

## NDP Steering Group Meeting Minutes Thursday 16<sup>th</sup> January 2025 - 7.00 pm

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

IN ATTENDANCE: D Drury (Town Clerk).

### **26. APOLOGIES**

Apologies were received and accepted from Cllr M Burton.

### **27. DECLARATIONS OF INTEREST**

There were none.

### **28. DISPENSATIONS**

There were none.

### **29. NOTES FROM MEETING ON 19<sup>th</sup> SEPTEMBER 2024**

The notes from the meeting on 19<sup>th</sup> September 2024 were received and noted.

### **30. NDP STEERING GROUP - MINUTE NUMBER 24, FROM 19<sup>TH</sup> SEPTEMBER 2024**

The Clerk reminded members of the presentation by the Planning Policy Team Leader at Bath & North East Somerset Council, who gave to an update on the Local Authorities timeline for adoption of the Local Plan to full Council in November. Members were supplied with a copy of the presentation slides.

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

The Clerk reminded members of the Question on Notice from Cllr Biddleston presented at the Town Council meeting on 19<sup>th</sup> November 2024, together with the response comments.

#### **RESOLVED**

- (i) That George Blanchard (Policy Planner – Bath and North East Somerset Council be invited to the next meeting of the Steering Group, in early March, so that Councillors can ask about NDP support and recommended timeline for the Town Council Neighbourhood Development Plan.*
- (ii) That the timeline be reported back to full Council at the March Meeting.*
- (iii) To note that the Assistant Town Clerk will be commencing the draft Neighbourhood Plan.*

**32. NDP RESIDENTS' CONSULTATIONS**

**RESOLVED:**

- (i) That the Consultation responses be received and noted.*
- (ii) That Cllr M Burton be provided with the data from the two NDP Resident's consultations so that he can summarise and compare the data for the section within the draft NDP.*

**33. NDP CHILDRENS' CONSULTATION**

**RESOLVED:**

- (i) To receive and note the Children's' NDP Consultation analysis of the data.*
- (ii) That the data from the two Children's' NDP Consultations be compared and summarised for the section within the draft NDP.*

**34. YOUNG PEOPLE'S SURVEY**

**RESOLVED:**

- (i) To receive a verbal update on the production of the Young People's survey.*
- (ii) 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.)*
- (iii) That consultation cards with QR codes to the online consultation document to be produced for handing out to young people.*

**35. BUSINESS CONSULTATION**

**RESOLVED:**

- (i) That the consultation be launched for 1<sup>st</sup> – 31<sup>st</sup> March.*
- (ii) That no hard copies be printed externally but on request they be printed in house. That lots of QR code card and links to the survey be printed and hand delivered to businesses.*
- (iii) That Officers produce a draft introduction letter to the businesses (to be sent out to the Steering Group for approval) that can be hand delivered to the businesses together with a QR & Survey link. The letter to be hand delivered in the main town, outskirts shopping and trading businesses. Others can be posted out to businesses on the database.*
- (iv) The Clerk to print out maps of delivery areas. This will aid the distribution*



KEYNSHAM NEIGHBOURHOOD  
DEVELOPMENT PLAN

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

*process giving Councillors details of the locations that the letters and QR/Link cards need to be delivered.*

- (v) *That an article regarding the Business Consultation be 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, a promotional broadcasting via KTCRfm.*
- (vi) *That the consultation message be circulated to Keynsham Virtual High Street members, BS31 business members.*

**36. TRAVEL SURVEY**

**RESOLVED:**

- (i) *That the Town Council do not produce their own travel survey, but instead take data from the Bus Survey, B&NES Active Travel Survey, GWR data in respect of train users at Keynsham Station, plus any data from walking and cycling groups.*
- (ii) *That Councillors look at Travel Sections from other Town and Parish Council Neighbourhood Development Plans.*

**37. DATE OF THE NEXT MEETING**

**RESOLVED:**

That the next meeting be held in early March in the Town Council Office and to be arranged by Doodle Poll.

The meeting finished at 7.50 p.m.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(Chair of Steering Group)