



KEYNSHAM NEIGHBOURHOOD DEVELOPMENT PLAN

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Councillor (only) Members of the Neighbourhood Development Plan Steering Group.

Monday 20th May 2024 at 7.00 p.m.
in MakeSpace, Riverside Terrace, Keynsham

NDP Steering Group members: Councillors M Burton, C Davis, C Fricker, A Greenfield and H MacFie – substitutes Councillors S Alenshasy & D Biddleston.

Agenda

1. APOLOGIES

2. DECLARATIONS OF INTEREST/DISPENSATIONS

To receive Declarations of Interest/Dispensations

3. CONFIRMATION OF NOTES OF THE NDP STEERING GROUP OF 4TH April 2024 (Attached)

RECOMMENDED:

To confirm the Notes of the NDP Steering Group meeting of 4th April 2024.

4. NDP TIMELINE AND RESOURCES ACTIONS 2024 -2025

- a) The excel database of businesses provided by Cllr M Burton has been cleansed and split so that Council now have information detailing only businesses in Keynsham. Work Experience students in July will be given the task of updating the HiKeynsham online business directory.

RECOMMENDED:

To receive and note the information.

- b) The task of obtaining visitor numbers for the Library, Post Office and Leisure Centre needs to be allocated to either Councillors, staff or volunteers.

RECOMMENDED:

To consider the above data gathering tasks.

5. CONSULTATIONS (Attached)

- A) Residents Survey

RECOMMENDED:

- (i) *Councillors MacFie, Burton and Biddleston to receive two surveys each to be distributed to their selected members of the Community to pilot the same. Pilot surveys to be returned by 28th May 2024 so that any amendments can be made. Consultations to be launched in June 2024 with a series of launch events as per the survey page 3 (dates to be arranged in June).*
- (ii) *Consultation return date by Friday 28th June 2024.*
- (iii) *Data to be collated in first two weeks of July 2024.*

- B) Business Survey

RECOMMENDED:

- (i) *That Councillors be elected to deliver the pilot Business Surveys to the following:*

*A Shop
Laundrette on Queens Road
Sparrows Crane Hire
I J McGills
Andrews Estate Agents
SoVision IT*

- (ii) *Pilot surveys to be returned by 28th May 2024 so that any amendments can be made.*
- (iii) *Consultation return date by Friday 28th June 2024.*
- (iv) *Data to be collated during July 2024.*

C) Young People Survey

RECOMMENDED:

- (i) To approve that the Young People's Survey be designed and formulated with members of KeynshamNow, in conjunction with appointed Councillors from the NDP Steering Group.*
- (ii) That the process of formulating the survey be recorded in a short report as this will form evidence of development of the NDP.*
- (iii) That the Young People's Survey be brought back to a future meeting for approval either before the Picnic in the Park on 22nd June 2024 or the Youth Fest on the 6th/7th July. To decide on a launch date.*

D) Travel Survey

RECOMMENDED:

That Councillors look at other Parish and Town Council NDP's for examples of good Travel Surveys and bring these back to the next meeting.

6. DATE OF NEXT MEETING

RECOMMENDED:

That the date of the next meeting be agreed by Doodle Calendar (June 2024).