



Contact ndp@keynsham-tc.gov.uk Telephone 0117 9868683

NDP Steering Group Meeting Minutes Thursday 6th March 2025 – 6.30 pm

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

IN ATTENDANCE: D Drury (Town Clerk).

38. APOLOGIES

There were none

39. DECLARATIONS OF INTEREST

There were none.

40. DISPENSATIONS

There were none.

41. NOTES FROM MEETING ON 16TH January 2025

The notes from the meeting on 16th January 2025 were received and noted.

42. NDP TIMELINE - QUESTION ON NOTICE – TOWN COUNCIL MEETING 19TH NOVEMBER 2024 - MINUTE NUMBER 200.

The Question on Notice from Councillor Biddleston was presented to the Steering Group and the same was considered.

The Clerk reported that she had invited George Blanchard, Senior Planning Officer – Planning Policy to this meeting but unfortunately, he was unable to attend due to family commitments. However, the Clerk was able to meet and have a very short notice online meeting with him and the notes from this meeting were presented at this meeting. The notes gave two options in respect of the way forward with the Keynsham Neighbourhood Plan.

In respect of option one, the suggestion was that if Council wanted to produce a Neighbourhood Plan within a shorter time before the adoption of the Local Plan Reset adoption, then the plan would need to be short, succinct and concentrate on the Town Centre only and few policies in respect of this. A question was asked whether the Senior Planning Officer would take the lead on this, and it was confirmed that this would not be the case. The Clerk explained that draft plan would be produced by the Town Council Assistant Town Clerk and that it had been confirmed that the B&NES Planning Policy team would check the document through for accuracy once it was complete, plus provide support when required during the production stages.



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Also, it was suggested by the Senior Planning Officer that producing a shorter plan just on the Town Centre initially and then later deciding to review and add in the parts and policies to cover the rest of town would be very confusing for the public and there may be a loss of engagement when going through a second referendum.

Option two, involves the production of the fuller plan covering the whole of town including future possible developments but still succinct and with less pages than originally planned. The Town Council is advised to remember that we are not producing the plan for B&NES, the Inspector but for our community. This would mean that time can be spent getting the Council plan right, without pushing through a smaller version for B&NES checking, referendum, inspection and adoption, for it only to have to be reviewed and go through the whole adoption process again.

Using option two Council can ensure that the Keynsham NDP Policies do not conflict with the B&NES Local Plan Policies.

RESOLVED:

- (i) That the notes from the meeting between the Clerk and George Blanchard be received and noted*
- (ii) That the question on notice from Cllr Biddleston be received and noted by the Steering Group.*
- (iii) That the Steering Group recommend to Council that option 2 is followed and the NDP document is finalised over the next 18 months – two years so that it is ready to be inspected and adopted, just after the B&NES plan adoption in spring 2027 avoiding a review of the Town Council plan.*

43. DRAFT NDP DOCUMENT

A question was asked whether the example Plan Neighbourhood Plan 2015 – 2035 had been adopted. The Clerk can confirm that this NDP is a town centre-based Neighbourhood Plan that was adopted in October 2016.

RESOLVED:

- (i) To receive the memo and example NDP document.*
- (ii) That the suggested example plan forms a guidance in respect of style and setting out for the drafting of the Keynsham NDP.*
- (iii) To note that the Assistant Town Clerk has already started gathering information for drafting some of the Neighbourhood Plan content.*
- (iv) That a template of the Neighbourhood plan detailing proposed sections be presented at the next meeting.*
- (v) That individual sections of the plan are brought to the Steering Group for consideration as the plan is produced.*



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- (vi) *That at the next meeting the period that the Keynsham NDP will cover, to be agreed. e.g. 2027 - 2047*
- (vii) *That during the drafting process of the plan, the document is occasionally checked by B&NES Planning Policy Team and a consultation is engaged to undertake a short review of the document giving a specialist view on the content of the plan.*

44. NDP RESIDENTS' CONSULTATION – ANALYSIS UPDATE

Cllr Burton's analysis of the two resident's consultation was presented to the Steering Group. The major differences between the two plans were highlighted and areas of concern picked out. From this analysis it is clear that the Council's plan needs to be concentrated, succinct and cover what we can control and influence.

The analysis should that the majority of the responses were from an older generation and this needs to be taken into account when looking at the results and when writing the plan.

Cllr Burton was thanked for his work on these consultations.

RESOLVED:

- (i) *To receive and note any information in respect of this matter.*
- (ii) *That some verbal consultations and a series of questions be presented at Farmers Market Stalls and toddler groups to try and target the age group which seem to have had less responses.*
- (iii) *That a further review of this analysis be undertaken towards the end of the production of the NDP to ensure that views and that any changes in the town are recorded e.g. closure of banks and opening of the new banking hub.*

45. NDP CHILDRENS' CONSULTATION

RESOLVED:

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

46. YOUNG PEOPLE'S SURVEY

RESOLVED:

- (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 linking to an online consultation document to be produced for handing out to young people.*



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47. BUSINESS CONSULTATION

RESOLVED:

- (i) *To note that the business consultation was launched on 1st March 2025 and will run to Monday 31st 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, outskirt shopping and trading businesses. Others can be emailed out to businesses on the data base.*
- (iv) *To note that the Clerk has printed out some 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.*

48. TRAVEL SURVEY

RESOLVED:

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.

49. DATE OF THE NEXT MEETING

RESOLVED:

That the next meeting be held in early May 2025 in the Town Council Office and to be arranged by Doodle Poll.

The meeting finished at 7.20 p.m.

Signed: _____

Date: _____

(Chair of Steering Group)