TIMSBURY NEIGHBOURHOOD PLAN STEERING GROUP
NOTES OF THE MEETING HELD ON TUESDAY 23rd JUNE 2026

ITEM	NOTE	ACTION
PRESENT	Helen Brunskill, Paul Carroll, Jacqui Grainger, Deborah Griffin, Jon Griffin, Jayne Langley, Dan Mogg Dave Watson, Sue Walker	
APOLOGIES	Amanda Constantinidi, Antony Constantinidi, Kathryn Ford, Shaun Stephenson-McGall, Alice Naish	
UPDATE FROM PREVIOUS MEETING (19/05/26)	Deborah updated the group on developments since the previous meeting, in particular the delay in publishing the Draft Local Plan from July until September. The steer from BANES is that they will only act as 'holders' of the outcomes from the subsequent consultation on behalf of the Planning Inspectorate. In response to the query on how Timsbury residents will be made aware of the Draft LP, Shaun had advised that TPC Local Plan Working Group would likely be developing a comms plan for early autumn.	
PROGRESS AGAINST PROJECT PLAN	The implications of the delay in publishing the Draft LP for the NP project were discussed, specifically the timing of the community engagement piece, which was potentially scheduled for September. It was agreed that efforts should be made to commence the NP community engagement before the Draft LP consultation (mid/end September) to avoid confusion. An initial survey (simple and short) will gather general views of residents. This will be followed by more topic based engagement based on the outcomes of the survey and the current work on building an evidence base. This 2 phased approach will allow space between the 2 consultation exercises. The accompanying comms will need to clearly map out the process and set the context. Dan and Deborah will draft a survey and an approach to community engagement for discussion at the next meeting. Working Groups are asked to submit suggested questions (no more than 5) by the 3rd July.	DM/DG Working groups
NEXT STEPS (stage 2 of project plan)	(i) Develop an approach to community engagement Se above discussion. Alternative ideas for the logo will be presented to the next meeting for final decision.	Visual identity group
	(ii) Review and collation of existing data **Natural environment and green spaces working group**	

	The continuing analysis of evidence relating to Landscape and Environment was shared and discussed with the group. The Working Group will continue with its analysis and present to a future meeting. Where anomalies in the data are identified, advice will be sought from BANES on how this should be handled. Where planning policies are no longer current, advice will be sought on how to identify these. **Built environment and heritage working group** A similar approach to mapping heritage and built assets to understand the 'as is' will be taken by this group. The new Somer Valley Design Code will also be reviewed by the group as a basis for developing a design code for Timsbury. Helen will contribute to the work of this group. As above, this work will provide a platform for wider consultation with the community. **Housing (future need)** Feedback from Radstock NP project identified the value and limits to a Housing Needs Assessment (HNA), as well as the resources required. The level of detail provided in the draft LP will be raised with George Blanchard to understand whether this will be sufficient for this project. Existing evidence may also have useful insight eg curo application, housing needs survey carried out as part of LP consultation. A considerable amount of data gathering had already been done as part of the Village Plan work in 2009 and 2014. Paul has this historical information and should be contacted to review this.	Working Group DG PC DG Working Group All
	(iii) Parish's Online The group now have access to this tool for the purposes of the NP project. Training by Martin Laker has been provisionally arranged for 8th July (pm). Deborah will check availability of those who are interested in attending.	DG
SECTIONS AND FORMAT OF NEIGHBOURHOOD PLAN DOCUMENT	Helen shared a draft of a potential format for the NP document (using graphic design software) combining text, maps and images. As analysis/findings are completed by the Working Groups, this can be passed to Helen to build draft versions of the NP.	HB/ Working Groups
NEXT STEPS	Key dates: 26 June – meeting with George Blanchard 6 July – TPC meeting	

	16 July– deadline for August Newsletter. PC to draft an item.	PC
AOB	None	
DATE OF FUTURE MEETING	Next meeting is Tuesday 21st July at 7.30pm, Myra Hayward room, Conygre Hall.	All