

Almondsbury Neighbourhood Plan Steering Group (NPSG).

Minutes of the meeting held 7pm on Wednesday 22nd January 2025 at The Hallen

Centre, Moorhouse Lane, Hallen, Bristol, BS10 7RU

In attendance

Tony Randall (TR), NPSG Vice-Chair.

Marlene Smith (MS).

Sue Christie (SC).

Ian Christie (IC).

Keith Burchell (KB).

Bob Evely (BE), NPSG Chair.

Tony Dunhill (TD), NPSG Treasurer.

Fi Riches (FR).

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

Residents of Compton and Almondsbury Wards

1. Apologies.

The following apologies were received:

Keith Burchell.

Marian Bennett.

2. Declarations of interest.

There were no changes to interests previously declared.

3. Meeting Minutes.

TR proposed that the minutes of the meeting held on 29th November 2024 be accepted as an accurate record. This was seconded by **TD** and unanimously approved by the NPSG.

DH raised the following matters from the minutes:

- The NPSG has still to refine and agree its Terms of Reference. It was agreed that this would be done at a future Planning Meeting.
- That she had proposed to draft a Memorandum of Understanding with South Gloucestershire Council (SGC). It was agreed that it would be better to meet SGC to discuss progress of the Neighbourhood Plan and working relationships.

DH asked APC members of the NPSG to confirm the status of the following actions recorded in the minutes of APC's 7th November 2024 full council meeting:

"The Clerk will chase up the quotation for a new shared drive for the Neighbourhood Plan"

Status:- a quote has been received and will be forwarded to DH.

"Involvement of Council Staff - to be considered by the Personnel Committee"

Status:- It was confirmed that the outcome of APC's last Personnel Committee meeting was that APC staff would not provide administrative support for the NPSG, except for actions agreed and documented between the NPSG Treasurer and APC's Responsible Financial Officer.

"The Clerk will obtain further advice/information re data protection via ALCA"

Status: - no news.

DH reported that she had sought and received advice from the Information Commissioner's Office. It was agreed to discuss this advice at a future NPSG Planning Meeting.

4. Treasurer's Report.

Of the grant of £3,600 received, £1,700 is left to be spent before the end of March 2025. Priorities are a shared drive and new website for the Neighbourhood Plan and branding for example, banners. A sample banner design was passed around the room for feedback.

5. NP Project Tasks

Parish Survey

ACTION

IC to provide the completed delivery list to **BE** to sign off as evidence that all households have received a survey booklet.

2,800 survey booklets were delivered. So far 50 completed surveys have been posted in collection boxes and 124 surveys have been completed online.

TR advised that notices publicising the survey will be placed on all APC noticeboards to encourage residents to complete the surveys.

Also the following drop-in sessions are scheduled where residents can find out more about the Neighbourhood Plan and complete surveys.

Tuesday 4th February, Easter Compton Village Hall 5.00pm to 6.45pm.

Tuesday 11th February, Almondsbury Old School Hall 5.00pm to 7.00pm.

Saturday 22nd February, Hallen Centre 5.00pm to 7.00pm.

Completed survey booklets will need data to be manually input and volunteers are needed to help. Online surveys will be number-crunched in Google Forms.

Public meetings will be scheduled to share the outcome of the survey with Parish residents.

ACTION

TD offered to investigate options for professional analysis and reporting of the survey data.

Housing Needs Assessment.

The first draft of the report commissioned by the NPSG is expected to be received by 21st February.

NPSG Website

DH has drafted a Request for Quote (RFQ) to be sent to potential providers. However it was agreed that informal discussions with them would be better to start with.

Communications Plan and Branding.

To be discussed at the next NPSG Planning Meeting.

Environmental Policy (including Character and Green Space Assessments)

DH reported that SGC's Linking the Levels (a project to restore nature) project manager was happy to meet the NPSG and Parish residents to hear more about the Neighbourhood Plan and provide information about the project. This could help to kick-start Neighbourhood Plan Environmental Policy development.

ACTION

DH to liaise with Linking the Levels to schedule a public meeting.

Roles for Volunteers.

To be discussed at the next Planning Meeting.

Engagement with South Gloucestershire Council

A meeting to be scheduled to discuss progress.

6. Questions and comments from the public.

a. The NPSG was asked why horse riders had not been considered in the Parish survey questions. The NPSG accepted that they had been overlooked and advised residents who had views about horse riding in the Parish to make them known in the free text part of the survey.

b. A resident asked members of the public to help him compile evidence about flooding in Almondsbury Parish. It was agreed that residents could send information to the NPSG NP@almondsburyparishcouncil.gov.uk and it would be passed on to the resident. Information needed is date and time of flood, location, duration and photos if possible.

Other questions and comments concerned matters which are outside the scope of the Neighbourhood Plan (e.g. current issues about speeding and public transport).

Therefore they are not recorded in these minutes.

7. AOB.

DH announced that she had given notice to the NPSG Chair that she is resigning as Secretary to the NPSG effective 17th February 2025, although she will remain on the Steering Group as Project Manager. She was thanked by the Chair and two Parish residents.

8. Next Meeting. TBC