

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 12 May 2016)

1. Present: Carol Kambites (CK), Clare Sheridan (CS-Chair), Vicky Redding (VR), Rachel Russell (RR-Minutes), Alistair Shankland (AS), Terry Webb (TW)

2. Apologies: Chris Cowcher (CC), John Jeynes (JJ), Gary Powell (GP)

3. Declarations of interest: None

4. Accuracy of the minutes and Actions:

The minutes of the Neighbourhood Development Plan (NDP) Working Group of 28th April 2016 were approved.

**Outstanding actions and actions not within agenda:**

**ACTION CC:** Waiting to hear from Rob Waite to find out number of hits on NP web pages.

**ACTION RR:** To remind Theme Leaders re Town Council AGM 23<sup>rd</sup> May as draft Neighbourhood Plan is on agenda for approval.

**ACTION RR:** AS suggested that Stroud District Council's Housing Market Needs Assessment is referenced in housing evidence summary prepared by RR.

CK now has map from Network Rail re land at Burdett Road Station.

5. **Project Progress**

a) **Budget and finance**

RR reported there had been no changes to the budget information provided at the previous meeting.

**Final Locality Grant:**

RR has applied for a further Locality grant application for £2,671 the items unspent in the 2015/16 grant, and for the GRCC post consultation advice and advice on monitoring the plan as outlined in the quote of 28 April 2016.

b) **Project timetable**

CK reported back from a meeting attended by her and RR with Ricardo Rios of SDC. He had a range of comments both major and minor on the Amenities and Transport themes. He identified three housing policies as not being in conformity with the Local Plan (H3, H4 and H5).

RR reported Stuart Todd's advice on collecting more market evidence regarding demand for bungalows to support H4 and that she had met with JJ some time ago to discuss all Stuart Todd's comments on the housing policies.

**DECISION:** To leave housing policies identified by SDC as not being in conformity with the Local Plan in draft Plan on basis that Examiner can make decision on whether or not they should be removed.

Ricardo Rios raised a possible issue with the CIL priority policies; that should priorities for funding change then, in the absence of any other guidance, the only way to change made Neighbourhood Plan policies was to go through consultation, examination and referendum.

**DECISION:** NP policy to refer to a list of priority projects for CIL funding will be held and updated by Town Council. Priority infrastructure projects identified during the neighbourhood plan process will be listed in an Appendix to the Plan and can be used to inform the content of the Town Council list.

**Town Character Assessment** work is taking longer than expected. Completion for summary sections now end of May.

**Evidence base report** to be ready for end June.

6. **Draft NDP**

a) **DECISION:** Full draft of text as circulated on 10 May was agreed as the version to be put forward to the Town Council for approval as the consultation draft, subject to the alterations outlined in 6(b) below. **ACTION:** RR to ask Gill Jennings regarding how SNPG members can participate in AGM.

b) **ACTION:** JJ, AS, CS, TW to store in a folder in Photo Library/Photos for draft Plan/Theme a set of numbered photos, named with a title/caption and cross referenced within text of Plan so designer can easily insert illustration where needed. CK has already done this.

Acknowledgments to include the public and businesses who have contributed to consultations.

**ACTION RR/VR:** To complete Environment theme text, draft CIL policy. **ACTION CK:** to proof read

**ACTION RR:** To circulate final version to Councillors on 16 May with short report which will include an explanation of how Plan will be modified in response to consultation and examination.

**Maps:** **ACTION CS/RR** to meet to work on maps re views (to pick special views to show on a map) and blue and green corridor.

**ACTION:** RR to send marked up maps to Vince Warwick at SDC.

**7. Local Green Space (LGS)**

RR reported she has contacted owner of Verney Fields with checklist and justification document.

**ACTION CS:** To draft checklists for Boakes Drive and Newt Ponds and collate evidence.

**ACTION CS:** To follow up requests for information re Park Estate.

**ACTION RR:** To send CS checklist template.

**8. Public consultation on draft NDP****a) Stonehouse News Insert**

RR reported that deadline for content is 3<sup>rd</sup> June; will be sent to print 10 June and ready to be delivered from 18 June.

**ACTION:** RR to get update printing quotes.

**ACTION: VR** to write text. **ACTION: RR** to send text and photos collated in March 2016.

**b) Consultation launch**

AS suggested on line version of Plan should have own page on website so it is easy to find.

Hard copies could be at SDC offices, Town Hall, Library, APT, Community Centre, schools.

**DECISION:** To hold consultation drop in on 9<sup>th</sup> July, Town Hall, 10-11.30. (VR, TW, CK, CS available)

**ACTION: RR** to get quotes for printing draft Plan.

**ACTION: RR** to ask Elin at GRCC to provide advice (from 11.75 hours still owing to SNPG) on drafting response form and best way to put on line for efficient collation of results.

**9. Sustainability appraisal**

**ACTION: CK** to collate sustainability checklists into one document.

**ACTION: RR** to send Drive link to CK.

**10. Vision and objectives**

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

**11. Character Assessment**

Target for completion is now the end of June. No progress since last meeting.

<b>Town Centre and Retail</b>	Summary with photos done with need for some revisions
<b>East of Town Centre</b>	Summary done; extra photos done by GP <b>ACTION RR:</b> Choose photos and send to VR
<b>Canal Zone</b>	VR's daughter has inserted photos
<b>West of Town Centre</b>	<b>ACTION CC:</b> to do assessment of Oldends Lane area.
<b>Doverow Hill</b>	<b>ACTION VR:</b> Waiting assessment and photos from VR
<b>Industrial Zone</b>	<b>ACTION CC:</b> To complete assessment for industrial zone.

**12. Any other business**

**DECISION:** SNPG can confirm that the Neighbourhood Plan policies do not include any site allocations. Some policies identify opportunities regarding some areas.

**ACTION: RR** to inform Ricardo Rios, as requested of the above information regarding the NP so he can proceed with the SEA screening.

**ACTION: RR** to ask Ricardo Rios to send a copy of his notes on policies to SNPG before any subsequent meeting so the meeting can focus on comments that need further clarification.

**ACTION: RR** to ask Gill Jennings how additional Town Councillors might be appointed to SNPG at AGM.

RR reported that she has asked Rob Waite for help with changing wording on NP information box on website to replace "Volunteers needed" with "Consultation on draft Plan coming soon".

**13. Next meeting date**

**Tuesday 24<sup>th</sup> May 2016**

**Apologies CK**

**Agenda to include: Finalise Stonehouse News Insert, feedback on draft plan from Town Council, consultation response form.**