

THORBURY NEIGHBOURHOOD PLAN STEERING GROUP MEETING

30th Jan 7pm, Thornbury Town Hall.

1. Introductions and Members Present

Tricia Down
Jill Diamond
Nancy North
Shirley Holloway
Felicity Harrison
David Fordham
Matt Stringer
James Baglin
Gill Dunkley
At 7.20 pm:
Clare Nelmes
Louise Powell
Clive Parkinson

Apologies: Margaret Pinder, Carol Weatherley, Trevor Daniels, Mike Bennewitz, Chris and Katie Griggs –Trevarthen

2. Notes of last meeting.

- Date in minutes corrected to Tuesday 5th Dec.
- Previous minutes accepted
- All of issues in notes captured in action log, apart from that of mapping. No update on this.
- Question was raised on whether production of a logo could be generated locally, and possibly for nil cost, rather than a too expensive design company. View of meeting was that local groups should be canvassed about creating one.
Action: GD to pursue.

3. Updates on Action Notes from Previous Meeting

- a) Castle School contact – to discuss how process engages with young people. This is in hand. Schools packs are being developed by Lemon Gazelle (LG). To go out next week to Castle and Marlwood Schools, and other schools.
- b) Engagement Strategy and Communications Plan – see Agenda item 5.
- c) Project Budget – see item 7.
- d) Logo design see above. Not been able to progress. Action GD to make pursue after being provided with the specifications.
- e) Project plan update – to be completed end of Feb.
- f) Internal Communications strategy, to be completed by end of Feb.
- g) Feedback on training session:
- h) Draft protocol for revision of meetings with developers
- i) Membership of steering group – not known

- j) Online survey – done
- k) Press releases – Done, covering local newspapers etc.
- h) Website- see item 6.
- i) JSP C G-T has distributed.
- j) CN will inform SG members of arrangements for their future involvement with NP process

4. Community Survey.

So far there have been 251 responses online in the first 2 weeks of going live. Most people have found out about the survey via Facebook. Majority female over male respondents. Predominant response age range 30-59. This could be a function of the swifter spread of information via social media to a receptive group. The vast majority of responses were from Thornbury, but also from Charfield and other localities.

A view was expressed that the survey was difficult to complete when so many questions asked only for one response. It was also suggested that it was possibly difficult to collate. There was an enquiry about whether there was any mention of the survey in the Schools Pack? CN stated that teachers will be able to run through survey with pupils.

Action: CN to circulate updates on the survey responses.

5. Draft Communications Engagement Strategy.

Submitted for consideration by LG. CN explained that the strategy identifies what is communicated to whom at each stage. Views expressed were that the tables quite useful, but that the format was more difficult to interrogate. There were concerns about resourcing a potentially complex communications process. The discussion centred around the uses of steering group and sub groups' use in future. CN stated that there was a need to take each stage in turn and the document provides framework. Communication and Engagement (C&E) Group need to develop strategy further and keep in touch with remainder of SG.

LG have suggested a refocussed SG to examine future work from March onward, when survey results are available. SG meeting on 13 March will also examine results of survey.

Action: to create a group, an extension of the existing C&E group, to gain traction on the future dissemination of information to key stakeholders, and to propose a strategy.

Action MP's notes on communication to be circulated.

6. Update on TNP website

Hoped to be fully functional by next meeting.

The site went live on 15th Jan. The survey is on the site, as is a calendar, the agenda items and minutes of past meetings. There is also a non- public area on the site. This will have feature that will facilitate Internal communications between members (forum and documents store), but it is not live at present.

Views on site were welcomed – comments to James Baglin. One immediate suggestion was that it needed more pictures of Thornbury.

Action: David Fordham to contact U3A Photographic + TD to send photos from previous consultation events

7. Budget

£10K approved by TC for next year's financial support of the NP. So far SG have spent £3,250 (website, and L G). CN advised that SG need to think carefully about use of LG.

CN also gave information about the Locality Grant. This can provide up to £15000 in cash or professional support in support of NP development but SG will need to be specific about any bids and not bid for support of any work already in development.

There then ensued a discussion about LG costs in analysing the survey

Action: (1) Budget plan and expenditure to come to each meeting. (2) Decision to have a regular agenda item of anticipated needs and costs so SG can make a bid for LG in timely manner.

8. Meeting with Landowners

A protocol is required. Three developers have asked to meet SG. CN's advice was to delay until May/June to await results of survey. There was a discussion about whether meetings should be delayed until NP was more formulated. However, it was felt that this could be viewed as a lack of consultation by the SG in the process.

Action: TD to contact LG for advice about appropriate time of meetings with developers. Will bring views back to C&E group initially.

GD – Bovis have appealed. SGC to determine, but comments about appeal by 7 March 2018. Proposed that SG should write to SGC to ask that the appeal should be delayed until the evolving NP was clearer. CP emphasised that SG's approach should be consistent in relation to all developers.

Action: TD to write asking that the appeal be delayed until there was a more developed understanding of the NP's key messages.

9. Use of TC and Lemon Gazelle Resource

Action. TD to meet for initial discussion about use of LG. View was that more frequent meetings with SG group were needed to progress the NP

10 Progress with Planning Policy Docs

JSP – best case was that SGC hoped to submit to Government in June, but Oct or even later was a more realistic.

Revised Local Plan – public consultation Feb for 12 weeks. There would be a range of docs and workshops.

11. Any other Business

Change of meeting date from 8-1st May –agreed.

12. Next meeting: 27 Feb at 7pm.