

Almondsbury Neighbourhood Plan Steering Group (NPSG).

**Minutes of the meeting held 7pm on Friday 29th November 2024 at Easter
Compton Village Hall.**

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.

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

Approximately 40-50 residents of Almondsbury Parish from Compton and Almondsbury
Wards.

1. Apologies.

The following apologies were received from residents of Almondsbury Ward:

Mertin Williams.

Ann Ashford.

Janine Clephan.

Marion Stooke (also a Parish Councillor of Almondsbury Ward).

2. Declarations of interest.

MS is a member of the Easter Compton Village Hall Committee.

No other interests were declared and there was no change to interests declared and minuted at previous meetings.

3. Meeting Minutes.

TD proposed that the minutes of the meeting held on 24th October 2024 be accepted as an accurate record. This was seconded by **TR** and unanimously approved by the NPSG.

4. Treasurer's Report.

A grant of £3,600 has been received and quotes are being obtained for residents' surveys to be printed. **KB** explained that neighbourhood planning groups can apply for an annual grant of £10,000 to cover the financial year April to March. Money unspent at the end of the financial year has to be returned. The NPSG is monitoring this.

5. NP Project Status Report.

DH gave a verbal report on the status, the main points being:

Overall rating is Amber (good progress with some activities). Some progress is delayed for the following reasons:

- NPSG to refine its Terms of Reference and clarify roles and responsibilities with Almondsbury Parish Council.
- A shortage of volunteers to support key activities (e.g. Village Character Assessments and Green Infrastructure Assessments).

Progress since the last meeting on 24th October:

- Neighbourhood Plan leaflets have been delivered to all homes within the Parish Boundary.
- The Residents' Survey Leaflet development is progressing well and is on track to be issued to residents to complete in January 2025.
- The Housing Needs Assessment for Almondsbury Parish has commenced and is expected to be completed by early February 2025.
- A draft Communications Plan has been prepared.

6. Priorities for the next month.

Communications Plan.

Further development of the NP Communications Plan, including planning community events with Parish residents.

Residents' Survey.

- There are 44 questions which have been refined following review and feedback by approximately 15 residents.
- It takes 15-20 minutes to complete.

- **Public Question:**

Might the large number of questions discourage people from completing the survey?**Answer:**

The NPSG has considered this, but believes there is a risk that important information will be missed if the number of questions is reduced.

- There will be an online version of the survey and a QR code to access.
- The NPSG aims to deliver printed copies to each household in the Parish in early January.

- The NPSG aims to have survey reminders published in community magazines and will explore the possibility of holding drop-in sessions in village halls where residents can ask any questions about the survey and then complete it.

- **Public Question:**

If residents have questions about the survey, how can they ask them?

Answer:

There will be email contact details in the survey.

- The survey responses will be analysed using Google Forms.
- The following methods for survey returns were discussed and will be planned in more detail: - Community boxes in village stores, pubs and other local businesses.

Village Character and Green Spaces Assessments.

The NPSG asked members of the public for help with these. This involves identifying areas in the Parish that are important to residents so that Neighbourhood Plan policies can be developed to protect and improve them. For example: archaeology, historic buildings, green spaces.

Members of the NPSG (most of whom live in Almondsbury Ward) do not have the detailed, local knowledge that individual communities have and which is necessary to produce a successful Neighbourhood Plan for the whole Parish. Neighbourhood

Planning is new for everyone. The NPSG decided to explore the possibility of hosting and facilitating meetings early in 2025 for interested residents to work with the NPSG on Character and Green Spaces Assessments.

7. Questions from the Public.

Additional questions and points raised by the public were:

Gas pipeline in Compton Ward.

Q. Does the NPSG know about Fisher German?

A. No. The NPSG relies on residents to help to identify organisations and businesses that it may need to engage with in the development in the Neighbourhood Plan.

Flooding and flood risk.

Concerns were raised about:

- Burst water mains and access.
- Flooding on Blackhorse Hill.
- The effect of over 1000 homes at Cribbs Causeway, which has not been taken into account.

A resident has access to flood specialists and intends to seek advice from them.

NPSG response:

The current problems identified are the responsibility of South Gloucestershire Council.

Therefore if residents have notified the Council about flood problems and are

dissatisfied with the response, they should contact their South Gloucestershire Council Ward Councillors, copying Almondsbury Parish Council.

DH noted that some Parish residents were concerned about road safety in Hortham

Lane following recent icy weather. This is another example of a current problem which is South Gloucestershire Council's responsibility.

The NPSG can take into consideration these issues when developing the Neighbourhood Plan, and it may be able to commission a flood risk report, but it cannot deal with issues that are the responsibility of South Gloucestershire Council.

Minutes of NPSG Meetings.

Q. Where can residents find them?

A. Approved minutes are on Almondsbury Parish Council's website in the Neighbourhood Plan section.

Call for Volunteers.

A resident made the point that it would be helpful when the NPSG asks for volunteers for it to provide more specific information about what is involved.

8. AOB.

DH proposed that it would be helpful to have a Memorandum of Understanding with South Gloucestershire Council to promote a productive working relationship; and agreed to draft one for review.

Other business raised during the meeting was:

South Gloucestershire Council's Local Plan.

The Council aims to have its Local Plan completed by April 2026. There will be opportunities for public consultation in 2025 and residents were advised to take them.

The A38.

BE reported that he has received a response from the Highways Agency to a Freedom of Information request he made for data on congestion caused on the A38 by motorway closures and delays. He will analyse the details.

Data Protection - Privacy Notice.

BE drew the attention of members of the public to the Privacy Notice which was circulated with the meeting attendance list.

9. Next Meeting.

TBC.