



Pilning & Severn Beach Neighbourhood Plan Steering Group

Address to be confirmed

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Meeting Notes for Neighbourhood Plan Steering Group 16th May 2023 7:30pm at Emmaus Church

1. Present

Richard Edwards (RE), Anuran Wickramasinghe (AW), Gary Sheppard (GS), John Miller (JM), Mike Harrison (MH), Nick Davies (ND). Guests: Gill Cox (GC) and Peter Johnson (PJ). Stuart Todd (ST) via Zoom.

Apologies:

Robert Goard (RG)

2. Declarations of interest

GS identified conflicts of interest with the owners of NP6 and the agents for NP8.

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

Anchor Society discussions postponed until report on sites is available. **Action RG on-going.** Finance, grant and project plan actions addressed and closed in Section 5 of meeting. NPSG to register with SGC Planning to receive our own notifications. A request has been made but we are not yet receiving planning applications. RE has had an email from the Clerk to PC to action. **Action ND & RE on-going.** Meeting with PC arranged for 23/5/23 at 7pm at Emmaus.

All other actions from the previous meeting were considered to be completed and closed.

4. Election of Secretary

Since our last meeting Penny Riches had resigned as Secretary due to personal circumstances. RE had called on Penny to assure of her well-being.

RE expressed the importance of the Secretary role as an Officer of the Steering Group, however note taking did not necessarily need to be an associated duty. AW kindly volunteered to record actions during meetings. ND was congratulated on his new role as Chair of the PC, which would make it difficult for him to take on the role and MH would have difficulty with his work commitments. Both RG and JM to be consulted outside of the meeting. **Action RE.**

5. Financial Report & Project Plan

End of Year Summary - GS summarised the final financial position from his report which was on the shared drive. Due to higher than forecast spend of £246 on land registry searches, we will handback £404.56 of the grant money to Locality. Return to be completed. **Action GS.**

The draft issue 6 of Project Plan, agreed at the last meeting which included input from ST, was adjusted to reflect the additional spend and decreased hand back. This was distributed prior to the meeting and was accepted at the meeting. PDF versions to be saved on shared drive and published (without budget figures) on website **Action RE.**

2023/24 Grant Application – position of availability still not declared by the government. Our plan will be to claim the handback and additional Stage 2 grant of £8,000 once available.

Action GS.

Should a grant not be available for 2023/24 the committed expenditure of room hire will need to be underwritten by the Parish Council.

6. Evaluation of Sites

Agreement of response to Locality on AECOM approach to flood risk and green belt.

An email had been received from Francis Shaw, Locality, on 12/5 informing the Steering Group that AECOM had held discussions with DD at SGC, without our participation, despite our request to at least observe, and saying that DD was content with the approach that AECOM are taking. AECOM would issue their draft report to us at the end of this week. The emails from Locality were discussed and the only saving grace was seen as in the final paragraph of the initial email, where AECOM would re-visit their reports conclusions should further evidence come forward.

It was agreed that the emails from Francis Shaw would be sent to ST and DD. **Action RE.** ST will speak with DD tomorrow to find out whether any compromises in AECOM's approach to flood risk and greenbelt were considered and to establish whether the Steering Group is at some misunderstanding. ST will report back to us tomorrow. **Action ST.**

Pending DD's response and assuming there is no change in our understanding, the Steering Group will contact Locality to instruct them not to issue the report at the end of this week.

Action RE.

Review of progress of Steering Group activity

Considerable progress had been made since the last Steering Group meeting, with a sub-group meeting held on 2nd May, land registry searches and meetings arranged with landowners or their agents.

GS had carried out a large number of Land Registry searches, with the results summarised in a spread sheet on the shared drive. There were potentially just a few outstanding, essentially where title plans were missing, which may require postal applications.

The table in MS Word format, which started out as AECOM's initial interim report and has been modified to record progress (available on the shared drive 'P&SB Evaluation of Sites - post Sub Group 02052023' and distributed before the meeting) was used for the basis for discussion and will be amended to reflect the following decisions made at this meeting:

NP1. ND has contacted the land agent/developer who is awaiting instructions from the owner but should be back to us in a few days to arrange a meeting.

NP8. After some discussion it was agreed other than telephoning the owners of the strip of Glebe Land **Action RE**, we would await the outcome of meetings with owners of NP6 and the agents for NP8 to see what was known of other surrounding pieces of land. To informally check with the agents for NP8 that they are aware of our desire to set up a meeting. **Action GS.**

NP6. Need to establish who owns the title to the land and whether, in principle, the LEA would consider release of land to developer for road, to arrange in multi departmental meeting with SGC. **Action RE/DD.** Need to notify the owners of NP6 that the Trust said they had not been approached and whether Abbott Road entrance to site was approved. **Action RE.**

NP3. Trust has confirmed they have deed but have not seen the need to register.

NP26. To arrange meeting with the to make them aware of our potential intentions for site.
Action JM.

NP7. To follow up email approach to National Highways England. **Action GS.**

NP14. Concluded that this site cannot be expected to provide a solution to school pick up time parking.

NP13. With only 4 parish councillors, the response to the meeting with the PC on 23/5 may not be strong. Meeting with new Ward Councillor Simon Johnson on 22/5 12:00 to 13:30 attendees to be confirmed. AW, MH & GS unavailable.

NP 15. GS and RE to attend meeting with owners of land behind the surgery on 19/5. Visit to Traveller Site (E) to be made. **Action RE & GS.**

NP16. To be put on back burner due to being on north side of Bank Road and further isolated from the settlement boundary.

NP11. Approach son of deceased land owner via registered email. **Action GS.** Approach owner of small piece of land opposite No. 5 New Passage. **Action ND.**

MH has been speaking with owner of St Peter's Farm, Bank Road, who had lack of awareness of NP. To discuss with owner whether they would submit a CfS form for dwellings in barn area. **Action MH.**

To look into putting further site detail into Parish Online. **Action ND & GS.**
Further contact details to be provided to GS for inclusion in the Land registry spread sheet.
Action ALL.

7. Neighbourhood Development Plan

No further action currently required until site availability is clearer.

8. Planning Applications

The Panattoni car parking application is ongoing where following a meeting, the PC continues to object.

Discussion around tree felling at Salthouse Farm taking place today, TPO officer at SGC was informed and sent photos. ND questioned whether the original consent was valid, as a layout plan was never prepared. Sympathies expressed to JM for current situation.

9. Communication with other Agencies

RE attended and reported at the Parish Council meeting. Other communications with Locality, as described above.

10. Any other business

Sevenside Festival 8th July, the Steering Group agreed to have a stand. To be booked. **Action RE.**

Meeting with Simon Johnson, agreed we need to inform him of our progress and ensure he is supportive of what we are trying to achieve and help to move things in a positive direction. JM raised the recent Hallen new housing site of where new housing has been possible to deliver. To look into circumstance to see if there are things that will help our NP. **Action GS.**

11. Confirmation of Actions

Actions arising from the meeting were confirmed for the minutes.

12. Date(s) of future meetings

Agreed dates

13th June (previously agreed)

18th July (agreed). Start time 7pm

Meeting closed at 22:07.