

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 4 August 2016

Present: John Callinan (JC), John Jaynes (JJ), Carol Kambites (CK) (Acting Chair), Vicky Redding (VR), Rachel Russell (RR-Minutes), Terry Webb (TW)

1. Apologies: Alistair Shankland (AS), Clare Sheridan (CS)

2. Declarations of interest: None

3. Accuracy of the minutes and Actions:

The minutes of the Neighbourhood Development Plan (NDP) Working Group of 30th June 2016 were approved subject to line 5 under item 6 a) being changed to "CS to take copy of draft plan to APT".

Outstanding actions and actions not within agenda:

ACTION RR To remind Rob Waite to find out number of hits on NP web pages. Agreed to remove this action.

ACTION: RR to edit a revised version of vision and objectives re-ordered and numbered for consistency with version in draft Plan.

ACTION: VR to mail AS name of developer interested in land near Pearcroft Avenue so he can find contact details. VR still looking for name; CK suggested looking at relevant planning application on Stroud District Council's (SDC's) website.

ACTION: RR to contact Blind Club (meets Hazlewood), GPs, Access Group, RNIB re audio version of Insert. RR reported that she had sent information re audio copy of summary leaflet to Blind Club contact and to Communications Officer at Insight Gloucestershire who had agreed to circulate.

ACTION: CS, AS, TW, JJ, CK to check the evidence base page and let RR know if any additional documents should be added. TW and CK have confirmed no additional documents needed; it is assumed evidence listed for other themes is satisfactory as no comments received from theme leaders.

RR sought quote for A3 copy of draft Plan from Zeta (£44); spoke to SNPG members at drop in event preparation evening, 8 July 2016, who suggested that as A3 version not ready for drop in, not worth the expense.

4. **Project Progress**

a) **Budget and finance**

RR provided a Budget report (See Appendix 1 to minutes). There has been some spending on items for the current consultation. Gloucestershire Wildlife Trust have recently submitted an invoice (£260) for the mapping work they did in July 2015; original invoice was not received by Town Council.

RR has phoned Royal Institute of Chartered Surveyors re NPEIRs costs; may only require 2 days work although have applied for Locality Grant to cover three; costs unchanged at £375 per day.

ACTION: RR to complete NPIERs assessment form available on website.

b) **Project timetable**

A draft outline timetable prepared by RR was considered.

DECISION: SNPG to aim to have submission draft ready for circulation with papers for Town Council meeting of 28th November 2016.

ACTION: RR to look for examples of Consultation statements.

ACTION: RR to contact GRCC :

- to ask them to collate consultation responses in a table suitable for use in a consultation statement
- to set a date for a workshop to consider consultation responses (possible dates 7, 8 or 12th September).

It was agreed that it would be helpful if the summary of consultation responses was circulated before the workshop.

6. **Public consultation on draft NDP**

a) **Consultation responses received to date**

RR reported that 8 paper response forms, 5 completed at drop in on 9 July, returned so far; several responses from consultation bodies also received. As of last week GRCC reported that no on line response received.

b) Report from meeting with Stroud District Council 21 July

JJ gave a verbal report of this meeting with Ricardo Rios. Clare had not attended meeting. General comments included that references to the Design Statement should be amended as it was pre NPFF; Ricardo will suggest alternative wording. Ricardo also emphasised the importance of the Ministerial Statement on the NPFF by Eric Pickles from March 2015. Four housing policies likely to be removed completely. Illustrations in the Plan should support text and have appropriate captions.

ACTION: RR to circulate JJ's notes of this meeting and a link to the Ministerial Statement on Planning, 3/2015

c) Report from consultation at Co-op 29 July

CK and JJ manned a stall from 9-1pm; CK returned for an hour or so in the afternoon. Around half of those spoken to had heard of the Neighbourhood Plan. One couple completed the form in the Town Hall. Response form can only be filled out in reference to Plan.

ACTION: CK to send photos.

d) Report from drop in 9 July 2016

There was a steady flow of people, including attendees of previous events; around 37 people signed the attendance sheet.

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

See under item 5 (b); grant funded assistance from GRCC available.

8. 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: Write summary.
Doverow Hill	Assessment done: ACTION VR: Provide photos on memory stick.
Industrial Zone	CC has done assessment for industrial zone.

9. Any Other Business

ACTION: RR to circulate comments from SDC when received.

10. Next meeting date

Thursday 1st September 2016 (Initial review of consultation responses)

Stonehouse NDP budget at August 2016									
	2015/2016				Spend at March 2016	2016/2017			
	Previous grant	Locality grant 2015/16	STC			Previous grant	Locality Grant 2016/17	STC	
	2838	7985	2000			1,501	2,893	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		4750					
GWT Maps and species lists						260			
Pre submission amd monitoring advcie (GRCC)							786		
NPIERS pre submission check							1125		
Sustainability appraisal/other technical support								1500	
Design and printing									
Draft plan insert for Stonehouse News and logo (Design)							400		
Draft plan insert for Stonehouse News (Print)							292		
Draft plan (Design)		1350							
Draft plan (Print)							130		
Consultation									
Emerging policies consultation 01/10/2015	212								
6 week public consultation						472	160		
Publicity and promotion of Plan up to referendum						240			
Total		6,100	0	7,829		972	2,893	9,500	
Total for financial year	1,337			6,100					13,365
Outstanding grant		1,885				529	0		
	1,501								

Draft Stonehouse Neighbourhood Plan Consultation Costs					
			Previous grant	Locality Grant 2016/17	
			1,501	2,893	
	Invoice from:	Invoice no:			
NP consultation logo design	Jomew Creative	665		240	
Stonehouse News NP Insert Design	Jomew Creative			160	
Stonehouse News NP Insert Print	Zeta	40837		292	
Stonehouse News NP Insert Collation	Zeta	40837	140		
Draft Plan printing	Zeta	40872		130	
Banner Design	Jomew Creative	665		80	
Banner printing	Marchio Limited	845	72		
Poster Design	Jomew Creative	665		80	
Press release	Jomew Creative	665	80		
Audio verions of Insert	Cotswold Listener		30		
Draft Plan Design- Final payment	Steve Palmer	3109	150		
	Draft plan consultation costs s		472	982	
GWT maps and sepcies list	GWT	3723	260		
	Sub total		732		
	Grant outstanding		769	1,911	