

1. Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 11th February 2016
Present: Chris Cowcher (CC), John Jaynes (JJ), (AS), Clare Sheridan (CS-Chair), Gary Powell(GP)
 Vicky Redding (VR) Rachel Russell (RR-Minutes)), Terry Webb (TW)

Jo Byrne (JB)

2. Apologies:, Carol Kambites, Alistair Shankland,
 3. Declarations of interest: None
 4. Accuracy of the minutes and Actions:
 The Minutes of the Neighbourhood Development Plan (NDP) Working Group of 4th February 2016 were approved:

Outstanding actions:

ACTION: RR to send draft transport related policies to GCC Local Transport Plan e-mail address.

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

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 for April Public consultation (add task to Project Plan).

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.

5. **Neighbourhood Plan communication and publicity strategy**

JB attended to advise on a communications strategy. VR explained the purpose of the Neighbourhood Plan and the process up to referendum stage. JB can assist with branding, press and social media contact, Insert, poster and banner design.

- a) Media and communications budget
 RR explained £600 had been allowed in the NP budget for publicity for the 6 week consultation.
- b) Key messages
 JB suggested that evidence of where Neighbourhood Plans had made a difference would be useful to show the consequences of not being involved in the Plan.
- c) Design and uses of Stonehouse News Insert
Insert text to be ready by 13th March.
ACTION: Theme leaders to decide key messages and photos for theme to be shown on Insert; messages and photos to be agreed 25/2/16.
ACTION: VR to write introductory text and back page text on consultation arrangements.
- d) Campaign during 6 week consultation period
 - i. Lead in to campaign
 CC suggested that primary audience would be those who have already shown interest, then their contacts, then the general public. Local groups, schools and businesses already involved in consultation must also be contacted.
 - ii. Timetable of events
DECISION: Launch 2nd April: Banners, Posters, Press, Social Media.
 Public event on 23rd April, Town Hall.
- e) Engaging with local media
ACTION: CS to write about in Stroud Life, CS to contact Lesley Williams re Stroud New publicity.
- f) Publicity up to referendum date
 Bi-monthly updates on website, Town Noticeboards, display at Town Hall on various NP themes, as well as Stonehouse News items (will be a January 2017 Stonehouse News just before referendum).
ACTION: RR to add pre referendum updates to Project Plan.

ACTION: JB to provide quote for branding Insert design, poster and banner design.

6. **Town Character Assessment**

GP suggested bus route through Meadow Rd should be included. CS doing Park Estate.

ACTION: RR to ask GP to do Schools/Elm Road area.

ACTION: CC to do Little Australia.

ACTION: RR to write summary text in same format as Town Centre area. Assessors to choose and list photos to illustrate text.

ACTION: VR to ask daughter if she would insert photos as a volunteer.

7. **Vision and Objectives**

ACTION: SNPG will decide how to incorporate Stuart Todd's suggestions regarding the Vision and Objectives once a set of policies has been agreed.

8. **Any other business**

None.

9. **Next meeting dates**

25 February 2016 6.30pm NP Policies for approval

10 March 2016 6.30pm Draft NP for approval