

## Minutes of the Neighbourhood Plan Working group held on Friday 14 March 2014

1. Present: Clare Sheridan (Chair) (CS), Carol Kambites (CK), Vicky Redding (VR), John Jeynes (JJ), Alastair Shankland (minutes) (AS), Elin Tattersall (GRCC) (ET)
2. Apologies for Absence: Rob Waite, Agneiska Paszkiewicz, Anna Creed, Sarah Jackson
3. Declarations of Interest: none
4. Approval of 7th February Minutes: Minutes were agreed as correct other than altering the date of the consultation from 'Saturday 26 April' to 'Saturday 10 May'.
5. Reminder to all Neighbourhood Plan Working Group members to sign up to Nolan Principles

All present at meeting had signed Nolan document.

It was agreed that the May 10 consultation exercise should be used to encourage group membership. **Action CK and JJ** confirmed they would ask neighbours or those they know have an interest in community (they distribute Stonehouse News) if they would like to join the group. **Action AS** to contact Oldends Lane site managers to understand if they would like to be involved with plan making process.

**Action AS** agreed to contact SDC Democratic Services to research the ability of neighbourhood planning group to contact postal voters to encourage their engagement in process.

AS requested that those present begin to identify key 'neighbourhood champions' in the community: shopkeepers and hairdressers who could be prompted to promote NP process to community – get people talking.

6. Agreement of revised Terms of Reference for the Neighbourhood Planning Working Group

Revised TOR document was presented. On the advice of ET It was agreed to remove the last line of the first paragraph reference to the referendum on the grounds that the referendum and its reporting are functions of SDC and not the NPWG. **Action AS** to amend TOR accordingly and present at next meeting.

7. GRCC Neighbourhood Plan analysis and framework development update

ET Presented interim findings developed from the on-line questionnaire. To date it online questionnaire had received 90 respondents. The emerging themes so far particularly relate to the town centre and traffic.

ET drew attention that the consultation must seek to highlight all aspects of neighbourhood planning: industrial and commercial land use, community space or housing etc. The consultation must get those living and working in the town thinking about wider issues.

A copy of the '*Messages from the Stonehouse initial survey for Neighbourhood Plan*' document prepared by ET is placed with these minutes.

8. Budget breakdown & expenditure to date

AS is still developing budget position and will report at next meeting.

9. Planning for 10 May consultation event

a. Approval of flyer design, placement locations and who will distribute

**Action AS** to further develop poster based on JJ article and selected images.  
**Action AS and JJ** to meet and discuss development of display boards; date to be confirmed – likely 31 March.

It was decided to produce 25 posters and 600 flyers. JJ advised this would cost circa £120.

Flyers would be distributed through shops, library, community buildings and all regularly used networks. Posters will be placed on all notice boards and in shops where possible.

AS advised that all involved with the working group should assist with this distribution where possible.

b. Update on production and costs of banner

**Action JJ** to research designers and costs for theme boards. ET suggested using either Steve Palmer (previous Winchcombe NP) or supplier of Highnam NP work; **Action ET** to provide contact details for Highnam graphic work.

**Action AS** to ask Gill for details of banner producer previously used, **Action ET** to supply details of Stonehouse based printer other groups have used. JJ advised that he believed this was £125 for 8ft by 4ft.

After discussion concerning placement of multiple banners the completed banner will be placed outside Town Hall. If possible it will be used for both events.

c. Organisation of materials at event

It was agreed by all that:

There should be theme boards established along the lines of GRCC work with a large map in the centre of the room. ET advised that it might be prudent to have smaller theme maps to stop main map becoming over-crowded. **Action ET** to provide AS with contact at Chalford PC who recently had large map produced.

The event should not be called a 'workshop' to make event as inclusive as possible to all members of community.

Working group members should each take a theme area and guide/assist attendees to give full response to information on boards.

**Action ET and CS** to explore the provision of a 'toy corner' to allow parents to concentrate on event.

There was no need to combine with a raffle event.

There will need to be some form of light refreshment.

To improve the ability of people to move around room there should be provided a separate 'writing space'

ET advised the consideration of 'other matters' theme board. This allows all non-neighbourhood planning views such as traffic/shared space to captured and fed into the revision of community plan.

Associated to this it was agreed to ask for volunteers to assist in undertaking an audit of parking provision at the 10 May event.

Theme board research actions:

**Action AS** commence with business and econ (industrial and commercial)

**Action CS** to explore community and green space. **Action ET** to share survey sheet used elsewhere by GRCC to gain information from community space managers.

**Action CK** to look at historical context

**Action ET and Rob Waite** to develop the 'what is neighbourhood planning?' introduction theme board.

Other theme development work will come from GRCC evidence and SDC local plan background evidence. **Action AS** to research SDC Core Strategy evidence base relating to Stonehouse.

ET advised that in the time available we working group would be advise to hand material over graphic designer and let them undertake page layout work.

d. On the day promotional activities

To be discussed at next meeting

10. Update from Cllr Redding on Draft Neighbourhood Plan project timeline

Deferred until next meeting. **Action AS and VR** to meet on 31<sup>st</sup> March to develop project timeline.

11. Project health check

Deferred until next meeting.

12. Any Other Business

13. Next Meeting Date: Friday, 11 April, 2014