

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 12 January 2017

1. Present: Jo Byrne (JB)(part), John Callinan (JC), John Jeynes (JJ), Carol Kambites (CK), Rachel Russell (RR-Minutes), Claire Sheridan (CS- Chair), Terry Webb (TW)

2. Apologies: None

3. Declarations of interest: None

4. Accuracy of the minutes and Actions:

The minutes of the Neighbourhood Development Plan (NDP) Working Group of 16 December 2016 were approved.

Outstanding actions and actions not within agenda:

ACTION: RR to prepare folders on the Google drive so Town Councillors have access to range of information regarding submission draft or to direct Town Councillors to website where appropriate.

5. **Project Progress**

a) **Budget and finance**

RR provided an up to date budget report (attached as Appendix 1 to these minutes), showing uncommitted funds available to SNPG to be £529 of a former Locality Grant and £380 of the Town Council's Neighbourhood Plan support budget held by the Regeneration and Environment Committee. A Town Council NP support budget of £800 has been proposed for 2017/18 which may be needed for expert advice during the examination of the Plan.

Future NP costs were estimated at:

Submission version of PDF	£250
Referendum version of PDF	£250
Printing of referendum version	£130
Banners for referendum	£70
Total	£700

DECISION: To ask Regeneration and Environment Committee that £250 for design of PDF of submission version of draft Plan is drawn down from Town Council's Neighbourhood Plan support budget, so other costs up to referendum, except any expert advice required, can be met from outstanding grant money.

8. **Project timetable**

A submission draft of Neighbourhood Plan and versions of supporting documents (conditions statement, consultation statement, Town Character Assessment) will be circulated on 16th January 2017 with papers for Town Council meeting of 23rd January 2017.

All documents should be ready for submission to the District Council by late January to early February.

ACTION: RR to contact Mark Russell at SDC to advise of probable submission date and ask for information on referendum date.

6. **Submission draft of Stonehouse Neighbourhood Plan**

The current version of the submission draft (dated 10 January 2016) had been circulated before the meeting.

ACTION: RR to write covering report for Town Councillors giving summary information on process to arrive at submission draft, what has been removed and why, and how Plan adds to Local Plan. Councillors to be advised how to view draft without tracked changes.

ACTION: RR to add a section to submission draft on heritage assets identified in Town Character Assessment and to edit glossary.

ACTION: JB to proof read submission draft.

7. **Submission documents**

a) **Consultation statement**

JJ advised that meeting requested by All Pulling Together and Park Estate Residents Association which he attended in May 2016 should be included in the Consultation Statement. JJ had been asked as a result of a meeting of the Stonehouse Community Partnership (SCP) working group, Opportunities Stonehouse. JJ had also kept the SCP Schools Group informed about the Neighbourhood Plan.

RR asked SNPG to consider the paragraph on compliance with human rights by offering all sections of the community the opportunity to engage with the neighbourhood plan process.

ACTION: RR to ensure the Consultation Statement and evidence base show consultation contacts made by JJ outlined above.

ACTION: RR to add to paragraph on human rights compliance: information on events held at different times of day and in various locations, meetings with groups at times and locations to suit them.

b) Conditions statement

DECISION: SNPG are happy with work done by P Weston on conformity analysis for Neighbourhood Plan.

ACTION: RR to make following minor edits to P Weston's conformity analysis:

In A. Having Regard to National Policies and Advice Contained in Guidance Issued by the Secretary of State

- Policy AF1: remove "several of the"
- Policy T9: remove "interchange"
- 047 Reference ID: 41-047-20140306: add "and updates included in the Town Council's quarterly newsletter hand delivered to all households in Parish. For further details see Stonehouse Neighbourhood Development Plan Consultation Statement."
- 051 Reference ID: 41-051-20150209: to refer to screening determination as well as screening opinion.

c) Town Character Assessment (TCA)

CS had added some photos to West of High Street summary, RR almost completed insertion of photos to East of High St summary. RR has chased Chris Cowcher and Gary Powell for photos of Oldends Lane and Little Australia respectively.

ACTION: JB to check West of High Street summary and assist with adding any further photos.

ACTION: RR to ensure views justification document in Evidence base consistent with final version of TCA.

d) Assessment of the contribution of the Stonehouse Neighbourhood Development Plan to the achievement of sustainable development.

ACTION: RR to send latest version to **CK** for updating in line with submission draft.

8. Executive summary of Stonehouse Neighbourhood Plan

JC had advised that he had not done an initial draft of an Executive Summary but thought the conformity analysis would help Town Councillors see where the NP added to the Local Plan. CK may be able to work on the Executive Summary.

DECISION: An executive summary outlining how Stonehouse NP adds to the Local Plan to be prepared for use at the referendum stage.

9. Any Other Business

None

10. Next meeting dates: 6.30pm Thursday 9 February 2016-

Stonehouse NDP budget at January 2017								
	2015/2016					2016/2017		
	Previous grant	Locality grant 2015/16	STC		Spend at March 2016	Previous grant	Locality Grant 2016/17	STC
	2838	7985	2000			1,501	2,893	8000
								1500
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								1119.99
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	9,120
Total for financial year	1,337				6,100			12,985
Outstanding grant/budget		1,885				529	0	380
	1,501							

