

## NDP Steering Group Meeting Notes Monday 20<sup>th</sup> May 2024 - 7.00 pm

PRESENT: Councillors C Fricker, A Greenfield and H MacFie.

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

### 1. APOLOGIES

Cllr M Burton.

### 2. DECLARATIONS OF INTEREST/DISPENSATIONS

There were none.

### 3. NOTES FROM MEETING ON 4<sup>th</sup> April 2024

The notes from the meeting on 4<sup>th</sup> April 2024 were received and noted.

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

a)

**RESOLVED:**

*To receive and note the information.*

b)

**RESOLVED:**

*That the item in respect of data gathering be deferred to the next meeting. In the meantime, the Clerk and Assistant Town Clerk will collect some data from the 2021 Census.*

### 5. CONSULTATIONS

#### A. RESIDENTS SURVEY

**RESOLVED:**

- (i) *To leave in the travel section of the consultation document.*
- (ii) *To add in a section on communication methods into the consultation document.*
- (iii) *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 28<sup>th</sup> May 2024 so that any amendments can be made. Consultations to be launched around about 11th June 2024 with a series of launch events as per the survey page 3 (dates to be arranged in June).*
- (iv) *The consultation to run for six weeks.*
- (v) *Data to be collated in first two weeks of August 2024.*
- (vi) *The consultation to be printed as an A4 booklet (quotes will be sought).*
- (vii) *That a lucky draw prize for completing the consultation is not provided.*
- (viii) *Printing costs be obtained in colour and black and white.*



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DEVELOPMENT PLAN

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**B. BUSINESS CONSULTATION**

**RESOLVED:**

- (i) *That Councillors M Burton, H MacFie and C Fricker be elected to deliver the pilot Business Surveys to the following:*

*A Shop – Cllr Burton*

*Laundrette on Queens Road – Cllr Burton*

*Sparrows Crane Hire – Cllr MacFie*

*I J McGill's – Cllr MacFie*

*Andrews Estate Agents – Cllr Fricker*

*SoVision IT – Cllr Fricker*

- (ii) *That the consultation document is re-formatted as the questioning and numbering is out of sync.*
- (iii) *Pilot surveys to be returned by 28<sup>th</sup> May 2024 so that any amendments can be made.*
- (iv) *Consultation return date by Friday 28<sup>th</sup> June 2024.*
- (v) *Data to be collated during July 2024/August.*
- (vi) *Printing costs be obtained in colour and black and white.*

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

**RESOLVED:**

- (i) *To approve that the Young People's Survey be designed and formulated with members of KeynshamNow, in conjunction with Councillors appointed from the NDP Steering Group. The appointment of the Councillors be deferred to the next meeting.*
- (ii) *That the process of formulating the survey be recorded in a short report with photos, 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 22<sup>nd</sup> June 2024 or the Youth Fest on the 6<sup>th</sup>/7<sup>th</sup> July. To decide on a launch date.*

**D. TRAVEL SURVEY**

**RESOLVED:**

*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. OUTSIDE MEMBERS OF THE STEERING GROUP**

**RESOLVED:**

- (i) *That inviting outside members be deferred to a future meeting.*

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- (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.*

**7. DATE OF THE NEXT MEETING**

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

The meeting finished at 8.10 p.m.

Signed: *[Signature]* Date: 5 August 24  
(Chair of Steering Group)

