

Thornbury Neighbourhood Plan Steering Group Minutes

Tuesday 19 September 2017, 7pm at Thornbury Town Hall

In attendance: Tricia Hillier (Chair) Chris Griggs-Trevarthen
Nancy North Katie Griggs-Trevarthen
Clare Nelmes (Town Clerk) Margaret Pinder (secretary)
James Baglin Carol Weatherley
Gill Dunkley (Trapp'd)

Apologies: Mike Bennewitz (Vice Chair), Trevor Hellen, Cllr Clive Parkinson, Colin Gardiner, Jill Dimond, Cllr Maggie Tyrell

1. Welcome and Introductions

TH noted that as we did not have a councillor at this meeting we could not formally decide anything but could make recommendations only.

2. Minutes of last meeting

The minutes of the meeting of the 22 August 2017 were recommended for approval subject to the following:

- a. **CN to recirculate** the link to the training event referred to in section 9

3. Project Plan

The project plan was considered and it was noted that there were several areas subject to delay, partly because of the holiday period and the difficulty of arranging meetings of the working groups. Dates for first meetings had now been set, although some groups had been combined in order to get work started. The work on the website had been held up because of arranging payment. This had now been resolved and work should start soon with completion expected by mid-October. Some further opportunities to add to the consultation results already collected had been identified: Christmas Lights switch on, Christmas Food Fair, U3A AGM. They may also be useful to test out any emerging Vision and Objectives ideas coming out of the working groups.

CN indicated to the Group that she had given notice and would be leaving next April. **The Risk Register was updated** to reflect the potential disruption to the process and the loss of CN's knowledge. CN indicated that there was a long lead-in period and an overlap with her successor was planned. These were included as mitigation.

4. Updates from the Working Groups

- a) Communications and Engagement Working Group – no success so far in getting a logo designed. After discussion it was agreed that the original brief be reworked in the form of a competition to see if we could get some responses. Prize likely to be a voucher for a Thornbury business. **CN to rework brief and circulate** via Gazette and Facebook. Brief also to be sent to The Castle School and to members of the Steering

Group for passing on to any likely respondent. Deadline to be short in time for next Steering Group meeting.

- b) Town Centre and Local Economy Working Group – this group has not met since the last Steering Group. Next meeting 26 September.
- c) Technical Research Working Group –met on 5th September. The policy review of South Glos policies covering work group areas is complete and just awaiting proof checking before being made available to working groups. The group checked whether ONS population projections would be acceptable as more current information than the out of date census figures. BANES planning department confirmed that they use these figures. A substantial piece of work to review current planning applications is underway to determine how to interrogate the data contained within them. CN pointed out that the Town Council hold paper copies of all these documents which may be easier to use than the online versions. A room will be made available on request if the group wish to use them. GD raised the issue of looking at the quality of the data within the plans, particularly the landscape plans where mitigation often showed tree planting to screen developments. Local experience has shown that developers have interpreted this as planting whips which will take 20+ years to be an effective screen. **The issues log was updated** to identify that any landscape policy should insist on semi-mature tree planting.
- d) Environment and Sustainability Working Group – first meeting planned for 26 September at 7pm in the Exhibition Room, Town Hall
- e) Infrastructure Working Group – still experiencing difficulty in getting responses from potential members. Although two people had indicated that they may wish to form a transport group, given the small numbers involved at this stage it was suggested that a meeting of all respondents be convened in order to start the process. **CN to send email addresses to NN who undertook to contact all those identified as potential members with a date.**
- f) Design & Character Working Group – see below
- g) Housing and Design & Character Working Groups have been combined initially and are meeting on 20th September at 7pm at Town Hall.

5. Tenders for professional advice

The tenders for providing professional planning advice and support for the project were examined and scored against the 4 criteria set out in the Brief.

- a. Planned approach demonstrating clear understanding of scope of role
- b. Knowledge, experience and technical expertise including evidence of successful track record
- c. Quality of the project plan
- d. Cost and value for money

The resulting preferred order placed Lemon Gazelle as first choice with ITP second and Kirkwell's third. There were some queries raised about the Lemon Gazelle bid (eg whether day rate was based on a single individual, whether the quoted prices included VAT, how resilience was to be ensured, given the small nature of the company). **CN will contact Lemon Gazelle to clarify these points before a recommendation is given to take up their bid.** After the decision is taken, a positive response to the losing bids will be made as it is possible we may wish to use either for individually contracted research projects. It was noted in particular that ITP had good expertise in transport and may be useful if parking research is commissioned.

6. Project Budget

The first project budget was received showing potential sources of income and possible expenditure. The Town Council has budgeted £10,000 this financial year and is likely to approve a similar amount next year. The possible expenditure of almost £38,000 was benchmarked against two other budgets: St Ives had a final budget of £29,000 and Dursley £22,500. The £38,000 included provision for legal challenge of £5,000. With this excluded it was felt that the budget was within a reasonable scale compared with St Ives. The steering group noted that we are proposing adopting the Lemon Gazelle tender which is based on identifying specific support costed separately and it will be for the group to ensure that costs do not spiral beyond available funds.

7. Locality Grant

The government locality grant for this year gives a potential further £15,000 plus some free consultancy. **CN has sufficient information now from the consultancy bids to put in the necessary figures to apply for the grant.** It is not yet known how much, if any, locality grant will be available next year.

8. Engagement Strategy and communications plan

CN tabled the first draft of the Engagement and Communications Strategy. CN noted that branding had been omitted and would be included in the second draft. A few comments were made but group members were asked to review and send any further comments to CN for inclusion in the next draft. **One significant omission was identified as a lack of success measures which CN will consider and include.** This plan represents outward communication and engagement. MP suggested that we would benefit from an internal communication protocol to ensure cross-fertilisation and ideas exchange beyond being able to read minutes of meetings. **MP to produce a paper for the next steering group with ideas for internal communications.**

9. Project Strategy and Risk Log

The risk log was examined and the group were reassured that work is in hand to address the slippage of the timetable for working group meetings and website production. Some items were moved to a later date as more appropriate. The risk log and issues log were updated during the meeting (as above).

10. Any Other Business

- a. Composition of the steering group. At an earlier meeting, it had been proposed to finalise membership of the SG but it was felt that the holiday period had prevented regular attendance and it would be better to review this later. **It was recommended that the final make up of the steering group should be determined in December.**
- b. Buckover Garden Village Development. The developers of the Buckover Garden Village proposal had contacted CN and expressed a wish to meet with the Steering Group. They indicated that they wish to ensure that local views are taken into account during the planning of this development. The SG agreed that a meeting to consider their proposals, without prejudice, would be useful. **CN to arrange a meeting.**
- c. C G-T identified a government consultation exercise just announced which may change the way that housing figures are determined. The consultation may well

impact on the JSP housing need figures unless the JSP is completed before any changes are introduced. **This potentially substantial risk was added to the risk log** and it was noted that the Green Belt may come under pressure if, as seemed likely from an initial scan of the documents, Bristol's housing figures are substantially increased. It may be necessary to have a green belt review.

11. Date of Next Meeting

Tues 17 October, 7pm, Town Hall.

12. Dates of 2018 SG Meetings

The dates (all Tuesday evenings) are:

30 Jan, 27 Feb, 13 Mar, 3 Apr, 8 May, 5 Jun,

10 Jul, 14 Aug, 18 Sep, 16 Oct, 27 Nov, 18 Dec.

Meeting concluded at 9 .05pm

MPinder

ACTION LOG FROM MEETING

Recirculate the link to the training event referred to in section 9 July minutes	Clare Nelmes	25/9/17
Logo brief to be reworked as a competition and circulated	Clare Nelmes	25/9/17
Infrastructure working group email addresses to be sent to Nancy North to enable a meeting to be arranged	Clare Nelmes	22/9/17
Lemon Gazelle to be contacted to clarify queries regarding day rate, VAT, resilience	Clare Nelmes	25/9/17
Application for Locality Grant to be made	Clare Nelmes	1/10/17
Engagement Strategy and Communications Plan to be reviewed by SG members and any amendments sent to CN for inclusion in second draft.	Steering Group members /Clare Nelmes	Next meeting
Internal Communications Protocol draft plan	Margaret Pinder	Next meeting
Meeting to be arranged with developers of Buckover Garden Village	Clare Nelmes	Next meeting
Determination of Steering Group membership deferred	Tricia Hillier	5/Dec/17

