

# Thornbury Neighbourhood Plan

## Steering Group Minutes 27 June 2017

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In attendance:            Cllr Maggie Tyrrell (Town Council)            Trisha Hillier (Chair)  
                                 Cllr Clive Parkinson (Town Council)            Clare Nelmes (Town Clerk)  
                                 Chris Griggs-Trevarthen                            James Baglin  
                                 Colin Gardner (Trapp'd)                            Carol Weatherley  
                                 Margaret Pinder (Sustainable Thornbury)            Trevor Hellen (Trapp'd)  
                                 Gill Dunkley (Trapp'd)

Apologies:                Mike Bennewitz (Vice Chair)                        Nancy North

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### 1. WELCOME AND INTRODUCTIONS

Cllr Maggie Tyrrell welcomed everyone to the meeting and round table introductions were made.

### 2. TO AGREE THE TERMS OF REFERENCE FOR THE STEERING GROUP AND ITS MEMBERSHIP (ATTACHED)

The Clerk ran through the draft Terms of Reference for the NDP Steering Group which had previously been circulated for comment. A number of amendments were discussed including the size and membership of the steering group, how to ensure that membership was balanced, meetings were quorate and the appropriate voting rights. It was agreed to approve the amended Terms of Reference and review them again in September once the membership had settled to ensure accessibility and that the most appropriate people were able to participate.

### 3. TO ELECT A CHAIRPERSON AND VICE CHAIRPERSON OF THE STEERING GROUP

Following a brief discussion about the roles, Cllr Maggie Tyrrell nominated Tricia Hillier as Chair of the Steering Group which was unanimously approved. Tricia took over chairing responsibilities and nominated Mike Bennewitz to be Vice Chair and Project Manager, which was also unanimously approved.

Note: Following the meeting Margaret Pinder volunteered to act as Secretary to the Steering Group and this offer has been gratefully accepted.

### 4. TO APPROVE THE INITIAL PROJECT SCOPING DOCUMENT (ATTACHED)

The draft of the Initial Project Scoping Document was discussed in detail and amendments made. The Chair thanked Mike Bennewitz for all his efforts in pulling this together and the document was approved. The scoping document would be regularly reviewed and updated as appropriate as the project evolves. It was also agreed that an Issues and Action Log would be established to keep track of matters that need to be addressed especially those that are cross cutting or conflicting between steering group and working groups.

**5. TO CONSIDER THE DRAFT ENGAGEMENT & COMMUNICATIONS PLAN**

The Clerk ran through the draft Engagement and Communications Plan, which sets out how we will ensure appropriate engagement throughout the plans development, identifies all the relevant stakeholders and the methods that will be used to keep the community informed and upto date on progress. The Engagement Plan would be regularly reviewed and updated as appropriate as the project evolves. It was agreed to establish an Engagement Working Group to oversee the organisation of the early phase of engagement.

**6. TO CONSIDER THE ARRANGEMENTS FOR THE NDP CONSULTATION STAND AT THE CARNIVAL ON 1 JULY**

The Clerk had circulated a rota to ensure that the stand at Carnival was adequately staffed. Equipment and display material would be prepared and provided by the Council. Comments made would be recorded and added to the views gathered to date through the launch meeting, youth showcase and other events.

**7. FEEDBACK FROM MEETING WITH SOUTH GLOUCESTERSHIRE COUNCIL (MINUTES ATTACHED)**

The initiation meeting with officers from South Gloucestershire Council and NDP representatives was discussed and included setting out the various roles and responsibilities, clarifying the process and understanding the support available. SGC would be kept informed of our progress and the Town Clerk would act as the liaison point with the SGC Neighbourhood Plan Officer Jane Wormald.

**8. TO CONSIDER THE NEXT STEPS FOR THE PROJECT**

It was agreed that the next steps for consideration at the next Steering Group meeting would be:

Review engagement, communications and development of website

Scope for commissioning consultancy support to the project

Starting the Research

Development of the project plan

**9. DATE OF NEXT MEETING**

The next meeting of the steering group is scheduled for Tuesday 25 July 2017, 7pm at the Town Hall.