

**Minutes of Neighbourhood Planning Group meeting 20 February 2019.** Present: Gill Williams (Chairman), Anne Selway, George Scott, Sara Osborne, Pat Davies, ID Clarke.

Support: Marian Barber, Parish Clerk

Apologies: Andy Scarisbrick, Carolyn Scott,

The minutes of the last meeting were agreed as accurate.

**Survey & analysis:** The response to the survey had been magnificent – 281 questionnaires completed in total (130 online). The Post Office and the Queens Arms (who held spare copies and boxes for completed forms) both reported a lot of interest and discussion was generated. It was agreed that the use of banners to publicise it had been a huge benefit; putting ‘thank you’ on them when the survey closed had also been much appreciated by villagers. Gill gave a vote of thanks to the two volunteers who had helped her put them up and take them down. It was noted that they can be used again as they are undated.

There are just under 500 houses in the village and just over 950 adults on the electoral roll, so 281 was a very good number – nearly 30%. It was noted that some people from outside the village may have completed surveys but, given the local delivery of the survey and the local issues it questioned, the number is likely to be small.

It was noted that there were a few typos, such as duplicate e) on Q2 and d) on Q5. Also people wanted the option to put N/A or Don't Know at a couple of places. Make sure the next survey is better.

We have shared the blank questionnaire with Hutton Parish Council as they are preparing theirs at the moment (and ours was cribbed from Claverham's anyway).

The next step is to analyse the results. Webglu have provided Marian with a copy of the data and she will discuss with them how to process it for presentation. It was agreed that a bar chart would be useful along with the simple numerical data. All ‘free’ comments have been captured and will be published as written. All identifying data or comments (such as postcode or email address) will not be published but will remain with the database for verification if required. All comments will be reviewed to ensure that the writer cannot be identified. **Action – Marian**

It was agreed that a sample of the paper questionnaires which contained written comments be compared to the data copy in order to verify that the ‘free’ comments have been captured by the data extraction programme. 10 of the 151 will be selected. **Action – Marian**

Once it is certain that the data has been anonymised, a copy will be emailed to the group members as a simple (but very large!) Excel spreadsheet. It should not be disseminated electronically but can be discussed with other people. **Action – Marian**

It was agreed that dissemination of the results should be sooner rather than later – better to keep the momentum going. The Annual Parish Meeting (APM) on 8<sup>th</sup> April would be a good time to disseminate the results and BPC will be asked to agree to the NP group having a display and/or 10minutes to present. BPC convenes and chairs the APM (it is a legal requirement to do this) and the meeting is for BPC to report on work over the previous year and for parishioners to question or comment on these or any other matters relevant to the parish.

**Project timeline & budget/spend.** The timeline was reviewed. A ‘thank you’ has been published in the BVN111 (being delivered this week). Initial analysis will be posted as soon as available – hopefully within two weeks. Full analysis (with bar charts) to be available by next meeting (20<sup>th</sup> March).

Next steps are to identify the key issues to take forward; to report to the residents; to determine what professional support we need (eg design codes) for the draft NP; and preparing a bid for further funding from the government. **Action – Marian**

The budget/ spend spreadsheet was reviewed. £1,622 of the grant has been spent. It was noted that some virements had been agreed with Groundwork (and reported to the Parish Council on 11<sup>th</sup> February); these were virements between budget heads and did not alter the total spend. £111 of the grant remains, plus £500 budgeted by BPC. It was agreed that it was preferable to spend the total budget and that Webglu be retained to assist with the data analysis (all Webglu’s work to date has been within their quoted price of £893.00). **Action – Marian**

**NSC debrief.** Celia Dring, Planning Policy Officer, advised that no housing was allocated for Bleadon and it remains an infill village. The main policy documents are available on NSC’s website for reference (such as Strategic Housing Land Availability Assessment; Landscape Character Assessment, Landscape Sensitivity Assessment). It would be useful for the NP to include a Village Character Statement which helps to inform policy for new development, as do Design Codes. Celia’s advice is to review what Bleadon has in terms of housing, design and character, green spaces; access to facilities (including the need for transport to Weston); what is needed to support sustainability. It would also be useful to understand the trend over time – population growth or decline; demographic; etc. It was suggested that we contact Claverham and Backwell to see if they have any professionals who would be willing to provide their expertise (paid or not) to us. **Action – Marian**

Neighbourhood Plans are primarily (but not exclusively) for promoting and managing growth. In Bleadon there are some sites that were approved in the past but have not materialised and may be out-of-time. This includes the Marshalls site from when the company was considering moving away. We looked at the map of the settlement boundary and concluded there was scope for around 55 homes if the Marshalls site were included. The question of whether to look outside the settlement boundary was touched on. Celia has advised that an NP can specify the extent of ‘stretching’ the boundary, for example by saying that only part of an adjacent field may be taken for housing rather than having to take in the whole field.

# BLEADON NEIGHBOURHOOD PLAN

**Grant aid.** The Grant must be spent by 29<sup>th</sup> March 2019. Any remainder should be paid back; however, if a further grant is requested and approved then the remainder may be retained. Detail on how to apply for 2019/2020 grants is not yet available. Marian will continue to check. Previous advice is that a total of £9,000 is available for NP; if you received £2,000 in one year you can apply for a further £7,000 in another year, etc.

**Round table discussion.** Marian, as Parish Clerk, had received a courtesy call from Locality (the government agency for NP) to say that they had received a complaint from a resident that our NP process was not proper or transparent. Locality had reviewed the website, discussed with Groundwork (the body responsible for administering the grant) and concluded that everything was proper and correct. They had responded to the resident in that vein.

BPC has booked a 'meet your councillor' table at the Market on Saturday, 16<sup>th</sup> March. Any new information about the NP could also be available then.

It was agreed that finding someone local to research past and current information and to collate the documents required to support the NP would be very useful!

The next meeting will be at 7pm on Wednesday, 20<sup>th</sup> March in the Church Rooms. Thereafter 17<sup>th</sup> April and 22<sup>nd</sup> May 2019.

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