



Contact [ndp@keynsham-tc.gov.uk](mailto:ndp@keynsham-tc.gov.uk) Temporary Tel: 0117 9868683

## NDP Steering Group Meeting Notes Thursday 4<sup>th</sup> April 2024 - 7.00 pm

PRESENT: Councillors M Burton, C Fricker, and H MacFie.

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

### 1. APOLOGIES

There were none.

### 2. DECLARATIONS OF INTEREST/DISPENSATIONS

There were none.

### 3. NOTES FROM MEETING ON 8<sup>th</sup> February 2024

The notes from the meeting on 8<sup>th</sup> February 2024 were received and noted.

### 4. NDP TIMELINE AND RESOURCES REPORT 2024 -2025

The following comments were made in respect of the NDP Timeline and Resources Report 2024 – 2025.

- It was thought that the Residents Survey Timeline was tight. However, if the amends to the survey were undertaken and pilot copies were distributed by Councillors there was a possibility that this could be kept on track.
- Again, production and piloting of the Young People's Survey will need to be kept on track.
- The Young Children's Survey is good to go.

The budget is £30,000, this will be used on printing, hire of rooms and venues, promoting surveys and any consultants' fees.

A tender process will be undertaken when it comes to getting experienced NDP consultants on board.

In respect of the Timeline a close eye will be kept on the adoption of the Local Plan.

The Business Directory now forms part of the HiKeynsham website that the Town Council have taken ownership of. The list of Businesses from Company's House that Cllr Burton provided has been cleaned to just include Keynsham businesses. In the summer, the Town Council has some work experience students in the office, and they will be assisted with entering data into the Directory.

Obtaining visitor numbers from the Library was suggested, together with other data from the Post Office and Leisure Centre.

### **RESOLVED:**

***To receive and note the proposed NDP Timeline and Resources April 2024 report document.***

## 5. THE VISION

It was agreed that this was a good Vision and that it will be revisited towards the end of the production of the Plan to ensure that it still fits with the Plan and the needs of the community.

**RESOLVED:**

***To receive and note the NDP Vision with the revisions made at the last meeting.***

## 6. THE AIMS

*N.B: All of these aims sit against a background of enforced expansion of our town at an unnatural rate.*

- Facilitating positive and sustainable growth for Keynsham
- To develop Keynsham as a significant Business Location and to encourage its growth as a market and service centre for the surrounding communities, taking advantage of our unique position equidistant between two major cities within a creative corridor.
- Cherishing Keynsham's heritage through protecting its unique social, community and historical assets.
- Encouraging the innovative development of appropriately sized, fairly priced, high-quality housing stock
- Strengthening Keynsham's credentials as a 'green and sustainable' town through sensitive preservation and management of its green spaces, green corridors and buildings design
- Enhancing our town centre, planning it in order to promote the health and well-being of its residents and visitors, nurturing an energetic Arts, Creative and Community network and moving towards provision of a dedicated working Arts Space.
- Improving transport infrastructure and connectivity for residents on the edge of town, enabling access to facilities across Keynsham and championing the sense of one community (in the face of substantial expansion)
- Developing Ultrafast web connectivity for Keynsham residents, existing and new businesses
- *Embracing new residents to make them a welcome part of our community.*

**RESOLVED:**

***To receive and note the NDP Aims with the revisions made at the last meeting.***

## 7. CONSULTATIONS

### A. RESIDENTS SURVEY

The Residents Survey required the following additional amendments: -

- Page 2 – Section 'WHAT IS COMMUNITY CONSULTATION' after date at the end of the paragraph add ***If more than one adult lives in your household, please encourage all to complete the consultation online or request an additional copy/copies.***
- Page 2 – section 'POSTING OR DELIVERING YOUR COMPLETED CONSULTATION BACK TO US' after list of drop off points add ***Future Consultations relating to the Keynsham***

  


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**Neighbourhood Plan include the Business Consultation, the Young Persons Consultation, a Travel Consultation and a special survey for young children.**

- Page 5 – Question 12 – Change (Tick any number) to **(Choose top 3)**
- Page 9 – Question 22 - Remove question.
- Page 9 – Question 23 – Change the question to read **How do you think we should celebrate and promote our heritage to encourage visitors to Keynsham? Please tick where you agree:**

A suggestion was made that the survey be distributed with a message that one returned survey would be drawn from all those returned to win a £20 voucher in a lucky draw.

It was decided that Cllrs MacFie, Burton and Biddleston take two surveys each and give to people that do not know much about the survey to pilot the same.

All surveys will be available online too, possibly through ESurv.

**RESOLVED:**

- To receive and note the amended Residents' Survey.**
- That the Councillors distribute the pilot Residents' Survey.**
- That the results to piloted survey be brought back to the Steering Group so that the launch date can be confirmed and printing instigated.**

**B. BUSINESS CONSULTATION**

The Business Consultation required no amendments.

It is important that creative industries and a business hub for Keynsham are at the forethought when developing the Business section of the NDP.

It was suggested that the 2 shops, 2 large businesses and 2 smaller businesses be selected to pilot the Business Survey e.g. shop, laundrette, Sparrows, McGills, Andrews and SoVision.

It was suggested that Richard Burgess has sight of the Business Survey.

**RESOLVED:**

- To receive, note and approve the Business Consultation.**
- That the results to piloted survey be brought back to the next meeting and to then decide on a launch date (n.b. surveys will need printing).**

**C. PLAY AREA SURVEY 2024**

**RESOLVED:**

**That the amended Play Area Survey be launched at the Picnic in the Park on 22<sup>nd</sup> June 2024. That the survey be taken out to Mother and Toddler Groups and distributed to all Primary Schools & Nurseries.**

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**D. YOUNG PERSON CONSULTATION (CONSULTATION DRAFT)**

The formation of the Young Person Survey will be through focus groups at a few KeynshamNow meetings with some Scouts then piloting the agreed survey document.

**RESOLVED:**

- i. That the Young People's Survey be designed and formulated with members of KeynshamNow, in conjunction with Councillors.*
- 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.*
- iv. The Young People's Survey will then be piloted by a few members of the local Scouts.*
- v. The Survey to be distributed at the Picnic in the Park, at the Youth Fest and through the Secondary Schools.*
- vi. That Cllrs Burton and Greenfield also run some focus groups for 11 – 16 years olds, some at TimeOut, and other Youth Organisations.*

**E. TRAVEL SURVEY**

It was suggested that the Travel section of other NDP's be looked at for good examples.

**RESOLVED:**

*That the Town Clerk contact GWR to find out if there would be funds to carry out a rail travel survey.*

**8. OUTSIDE MEMBERS OF THE STEERING GROUP**

**RESOLVED:**

- (i) That inviting outside members be deferred to a future meeting.*
- (ii) That an email be sent to the Chair and Vice Chairs of the Topic Groups letting them know that the NDP is being re-launched.*

**9. ITEMS FOR THE NEXT AGENDA**

Bring on key people to collect data e.g. Health and Leisure, Travel and Services.

**10. DATE OF THE NEXT MEETING**

The date of the next meeting in June 2024 to be arranged by Doodle Poll, to be held in the MakeSpace building.

The meeting finished at 8.10 p.m.

Signed:  Date: 20/04/24  
(Chair of Steering Group)