

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 17th September 2015

1. Present: Chris Cowcher (CC), Carol Kambites (part of meeting), John Jeynes (Chair), Gary Powell, Rachel Russell (Minutes), Terry Webb (TW)
2. Apologies: Carol Kambites, Vicky Redding, Alastair Shankland (AS), 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 6th August 2015 and of 3rd September were approved.

Invites and posters for 17th October event to be posted along High Street **in week beginning 21st September**, also doctors, dentists, vets, community centres. **ACTION: GP, CC and other volunteers.**

CC has drafted business invite to be resent to RR. **ACTION: CC**

Ask Becky Amor to circulate to her contacts on Oldends Industrial Estate. **ACTION: RR**

RR's NP collation work. RR reported that she is working on collating evidence from consultations carried out so far with the aim of putting more information on the website e.g. GRCC summaries and TW's spreadsheets. This is longer term work done when there is time so it was agreed it will no longer be reported as an action.

RR has received contact from Jo Byrne to get quote from Zeta, who print Stonehouse News, for printing and collation of NP insert and collation only. **ACTION: RR**

JJ and RR have carried out site assessment against agreed criteria for the one site which came forward during call for sites exercise. The site will not be put forward as suitable for development in the NP; the owner was informed that she was still able to make planning applications if she wished.

RR to create poster for 17th October event. **ACTION RR**

RR now has local press deadlines. Short article with photo advertising consultation event to be prepared. Lesley and Claire to be sent items for their columns. **ACTION RR**

Identification of map layers and significant sites; see actions under item 7.

History Group thinks there are now no trustees for the Memorial Green; there were trustees when fundraising was taking place for the Memorial itself. It is believed that the Town Council took on ownership of the Green.

5. Project Progress:
 - a) **Budget and Finance**
 - (i) A request for draw down of unspent Locality grant money to pay for Phase 1 of Stuart Todd's work is on agenda for next Regeneration and Environment Committee meeting of 21st September.
 - (ii) VR working on current Locality grant application and has all information needed. RR reported that there is currently £2,838 unspent from grant money received for the Neighbourhood Plan. RR and VR are meeting on 28th August to work on grant application to Locality

b) Project Timetable

Further information on timing of referendum and NP process has been received from Ricardo Rios of SDC on 10/9/15 and has been circulated. The referendum date is fixed

but there may be some flexibility on the submission date to SDC. As the NP progresses to referendum, policies within it gain weight.

c) Actions for theme groups

It was decided that currently all actions should focus on consultation event preparation and will be covered under item 7.

6. Neighbourhood Planning Consultancy support :

RR has contacted Stuart Todd regarding the NP Group's intention to appoint him. He is able to start in October.

Elin Tattersall of GRCC has confirmed that there are 11.75 hours of consultancy support remaining.

DECISION: The remaining hours of GRCC consultancy support are used for post consultation support after the 6 weeks consultation on the draft plan.

7. Consultation

a) Consultation: content

Each theme will display a map/maps, photos and a summary of policy ideas. Action to date:

Theme/theme leader	Maps	Photos	Policy ideas
Housing/JJ	Use standard map illustrated with photos	In progress	In progress
Getting Around/CK	Map layers submitted	In progress	In progress
Facilities and Amenities/TW	Map layers submitted	In progress	In progress
Economic Development			
Environment/CS			

Map layers, significant sites, photos needed, and summary policy ideas for the themes of Economic Development and Environment are needed. URGENT ACTION AS/CS

RR to contact AS to ask which photos he would like so a local group member can take.

ACTION RR

DECISION: Maps for event to be sourced from SDC. The Group will use GWT to provide additional customised maps for the draft plan.

Any photos taken for use at the event should be forwarded to CC to collate into a Powerpoint to be projected at event. **ACTION: THEME LEADERS/CC**

b) Consultation Action Plan

DECISION: Theme leaders to meet Tuesday 13th October for final planning meeting. This will replace the scheduled SNPG meeting on 15th October.

Extra display boards may be needed. CC can source one, RR to contact Barbara Pond at GRCC. **ACTION CC/RR**

Consultation and comment collation methods were discussed. The purpose of this consultation is to sense check policy ideas rather than to get general opinions on Stonehouse and how it could be improved. Therefore:

- Coloured dots on maps can be used to indicate support for a proposal (Red, amber, green).
- Comment cards (colour coded?) can be used for additional information or where a proposal can't be mapped easily.
- Post its (colour coded by theme) will also be available.

RR to ask GRCC about consultation and response collation methods used at this stage in NP process. **ACTION RR**

Information boards will be set up near entrance.

8. Mapping

Discussed under 7(a) above.

9. Workshop

JJ presented his briefing paper on Housing. A significant finding from the GRCC audit of housing stock is that Stonehouse's population is ageing suggesting a need for more accessible homes. JJ and RR may meet with Ricardo Rios to discuss housing issues. GP informed group that SDC's Sheltered Housing survey due out 6th October.

10. Any other business

None

Future workshops.

Theme leaders to prepare outline policies, to include information on issues, evidence, objectives and policies, for discussion at a SNPG meeting by the following dates.

1 st October	Economic Development
15 th October	Environment/green spaces

The outline policies will form the basis of consultation material for 17th October 2015.

ACTION: Theme leaders

11. Date of next meeting:
- 6.30pm 1st October
 - 7.30pm 13th October (Event preparation)