

Minutes of the Stonehouse NDP working group meeting Thursday 16th April 2015

1. Present: Alastair Shankland (AS), John Jaynes (JJ), Carol Kambites (CK) Claire Sheridan (CS), Chris Cowcher (CC) (*Minutes*), Rob Waite (RW), Terry Webb (TW)
2. Apologies: Vicky Redding, Nick Chase, Ollie King
3. Declarations of interest: None
4. Approval of the minutes from the working group meeting on 2nd April 2015, and update on any actions:
 - Action carried over from the last set of minutes – GRCC to be approached for clarification of the content of the invoice submitted by them.
 - CS/CK to meet with Gill (Town clerk) to discuss AS workplan and responsibilities, for information in advance of recruiting a new NDP coordinator to replace AS
 - AS to produce a crib sheet, detailing all admin tools and resources and how to access them. This will accompany the job role, and handover notes for the town council.
 - All requested to sign up to Facebook, OK to be asked to make the group 'public' so that you don't need to request sign up
5. Budget Breakdown:
 - No expenditure has been recorded in the period between meetings
 - AS to meet with VR to discuss the developing grant application for the Locality funding. **ACTION:** Update to be given at the next meeting as to progress made.
6. Project healthcheck:
 - Discussions about the need to developing housing policies, and the need to continue with the call for sites in light of the 5 year housing need already being delivered through development at Westington and Mankley Field (as areas within the cluster)
 - AS advised that a strong 'windfall policy' would enable the NDP to factor in any potential residential development in Stonehouse.
 - AS to share the Malmesbury NDP – to learn from the way they have tested their sites options against the local plan
 - The need to engage Standish and Eastington NDP groups is becoming increasingly important. The Eastington Plan is at draft stage; a copy has been requested but not forthcoming yet and their lack of engagement with the Stonehouse NDP will mean that their plan will not stand up to inspection. **ACTION:** CK/CS to approach Eastington NDP group, and if still nothing forthcoming some more formal could be sent from Stonehouse Town Council to Eastington Parish Council
7. Job description for the role of NDP coordinator:
 - Role to be more administrative, and require less planning expertise
 - A desirable/essential list of experience and expertise to be drawn up as an appendix to the new job description
 - Must be proficient in IT, and will be expected to update the electronic communications including social media and the website
 - Role profile to clearly set out all the meetings that they would be required to attend, including reporting to the Town Council
 - CK to act as liaison point between the Town Council and the individual in post
 - Will have a key role to play in the communications and promotional activity of the plan, liaising with the local press and also developing a bank of photographs to be used on the social media channels as well as in the final document

- **ACTION:** CK to draft document and circulate to the group for comment, quick response required in order that the final document be sent to Gill at the Town Council for approval and sign off.

8. NDP consultation activities:

Volunteers requested to support or lead on activities at the following community events in Stonehouse:

- Annual Town Meeting: 27th April 2015
- Arts Week: 29th June – 4th July 2015
- Stonehouse in Bloom judging: 7th July
- Horticultural/Summer Jolly: 9th August
- Traders Day: 5th September
- Goodwill evening: Last weekend in November

In order to promote activities, we can use the Facebook page, Twitter and website but also must target the Stonehouse news – June, September and December copy deadlines.

9. Any other business:

- A group of students are coming to Stonehouse from UWE on Wednesday 22nd April, to carry out some design exercises in relation to the Ship Inn site and the adjoining land. Wycliffe are supporting the activity, following an approach from the Canals Trust – CK involved. Meet at the Town Council offices at 11.00am, members from the NDP group welcome.

10. Workshop session: Content of the presentation for the Annual Meeting.

- CK to draft content on the presentation, others to comment. Main focus to be on images and light hearted messages. CC to be present at the meeting on the 27th to offer support in presenting. **ACTION:** TW to provide assistance to CK in terms of statistics required from consultation response spreadsheet.

11. Dates of the next meeting:

- Monday 27th April 2015 – Stonehouse Town Council, Annual Meeting
- Thursday 30th April 2015