

Thornbury Neighbourhood Plan Steering Group Minutes

Tuesday 27 Nov 2018, 7pm at Thornbury Town Hall

In attendance: Mike Bennewitz (Vice Chair) Chris Griggs-Trevarthen
 Margaret Pinder (Secretary) Trevor Daniels
 Nancy North Gill Dunkley
 Felicity Harrison Alan Pinder
 Cllr Clive Parkinson Cllr Shirley Holloway
 Cllr Maggie Tyrell

Apologies: Tricia Hillier (Chair), Judith Dale, Louise Powell (Town Clerk), Jill Dimond

1. Welcome, Minutes of Last Meeting,

The minutes of the meeting on 16 October were approved.

2. Matters Arising

There were no matters arising.

3. Latest Draft of Report Overview

MB asked if the Steering Group were broadly happy with the current version of the text. CGT said the text reads much more logically now and all agreed it was a considerable improvement on the previous draft. TH, AP, CGT and MP were thanked for their efforts.

Some issues were identified and discussed:

- a. **Lack of designated additional carparking.** MB queried whether the Steering Group was content with the current position that the plan did not identify any land reserved for extension of carparking, given the strength of feeling in the responses. MB stated Thornbury is developing lop sided with all major new developments going to the North of the town. Those developments are too far out for most people to walk into town comfortably. If we want the town to develop as the 'centre' and draw people in we have a choice (in his view). Either (a) allow development to the South and West of the town (to try to offset the imbalance) and NOT to the North or (b) Make provision for additional car parking near the Town Centre to enable people to get there easily by car

After some discussion it was agreed to leave the position as it is currently – identify the strength of feeling within the text but leave any potential options for the Action Plan. During the discussion two points were made

- i. There is some precedent for building some carparking on green belt land as was done for Castle Court Carpark (CP). It may be possible to extend should it be necessary. However, this may form part of the field identified in the Plan as a Local Green Space.
- ii. MT reflected that the difficulties with the parking in Thornbury are not always apparent. It is only at certain times of the day/week that there are problems. It may be that amending the current arrangements may produce better results, although reducing long stay parking may result in more on-street parking around the edge of the town centre.
- b. **Designated Local Green Space.** MB asked whether we can just designate the green spaces or whether they had to meet certain criteria. If so, do we have the evidence? CGT agreed to find out what the criteria are and whether these spaces met them.
- c. **Evidence required.** NN asked whether there were any guidelines as to the amount of evidence required in the plan and what the referencing standards were? CGT confirmed that the plans that he had seen were very different in the level of evidence provided in the plan and the referencing systems were varied. CGT said it was usual for a document to be submitted alongside the plan which showed how it conformed to current plans. It was agreed that we needed to know what documents Lemon Gazelle were preparing on our behalf to be submitted with the Plan so that we could reassure ourselves that we had sufficient evidence.

Action:CGT to review Local Green Space criteria and establish whether we needed more work on our two designated Local Green Spaces.

MP to ask Lemon Gazelle for a list of the documents they are preparing to accompany our Plan.

4. Draft Report

The group went through the report to discuss and agree actions highlighted in the current draft. It was decided to set up a work group to look at the potential for allocating sites and consider whether the gains outweigh the potential problems. Work group consists of CGT, MT, AP, TH.

Action:CP to supply text regarding Armstrong Hall consultation; MT to try to establish more up-to-date school entry projections incorporating current known developments; TD to contact cycling officers at South Glos regarding strategic cycling routes around Thornbury; workgroup to consider whether to allocate sites; MP to amend text as discussed and produce next draft

5. Outstanding Sections: Engagement and Evidence Base

- a. **Communications.** AP agreed to draft engagement section
- b. **Evidence Base.** NN agreed to look through text to ensure evidence is provided for figures, quotations etc.

Action: AP to draft section on Engagement, NN to identify and resolve evidence issues

- 6. **Appendices.** We do not have any requirement for specific appendices. We only need those which are needed for our plan. One appendix is the Cycling/Walking Map. It was suggested

that we do not use the term Strategic Cycle Route as it can be confused with the national/regional routes. Proposed instead to use Thornbury Cycling/Walking Network . It was agreed that the map produced by TD was a good start in creating this map. Given the importance of walking only routes within the town, it was suggested that we need a map of the footpath network also. TD agreed to contact David Fordham who is producing such a map for Thornbury Welcomes.

Action: TD/MB to develop cycle and walking network maps

NN will produce the end notes showing document information and a bibliography during the evidence checking process.

7. **Action Log** NN/MB/CP have agreed to work on the Action Log. NN will be responsible for drafting the text outlining the issues which CP will take to the Town Development Committee to review and indicate how they want these issues to be taken forward. Because of the elections in May next year, this work needs to go to the Committee before 'purdah' sets in at the end of March.

Action: working group to review and amend Action Log for submission to Town Development Committee for review and decision

8. **Informal engagement** Our proposed informal engagement asking about our draft Vision and Objectives was discussed in the light of previous advice not to engage with developers after the plan was produced. It was agreed that as we were only asking about the high level objectives, with no specifics included, it should not prevent the engagement events. The Food Fair had agreed that we could have a stand [in The Plain – MP] but we will have to provide our own table, gazebo etc. AP offered a table and boards, NN offered a gazebo if the Town Council do not have these. MP to ask about the Neighbourhood Plan banner used previously. MP to produce posters/handouts. MP to send out request for availability and produce rota for the days- 8th Dec, Food Fair, 22nd Dec, carols in St Mary's Centre.

9. **AOB**

- a. AP noted that the contact us button on the website was not working. MB agreed to contact developer to ask for a fix asap so that we can use the website for consulting on the Vision and Objectives as well as the stalls.
- b. MB indicated that he was relinquishing the roles of Deputy Chair and Project Manager from today. However, he would be continuing on the committee. MB was thanked for all his work as Deputy Chair and Project Manager. The group were pleased that he would continue to help with the rest of the process.

10. **Date of Next Meetings**

18/12/18 7pm Town Hall

Meeting concluded at 9.05pm

M Pinder

ACTION LOG FROM MEETING

Action	Responsibility	Deadline
review Local Green Space criteria and establish whether we needed more work on our two designated Local Green Spaces	Chris Griggs-Trevarthen	18/12/18
Establish what documents are being prepared by Lemon Gazelle to accompany Plan	Margaret Pinder	18/12/18
supply text to MP regarding Armstrong Hall consultation	Clive Parkinson	10/12/18
establish more up-to-date school entry projections incorporating current known developments	Maggie Tyrell	18/12/18
contact cycling officers at South Glos regarding strategic cycling routes around Thornbury;	Trevor Daniels	18/12/18
Review site allocations and determine whether to include in Plan	Chris Griggs-Trevarthen/Maggie Tyrell/Alan Pinder/Tricia Hillier	10/12/18
amend text as discussed and produce next draft	Margaret Pinder	10/12/18
Draft engagement section	Alan Pinder	10/12/18
Scrutinise draft and insert evidence base where appropriate	Nancy North	23/01/19
Review and redraft Action Log for submission to Town Development Committee before end March 19	Nancy North/Trevor Daniels/Clive Parkinson	15/03/19
Cycling and Walking maps for Appendices	Trevor Daniels/Mike Bennewitz	23/01/19
Informal engagement – Vision and Objectives – produce rota and posters/handouts; staff stalls on 8 th and 22 nd December	all	22/12/19
Ask developer to fix broken website ‘contact us’ email and establish where the contacts go	Mike Bennewitz	Asap-7/12/18