

Almondsbury Neighbourhood Plan Steering Group (NPSG)

Minutes of meeting held Wednesday 28th August 2024

In attendance

Keith Burchell (KB), NPSG Vice-Chair.

Tony Randall (TR), NPSG Vice-Chair.

Ian Christie (IC).

Sue Christie (SC).

Bob Evely (BE), NPSG Chair.

Tony Dunhill (TD), NPSG Treasurer.

Daphne Havercroft (DH), NPSG Secretary & Project Manager.

Also for the first part of the meeting, Richard Edwards (RE) Chair, Pilning and Severn Beach NPSG.

1. Pilning and Severn Beach Neighbourhood Plan.

RE provided Almondsbury NPSG with an overview of the approach taken to develop Pilning and Severn Beach's NP and there was plenty of opportunity for questions and discussion. RE was thanked for his time which is much appreciated by Almondsbury NPSG.

2. Apologies.

None.

3. Declarations of interest.

As confirmed in the minutes of the 22nd August meeting.

4. Meeting Minutes

The minutes of the meeting held on 22nd August were confirmed as accurate and approved.

5. Matters discussed.

a. Mission Statement and Constitution.

KB has amended it to remove Section 6. and Section 7. He proposed to formally agree this change at the first public meeting of the NPSG. This was agreed.

b. NPSG Priority.

Agreed that it is a Housing Needs Assessment.

c. Leaflet, publicity and residents' survey.

The following actions were agreed:

A leaflet will be delivered to all Parish residents to publicise the NP and forthcoming residents' survey.

BE to ask his wife for assistance to design the leaflet.

TD offered to work on a map of the Parish to be included in NPSG documentation.

DH to contact Almondsbury Village Events (AVE) to request space for the NPSG at the next "What's on in Almondsbury" event due to be held 3rd October.

It was agreed that the priority issues for the NP and the focus for a residents survey are:

- Housing needs (including parking, infrastructure).
- Green spaces/biodiversity.
- Community amenities.
- Business.

TD, IC and **DH** have formed a subgroup to draft a survey leaflet. A Whatsapp call is scheduled for 10:30am, Monday 2nd September to discuss.

d. Grants and technical help.

KB will schedule an introductory meeting between the NPSG and key contacts representing Locality, AECOM (consultants) and South Gloucestershire Council. The main focus will be a housing needs assessment for the Parish.

The method for placing NPSG documentation on the NP section of the Parish Council

website is awaiting advice from the IT expert. Meanwhile **DH** to send agreed minutes to the Parish Clerk to request that they be added to the website.

6. NP Project Plan Review.

Prior to the meeting DH had circulated the latest version of the plan. A proposed list of assumptions, issues and risks was circulated at the meeting and it was agreed to review them at each NPSG meeting.

7. AOB

It was agreed that **BE** will present monthly updates to the full Parish Council on NPSG progress. **KB** or **TR** will deputise when BE is not available.

NPSG documents to be in Word or PDF format, as appropriate.

8. Next meeting

It was agreed to hold the next meeting in public on Thursday 26th September so that Parish residents can see how the NPSG works which it is hoped will encourage them to join the NPSG and/or be involved in specific activities. **KB** to advise whether the meeting can be at The Fox, Easter Compton.