

Thornbury Neighbourhood Plan Steering Group Minutes

Tuesday 10 July 2018, 7pm at Thornbury Town Hall

In attendance: Tricia Hillier (Chair) Chris Griggs-Trevarthen
Mike Bennewitz (Vice Chair) Margaret Pinder (Secretary)
Louise Powell (Town Clerk) Trevor Daniels
Felicity Harrison Cllr Maggie Tyrell
Alan Pinder
Sarah Martin (LG)

Apologies: James Baglin, Katie Griggs-Trevarthen, Cllr Clive Parkinson, Cllr Matt Stringer, Jill Dimond, Cllr Shirley Holloway, Judith Dale

1. Welcome, Minutes of Last Meeting, Matters Arising

As the last meetings (since 4 April) had all been working meetings, there were no minutes to approve. The working document formed the basis of this agenda. There were no other matters arising which were not on the agenda.

2. Sarah Martin of Lemon Gazelle had reviewed the comments from the working group on her observations on the options document. She praised the thoroughness of the work that had been done and said that it would form a sound evidence base for our future work. She had begun to create an emerging framework from the work done so far which would turn the options document into a structure from which to create the policies and report which could go out for consultation. We will need to agree the areas that need further consultation with the community. By setting out policy areas, the framework document will draw out potential draft policies and highlight any areas where there are still questions. Each topic area will need supporting text to show the lead up to the need for a policy. SM suggested that the supporting text should be created by those involved in the process. This will be the focus of the next phase of work once the basic framework was received. There will also be a need to create the introduction and foreword to any plan created and to gather photographs for inclusion in the plan. **MB agreed to supply photographs and LP would supply some photographs of events such as the Carnival. It was agreed that topic areas text would be created by the group with the allocation of topics determined after the framework document was sent out. SM emphasised the need to publicise what is happening via social media and the Thornbury Magazine.**

3. Issues discussed

- a. Design Policy/Guide. There is the possibility that we might be able to apply for assistance to create a Design Guide. **LB undertook to check if funding is likely to be available and what the requirements would be** - ie would we need to be identifying development sites? It was agreed that it would be necessary to have

separate design guides for building within the Conservation Area and for the rest of the town.

- b. Landscape Character Assessment would be valuable for the Thornbury area specifically, rather than just for the Severn Vale, if this could be provided without too much resource. **We may be able to update/refine South Gloucestershire's Assessment. For future consideration.**
- c. Employment sites – difficult to identify specific sites for particular types of employment and can be a blight if no business wishes to create the type of employment envisaged. Agreed to look at what other employment uses could occupy vacant units in the high street. (Areas of primary shopping frontage (as defined by South glos) are generally protected for retail but can be released for other uses if they meet certain caveats).

Action: review the higher level policy and decide whether we want to encourage other uses working within the constraints set out by those caveats.

- d. Known brownfield sites likely to be developed within the town, viz. The library site, the Castle School 6th Form site, Alexandra Way site (planning permission currently granted has now elapsed).
- e. We discussed the pros and cons of identifying specific sites for development, including the potential for site identification to be so controversial as to affect the outcome of the referendum. A number of brown field sites could be identified for allocation in the next community consultation to test whether there was appetite for them to be allocated in the TNP. SM will draft some relevant policies for the group to consider. In addition, an aspiration to encourage housing for younger people, including buy to rent models. would require us to allocate sites.
- f.

4. Budget Update

LP confirmed that a locality grant of £8,900 had been received. This money is ring-fenced.
LP will send out an updated budget report showing recent spending etc.

5. Communications Update

- a) Website: JB had alerted the group to that fact that he is moving away from Thornbury. He has agreed to undertake a training session for anyone willing to help maintain the website on 30th July 7.15pm Town Hall.
- b) Current progress on plan needs to be communicated via social media / website/ Thornbury Magazine etc. **Comms group to produce press release and update media sites.**
- c) Developer Meetings: LP indicated that it had been difficult to find contact addresses for potential participants. The response from South Glos is that the list of addresses is unlikely to be available until August when the Call for Sites responses are made public. The particular issue of Buckover was discussed. Given that the JSP process is still with the Inspector and may change following his deliberations, it was agreed that we would put a hold on any possible meeting with the Buckover developers until such time as it became clear that the proposal remains in the JSP

6. Activities for the Next Period

SM to send out the plan framework document and a list of suggested work needed.

TH/LP/MH will manage the distribution of the work amongst the entire group. There may be some value in setting up small groups to discuss/hone initial text in an area but it was agreed that it would be easier for one person initially to create each piece of text. Given that this is likely to be time-consuming, it was agreed that we would not hold a formal meeting on August 14th but this date would be left open for use by any groups who needed it. The next formal meeting will be Tuesday 18th September 7.00pm Town Hall

7. Date of Next Meetings

Open meeting date for group use if required: 14th August 2018

Full meeting: Tuesday 18 September 2018 7pm, Town Hall.

Meeting concluded at 8.40pm

M Pinder

ACTION LOG FROM MEETING

Action	Responsibility	Deadline
All group members to be sent a copy of the Lemon Gazelle Plan Framework & work list	Sarah Martin/Louise Powell	25/7/18
Work on Framework required distributed amongst group	Tricia Hillier / Louise Powell	31/7/18
Supporting text for each policy area to be created.	Tricia Hillier/all group members	10/9/18
Photographs collated for use in TNP	Mike Bennewitz/Louise Powell	10/9/18
Review the higher level policy on primary shopping frontage and decide whether we want to encourage other uses working within the constraints set out by those caveats.	Tricia Hillier/all group members	10/9/18
Review of South Gloucestershire's Landscape Character Assessment with a view to creating a Thornbury-specific one	Chris Griggs- Trevarthen	10/9/18
Assess if funding might be available for creation of a Design Guide	Louise Powell	10/9/18
Comms group to update web, social media and issue press release to promote current activity on TNP	Louise Powell/comms group	31/7/18
Training for website to be completed	James Baglin	30/7/18