



## Pilning & Severn Beach Neighbourhood Plan Steering Group

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### Meeting Notes for Neighbourhood Plan Steering Group 17<sup>th</sup> May 2022 7:30pm Emmaus Church, Severn Beach

#### 1. Present

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

Online – Stuart Todd (ST)

#### Apologies

Mike Harrison (MH),

#### 2. Declarations of interest

None

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

##### Membership

Penny Riches and Robert Goard were welcomed to the meeting. They were proposed by GS to join as members of the NPSG and seconded by ND; this was unanimously agreed.

**Action: JE to give access to the shared drive to both new members (18/5/2022) and add them to the NPSG email distribution list. PR to be taken off the latter**

##### Assistance with data validation

JE confirmed that WERN do not currently have the resources to assist.

AW has written to UWE but had no reply.

##### Contact with SevernNet and Cycling project

No update from MH – **Action ongoing**

##### Biographies for the Parish Council website

**Action: RG and PR to each supply a short biography (20/5/2022).** PT's biography has been removed.

##### Terms of Reference version 4

This has been published, sent to the Parish Council and accepted at their May meeting.

##### Application to Locality for grant

Circulated previously, no comments therefore tacit agreement presumed. GS had quotes to populate the application.

##### Survey of businesses

Good progress made in approaches since the last meeting – see agenda item.

##### Parish Character Assessment

Links to maps, focus areas and data collection form have been sent out to the group by MH – see agenda item.

PT had obtained paper maps from Motion – to be reimbursed once funds allow.

##### External contacts

Invitation to attend event at Pilning Village Hall on 14<sup>th</sup> May was accepted. Not too many people came but those who did see the NPSG stand were positive. Photos will be added to the evidence base.

Flood Risk Consultation – RE had submitted some comments and a request for further discussion to the consultation team. ND had been unable to complete the survey form on behalf of the NPSG as it had closed, but had previously submitted his own form. Evaluation of sites regarding flooding could be commented upon by the NPSG via the Parish Council. Note NPSG needs to make any comments in alignment with the national policies. Consideration for commissioning an independent report was not recommended as existing reports could already have the answers needed

Planning applications – **Action: JE to make a standing agenda item (18/05/2022)**  
**Action: ND to lead on Plot 3 response to the Parish Council (31/05/2022)**  
**Action AW to investigate availability of any existing reports through Hydrock.**  
**Action GS to look at the technical support available for flood risk (24/05/2022)**  
**Action JE to send the Parish Council website link for planning applications to the group (18/5/2022)**

#### 4. Financial Report

GS gave a resume of the financial situation. The remaining £7,037.41 of last year's grant from Locality was returned. A new application for the current year is being prepared for submission, amounting to £7,035 and is set against the activities in the project plan from 1/7/2022 through to 31/3/2023.

#### 5. Survey of Businesses / Groups

A letter inviting the large businesses to complete the online survey was sent by SevernNet and so far has yielded 3 responses.

**Action: RE to follow up by email with the firms that have not replied (20/05/2022) and to speak at a SevernNet transport forum tomorrow (18/05/2022).**

In the approaches completed with businesses and groups so far, the experience has all been positive. There has been a lot of good will expressed and there are opportunities to strengthen relationships between and the large businesses and the Parish.

The status of approaches to small businesses and groups was reviewed and progress had been good, although the status of those allocated to ISR was unknown. Efforts to complete those remaining would be made before the next sub-group meeting set for 7:30pm on Tues 31<sup>st</sup> May at Emmaus.

#### 6. Parish Character Assessment

The sub-group had met on 26<sup>th</sup> April.

Decision taken to use Google Earth Pro for the mapping

The Parish has been divided up for assessment

Work already undertaken includes identifying listed buildings and linking the map with external reference data.

A form has been prepared for data collection during walk-a-bouts. Each area to be assessed by two people, either together or one after the other. Excel forms should be completed and sent to MH for compilation with the maps. Photos need to have geo map location data.

**Action RE to prepare and distribute a list to SG members for them to identify the areas they will address**

**Action ALL – to volunteer for areas and to get as much done as possible before the next meeting (13/06/2022)**

#### 7. Design Codes Work

Visit from AECOM to look round the Parish on 11<sup>th</sup> May was cancelled, rearranged for 24<sup>th</sup> May. RE, AW and JM will meet Ben Castell at 09:00 at RE's house. Plan to give AECOM a copy of the work being done with the Parish Character Assessment.

## 8. Visions, Aims & Objectives

Although evidence building continues, the focus will need to start moving towards identifying what the NP will deliver. The first step is to identify an overall vision and the aims and objectives. RE has commenced adding some content to the Skeleton Neighbourhood Development Plan on the shared drive.

**Action: RE to restructure the skeleton NDP with an initial vision and aims and objectives. He will then email the draft document to NPSG members to invite their input (25/5/2022).**

**Action: All to review the document and as appropriate make contributions before the next Steering Group meeting (13/6/2023)**

## 9. Review and acceptance of Project Plan issue 4

Plan has been revised and the order and detail of some items amended including need for Call for Sites using SGC type template in July 2022.

ST detailed some suggested amendments for consideration and adoption. **Action: ST to email to RE (18/5/2022).**

**Action: RE and GS to review the comments by ST, adopting as appropriate. Also to consider any potential changes to the funding allocation and issue the Project Plan. (19/5/2022)**

**Action: GS to submit the grant application following the action above (20/5/2022)**

## 10. Communication with other Agencies

Parish Council meeting on 3<sup>rd</sup> May – included presentation by SGC on their commitment to deliver M49 junction by May 2024, also see matters arising regarding ToR.

SevernNet Transport Forum 4<sup>th</sup> May – matters arising; need for a truck stop at Western Approach but difficulty for developer to secure an appropriate site at the right cost. Issue raised with SGC/Atkins for inclusion Severnside Strategic Infrastructure Led Masterplan – now scheduled for draft consultation in June. Also fed back to SevernNet current opportunities in Parish for child care/minding and school cover.

South Gloucestershire Council Flood risk consultation – see matters arising.

GS has had discussions with Dave Chapman from Locality.

## 11. Any other business

Consideration to be given to having a NPSG presence at one of the Centenary events.

Although there may be no new information to share. Festival on 9<sup>th</sup> July in SB most likely event to support and provides extra time.

**Action: JE to make agenda item for June meeting (18/05/2022)**

**Action: JE May e-newsletter to be uploaded to the Parish Council website (18/05/2022)**

**Action: RE to contact ISR re attendance and progress with activities**

## 12. Confirmation of Actions

## 13. Date(s) of future meetings

Agreed dates

14<sup>th</sup> June

12<sup>th</sup> July

Meeting closed at 21:55