

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 15 September 2016

1. Present: Carol Kambites (CK), Rachel Russell (RR-Minutes), Clare Sheridan (CS- Chair)
2. Apologies: John Callinan (JC), John Jeynes (JJ), Vicky Redding (VR), Terry Webb (TW)
3. Declarations of interest: None
4. Accuracy of the minutes and Actions:
The minutes of the Neighbourhood Development Plan (NDP) Working Group of 1 September 2016 were approved subject to the reference to "Ricardo Rios of SNPG" under 5 (B) being corrected to "of SDC".

Outstanding actions and actions not within agenda:

ACTION: RR to put item on next Regeneration and Environment Committee agenda re drawing down £1,500 for consultancy support to redraft parts of draft Neighbourhood Plan. RR did not put on Regen agenda; RR to ask Gill Jennings for advice on how to obtain Town Council approval for draw down of funds.

ACTION: RR to arrange meeting with agenda with Ricardo Rios of SDC to discuss response to consultation after SNPG meeting of 5 October.

ACTION: RR to prepare folders on the Google drive so Town Councillors have access to range of information regarding submission draft or to direct Town Councillors to website where appropriate.

5. Project Progress**a) Budget and finance**

RR reported there had been no change to Budget since report provided to last meeting and attached as Appendix 1 to minutes of 4 August 2016.

RR reported that Gill Jennings had advised that a request for further money for consultancy support, additional to the £1,500 already in the Regeneration and Environment Committee budget, would need to be put to a full Town Council meeting.

ACTION: RR to find out how many hours of GRCC time are left.

ACTION: RR to check that Regeneration and Environment Committee Expenditure records match with SNPG records of Locality Grant expenditure.

NPIERS (Neighbourhood Planning Independent Examiner Referral Service) Health Check on submission draft of Neighbourhood Plan

RR reported that GRCC advised that the approach to procuring a health check suggested by Ricardo Rios of Stroud District Council (SDC) – going directly to a number of planning consultants to get quotes – was acceptable. They suggested checking that Locality/Groundwork would be happy with this approach; RR had contacted them and they are.

JC suggested that Gloucestershire Association of Parish and Town Councils (GAPTC) may be a further source of advice on neighbourhood planning.

ACTION: VR/CK to do shortlist of examiners to approach for health check.

ACTION: RR to prepare brief for examiner regarding checking submission draft meets basic conditions.

b) Project timetable

ACTION: Theme leaders to draft responses to consultation comments and circulate by e-mail by 26 September.

ACTION: Workshop (SNPG members only) 6.30pm, Thursday 29 September to discuss responses and need for further advice

ACTION: RR to chase collated consultation responses from GRCC

Project timetable remains as follows:

5 October	SNPG meeting - agree responses for Consultation Statement
10 October	Consultation statement and progress report ready for circulation with papers for Town Council meeting of 17 October
27 October	SNPG meeting to agree submission draft to go for Health check with planning consultant/NPIERS. This will also be deadline for completion of Town Character Assessment writing up.
Mid November	Conditions statement to be ready , after Health check complete.
21 November	Submission draft of Neighbourhood Plan and all supporting documents to be circulated with papers for Town Council meeting of 28 November.

6. Consultation response analysis, response and modifications to draft Plan

See under item 5 (b)

7. Character Assessment

Town Centre and Retail	Summary with photos done with need for some revisions
East of Town Centre	Summary done; extra photos done by GP ACTION GS: Choose and insert photos. (RR to chase progress)
Canal Zone	Done
West of Town Centre	ACTION RR: Summary in progress
Doverow Hill	Assessment done: Summary needed
Industrial Zone	ACTION: AS/ RR to provide AS with survey sheets, summary outline plan and photographs for AS to complete this section.

8. Any Other Business**ACTION: RR** to check S Todd's availability 5 October – 27 October.**ACTION: RR** to check Steve Palmer's (Isight Design) availability at end of November.**9. Next meeting date****Thursday 29 September 2016 Workshop to agree consultation responses****Thursday 5 October** - agree responses for Consultation Statement