

Almondsbury Neighbourhood Plan Steering Group (NPSG)

Minutes of the meeting held 7pm on Thursday 24th October 2024 at

Gloucestershire FA HQ Oaklands Park Stadium, Gloucester Rd,

Almondsbury, BS32 4AG.

In attendance

Tony Randall (TR), NPSG Vice-Chair.

Marlene Smith (MS).

Sue Christie (SC).

Bob Evely (BE), NPSG Chair.

Tony Dunhill (TD), NPSG Treasurer.

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

Residents of Almondsbury Parish from Almondsbury and Compton Wards.

1. Apologies.

The following NPSG members sent apologies:

Ian Christie.

Keith Burchell.

The following residents sent apologies:

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

2. Declarations of interest.

BE is employed by South Gloucestershire Council in environmental enforcement.

TD and DH are co-ordinators of the Almondsbury Residents' Association.

3. Meeting Minutes.

The minutes of the meeting held on 26th September 2024 were confirmed as accurate and approved.

4. Treasurer's Report.

A grant of £3,500 has been applied for, of which £134 is allocated to cover the cost of the production of leaflets to deliver to all households in Almondsbury Parish. The date for receipt of the grant is to be reviewed during the week commencing 28th October.

5. NP Project Status Report and Project Plan.

Both were provided to the NPSG on 16th October and a copy of the status report is appended to these minutes. DH gave a verbal report on the status, which was accepted by the NPSG.

6. Priorities for the next month:

NP Terms of Reference (ToR).

The ToR are still to be agreed and approved by the NPSG. Discussion included the need for clarity between APC and the NPSG for legal responsibility for data protection and the question of whether a Memorandum of Understanding between APC and the NPSG would help to clarify roles and responsibilities.

Housing Needs Assessment (HNA) progress.

TR advised that an update should be received during w/c 28th October to indicate when the HNA can start. It is anticipated that it will take three months from the commencement date to completion.

Neighbourhood Plan Leaflets.

BE explained that most of the leaflets had been delivered and work continues to deliver the rest.

Neighbourhood Plan Survey.

On behalf of the NPSG DH thanked volunteers who had reviewed and provided feedback on the surveys.

The feedback will be analysed and used to finalise the survey.

TR confirmed that APC now has a list of all house numbers and streets (but not the names of the occupants), in the Parish for delivery of paper surveys to every home.

The NPSG will investigate Survey Monkey and Google Forms as options for online surveys.

Further work will be done to decide on the process for the return of completed paper surveys. Options include pre-paid envelopes and collection points.

The NPSG will aim to have both the paper and online surveys ready for completion as early as possible in January 2025.

Questions and comments from the public included these:

- The importance of ensuring that younger people are able to complete the survey. The NPSG confirmed that households will be able to obtain additional copies of the survey so that all generations can participate.
- A request for the survey to contain clearer maps. **TD agreed to look at this.**
- More clarity needed about the names of community buildings.
- The NPSG needs to set a clear deadline for return of completed surveys and identify opportunities to remind people to complete the survey.
- Almondsbury Community Facebook can be used to promote participation in the survey.

Green Spaces and Biodiversity Assessments.

DH explained the proposed methodology and the need to assess the green spaces and biodiversity that is important to residents, and produce supporting evidence. Meeting attendees were invited to help with the assessments and two people volunteered during the meeting, one from Almondsbury and one from Compton Ward.

DH suggested that the NPSG might need to consider commissioning consultants to conduct the surveys if there were not enough volunteers to cover the work.

Communications Plan for the NP Development Project.

DH explained that it is important for the NPSG to have a communications plan for the life of the NP development, with a volunteer to lead the work. This will help to promote engagement with residents, with particular focus on Compton Ward (which includes Hallen) and Cribbs Ward.

BE agreed to look at the development of a Communications Plan.

7. Questions from the Public.

South Gloucestershire Council's (SGC) Plans for the A38 are a significant concern for residents, particularly in view of the anticipated increase in cars if the proposed housing developments for the Parish are approved in the local plan.

It was suggested that residents should keep a log of incidents which cause congestion on the A38 as evidence to use with SGC.

Concerns were also raised about the effect on green spaces and wildlife if all the proposed housing developments are approved. DH discussed SGC's timeline for its local plan and noted that it is expected to go further consultation and public hearing 2025, with members of the public and groups being able to comment and provide evidence.

When the local plan comes into force, the owners/developers of sites listed in it can apply for planning permission, but planning officers will still have to consider the environmental and biodiversity effects of the application in their decision making.

8. AOB.

None

9. Next Meeting.

Week commencing 18th November 2024. Details tbc.

Almondsbury Parish Neighbourhood Plan (NP).

Project Status Report for the period 26th September 2024 to 16th October 2024.

Key to overall status:

Good progress with all activities.	
Good progress with some activities.	
Too many activities not started or are de- layed.	

Overall Status of Project (Red, Amber, Green) for the reporting period.



It is rated amber due to:

- a. Approval of the NP Terms of Reference is delayed.
- b. A shortage of volunteers to support key activities.
- c. The NPSG has no agreed communications plan for the life of the NP Development project.

Progress made in the reporting period.

- Financial arrangements for the NP have been agreed between APC's Responsible Financial Officer and the NPSG Treasurer. They are documented in the draft Terms of Reference.
- Neighbourhood Plan leaflets have been delivered to homes within the Parish Boundary.
- The Residents' Survey Leaflet has been drafted and sent to volunteer testers for review and comments.
- A volunteer has kindly agreed to write a Character Assessment for Almondsbury and Hortham Villages, Over and possibly Gaunt's Earthcott.
- A Green Spaces/Biodiversity assessment for Almondsbury and Hortham Villages and Gaunt's Earthcott has commenced.

Issues affecting progress.

- The NP Terms of Reference have not been not finalised because they are dependent on agreement about the administrative and IT support that Almonds-bury Parish Council will provide to the NPSG.
- No volunteers have been recruited to conduct Character Assessments for Compton and Cribbs Wards.
- No volunteers have been recruited to conduct Green Spaces/Biodiversity Assessments for Compton and Cribbs Wards.
- The NPSG has not identified any volunteer to develop a communications plan to optimise engagement and consultation with all stakeholders throughout the life of the NP development.