Bristol Live                   | JE Replied |
| 23/01/2024 | Email | Re: Draft email re King Charles III Coastal Path  | JE Replied |
| 23/01/2024 | Email | Re: South Glos Officer name   | JE Replied |
| 24/01/2024 | Email | Fly tipping   | Noted      |
| 24/01/2024 | Email | SGC   Reporting   | JE Replied |
| 24/01/2024 | Email | RE: Photos of flood area Ableton Lane   | JE Replied |
| 24/01/2024 | Email | Neighbourhood Plan Notes and Newsletters for Website  | Noted      |
| 25/01/2024 | Email | Re: D Day 80th anniversary  | JE Replied |
| 25/01/2024 | Email | South Gloucestershire Age-friendly Communities Strategy plan Pop-Up meeting                       | JE Replied |
| 25/01/2024 | Email | Idling Trains - Severn Beach  | Noted      |
| 25/01/2024 | Email | RE: Steering Group  | JE Replied |
| 25/01/2024 | Email | Re: Pilning Allotments/Cemetery   | JE Replied |
| 25/01/2024 | Email | Steering Group  | Noted      |
| 25/01/2024 | Email | New fingerpost sign - Bank Road Pilning   | Noted      |
| 25/01/2024 | Email | Re: Fact finding meeting with Kate Royston (SevernNet)  | JE Replied |
| 25/01/2024 | Email | Re: Advance notice of Annual Leave  | JE Replied |
| 26/01/2024 | Email | RE: WERN Meeting  | JE Replied |
| 26/01/2024 | Email | Someone has added a new note in your payroll portal   | Noted      |
| 26/01/2024 | Email | Re: Second plot at Severn Beach allotments  | JE Replied |
| 26/01/2024 | Email | Allotment   | Noted      |
| 26/01/2024 | Email | Re: Tree felling now Swanmoor   | JE Replied |
| 26/01/2024 | Email | Fwd: Idling Trains - Severn Beach   | Circulated |
| 26/01/2024 | Email | WERN Meeting  | Noted      |
| 26/01/2024 | Email | Spine Road  | Noted      |
| 27/01/2024 | Email | Re: April Parish Council meeting  | JE Replied |
| 27/01/2024 | Email | Fwd: Pilning Allotments/Cemetery  | Circulated |
| 27/01/2024 | Email | Re: Cutting overgrowth  | JE Replied |
| 27/01/2024 | Email | South Gloucestershire Online Consultations - You may be interested in the following consultations | JE Replied |

|            |         |   |            |
|------------|---------|---|------------|
| 28/01/2024 | Email   | Thought this might be helpful   | Noted      |
| 29/01/2024 | Email   | Re: Pilning Allotment   | JE Replied |
| 29/01/2024 | Email   | Update: New response to your poll Alternative April Parish Council meeting date | JE Replied |
| 29/01/2024 | Email   | Re: Cemetery Caretaker  | JE Replied |
| 29/01/2024 | Email   | Update: New response to your poll Alternative April Parish Council meeting date | JE Replied |
| 29/01/2024 | Email   | Re: Pilning Allotment   | JE Replied |
| 29/01/2024 | Email   | Re: Thought this might be helpful   | JE Replied |
| 29/01/2024 | Email   | Re: April meeting   | JE Replied |
| 29/01/2024 | Email   | Re: Cutting overgrowth  | JE Replied |
| 29/01/2024 | Email   | Cemetery etc report   | JE Replied |
| 29/01/2024 | Email   | Re: Grave works   | JE Replied |
| 29/01/2024 | Email   | Re: Pilning Allotments/Cemetery   | JE Replied |
| 29/01/2024 | Email   | Update: New response to your poll Alternative April Parish Council meeting date | JE Replied |
| 29/01/2024 | Email   | Re: Conifers at Pilning allotment / Cemetery                                    | JE Replied |
| 29/01/2024 | Email   | Re: PT.7054 Temporary Closure - Various Footpaths, Aust and Severn Beach        | JE Replied |
| 29/01/2024 | Email   | Re: Conifer tree at the allotment / cemetery                                    | JE Replied |
| 29/01/2024 | Email   | Re: Conifers at Pilning allotment / Cemetery                                    | JE Replied |
| 29/01/2024 | Website | Contact from PSBPC website - new local plan                                     | Noted      |
| 29/01/2024 | Email   | Re: Conifers at Pilning allotment / Cemetery                                    | JE Replied |
| 29/01/2024 | Email   | PT.7054 Temporary Closure - Various Footpaths, Aust and Severn Beach            | JE Replied |
| 29/01/2024 | Email   | Update: New response to your poll Alternative April Parish Council meeting date | JE Replied |
| 29/01/2024 | Email   | Re: Pilning Allotment   | JE Replied |
| 29/01/2024 | Email   | Re: SUEZ Noise Complaint  | JE Replied |
| 29/01/2024 | Email   | SUEZ Noise Complaint  | Noted      |
| 29/01/2024 | Email   | Re: PT.7054 Temporary Closure - Various Footpaths, Aust and Severn Beach        | JE Replied |
| 29/01/2024 | Email   | Re: Conifers at Pilning allotment / Cemetery                                    | JE Replied |
| 29/01/2024 | Email   | Re: Report from SevernNet / PC meeting  | JE Replied |
| 30/01/2024 | Email   | Update: New response to your poll Alternative April Parish Council meeting date | JE Replied |
| 30/01/2024 | Email   | Key contacts for Report It  | JE Replied |
| 30/01/2024 | Email   | RE: Plot 2 Central Park Goldcrest Way Severnside                                | JE Replied |
| 30/01/2024 | Email   | P23/02089/F Plot 2 Central Park Goldcrest Way Severnside                        | JE Replied |
| 30/01/2024 | Email   | RE: Microsoft   | JE Replied |
| 30/01/2024 | Email   | 22nd Feb - Local Climate & Nature Action Plan Conference                        | JE Replied |
| 30/01/2024 | Email   | Local Plan  | Noted      |

APPROVED



## APPENDIX B – ACCOUNTS FOR PAYMENT

| DATE       | PAYEE          | DESCRIPTION                  | LEGAL REF         | NET VAT          | VAT            | TOTAL            |
|------------|----------------|------------------------------|-------------------|------------------|----------------|------------------|
| 03/01/2024 | ELMTREE GARDEN | Grass Cutting                | s111              | £1,527.82        | £254.64        | £716.00          |
|            |                | Northwick Cemetery           | s214              |                  |                | £223.00          |
|            |                | Pilning Cemetery             | s214              |                  |                | £334.18          |
| 03/01/2024 | MRS N HILLS    | Severn Beach Toilet          | PHA 1936 s87      | £33.33           |                | £33.33           |
| 04/01/2024 | SLCC           | Membership                   | s111              | £188.00          |                | £188.00          |
| 05/01/2024 | PLANIT GARDENS | Pilning Playing Field        | PHA 1875 s164     | £101.25          |                | £82.25           |
|            |                | Pilning Cemetery             | s214              |                  |                | £19.00           |
| 08/01/2024 | WATER2BUSINESS | Severn Beach Allotment water | SHA 1908 s23, s25 | £141.84          |                | £141.84          |
| 08/01/2024 | GOOGLE         | Email & Data Storage         | s111              | £92.00           |                | £80.96           |
|            |                | Email & Data Storage         | LA 2011, NP 2017  |                  |                | £11.04           |
| 09/01/2024 | SOUTH GLOS     | Severn Beach allotment fee   | SHA 1908 s23, s25 | £500.00          |                | £500.00          |
| 09/01/2024 | PLANIT GARDENS | Pilning Playing Field        | PHA 1875 s164     | £57.00           |                | £38.00           |
|            |                | Pilning Cemetery             | s214              |                  |                | £19.00           |
| 09/01/2024 | PETER TYZACK   | Expenses                     | s111              | £28.80           |                | £28.80           |
| 12/01/2024 | O2             | Mobile Phone                 | s111              | £15.48           | £2.58          | £12.90           |
| 16/01/2024 | EMMAUS CHURCH  | Parish Council, hall hire    | s111              | £60.00           |                | £60.00           |
| 17/01/2024 | BT             | Telephone                    | s111              | £65.90           | £10.98         | £54.92           |
| 18/01/2024 | NOW PENSIONS   | Pension Contribution         | s111              | £142.65          |                | £142.65          |
| 18/01/2024 | C DIBLEY       | Frances Barr Walk hedges     | s111              | £1,200.00        |                | £1,200.00        |
| 31/01/2024 | MRS O MCINTOSH | Wages                        | s111              | £48.00           |                | £48.00           |
| 31/01/2024 | MR J EDWARDES  | Wages Office & Broadband     | s111              | £1,456.03        |                | £1,456.03        |
| 31/01/2024 | HMRC           | Tax & NI                     | s111              | £199.39          |                | £199.39          |
|            |                | <b>Totals</b>                |                   | <b>£5,857.49</b> | <b>£268.20</b> | <b>£5,589.29</b> |

## **Appendix C NPSG Report**

### **NP SG Report to Parish Council 5th February 2024**

Last SG meeting 16th January

Grant: The NPSG has informally applied for (and had accepted) a further Grant application of £10,000. This will contribute to the costs that will specifically relate to the issue of flooding within the area. It is anticipated that this will be called off/formally applied for in the April to May period 2024.

Furthermore, the existing Grant closes at the end of March 2024 and any unspent funds returned. This will be by forecast, no more than a couple of hundred pounds.

Green Belt: The Neighbourhood Plan Steering Group (NPSG) had a meeting with Patrick Conroy of South Gloucestershire Council on the 25th of January following its preparation of a draft Green Belt Policy Paper and the production of a Green Belt review document.

SGC remain committed to supporting the Neighbourhood Plan (NP) and helping the Group find constructive ways to meet the housing needs of the Parish. The NPSG also commissioned a report that details the exceptional circumstances that it believes exist to justify amendments to the current Green Belt boundaries.

All these documents are currently being reviewed and assessed by SGC so that they can be included as part of the NP and will eventually be on the website for public access.

Flood Risk: Again, members of the NPSG have been working hard to both understand and mitigate potential flood risk issues within the Parish to support future housing development that has been identified in both the Housing Needs Assessment and Parish Survey that were undertaken in 2021.

Copies of these and other documents can be found at <https://www.psbpc.co.uk/npsg-documents>  
This resulted in a draft Flood Risk Assessment being developed and a meeting with the Environment Agency at the end of January. We have agreed with them that an Exception Test for each village will be produced as soon as the latest flood modelling data is available. This is expected next month and will reflect the protection afforded by the improved defences, and the Exception Test will demonstrate whether sites can be developed safely without increasing flood risk to others which is a key planning test.

SGC Local Plan Consultation: The deadline to comment on the SGC new Local Plan is the 14th of February and details of this can be found at <https://beta.southglos.gov.uk/new-local-plan/>  
The NPSG were disappointed that SGC have not identified the need for limited new housing development within our Parish, but the draft New Local Plan does identify that the Parish is in the process of producing its' Neighbourhood Plan and the importance of this to the area. We were also disappointed that SGC did not (despite invitation) hold a public communication meeting in the Parish.

The NPSG has drafted a response to the consultation for submission and this will be available for viewing on the NPSG website once the consultation window has closed.

Communication: The NPSG has now set up a monthly mail shot to registered email addresses so that residents can be kept informed of the Groups progress. This is in addition to the In view monthly submission.

Next steps: The NPSG will continue to conclusion its work on Green belt and Flood Risk to support the production of the NP.

Next meetings 20th February and 19th March. At the Emmaus Hall.

## **Appendix D District Councillor Report**

### **Pilning & Severn Beach Parish Council Report | Monday 5th February 2024**

Key updates for Parish Council colleagues in February 2024;

- Local Plan consultation events have taken place in Almondsbury and Easter Compton in the last 3 weeks, inviting feedback from local people and an opportunity to liaise with South Gloucestershire Council Officers. I attended both events to hear from residents across the Pilning, Severn Beach and Easter Compton area. The deadline for feedback is 16th Feb 2024 on the Emerging Preferred Strategy (EPS).
- I have remained in contact with Officer's and residents at Salthouse Farm Park. Matters relating to the owner of the site continue and I'll be working more closely with everyone involved to help improve the situation for residents who feel they're not being consulted with as the should.
- Following last months' heavy rainfall, I sought an update from SGC Streetcare team in relation to scheduled maintenance and prevention of flooding for local homes. The Council recognise the challenges and impact of flooding and is doing all it can to ensure drains and gulleys remain clear, but it restricted by the lack of central funding to go above and beyond. I will be attending the Lower Severn Drainage Board meeting next week and will seek further support for the area.
- I am pleased to report following lots of work by Councillors, Officers and local people, funding has been secured to extend the 918-bus service for the area. This vital service provides travel for young people from Severn Beach to access Castle School in Thornbury.
- Claire Young, Leader of the Council joined me in Pilning talking to local people during January. Residents highlighted challenges including speeding, the state of the Redwick Road and the need for better enforcement in the area, all of which has been taken on board and fed back to Officers'.
- I'm scheduled to meet online with Alison Caitlin (SGC Officer), relating to S.106 arts funding for the ward and would welcome anyone from the Parish to join us online if available.
- More broadly in the Council, a large amount of focus in on both the SGC Local Plan (referenced above), and the Budget. Financially the landscape within Local Authorities is challenging, with difficult decisions needed to ensure we continue to provide services across the authority. The reality is the lack of central funding into Las, ever-increasing costs, and the additional pull on services we are trying to navigate a difficult position.

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