

NDP Steering Group Meeting Notes

Thursday 8th February 2024 - 7.00 pm

PRESENT: Councillors M Burton, C Davis, C Fricker, A Greenfield and H Macfie

IN ATTENDANCE: D Drury (Deputy Town Clerk) and Allen Jenner (Assistant Town Clerk).

1. CHAIR AND VICE CHAIR OF THE NDP STEERING GROUP

RESOLVED:

- (i) *That the Chair of the NDP Steering Group be the Chair of the Town Council Planning and Development Committee – Councillor C Fricker for the length of the project.*
- (ii) *That Councillor M Burton be elected as Vice Chair for this Steering Group for the length of the project.*

2. APOLOGIES

There were none.

3. DECLARATIONS OF INTEREST/DISPENSATIONS

There were none.

4. NOTES FROM MEETING ON 2ND MARCH 2020

The notes from the meeting on 2nd March 2020 were received and noted.

5. STEERING GROUPS TERMS OF REFERENCE

RESOLVED:

- (i) *To receive and note the Terms of Reference of the NDP Steering Group*
- (ii) *That the Terms of Reference be amended to refer to Town Clerk together with reference to the Assistant Town Clerk, RFO and Business and Communications Officer.*
- (iii) *The amended Terms of Reference be deferred for approval to the next NDP Steering Group meeting.*

6. REVIEW OF THE NDP TO DATE - NDP TIMELINE AND RESOURCES REPORT 2020 -2021

RESOLVED:

- (i) *To receive and note the NDP Timeline and Resources November 2019 report document.*
- (ii) *To defer this matter to the next meeting to allow officers to put together a realistic NDP Timeline to conclude just after the B&NES Council Local Plan which is scheduled for September 2025 (aiming for the KTC NDP to be adopted in December 2025 following a community referendum).*

7. THE VISION AND AIMS

RESOLVED:



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- (i) *To receive and note the NDP Vision and Aims (last version dated August/September 2018).*
- (ii) *To amend the Vision to reflect that presented in the Town Council LGS/AGLV document submitted to B&NES Council and to review the document at a future meeting.*
- (iii) *To add the following sentence to the draft Aims and review the document at a future meeting: - "To embrace new residents and make them part of our community."*

8. CONSULTATIONS

(i) RESIDENTS SURVEY (SURVEY UNDERTAKEN LATE 2017)

RESOLVED:

- (a) *That the Survey be reviewed, and a new consultation be launched.*
- (b) *To set up a task and finish meeting(s) (NDP Councillors plus TC and ATC) to review this consultation document. This is considered necessary as the size of the population of Keynsham has increased considerably since 2017.*
- (c) *To consider at the next meeting the revised consultation document and discuss the launch process e.g. suggestion pilot group assessment of the document.*

(ii) PLAY AREA SURVEY UNDERTAKEN IN MARCH 2019

RESOLVED:

- (a) *That the original Survey be relaunched to get current young children's views.*
- (b) *That the re-launch take place at the Picnic in the Park on 22nd June 2024. Councillors to assist with distribution of the survey at this event.*
- (c) *That copies of the original survey and re-launch survey be appended to the NDP document and the data from both be included in the plan.*

(iii) YOUNG PERSON CONSULTATION (CONSULTATION DRAFT)

RESOLVED:

- (a) *That this Survey be formulated by a group of Young People such as KeynshamNow.*
- (b) *That a new Young Person friendly survey be taken out to Focus Groups (Schools, Scouts, Guides, TimeOut Youth Club and other organisations).*

(iv) BUSINESS CONSULTATION (CONSULTATION DOCUMENT FEB 2020 AND RAW DATA)

RESOLVED:

- (a) *That the Business Consultation be reviewed and launched.*
- (b) *That a task and finish group undertake the review of the survey.*
- (c) *That Town Council Officers check that the Business Database is up to date together with the HiKeynsham website Business Directory.*

9. NDP POLICIES (SEPT 2019)

RESOLVED:

- (i) *To receive and note the first Draft NDP Polices.*



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- (ii) *To defer the first Draft Policies to a future meeting (as Policies may change dependent on the outcomes of survey results)*

10. EXAMPLES OF COMPLETED TOWN AND PARISH COUNCIL NDP'S

RESOLVED:

- (i) *To formulate a plan structure following the examples of Thornbury, Westfield, Midsomer Norton, Saltford and Whitchurch Village (the latter being thought to be a good size), using the 2021 Census Data for information.*
- (ii) *To look at the Planning Aid England document "Structuring your Neighbourhood Plan - Putting the Pieces together" at the next NDP meeting.*

NEXT MEETING

The date of the next meeting in March/April 2024 to be arranged by Doodle, venue to be confirmed.

The meeting finished at 8.10 p.m.

Signed: _____ Date: _____

(Chair of Steering Group)