



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

**Thursday 6<sup>th</sup> March 2025 at 6.30 p.m.  
in the Town Council Office, 15 – 17 Temple Street, Keynsham**

NDP Steering Group members: Councillors M Burton, C Davis, C Fricker, A Greenfield and H MacFie

**Agenda**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST/DISPENSATIONS**

To receive Declarations of Interest/Dispensations.

**3. CONFIRMATION OF NOTES OF THE NDP STEERING GROUP OF 16<sup>th</sup> JANUARY 2025  
(previously circulated)**

***RECOMMENDED:***

*To confirm the Notes of the NDP Steering Group meeting of 16<sup>th</sup> January 2025.*

#### 4. NDP TIMELINE - QUESTION ON NOTICE – TOWN COUNCIL MEETING 19<sup>TH</sup> NOVEMBER 2024 -MINUTE NUMBER 200.

Councillor Biddleston asked the following question "As we are now almost 10 years since the instigation of Keynsham Town Council Neighbourhood Development Plan, having paid for dedicated officers responsible for its completion and many hundreds of hours of officer's expensive time, might the Committee agree to a date for the completion of this mammoth task which they can bring to a meeting of the next full Council?"

It was also acknowledged that getting the NDP completed and ratified for financial reasons was well noted. However, now that a decision has been made that the NDP will be produced by Town Council staff the EMR for NDP in the sum of £39,000 would not all need to be spent. The monies would only be required now to cover consultations, referendum, possible external final document review and referendum .

To note: B&NES Local Plan timeline - Consultation on further options is likely the middle of this year, with the aim of taking the Draft Plan to Council in early 2026 prior to public consultation. It would then be submitted for examination in summer 2026. Once the Local Plan is submitted the remainder of the programme to adoption is controlled by the Planning Inspector.

Advice from B&NES Council Planning Department is that currently it would not be sensible to rush through the Keynsham Neighbourhood Plan due to the influx in numbers of houses that may be allocated to Keynsham.

To note that the Town Clerk has been unable to get George Blanchard to attend this meeting.

#### **RECOMMENDED:**

- (i) *That the NDP Steering Group consider Councillor Biddleston's request.*
- (ii) *That the Steering Group decide an end date to aim for.*
- (iii) *That the timeline be reported back to full Council at the March Meeting.*

#### 5. DRAFT NDP DOCUMENT (Memo and example NDP attached)

#### **RECOMMENDED:**

- (i) *To receive the memo and example NDP document.*
- (ii) *To approve the draft format for the Keynsham NDP.*
- (iii) *To note that the Assistant Town Clerk has already started drafting some of the Neighbourhood Plan content.*

#### 6. NDP RESIDENTS' CONSULTATION – ANALYSIS UPDATE

To note that Cllr M Burton was provided with the data from the two NDP

Resident's consultations on 30<sup>th</sup> January 2025, so that he could summarise and compare the data for the section within the draft NDP.

**RECOMMENDED:**

*To receive and note any information in respect of this matter.*

**7. NDP CHILDRENS' CONSULTATION (Analysis of Consultation attached)**

**RECOMMENDED:**

*To receive, note and consider the Children's' NDP Consultation analysis of the data.*

**8. YOUNG PEOPLE'S SURVEY**

**RECOMMENDED:**

- (i) *To note that this consultation be launched from mid-June with a deadline of the end of July 2025. The consultation 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 to be produced for handing out to young people.*

**9. BUSINESS CONSULTATION (Copy of QR code postcard to be presented at the meeting)**

**RECOMMENDED:**

- (i) *To note that the business consultation was launched on 1<sup>st</sup> March 2025 and will run to Monday 31<sup>st</sup> March 2025*
- (ii) *To note that QR code postcards that have a link to the survey have been printed to be hand delivered to businesses in Keynsham.*
- (iii) *That the QR code postcard be hand delivered in the main town, outskirts shopping and trading businesses. Others can be posted out to businesses on the data base.*
- (iv) *To note that the Clerk has printed out maps of delivery areas. This will aid the distribution process giving Councillors details of the locations that the QR code postcards need to be delivered.*
- (v) *To note that an article regarding the Business Consultation has been published in the March edition of The Voice, online via The Week In, on the Town Council website, via the Town Council social media platforms. Also, there will be a promotional broadcasting via KTCRfm.*
- (vi) *To note that the consultation message be circulated to Keynsham Virtual High Street members, BS31 business members.*

## **10. 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 will 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.*

## **11. DATE OF NEXT MEETING**

***RECOMMENDED:***

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