

Almondsbury Neighbourhood Plan Steering Group (NPSG)

**Minutes of meeting held 7pm on Thursday 26th September 2024 at the Parish
Offices, Gloucester Road.**

In attendance

Keith Burchell (KB), NPSG Vice-Chair.

Tony Randall (TR), NPSG Vice-Chair.

Marlene Smith (MS). (Representing residents of Compton Ward)

Ian Christie (IC).

Sue Christie (SC).

Bob Evely (BE), NPSG Chair.

Tony Dunhill (TD), NPSG Treasurer.

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

Residents of Almondsbury Parish

1. Apologies.

The following Parish residents sent apologies:

Ann Ashford.

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

Pia Harper.

Alison White.

2. Declarations of interest.

As this was the first meeting held in public, members of the NPSG declared the following interests:

KB, TR, IC and MS are Almondsbury Parish Councillors.

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

BE is employed by South Gloucestershire Council in environmental enforcement.

3. Meeting Minutes.

The minutes of the meeting held on 28th August 2024 were confirmed as accurate and approved.

4. Progress of Actions.

4.1 Leaflets

The purpose of the leaflets is to raise awareness of the Neighbourhood Plan (NP) with Parish residents and encourage them to complete a forthcoming survey and participate in activities to develop the Plan.

The target date for distribution of leaflets to the whole Parish is mid October 2024.

The following actions are necessary in order to meet this date:

Leaflet distribution in the Community.

Where	Comments	Owner
The Lichgate (covers Almondsbury & Hortham Villages and Gaunt's Earthcott.	A copy has been submitted for the October edition.	TR
In View, the Easter Compton magazine.	Compton Greenfield does not get In View	MS
Almondsbury Community Shop		BE
Easter Compton Village Shop		MS

Local pubs	TD will do Almondsbury. What about the other pubs in the Parish?	TD
Community (Parish Council) Noticeboards		MS
“What’s on in Almondsbury” event 3rd October, Old School Hall		BE, TR (who will represent the NPSG)
Schools		BE
Whatsapp Groups	DH can do the Almondsbury Residents’ Association Whatsapp. Are there other groups?	DH

Facebook	There's an Almondsbury Community Group Facebook, what others are there?	?
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Leaflet Distribution to every household in the Parish.

Some residents attending the meeting volunteered to help with the leaflet deliveries.

Action	Owner
Street map to be obtained from South Gloucestershire Council for delivery routes to be worked out.	KB

4.2 Survey of Residents.

The development of the survey is progressing well. Residents present at the meeting had an opportunity to look at the latest version of the draft. Good quality consultation is one of the key elements of a successful Neighbourhood Plan.

Action	Owners
Include the following suggested amendments to the survey: NPSG contact details if anyone would like assistance to complete the survey. A note to say that the completed survey can be collected from a household if any residents would have difficulty getting to a post box or collection point.	TD, IC, DH
On 3rd October 2024 agree the content of a draft version to be approved by the full NPSG for trial with resident volunteers. The target date for the final versions of the survey to be ready for delivery to each Parish household is 1st November 2024.	TD, IC, DH

Organise an online version of the survey	ALL
The following needs to be put in place for survey returns: Prepaid envelopes. Collection boxes around the Parish.	ALL

4.3. Housing Needs Assessment.

The NPSG has requested technical support for this and is waiting for a consultant to be assigned, which should be within a couple of weeks. It is anticipated that the assessment report will be published early in 2025.

The following points were raised by residents present.

Question/Comment	NPSG Response
Discrepancy between what housing we think we need and what housing will be imposed by government.	This is certainly a risk and the NP cannot propose fewer houses than South Gloucestershire Council's (SGC) local plan, when it is finalised (SGC is aiming for April 2026) We can use NP evidence to influence SGC's local plan while it is still in development and the NP can be used to influence the characteristics of new developments after SGC's final local plan is published.

How will known sites of archeological importance be protected from housing development in the development of the NP eg. Compton Greenfield?	They can be documented in NP character assessments as requiring preservation. Also sites of important are recorded by SGC.
Will housing needs assessments take account of the capacity of local schools?	KB to check whether the NP Housing Needs Assessment will take into account schools.

4.4 Neighbourhood Plan Priorities.

Housing Needs Assessment (in progress).

Character Assessment (can be used to inform policies in the NP, including conserving and enhancing the local character.)

Green Spaces and biodiversity assessments.

Action	Owner
Agree methodology to perform character and green spaces/biodiversity assessments and then invite residents to help to complete them.	ALL

5. Questions from the Public.

Questions/Comments/Concerns	NPSG Response
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Concern about existing traffic speeds.	Proposals to change existing speed limits, restrictions, and signage cannot be included in the NP. However the effect of proposed new developments on access, road safety, capacity of transport networks and access to public transport can be considered in the NP.
Detrimental effect of more housing on the already congested A38, which will be exacerbated by SGC's proposed travel changes.	Awaiting further information from SGC about the proposals. Its responses to concerns raised so far are not regarded as satisfactory.

Will we see any tangible improvements as the NP progresses? e.g. identification of areas that require better upkeep and action taken.	NP green space assessments can identify areas that need attention and organisations responsible for upkeep (usually SGC or Parish Council) can be notified and asked to undertake improvement action.
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6. NP Project Plan Review.

The Plan was reviewed. No matters arising.

7. AOB.

None

8. Next Meeting.

Thursday 24th October 7pm at Gloucestershire FA HQ Oaklands Park Stadium,
Gloucester Rd, Almondsbury, BS32 4AG.