

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 10th December 2015

1. Present: Chris Cowcher (CC), John Jaynes (JJ), Carol Kambites (CK), Claire Sheridan (CS) Vicky Redding (VR), Rachel Russell (Minutes), Terry Webb (TW)
2. Apologies: Gary Powell, Alistair Shankland
3. Declarations of interest: None
4. Accuracy of the minutes and Actions:
The following Minutes of the Neighbourhood Development Plan (NDP) Working Group were approved:
Meeting of 1 October 2015 (proposed CK, seconded CC)
Meeting of 12 November 2015 (proposed JJ, seconded CK)
Meeting of 26 November (proposed CK, seconded JJ)
The Minutes of 1 October and 12 November had not yet been approved as the meetings of 12 November and 26 November were inquorate.

Outstanding actions:

ACTION: Theme leaders (JJ, CK, AS, CS, TW) to check and note Local Plan (now adopted) policies relevant to their areas:

- Where these policies are satisfactory, the NP does not need to repeat them.
- Where other or more detailed NP policy is needed, there will need to be robust evidence.

CK working on Highways issues; JJ still working on housing policy.

ACTION: RR to collate evidence for housing types in Planning Advisory Service format.

ACTION: JJ to consider possible character zones for Stonehouse. **DONE** by CK, CS and RR.

ACTION: CK to assess which transport issues need to be raised with GCC Highways. **PENDING**

ACTION: Theme leaders (JJ, CK, AS, CS, TW) to check S Todd's Evidence Base Review (Gap Analysis) report and consider if further evidence is needed for their theme. **DONE** by CK, **PENDING** for other theme leaders.

ACTION: JJ to first look at Ricardo Rios' comments on emerging housing policies in order to revise existing policy ideas. **PENDING**

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

ACTION: RR to work on NP display for Town Hall.

ACTION: CK, TW, JJ, CS, AS: The timetable is still tight, and the consultant's work will not lead to a completely drafted plan. SDC Local Plan is now agreed. Each theme leader to progress their policy ideas, evidence base and justifications, using policy development template circulated by RR.

Theme leaders	Policy area	Meeting
CK, TW	Getting around/amenities and facilities	7 th January 2016
JJ	Housing	21 st January 2016
CS, AS	Environment/Economic Development	4 th February 2016

CS may be late on 4 February 2016.

ACTION: RR to arrange meeting with SDC asset management team as they are owners of Park Estate greens. (**PENDING** discussion under agenda item 8). RR looked for hand annotated map with green spaces hand marked by SNPG; cannot find.

ACTION CK to chase meeting with Jamie Mattock of GCC on another matter; will raise NP Getting Around policies with her. JJ also has Highways issues to discuss e.g. width of streets and pavements.

ACTION: CK To look for Gloucestershire Manual for Streets

ACTION: RR to contact James Blockley of Cotswold AONB re possible re-routing of Cotswold Way through town.

West of Stonehouse

CK reported back on a meeting of Town and District Councillors with David Lowin and Mark Russell of Stroud District Council regarding the outline planning application for West of Stonehouse; SDC officers suggested it was unlikely the developer would be asked to pay for a footbridge at Oldends Lane. S.106 money would go to A419 improvements, Eastington Community Centre and Stonehouse Library services.

The following DECISIONS made 26 November were confirmed by a quorate meeting:

DECISION: 18th February workshop to be on Outreach and PR strategy to promote draft plan, with possible input from Elin Tattersall and Jo Byrne.

Jo Byrne unable to make 18th February.

ACTION RR: to check Jo Byrne's availability for either 11 or 25th February.

ACTION RR: to check with Gill Jennings how Jo's PR work for Town Council is contracted and how NP work could fit in with this.

Stonehouse NP Vision and Objectives: RR had provided a report on 26 November summarising how these were arrived at.

DECISION: those present agreed to confirm the Vision and Objectives as those that will be used to draft the Plan. **DECISION CONFIRMED.**

ACTION: RR to send Vision and Objectives to Ricardo Rios of SDC.

Further consultation on emerging policies:

DECISION: Those present agreed that, given the tight timetable, the next public consultation will be the 6 week consultation on the draft plan prior to submission to SDC. **DECISION CONFIRMED**

5. Project Progress:

a) **Budget and Finance**

VR reported that she thought she had submitted a grant application to Locality but for some reason they had not received it.

RR presented a draft budget (Appendix 1 to minutes) for the Neighbourhood Plan and proposed that one Locality grant application was made for 2015/16 and a second one for the next financial year 2016/17 because:

- a) The total sum of Locality grant a Neighbourhood Plan group can apply for is £8,000 from 2015-18.
- b) Any grant awarded must be spent within 6 months or before the end of the financial year, whichever is the earliest. Any unspent grant money will be subject to return. RR advised that the group will risk losing some grant money due to failing to complete project tasks if they applied for a grant £8,000 which must be spent before 31 March 2016.

Given the level of project progress to date, RR suggested that two Locality Grant applications be made:

First Grant Application 2015/16:	£5,180
Planning consultancy (9.5 days):	£4,750
Insert on draft plan for Stonehouse News(Design and Print)	£430
Second Grant Application 2016/17:	£2,820
NPIERS pre-submission check	£1125
Draft Plan (Design)	£600
6 week public consultation costs	£345

VR suggested that if the project tasks proposed to be applied for in a second grant application were delayed until April 2016 it was likely that the group would fail to submit a draft plan to Stroud District Council by the deadline of June 2016. VR presented a draft project plan (Appendix 2 to minutes) to attach to the Locality grant application.

The group agreed that it would be necessary to give Stuart Todd, Planning Consultant a very clear list of tasks.

RR advised that the group may need a contingency fund of around £2,000 to cover possible technical support such as a Sustainability Appraisal and for consultation costs.

DECISION

That one further grant application is made to Locality for £7,985 for the following project tasks which must be completed by 31 March 2016 to ensure unspent grant is not claimed back by Locality.

Planning consultancy (9.5 days @ £500 per day)	£4750
Insert on draft plan for Stonehouse News(Design)	£160
NPIERS pre submission check (3 days @ £375 per day)	£1125
Draft Plan (Design)	£1350
Draft Plan (Print)	£600

ACTION: RR to submit grant application as soon as possible

ACTION: VR to send RR a draft grant application.

ACTION CK to ask for £2,000 contingency fund for Neighbourhood Plan within Regeneration and Environment Committee budget for 2015/16 at Town Council meeting of 14 Dec 2015.

b) Project Timetable

The decision regarding the Locality Grant application means the project timetable is very tight. A decision about who will design the plan will need to be made in January. A draft plan will need to be ready for discussion by February 2016.

ACTION: RR to draw up a draft Contents list for the Plan

ACTION: RR to draw up list of actions and target dates. **ACTION CS** to circulate this action plan with a message about urgency of actions.

ACTION: RR to seek initial quotes for design of the Draft Plan for consideration at a SNPG meeting in January 2015 from:

Steve Palmer, Insight (Designed NP boards)

Graphic designer used for Stroud NDP

New Media, Cheltenham

c) Actions for theme groups

Some actions are listed under Outstanding actions in item 4 above.

6. Town Character Assessment

RR had circulated Planning Aid England (PA) guidance and templates on Character Assessment.

Ricardo Rios has advised that a character assessment would be a useful part of the evidence base to support policies including protection of views and design quality.

CK, CS and RR met and made an initial attempt at zoning the town into areas.

ACTION: RR to circulate a map showing the character zones.

ACTION ALL: If further photos required, SNPG members in the relevant area can provide.

ACTION: RR to obtain and circulate editable version of PA Character Assessment templates.

ACTION: CC to assess areas with no other SNPG representation (Oldends, West of High Street?)

ACTION: RR to circulate Dursley NDP's Landscape Character Assessment

7. Any other business

RR reported that Anita Gambie, NP Administrator at Dursley Town Council had been in touch for some advice on appointing a planning consultant to assist with policy drafting. Dursley are at a similar stage with their Plan; they have recently had a Landscape Character assessment done by consultants with a focus on assessment of the suitability of land for development.

8. Workshop: Environment policies including possible sites for Local Green Space designation.

A list of Green Spaces prepared by RR, CK and CS had been circulated with the agenda; it was agreed to prioritise spaces with public access, play areas, areas that assist with soaking up run off water.

Although Doverow Hill is in AONB some of the fields fringing it close to the town may be worthy of protection through the green space designation.

9. Next meeting dates

7 January 2015 6.30pm	Amenities/Getting Around policy update
21 January 2016 6.30pm	Housing policy update
4 February 2016 6.30pm	Environment/economic development policy update

Appendix 1 SNPG Minutes 10 December 2015**Stonehouse NDP proposed budget at December 2015 Version 1 (as presented by RR to SNPG 10 December 2015)**

	2015/2016			2016/2017		
	Previous grant	Locality grant	STC	Previous grant	Locality grant	STC
	2838	5,180		1,516	2,820	8000
Administration			3541.65			8000
Technical Support						
Planning Consultant Phase 1 (Evidence base/housing policies) (2.25 days)	1,125					
Planning Consultant Phase 2 (Plan drafting) (9.5 days)		4750				
GRCC pre submission advice (consultation results) (0.6 day)				155		
NPIERS pre submission check					1125	
Sustainability appraisal?						1500
Design and printing						
Draft plan insert for Stonehouse News (Design)		160				
Draft plan insert for Stonehouse News (Print)		270				
Draft plan (Design)					1350	
Draft plan (Print)				600		
Consultation						
Emerging policies consultation 01/10/2015	197					
6 week public consultation				255	345	
Promotion of Plan up to referendum ?				500		
Total	1,322	5,180	3,542	1,510	2,820	9,500
Total for financial year			10,044			13,830
Outstanding grant	1,516	0		6		

Stonehouse NDP proposed budget at December 2015 Version 2 (as agreed by SNP 10 December 2015)

	2015/2016			2016/2017	
	Previous grant	Locality grant	STC	Previous grant	STC
	2838	7985		1,246	8000
Administration			3541.65		8000
Technical Support					
Planning Consultant Phase 1 (Evidence base/housing policies) (2.25 days)	1,125				
Planning Consultant Phase 2 (Plan drafting) (9.5 days)		4750			
GRCC pre submission advice (consultation results) (0.6 day)				155	
NPIERS pre submission check		1125			
Sustainability appraisal?					1500
Design and printing					
Draft plan insert for Stonehouse News (Design)		160			
Draft plan insert for Stonehouse News (Print)	270				
Draft plan (Design)		1350			
Draft plan (Print)		600			
Consultation					
Emerging policies consultation 01/10/2015	197				
6 week public consultation				600	
Promotion of Plan up to referendum ?					500
Total	1,592	7,985	3,542	755	10,000
Total for financial year			13,119		10,755

Appendix 2 SNPG Minutes 10 December 2015

Stonehouse Neighbourhood Development Plan Project Plan

Step	Key tasks	Progress	Milestones	Who is responsible	By when
1. Getting started	1.1 Decide area to be covered by the plan 1.2 Submit application to be a Designated Neighbourhood area 1.3 Form NDP working group <ul style="list-style-type: none"> • Agree membership – 7 people and quorum of 3 • Agree terms of reference • Sign up to Nolan principles 1.4 Agree a budget and apply for grant from Locality 1.5 Agree a project plan 1.6 Decide on the duration of the plan 1.7 Decide on approach to involve the wider community <ul style="list-style-type: none"> • Communication – website and Stonehouse News 1.8 Appoint Project Officer	Completed Completed Completed Completed Completed Drafted Revise Ongoing Completed	 3 monthly reports Started work	WG WG WG Town Clerk WG WG WG Town Council	 Mar 2014
2. Identifying issues	2.1 Desk research to compile evidence to include analysis of <ul style="list-style-type: none"> • Census • Community plan • Design statement • Other relevant policies eg Local Plan, rural place survey 2.2 Audit of physical assets and community facilities and their use 2.3 Consultation <ul style="list-style-type: none"> • Initial online survey to identify key issues • Consultation events May & July, Sept & Dec 14 • Further online survey Jan 15 • Consultation event for businesses Oct 14 	Documents gathered Completed Completed Completed Completed Completed	Analysis against themes 	GRCC WG WG WG WG WG	End Sept 14
3. Developing	3.1 Thematic groups to develop realistic solutions	Completed	Possible		Summer 15

vision, generating and test options	<ul style="list-style-type: none"> • Housing (easy) • Environment (easy) • Employment (hard) • Amenities and facilities (easy) • Transport (controversial/hard) 3.2 Draft vision statement and objectives 3.3 Test solutions <ul style="list-style-type: none"> • Community event 3.4 Identify preferred options	Completed Completed Completed	solutions identified		Oct 15 Nov 15
4. Draft the NDP	4.1 Draft policies <ul style="list-style-type: none"> • Housing • Other policies still to complete 4.2 Agree the content of the NDP <ul style="list-style-type: none"> • Present to Town Council for approval • Pre submission check 4.3 Checking conformity with statutory policies			WG WG NPiers SDC	End Feb 16 Feb 16 Mar 16 End Mar 16
5. Consultation and submission of the NDP	5.1 Formal 6 week consultation with stakeholders <ul style="list-style-type: none"> • Produce summary leaflet as insert for Stonehouse News • Design and produce draft plan • Analyse responses 5.2 Amend NDP 5.3 Submit NDP to SDC			WG WG WG	Apr/May 16 Mar 16 Mar 16 End May 16 June 16 June 16
6. Independent Examination of the NDP by SDC				SDC	
7. Referendum on the NDP organised by SDC				SDC	Feb 17