

Thornbury Neighbourhood Plan

Steering Group Minutes 25 July 2017

In attendance:	Tricia Hillier (Chair)	Chris Griggs-Trevarthen
	Mike Bennewitz (Vice Chair)	Katie Griggs-Trevarthen
	Clare Nelmes (Town Clerk)	Michael Neale
	James Baglin	Nancy North
	Trevor Daniels	Cllr Clive Parkinson (Town Council)
	Jill Dimond	Wendy Sydenham (Minute Taker)
	Gill Dunkley (Trapp'd)	
Apologies:	Carol Weatherley	Margaret Pinder (Sustainable Thornbury)
	Cllr Maggie Tyrrell (Town Council)	

1. WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting and round table introductions were made.

2. TO APPROVE THE MINUTES OF THE MEETING OF 27 JUNE 2017 AND TO RECEIVE AN UPDATE ON ANY MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

The minutes of the last meeting on 27 June 2017 were noted by the group. Mike Bennewitz confirmed that he would be making some amendments to the scoping document suggested by South Gloucestershire Council, mainly related to clarifying their role in supporting the group. It was agreed that Mike Bennewitz would be the keeper of the master scoping document.

3. TO CONSIDER THE DRAFT PROJECT PLAN AND PROJECT MANAGEMENT SUPPORT

Mike Bennewitz briefly outlined the draft project plan and the group discussed issues around the deadlines in the plan and current/future developments in Thornbury, as well as options to accelerate parts of the plan. Issues relating to the timing of the referendum were also discussed.

It was agreed that an action log should be set up to include issues which the group would need to monitor. This should include (1) the Joint Spatial Plan and Local Plan and (2) the timing of the referendum.

Mike Bennewitz outlined the costs of project management support software (£25-£100) that would be essential to the project plan process. It was agreed that this expenditure was supported by the group and authorisation would be sought at the next Town Council meeting. It was also agreed that an outline budget should be put together by the Clerk to allow the group to make informed decisions on expenditure.

4. TO CONSIDER ESTABLISHING FURTHER WORKING GROUPS AND THEIR SCOPE

The scope and number of the working groups were discussed in detail. The following was agreed :-

outlined two proposals that had been received. The lowest quote/proposal was discussed. The Clerk will circulate details of the quote/proposal and any queries should be fed back to the Clerk as soon as possible. It was agreed that information on the costs and specifications of the website provider used by other parish plans would be sought by the Clerk. If these costs were comparable, the Clerk should go ahead with seeking approval from Town Council. If they were not comparable, or any other significant issues arose, the matter should come back to the next Steering Group meeting.

(b) Approve brief for neighbourhood plan branding and logo – the Clerk highlighted the draft brief and will send this out for comment. It was agreed that the Clerk would initially attempt to seek local expertise that could be provided free of charge. It was also agreed that the branding and logo would need to be fed into the website design process at an early stage. If we are unable to source local and free talent to design logo and branding then this would be referred back to the steering group.

(c) Update on engagement events undertaken to date – the Clerk reported that engagement events had taken place at Thornbury Fields, the Carnival and Family Fun Day, and an event was planned for the Farmers Market on Thursday 3 August (8.30am to 1pm). Kate Griggs-Trevarthen and Mike Bennewitz volunteered to assist with the event.

(d) Update on social media and press activity – the Facebook group was now set up and was receiving over 1000 views. The Twitter account was also set up. The Clerk asked for all group members to follow these accounts and encourage others to follow them also. Viewsdays Tuesday, a weekly themed discussion on Facebook was being used to encourage feedback.

6. TO RECEIVE AN UPDATE FROM THE TOWN CENTRE WORKING GROUP

The first meeting of the Town Centre Working Group will take place on 8 August 2017 at 2.00pm at the Town Hall.

7. TO CONSIDER THE BRIEF FOR PROVIDING PROFESSIONAL PLANNING ADVICE AND SUPPORT FOR THE PROJECT

The Clerk outlined the brief which involves the provision of professional expertise and to support the project from start to finish and the commissioning of specific pieces of research/evidence. It was agreed that the Clerk should circulate the brief with the minutes of the meeting and members of the group should review it and feed back any comments, questions or amendments to the Clerk, and a final decision would be made at the next Steering Group meeting. It was agreed that a comment should be included to ensure there was no conflict of interest with developers. Advice on the brief would also be sought from SGC and Dick Whittington.

8. TO RECEIVE AN UPDATE FROM THE MEETING WITH SOUTH GLOUCESTERSHIRE COUNCIL ON THE DEVELOPMENT OF AN INFORMATION BASE FOR THE COMMUNITY INFRASTRUCTRE AUDIT

Trevor Daniels provided an update on the meeting with SGC, Town Council and members of

TRAPP'd, minutes would be circulated. The purpose of the meeting was to work towards an agreed methodology for providing information about community infrastructure, facilities and services that could be used by all parties as a high quality and robust evidence base. The group supported the suggestion of using the Town Hall as an alternative centre of the town due to the unique geographic constraints within Thornbury. Future meetings would be held with relevant people from Transport, Education and Health to assist in gathering of data.

9. TO RECEIVE FEEDBACK FROM THE TRAINING EVENT ON NEIGHBOURHOOD PLANS ATTENDED BY THE CHAIR AND CONSIDER WHETHER A LOCAL TRAINING EVENT FOR VOLUNTEERS INVOLVED IN THE PROJECT CAN BE ARRANGED

The Clerk reported that this was a very useful training event, particularly in regard to developing robust evidence and what was good practice, and had circulated links to the presentation. The clerk is exploring whether a briefing could be provided to a future Steering Group meeting.

10. TO REVIEW AND RECEIVE ANY UPDATES ON THE PROJECT'S ACTION AND RISK LOGS

It was agreed that this should become a standing item on the agenda and that the logs should be set up before the next Steering Group meeting.

11. ANY OTHER URGENT BUSINESS

The Clerk reported that she would circulate the recent press release regarding the Buckover Garden Village and the announcement that St Modwen has been chosen by the Tortworth Estate as their preferred developer.

The dates for 2018 meetings would be approved the Town Council next week and would then be circulated to members.

12. DATE OF NEXT MEETING

The next meeting of the Steering Group is scheduled for **Tuesday 22 August 2017, 7.00pm at the Town Hall**. Dates for the steering group meetings for the remainder of the year are:

Tuesday 19 September 2017, 7.00pm at the Town Hall

Tuesday 17 October 2017, 7.00pm at the Town Hall

Wednesday 22 November 2017, 7.00pm at the Town Hall

Tuesday 5 December 2017, 7.00pm at the Town Hall

13. ACTION LOG FROM MEETING

Update scope document	Mike Bennewitz	Next meeting
Action, risk and issue log to be established	Mike Bennewitz	Next meeting
Draft project budget	Clare Nelmes	Next meeting
Arrange approval of recommended expenditure	Clare Nelmes	1/8/17

Arrange initial working group meetings	Clare Nelmes	ASAP
Circulate web brief and undertake further investigations	Clare Nelmes	ASAP
Feedback on design brief & specialist consultancy support brief	All	Next meeting