



Pilning & Severn Beach Neighbourhood Plan Steering Group

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Draft Meeting Notes for Neighbourhood Plan Steering Group 18th January 2022 7pm Emmaus Church, Severn Beach

1. Present

Richard Edwards (RE), Anuran Wickramasinghe (AW), Gary Sheppard (GS) John Miller (JM), Ian S Roberts (ISR) Jonathan Edwardes (JE) Stuart Todd (ST) online.
Mike Harrison (MH) attended as a guest and as a potential future Steering Group member.

Apologies

Jacqs Graham and Olga Taylor

2. Declarations of interest

None

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

(Where appropriate, detail to be addressed in agenda items below). All closed with the exception of the following which was carried forward:

JE – Green belt details to be added to the website (21/01/22)

Meeting notes were approved

4. Steering Group Membership and Support

Efforts to be made to contact Steering Group members who have not been to meetings recently about their future attendance.

Action RE to write to missing group members (31/01/22)

The Steering Group will need more members to assist in delivering work. Plans discussed to hold an open evening at Emmaus Church on 22nd March 7:30, article to be sent to In View.

Action RE (6/02/22). Also an email to be sent to all people who registered an interest in the Neighbourhood Plan up-dating them, asking for their support and inviting them to the open evening.

Action RE to write to those on the register of interest list (31/01/22)

Action JE to make available email list of those registered (25/01/22)

5. Financial Report

Not much to report and an additional £8.02 was incurred for the NPSG Google account. Latest financial report is on the shared drive.

6. Review and Acceptance of Issue 3 of the Project Plan (distributed prior to meeting)

ST identified that the production of a Consultation Statement and Basic Conditions Statement should be added after section 2.3 of the plan. If this was done by external consultants costs could be around £4000-6000. After discussion it was agreed to accept issue 3 of the Project Plan as it currently stands subject to the addition of 2.4.

Action RE to add these to the plan and circulate to the NPSG (25/01/22) Providing there were no objections issue 3 would be formally issued.

7. Decision on Grant Reallocation/Hand-back to Locality

This was discussed in conjunction with the revisions to the project plan. It was agreed that we should progress with Locality the commissioning of work to produce both Design Code and Neighbourhood Characterisation reports.

Action GS to contact Locality regarding requesting this support (31/01/22)

ST had checked yesterday and there was no news yet on the status of funding for 2022/23. It was not yet clear how much of the existing grant would be spent on consultants in the analysis and presentation of the public survey or in the approaches to businesses and groups. It was therefore decided to defer a decision on hand-back amount to the next meeting. ST noted that providing funding is available an extra £8k would be available for 2022/23 as the Housing Needs Assessment did show the need for additional housing.

8. Parish Survey

Subgroup met on 13th January.

411 returns from residents, this equates to around 27% which is a good result.

RE shared the notes from the meeting which can be found on the shared drive for reference.

The survey results are available to the NPSG in a spreadsheet.

Work has commenced to determine what is involved in processing the free text answers. It was estimated that nine out of the fourteen free text answers will have been initially processed by next week.

ST noted that a peer review with a consultant would be worth undertaking to validate the results. NPSG should allow 2 days of a consultant's time for the validation. Additional support will be needed to assist in presenting all results

Subgroup to meet at again 7:30 on 25th January at Emmaus to continue their work.

9. Survey of Businesses and Groups (see sub-group notes on shared drive)

The sub-group met on 6th January, notes from the meeting can be found on the shared drive. A consolidated list of business and groups has been prepared and members of the sub-group allocated for making approaches once questions are developed.

For the big businesses approaches will be made through SevernNet and directly by the Steering Group by letter. Suggested that the approach letter asks who in each company would be able to complete the survey.

Draft questions have been produced for the large businesses and will be made available on-line similar to the public survey.

Action AW to add them to a Google Form (02/02/22)

Subgroup to meet next on Thursday 3rd February 2022, at 7:30pm location TBC.

10. Communication with other Agencies

GS – spoken to ST re analysis

GS – Locality / Aecom for support with analysis of the survey

RE – Attended Parish Council meeting to give an update

RE – SevernNet Transport Workshop, via Zoom. RE was able to meet three or four of the key players at Western Approach also GWR and Stagecoach. Plans were shared regarding e bikes being provided at Severn Beach railway station.

AW – Contacted Stride Tregorran regarding planning support

11. Website Development

The green belt information is to be added. The survey dropdown option needs removing. Project plan version 1 needs archiving, version 2 will need to be archived once additions to version 3 are completed. **Action JE 31/1/2022**

12. Any other business

PT – suggested that to help engaging people regular social events could be held
NPSG presence will be needed during the five weeks of events between the Queen’s Platinum Jubilee and Severn Vale Festival on 9th July.

13. Confirmation of Actions

14. Date(s) of future meetings

Agreed dates

15th February

15th March

Meeting closed at 21:01