

1. Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 25th February 2016
Present: Carol Kambites (CK), Clare Sheridan (CS-Chair), Rachel Russell (RR-Minutes), Terry Webb (TW)-part

The meeting was inquorate; those present decided to continue in order to progress business and make provisional decision.

2. Apologies: Chris Cowcher, John Jeynes, Gary Powell (GP), Vicky Redding (VR), Alistair Shankland,
3. Declarations of interest: None
4. Accuracy of the minutes and Actions:
The accuracy of the minutes of the Neighbourhood Development Plan (NDP) Working Group of 11th February 2016 will be considered by the next quorate SNPAG meeting.

Outstanding actions:

ACTION: RR to send draft transport related policies to GCC Local Transport Plan e-mail address. RR to send current set of policies as drafted by S Todd.

ACTION: Theme leaders AS, CS to check S Todd's Evidence Base Review (Gap Analysis) report and consider if further evidence is needed for their theme. DONE by JJ, CK, TW. This action will be covered by responding to S Todd's Policy Review –see action under 5(b) below.

ACTION: RR to update webpages. **IN PROGRESS ACTION RR:** To find out number of hits on NP web pages.

ACTION: AS to consider map requirements so SDC and designer can work on them.

ACTION: RR to prepare Evidence Base report and Consultation Statement by 10 March

ACTION: CK to look at monitoring plan for NP as part of Regeneration and Environment Committee's role.

ACTION: RR to collate evidence for housing types in Planning Advisory Service format: census information on aging population and current housing stock.

ACTION: SNPAG: Vision and objectives to be finalised at a meeting of 3 March 2016.

5. **Project Progress**

- a) **Budget and finance**

RR provided a budget summary (Appendix 1 of minutes) and advised that given progress to date, there was a risk that the following items covered by the Locality grant which should be spent by 31st March would not be started by 31st March:

Printing of draft plan: £600

NPIERS pre submission check: £1,125

It is also unlikely that the design of the plan will be completed by 31st March although it should have begun.

ACTION: RR to contact Locality regarding the possibility of grant being unspent at 31st March and to ask if grant can be carried forward or spent on different items e.g. could money for printing be spent on consultancy advice.

ACTION: RR to speak to designer for plan regarding a work programme.

- b) **Project timetable**

RR advised that it would be very difficult to meet the current timetable of having a draft plan ready for the Town Council meeting of 21st March; a draft would need to be written by 14th March to be circulated with the papers for that meeting. A set of draft policies was due to be agreed by the group at this meeting (SNPAG 25/2/16) but S Todd has not yet received a full response to his initial draft and the meeting is inquorate. Even if draft policies had been agreed on 25 February, there is a lot of work required to produce a draft plan.

Those present wished to keep working towards having a full draft ready for 14th March and propose the following set of actions:

Weekly SNPAG meetings to be held 3rd, 10th and 17th March.

ACTION THEME LEADERS: By Monday 29th February: Each theme leader to respond to S Todd's policy review, directly to S Todd.

ACTION THEME LEADERS: By Tuesday 1st March: Each theme leader to circulate a revised set of policies, finalised as far as possible, related to their theme.

3rd March: Revised set of policies to be agreed at SNPG meeting. Finalise Vision and Objectives

ACTION THEME LEADERS: By Monday 7th March: For Stonehouse News Insert: Each theme leader to provide two key messages and photos.

ACTION THEME LEADERS: By Tuesday 8th March: Each theme leader to write context and justification for each policy and circulate.

ACTION CK/RR: By Thursday 10th March : CK to draft section on monitoring of plan. RR to send examples from other Neighbourhood Plans.

10th March: Draft Plan to be agreed at SNPG meeting.

ACTION: TW to circulate key messages from public consultation by theme.

6. Draft Policies from Stuart Todd Planning Consultancy

ACTION: RR to ask S Todd to revise policies in time for SNPG meeting of 3rd March 2016 in line with comments provided by SNPG by 29th February 2016.

7. Local Green Space designation

Thanks to Gill Jennings, Town Clerk, who has completed local green space assessment forms for Verney Fields and the Town Greens.

RR contacted Stroud District Council Asset Management on 12 February 2016 regarding a meeting to discuss the proposal to designate the Park Estate Greens as local green space but has not heard from them.

RR advised that Town Council had supported the 3 areas proposed for the Local Green Space designation at the Regeneration and Environment Committee meeting of 22 February 2016 with the proviso that some of the Park Estate greens be reserved for the possible development of social housing.

ACTION: RR to ask Gill Jennings if there is a need to designate the Town Greens; they already have Village Green designation.

ACTION: RR to contact owner of Verney Fields regarding proposed designation.

ACTION: RR to complete assessment form for Park Estate Greens and contact SDC Asset Management.

ACTION: CS to contact APT and interested individuals to gather evidence for recreational use of Park Estate greens.

8. Character Assessment

GP has agreed to do assessment of area around Elms Road and schools. VR's daughter has agreed to insert photos into summary document.

ACTION: RR to ask GP to also cover Little Australia and Oldends Lane and recreation ground.

ACTION: RR to collate assessments into a summary document by 7th March and to send sections to surveyors to choose photos.

9. Communications and outreach

a) As meeting inquorate, no decision was made regarding quote received from J Byrne re publicity work for Neighbourhood Plan although it looked reasonable.

b) Insert for Stonehouse News: see action re key messages under 5(b) above.

10. Workshop: Policy Review

S Todd's alterations to the Environment Policies were discussed and seemed to be mainly acceptable.

11. Next Meeting Dates:

3 March 2016 6.30pm NP Policies for approval

10 March 2016 6.30pm Draft NP for approval

Stonehouse NDP budget at February 2016

	2015/2016				2016/2017			
	Previous grant	Locality grant	STC		Spend at Feb 2016	Outstanding Locality Grant		
	2838	7985	2000				1,231	8000
Administration				1954				8000
Technical Support								
Planning Consultant Phase 1 (Evidence base/housing policies) (2.25 days)	1,125			1,125				
Planning Consultant Phase 2 (Plan drafting) (9.5 days)		4750		2375	2375			
GRCC pre submission advice (consultation results) (0.6 day)						155		
NPIERS pre submission check		1125			1125			
Sustainability appraisal?								1500
Design and printing								
Draft plan insert for Stonehouse News (Design)		160			160			
Draft plan insert for Stonehouse News (Print)	270							
Draft plan (Design)		1350			1350			
Draft plan (Print)		600			600			
Consultation								
Emerging policies consultation 01/10/2015	212							
6 week public consultation						600		
Promotion of Plan up to referendum ?								500
Total	1,607	7,985	0	5,454	5,610	755	10,000	
Total for financial year			9,592					10,755
Outstanding grant	1,231	0			5,610	476		