

Thornbury Neighbourhood Plan Steering Group Minutes

Tuesday 17 October 2017, 7pm at Thornbury Town Hall

In attendance: Tricia Hillier (Chair) Chris Griggs-Trevarthen
Mike Bennewitz (Vice Chair) Katie Griggs-Trevarthen
Clare Nelmes (Town Clerk) Margaret Pinder (secretary)
Colin Gardiner Carol Weatherley
Cllr Maggie Tyrell Jill Dimond
David Fordham

Mark Goodman, Sarah Martin (Consultants: Lemon Gazelle)

Apologies: Trevor Daniels, Gill Dunkley, James Baglin

1. Welcome and Introductions

David Fordham and the newly appointed consultants from Lemon Gazelle were welcomed to the meeting.

2. Minutes of last meeting

The minutes of the meeting of the 19 September 2017 were approved. There were two matters arising, not on the agenda:

Item 4a The updating work on a logo had not yet been progressed. This item **to be carried forward to the next business meeting in December**

Item 8 Work on the success measures in the communications plan was still outstanding. There will be another draft produced following this meeting to reflect the changed working structure. **Carried forward to next business meeting in December.**

3. Lemon Gazelle

Mark Goodman and Sarah Martin introduced themselves and indicated the approach that they suggested taking in order to progress our work as efficiently as possible. They have had a great deal of experience now in helping other communities take forward Neighbourhood Plans and we can benefit from the learning that has come out of the varied approaches. They had seen a number of documents already produced and received an outline of what has been done so far. They suggested that it was imperative not to get burnout of volunteers over what is a long process. There are many stages which the plan has to go through including several formal consultation processes. It is important not to miss out on any of the stages otherwise the plan may be rejected or need revision at a late stage. It will seem to be a slow build up at first but if the initial work is done correctly, the later stages are much easier.

Essentially the work is about translating the community's views into a plan that is in conformity with all the other plans for the area. In terms of evidence, it is important to be collecting evidence from the community now, and preferably digitally, so that analysis can

be done quickly and issues identified. They had looked at our current approach and suggested that our structure of Steering Group + Working Groups was likely to be inefficient and that a single group structure would be better for both efficient and effective working and to prevent divergence and overlap. The Steering Group agreed the following actions:

- a. All members of the **Steering Group and all Working Groups to be invited to a training and workshop session on Wednesday 22nd November at the Armstrong Hall 7-9.30pm**
- b. **All Working Groups to be asked to identify the 5 key areas / issues arising** from previous consultations and their discussions so that at the workshop meeting, these could be refined into questions for an online residents survey
- c. The survey will then be constructed by the Communications Group assisted by Lemon Gazelle. The existence of the survey will be publicised via press release, Facebook, Twitter, Local magazines. The survey will commence as soon as it is ready but the timescale will be long enough to ensure that those learning of the survey via magazines will be able to participate
- d. Survey will ask for age profile, postcode in order to identify any areas/demographic that has not made much response so that they can be given opportunities to participate.

MG explained that statistically useful results can be achieved with a response rate of about 200 from such surveys. The Statement of Community Involvement must show how people were targeted, identified and consulted during the process.

The structure suggested for us to follow was roughly Scope (already done), consult on the vision (proposed survey), produce issues report and view the fit with local plans, potentially another community consultation or develop options and then consult, produce policies (potentially then invite developers to present their proposals) and draft plan, formal Regulation 14/15 consultation on plan, present to South Glos for own consultation process, finally examination and then referendum if no changes required. **The overall project plan will need to be revised to reflect the new approach and timescales amended.**

4. Updates from the Working Groups

- a) James Baglin is working with the web designer currently to identify content and create the structure of the site. Lemon Gazelle agreed to look at work in progress to pass on any good practice from previous experience. Steering Group agreed to hold off approval of the Internal Communications Protocol until after the training session so that any future working arrangements can be reflected in the final version. The Protocol to be considered at the December meeting of the Steering Group.
- b) Town Centre and Local Economy Working Group – this group has looked at prioritising issues coming from the consultation and their discussions. They also considered surveying local businesses. South Glos member of staff to give them a presentation on the ‘health’ of Thornbury Town Centre.
- c) Technical Research Working Group The work to review current planning applications is continuing but their major initial tasks have now been completed.
- d) Environment and Sustainability Working Group – produced its scoping document and began work on identifying the issues coming out of the scoping consultation. A draft definition of sustainability has been drawn up.
- e) Infrastructure Working Group – first meeting of extended group is next week
- f) Design & Character Working Group – see below

- g) Housing and Design & Character Working Groups were combined initially and have looked at scoping both areas. They looked at the themes from the scoping exercise and also considered the principles of Build for Life.

SM suggested that when planning any work to be undertaken it was important to assess how valuable and relevant the outcomes might be. She suggested asking two questions: What does it add? How will it help a planner make good planning decisions about our area?

5. Update on Project Budget and Funding application

CN had not yet sent in a funding application for a locality grant and suggested that timescales and needs have now changed since we have agreed an alternative approach to the work. She will redraft proposals. She has found out that the Government Locality Grant will be offered in the next financial year as well as this one. We have until the end of March 18 to apply for the first year grant. **A revised Project Budget will be produced for the next business meeting in December.**

6. Meeting Developers

CN proposed that we formulate a protocol for dealing with requests from developers to meet with our group. It was agreed that such **a protocol was needed to ensure transparency and openness and to consider the timing of any meetings.** This was an urgent piece of work as the developers of Buckover Garden Village had suggested that we meet and hold a 'workshop' with them. There was disquiet at the idea that we workshop ideas with them as it is necessary to keep a neutral stance toward any potential developments. It was agreed that **CN would respond to their request for a meeting** on either Monday 27th or Thursday 30th November by agreeing to the meeting (after **canvassing availability of Steering Group members**) on the basis that it would be to listen to their presentation only. CN to work with Lemon Gazelle to produce draft protocol. It will be important to **put out press releases** both to promote the online survey and also to make clear the neutral nature of the meeting with Buckover developers.

7. Project Strategy and Risk Log

The latest versions had been circulated to the Steering Group. **MB will update** in the light of today's discussions.

8. Any Other Business

- a. CN highlighted that South Glos had begun a cycling and walking audit of Thornbury. They are looking to identify primary corridors and had sent a map produced by the consultants beginning the work. She had noted two key pathways that were not included. South Glos have undertaken to share the results with us.
- b. Mapping: CN (and any other interested group member) will meet with South Glos to establish what mapping technology might be available to use. She is also investigating whether the Town Council might have its own mapping tool. Noted.
- c. South Glos Local Plan non-statutory consultation has just taken place. CN met Patrick Conroy (head of planning) and established that he wished to come along to speak to us again as he wants to ensure that the two processes link together. This was agreed for a future meeting.

- d. Response from the Castle School has indicated that they would like their pupils to be engaged in the process. They suggested there would be time available in the New Year. The Steering Group welcomed the involvement.

9. Date of Next Meetings

Wed 22 Nov, 7-9.30pm, Training & Workshop Session. Armstrong Hall

Tues 5 Dec, 7pm, Town Hall

Meeting concluded at 9 .05pm

MPinder

ACTION LOG FROM MEETING

Logo brief to be reworked as a competition and circulated	Comms Group	5/12/17
Engagement Strategy and Communications Plan to be amended to reflect changed working methods and success measures included	Comms Group	5/12/17
Project Budget and Application for Locality Grant to be reviewed and amended as necessary to reflect changed working methods	Clare Nelmes	5/12/17
All Steering and Working Group members to be invited to training and workshop session on 22 nd Nov	Clare Nelmes	23/10/17
Working Group members to be asked to formulate 5 key issues or areas for inclusion in online survey of residents	Clare Nelmes	23/10/17
Project Plan to be amended to reflect change in working methods.	Mike Bennewitz	5/12/17
Meeting to be arranged with developers of Buckover Garden Village after availability checking of SG members	Clare Nelmes	asap
Draft protocol to be devised re meeting with developers, landowners etc	Comms group / Lemon Gazelle	22/11/17
Online Survey created	Comms group/Lemon Gazelle	Asap after 22/11/17
Press Releases prepared re online survey and developers meeting	Comms group / Lemon Gazelle	Asap after 22/11/17