

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 12th November 2015

The meeting was inquorate; those present decided to continue in order to progress business and make provisional decisions.

1. Present: Carol Kambites (CK) (Acting Chair), John Jeynes (JJ), Rachel Russell (Minutes), Terry Webb (TW), Theresa Watt (TWa)(Mayor)-part
2. Apologies: Gary Powell, Vicky Redding, Claire Sheridan
3. Declarations of interest: None
4. Accuracy of the minutes and Actions:

The Minutes of the Neighbourhood Development Plan (NDP) Working Group meeting of 1st October were provisionally approved.

All actions had been done. Due to changes in the proposed NP timetable (see under item 5(a) below, it is unlikely the NP will be presenting a draft NP before the December Town Council meeting.

5. Project Progress:

a) **Budget and Finance**

RR reported that the cost of the 17 October consultation event was £196.92 which covered printing, photographs, stationery, refreshments and stationery.

Stuart Todd has submitted an invoice of £1,125 for Phase 1 of his work.

Therefore £1321.92 will be drawn down from the NP budget of £2838 unspent Locality grant money, leaving a balance of £1516.08, which is likely to be used as a contingency fund.

There is no news on the Locality grant application; RR has asked VR for information and offered to contact Locality.

b) **Project Timetable**

Local Councils and NP groups, including Stonehouse, have complained about Stroud District Council's proposed timetable for submission of NPs and referendums which includes a long gap of almost a year before the referendum stage is reached (submission in March 2016, referendum in February 2017). SDC are putting a revised timetable to the SDC full council meeting of 19 November which would give a submission deadline of July 2016 followed by a referendum in February 2017.

It was agreed that July was a more realistic target for SNPG. RR explained that, should SDC's revised NP timetable be accepted, the group's new target to have a draft ready for approval by the Town Council would be the full Town Council meeting of 21st March. The draft summary insert for Stonehouse News would be in the March rather than January issue; the presentation to the Town Council would be before the March meeting, not on 14 December. The 6 week consultation period would then be in April-May.

It was agreed that the Town Council should receive an NP update at each full meeting.

TWa joined the meeting for this item only to find out if the delay to the winter issue of Stonehouse News was necessary; the group apologised for any inconvenience caused by requesting a change to the timing of this issue.

ACTION: RR to circulate revised suggested timetable.

c) **Actions for theme groups**

Actions arising from meeting with Ricardo Rios, SDC:

ACTION: Theme leaders (JJ, CK, AS, CS, TW) to check and note Local Plan (now close to being 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.

ACTION: RR to collate evidence for housing types in Planning Advisory Service format.
ACTION: CK, RR, (CS and CC to be invited): to begin work on a character assessment for Stonehouse, using Design Statement as a basis.

ACTION: JJ to consider possible character zones for Stonehouse.

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

ACTION: RR to make initial contact with Historic England and Natural England. They will be statutory consultees for the Plan and Ricardo Rios suggested they can advise where general requirements can be made more specific.

Actions arising from S Todd's work so far:

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.

6. Neighbourhood Plan Update Consultation

RR reported that the event was successful with a largely positive response from attendees to the emerging policies.

ACTION: RR to quantify and collate consultation responses.

7. Neighbourhood Plan Consultancy work

S Todd's Evidence Base Review (Gap Analysis) report

Agreed to be a useful summary and checklist for the group. RR has checked Buildings at Risk register; there are no entries for Stonehouse on register.

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.

ACTION: RR to find out if SDC have an Economic Development Strategy (S Todd unable to find one on their website).

S Todd's Critique and shaping of steering group initial housing policies – 06-11-15.

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

8. Town Council Chamber of Commerce Meeting 16 November

RR reported that due to small numbers of RSVPs, around 5, guest speakers have been cancelled and event likely to be more low key than originally planned. CK will be attending.

ACTION: RR to do display based on Transport and the Economy and to leave out copies of a brief questionnaire based on one use at 2014 Business consultation event.

9. Neighbourhood Plan Vision and Objectives

RR explained that although the Vision and Objectives have been drafted and consulted upon with a largely positive response, and the group has been using them to guide policy development, there has been no formal confirmation that they will be used for the Plan.

RR asked for help with identifying two sets of post-it notes from a consultation, (Goodwill Fest 2014?) that are not labelled and possibly not analysed.

ACTION: CK offered to look at unidentified post-it notes. **RR** to check against all post-it comments recorded so far.

ACTION: RR to draft briefing paper summarising how Vision and Objectives were written and consultation response to them for confirmation at next SNPG meeting.

10. Neighbourhood Plan Information and Publicity

a) **Update of website pages**

RR is rewriting based on existing text and with updated information. Currently a priority task for both NP group and Town Council. Structure to be:

[Stonehouse NDP/What is an NDP/The Plan So Far](#) (updated and with links to SNPG ToR and Mins/Agendas)

[Issues/Visions and objectives/Policy Development](#) -all with links to consultation material and consultation findings

[Evidence Base](#) – Links to guidance and data collected.

[Further information](#) – Links to NP guidance

Those present agreed with this structure.

ACTION: RR to contact Rob Waite for advice on how to organise this information within the website.

b) **Content of NP information display at Town Hall**

Those present agreed content should show story of the Plan so far with photos of consultation events, explanation of current work by theme groups. The website will be the source of detailed information.

JJ suggested that Town Council or SNPG should buy their own tri-fold display board. If SNPG bought one could donate to Town Council at end of Plan process.

ACTION: RR to work on display material

ACTION: RR to ask Gill Jennings re purchase of tri-fold display board.

11. Any other business

a) RR raised possibility of having an **NP policy relating to significant buildings**; one would be the Post Office and Town Hall which is valuable to the town as a prominent High Street building, made of local materials and, partially, in the same use since it was built with original post office fittings. It has historic, conservation value as an interesting building and strong amenity value.

Those present agreed the group should develop a list of significant buildings and ask the History Group to assist with further information for each one.

ACTION: RR to circulate this policy idea to the group and to include on agenda for next meeting.

ACTION: RR to look at other NP policies on significant buildings.

b) CK suggested timetabling workshop sessions. It was agreed that the next two topics would be Environment Policies and West of Stonehouse.

CK reported that the Town Council are meeting with SDC to discuss CILs/s.106 and West of Stonehouse on 23rd November.

ACTION: RR to check with CS best date for Environment policies workshop

Date of next meeting: 6.30pm 26th November