



Pilning & Severn Beach Neighbourhood Plan Steering Group

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Meeting Notes for 15th February 2021

Present

Gary Sheppard (GS); Heather Rickards (HR); Ian Roberts (IR); Jaques Graham (JG); John Miller (JM); Olga Taylor (OT); Peter Tyzack (PT); Julia Edwards (JDE) and Richard Edwards (RE)

Apologies

Jonathan Edwardes (JE); Sue Binns (SCB)

Item 1 Setting up the group.

PT explained the how the Neighbourhood Plan Group would operate as a subcommittee to the Parish Council. As such all the Parish Councillors can take part as much as they wish. This provision is given under Section 102(4) of the Local Government Act 1972. The body shall be called Pilning & Severn Beach Parish Council Neighbourhood Plan Steering Group

Terms of reference

Document to be circulated to the Steering Group.

Action JE

Terms of reference expects the organisation to have a Chairman, Secretary and Treasurer, although this group reports to the Parish Council it is expected to be independent of it.

Check to be made with Danny Dixon regarding this question.

Action JE

PT asked if there were any volunteers to be Chairperson of the group.

OT offered to be Hon Chairperson.

RE offered to be Hon Vice Chairperson.

JE offered to act as Hon secretary.

OT nominated GS for Hon treasurer.

Agreed unanimously.

Members of the group who are not councillors already are to be co-opted onto the Parish Council as non-voting council members for the purposes of the Steering Group.

OT wants SevernNet to be involved. PT explained that they could be but only in an advisory capacity not as voting members.

Discussion was had about the flexibility of numbers in the Steering Group, the group will see how things progress over time.

Item 2 Propose Neighbourhood Plan Area

Service Level Agreement has been circulated to the Steering Group previously

Resolved to alter the Service Level Agreement to show the agreed name of the group.

Action JE

Updated document to be put before full Parish Council meeting for agreement with South Gloucestershire Council on 1st March 2021.

Item 3 Notify the intension of a Neighbourhood Plan.

PT explained has already been undertaken and that the parish is the area for the Neighbourhood Plan. South Gloucestershire Council need to advertise this. An email was sent to Danny Dixon stating these items. OT stated that the Neighbourhood Plan had been advertised in InView.

Resolved for JE to check this with Danny Dixon regarding the SGC advertising.

Action JE

Article for In View

Action OT

PT commented that there may need to be a regular page in In View to keep residents informed of the Neighbourhood Plan process.

Item 4 Identify needs for grants for technical support.

Housing Needs Survey PT explained the Steering Group would need to have a housing needs survey undertaken, this is likely to be several thousands of pounds in cost. GS has several contacts that could submit quotes for that work. This will be an important part of the evidence gathering.

Action GS

South Gloucestershire Council Grant PT explained there is a £10k grant available from South Gloucestershire Council to cover that sort of thing and that the charity Locality could be a worthwhile source of funding.

Scope of Grants RE commented there is a lot of information to what is in and out of scope for SGC grants, there will need to be some groundwork done to establish what is available. JG suggested a "wish list" for where grants would be appropriate.

Resolved JE to send information to GS regarding grants.

Action JE and GS

Use of loans with regards to a loan being considered, PT expected that the Steering Group would only look at obtaining grants wherever possible.

CiL Community Infrastructure Levy this money goes to the Parish Council currently at 15% rate but will be increasing to 25%

1957 Consent noted that there is no CIL money from this source.

Use of grant money IR raise a question about how we will know what surveys the Neighbourhood Plan Steering Group will need. RE stated that this is all part of the planning the group are beginning now. This is covered by the process that has been set up.

GS to contact some planning consultancy firms for quotes. Detail from the firms as to the scope of what the Steering Group will need to look at next.

GS needs to check the grant availability.

Action GS

The group need to be aware of the following factors: -

- 1957 consent and the possibility of a port being built out into the Severn Estuary, should the Neighbourhood Plan be considered as a vehicle to stop this development?
- Enhancement of the locality for residents
- Preservation of the green spaces / green belt
- The group need to have a clear idea of the reports it needs to commission and how much they are likely to cost.
- Improvement of transport links
- Making sure the Neighbourhood Plan fits and be complimentary with the South Gloucestershire Council Local Plan, not to duplicate work.

- Read and understand the Local Plan. Although noted it is wildly out of date currently
- Decide on the specific policies regarding use of land.
- The group need to understand what the questions are before asking the residents for their views.
- Make sure the plan is positive, looking with a forward vision rather than being defensive.

RE suggested that these items need to be developed for the Neighbourhood Plan Steering Group next meeting.

Action ALL

Decided that group members keep their own notes and circulate them before the next meeting.

Ideas to be sent to OT to make an anonymous master list. OT to set up a questionnaire to help analyse the comments.

Action OT

Item 5. Preparing the website / email contact

OT has investigated how other councils have done this; it appears that the Neighbourhood Plan is part of the various Parish Council websites probably for economic reasons rather than being stand alone.

RE thought it would be a good idea to set up the page and at least have an email address available for comments to be made.

PT proposed that the PSBPC website have an additional page added for the Neighbourhood Plan

OT and JE to think through how the email is to be set up.

Action OT & JE

Item 6. Identify / engage with stakeholders and partners.

PT asked who are the stakeholders and partners is it residents, organisation and business? IR stated that this includes anyone who works in the area can be part of it. That would be rather a lot of people these days. PT had contacted as many companies as he could at Christmas and that communication mentioned the Neighbourhood Plan.

PT to circulate the message to the Steering Group.

Action PT

RE noted that it is a big list to get through

- Residents
- Residential estates
 - Salthouse Farm
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- Local businesses
 - Shops
 - Estate agents
 - Garages
 - Restaurants
 - Pubs
 - Cafés
 - Hair salons
- Schools
 - Nursery
 - Primary
 - Secondary
- Businesses on Western Approaches
- Developer of the site at Western Approaches

- Fringe businesses
 - The Wave
 - Wildplace
- Local groups
 - Village Halls
 - Playing field groups
 - Churches
 - Allotment groups
- Transport
 - Rail
 - Bus
 - Footpaths
 - Cycle paths / Sustrans
 - Stagecoach
 - Severnside Community Rail Partnership
 - FoSBR
- Medical
 - Surgery
 - Pharmacy
- Landowners
- Bodies
 - Natural England
 - English Nature
 - Highways England
 - SevernNet
 - Network Rail

GS commented that there is a danger of muddying the water without a proper scope to work towards for the project. For example, 15 homes in the area are going to have little effect instead of 1500. It will be worthwhile getting the message out to the community e.g. a notice, In View, letter etc that the plan is in preparation but not too far before the Steering Group knows what it wants to achieve.

Creating the report will help clarify these issues, for instance the SGC Local Plan is very out of date regarding employment on Severnside. Therefore, the changed demographics would be a pointer to how the Neighbourhood Plan needs to address this issue.

PT thought that if the flooding risk stopped the chance of homebuilding then a better transport plan would be required to accommodate the increasing workforce in the area.

IR noted that Severnside is expected to create 35,000 jobs and it is only halfway to that currently. The 33,000 houses on the former runway at Filton is expected to cater for the Severnside workforce. However, there is no direct road or transport links to facilitate that movement of people.

PT mentioned that some of the developed land may be put to housing and not warehousing along Marsh Common Road. IR continued that Redrow still own land by Pilning station and that could come forward at some point.

OT thanked RE for the work on the comprehensive list

IR wanted to know if any of the local facilities i.e. shops in Severn are being used already by people coming into the parish for work. Can the village pick up on some of the needs required by workers commuting to Western Approaches?

OT considered this might be a question for SevernNet particularly during the pandemic that only key workers should be on site.

OT suggested an action point that this should be added to the survey.

Action OT

RE noted that the group might be getting ahead of itself and that more groundwork is required before considering this level of detail.

JG now has a better understanding of the task in hand but feels that she needs a better overview of everything that may impact on our parish. JG considered that there is a problem with coming up with a wish list not based on pragmatics.

IR said that JG could refer to the Local plan "Call for sites" for development for part of the information that landowners are putting forward to be developed. The next stage for that process will be for South Gloucestershire Council to tell the Parish Council which sites have been approved for development.

PT asked if a short presentation could be put to SevernNet regarding the questions asked in this meeting re village facilities for commuting workers.

PT to circulate a paper he wrote to SevernNet regarding Transport Issues on Severnside.

Action PT

Item 7. Produce a clear project plan.

OT considered we are not ready for this stage yet RE thought that we should have a rough framework of timescales put together from the items expected by South Gloucestershire Council.

IR suggested Danny Dixon might be able to advise on this.

Framework to be drafted for the next meeting.

Action JE

Date of the next meeting

Suggested dates.

15th March

19th April

17th May

Email list

[Post meeting] JE already has started a list and members have already been asked to give their GDPR permissions.

Action JE

IR suggested using WhatsApp and OT was strongly opposed to this but she is open to other idea for a forum or such.

There being no other business the meeting closed at 20:23