



KEYNSHAM NEIGHBOURHOOD DEVELOPMENT PLAN

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

Wednesday 2nd July 2025 at 6.30 p.m.
in the Town Council Office, 15 – 17 Temple Street, Keynsham

NDP Steering Group members: Councillors M Burton, D Cooper, C Fricker and
H MacFie

Agenda

1. ELECTION OF CHAIRMAN 2025/2026

RECOMMENDED:

To elect the Chair of the NDP Steering Group for the Municipal Year 2025/2026.

2. ELECTION OF VICE CHAIRMAN 2025/2026

RECOMMENDED:

To elect the Vice Chair of the NDP Steering Group for the Municipal Year 2025/2026.

3. MEMBERSHIP OF THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING
GROUP 2025/2026

RECOMMENDED:

NDP Steering Group Meeting

- (i) *To note that Councillors Cllrs Martin Burton, Deb Cooper, Clive Fricker and Hal MacFie are the appointed members of the Committee for the Municipal Year 2025/2026, as agreed at the Annual Meeting of the Town Council on 20th May 2025.*
- (ii) *To note that Cllr Alex Beaumont is the appointed substitute member of the Committee for the Municipal Year 2025/2026, as agreed at the Annual Meeting of the Town Council on 20th May 2025.*

4. APOLOGIES5. DECLARATIONS OF INTEREST/DISPENSATIONS

To receive Declarations of Interest/Dispensations.

6. CONFIRMATION OF NOTES OF THE NDP STEERING GROUP OF 8th May 2025 (previously circulated)

RECOMMENDED:

To confirm the Notes of the NDP Steering Group meeting of 8th May 2025.

7. TERMS OF REFERENCE

NAME OF STEERING GROUP	NDP Steering Group
MEMBERSHIP WITH VOTING RIGHTS	<p>5 Members of the Council including Chair and Vice-Chair of Planning Committee Plus 2 substitutes</p> <p>Chair and Vice Chair of each of the following NDP Topic Groups who are Members of the Public.</p> <ul style="list-style-type: none"> • Heritage, Culture, Tourism, Marketing and Development of the Built Environment. • Recreation, Leisure, Sport, Health & Community Education • Roads, Transport, Parking and Infrastructure • Sustainability, Environmental and Ecological • Business and Economic Growth

FUNCTIONS	<p>The purpose of the SG is to support the Town Council (TC) to co-ordinate the Keynsham Neighbourhood Development Plan (NDP) by undertaking the following tasks:</p> <ul style="list-style-type: none"> • Identifying key themes and issues for policies in the NDP. • Discuss with people who live, work and do business in the town on their needs, concerns and ideas about the key themes and issues. • Use the results of community questionnaire(s) in relation to the key themes and issues. • Drafting the policy(ies) as appropriate to address themes and issues. • Assist with preparation of NDP. • Assist with coordinating the community consultation. • Present the final draft NDP. • Publicise the referendum. • Implement and monitor the NDP. • Report progress to the Town Council, as requested
DELEGATED POWERS	The Steering Group can make decisions on all aspects of the preparation of the Neighbourhood Development Plan with the exception of financial matters/ expenditure.
REFERRED BUSINESS	Any matters relating to expenditure requires approval by Town Council
QUORUM	3 members of the Steering Group
FREQUENCY OF MEETINGS	Ad hoc basis

RECOMMENDED:

To receive and note the Terms of Reference.

8. DRAFT NDP DOCUMENT (Recreation Topic Group Matrices and draft Policy Statements attached)

Resolution from 8th May 2025 minutes - That the Steering Group look at one title from the draft document at each meeting and work on the same. There is plenty of time, if it is found that the plan needs to be moved on meetings can be amended to monthly. The first item to look at is the Health and Wellbeing – Recreation Policy (looking at how doctor's surgeries work now compared to when the plan was started. The shortage of dentists, a location for a large theatre).

RECOMMENDED:

- (i) *That the NDP Steering Group consider the Recreation Topic Matrices and draft Policy Statements with a view to producing a plan for the way forward and producing an up-to-date Policy.*

9. YOUNG PEOPLE'S SURVEY

RECOMMENDED:

- (i) *To note that this consultation will be launched on 30th June 2025 with a deadline of the 29th August 2025 (deadline can be extended). The consultation is to be undertaken by the young people of KeynshamNow and TimeOut at the Youth Fest/Music Festival, school assemblies and drop-in sessions at other local young people organisations (Scouts, Guides, Girls Brigade, etc.)*
- (ii) *That consultation cards with QR codes to the online consultation document are being produced for handing out to young people at the Youth Fest on 5th and 6th July 2025.*

10. BUSINESS CONSULTATION

RECOMMENDED:

- (i) *To note that the Business Consultation will be re- launched on Monday 30th June and run to Friday 7th August 2025.*
- (ii) *To consider methods of distribution of the same.*

11. TRAVEL SURVEY (REMINDER)

To note that at a previous meeting Councillors agreed to look at other Parish and Town Council NDP's for examples of good Travel Plans and bring these back to the next meeting.

RECOMMENDED:

- (i) *To note that the results from B&NES Council's Active Travel Plan Consultation be considered when producing the Town Council's Active Travel Plan report for the NDP together with the results of our Bus Consultation and GWR data.*

12. DATE OF NEXT MEETING

RECOMMENDED:

That the date of the next meeting be agreed by Doodle Calendar (Early September 2025).