

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 24 May 2016

Present: John Callinan (JC), Clare Sheridan (CS-Chair), Gary Powell (GP), Vicky Redding (VR), Rachel Russell (RR-Minutes), Ginny Smart (GS), Terry Webb (TW)

1. **Apologies:** Chris Cowcher (CC), John Jeynes (JJ), Alistair Shankland (AS),

2. **Declarations of interest:** None

3. **Accuracy of the minutes and Actions:**

The minutes of the Neighbourhood Development Plan (NDP) Working Group of 12th May 2016 were approved.

Outstanding actions and actions not within agenda:

ACTION RR To remind Rob Waite to find out number of hits on NP web pages.

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

ACTION: JJ, AS, CS, 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.

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

ACTION: CK to collate sustainability checklists into one document.

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

4. **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 reported that she had altered the Locality grant application in response to Locality querying the draft plan printing costs initially claimed for of £600. RR obtained two quotes for printing the plan and for printing the insert. Lowest quote for printing plan was £130, excluding VAT. Therefore RR applied for printing costs for plan (£130) and insert (£292), insert design (£160) logo design (£240), design of poster and banner for consultation (£140) making total grant applied for £2,873 rather than £2,671. The other items applied for were GRCC post consultation advice and advice on monitoring the plan (£786) and NPIERS pre submission advice (£1,125).

DECISION: SNPG agreed to accept quotes of 19 May 2016 from Zeta Printing of £292 for printing NP Stonehouse News Insert, £120 for inserting into Stonehouse News and £130 for printing 10 copies of draft Stonehouse Neighbourhood Plan for consultation.

ACTION: RR to let Steve Palmer know that we are using Zeta Printing.

b) **Project timetable**

DECISION: It was agreed that start date of consultation on draft Plan to be 1st July 2016.

SEA Screening: RR reported a phone call with Ricardo Rios; he explained that the consultation for SEA screening would overlap with consultation on draft by 1 week. His finding was that draft NP would not need a full SEA screening. JC advised that various environmental screening documents relating to Stonehouse had been done and sent to Gloucestershire County Council.

ACTION :VR to act as contact with Steve Palmer while RR on leave.

ACTION: RR to add preparation of displays to task list.

ACTION: VR to ask CC and CK to assist with preparation of NP display for Town Hall.

ACTION: TW to prepare display re Amenities

ACTION: RR to find out printer's deadline for copy of draft Plan.

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

Evidence base report to be ready for endJune.

6. **Draft NDP**

a) **Draft NDP for consultation was approved by Town Council at AGM on 23rd May.**

One e-mail response received from Cllr. Byrne containing both typos and more substantial comments.

ACTION: RR to contact Cllr. Byrne advising her to submit substantive comments during consultation period.

ACTION: VR to correct typos identified by Cllr. Byrne.

7. Public consultation on draft NDP

a) Stonehouse News Insert

VR had circulated a draft for Insert. GS commented on need to keep wording brief in order to appeal to range of people, including young people.

DECISION: Text of Insert agreed subject to simplification. Consultation on 9 July to be from 10-12.30 with presentations at 10.30 and 11.30.

ACTION: VR to simplify text and remove technical jargon as far as possible and to send draft to Jo Byrne for design work.

b) Design of consultation response form

To be considered at next SNPG meeting once advice from GRCC received.

8. Local Green Space (LGS)

CS reported that despite various attempts she has not been able to get photos of children playing on Park Estate Greens. CS has gathered evidence and written justifications and checklists for Boakes Drive Green, Court View Newt Ponds.

ACTION RR: To collate evidence, checklists and justifications for Boakes Drive, Newt Ponds and Park Estate Greens and contact owners.

9. Character Assessment

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

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

JC and GS offered to help with inserting photos in to text.

10. Any other business

ACTION: RR to circulate revised circulation list to include new SNPG members.

ACTION RR: to send Google drive link to JC and GS.

11. Next meeting date

Thursday 16th June 2016

Agenda to include: consultation response form, consultation displays