

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 30 March 2017

1. Present: Jo Byrne (JB), John Jeynes (JJ), Carol Kambites (CK), Rachel Russell (RR-Minutes), Alastair Shankland (AS), Claire Sheridan (CS- Chair),

2. Apologies: Terry Webb (TW) sent apologies due to illness.

3. Declarations of interest: JB declared an interest in agenda item 7 as she is employed by the Group for some publicity services.

4. Accuracy of the minutes and Actions:

The minutes of the Neighbourhood Development Plan (NDP) Working Group of 9 February 2017 were approved.

5. Project Progress

a) **Budget and finance**

RR provided updated budget information (see appendix 1 to these minutes).

CK asked if there was any GRCC consultancy time outstanding; RR reported that she had asked Elin Tatersall who would check on return from leave.

b) **Project timetable**

RR reported that the draft Neighbourhood Plan was submitted to Stroud District Council on 17 March 2017. Simon Maher, the Neighbourhood Plan Officer, will put the notice announcing the District Council's Regulation 16 consultation on the submission draft in the Stroud News and Journal of 5 April 2017. The consultation will run from 5 April 2017 to 17 May 2017.

AS advised that there were some restrictions on publicity related to the referendum.

ACTION: RR to investigate referendum publicity regulations.

6. Public consultation on submission draft of Stonehouse Neighbourhood Plan

Simon Maher asked where hard copies would be available to view in Stonehouse so this information can be included in the notice. He will provide one printed copy.

RR had sought quotes for printing and binding 3 copies of the submission draft. The Town Clerk had advised that the cost could be taken either from the Town Council's administration budget or from the Regeneration and Environment Committee's Neighbourhood Plan support budget.

DECISION: The lower quote of £57 to print 3 copies of the submission draft of the Plan to be accepted.

DECISION: Hard copies for the Regulation 16 consultation will be available in the Town Hall, Library and All Pulling Together.

ACTION: RR to:

- prepare copies of submission documents and display boards
- contact J Edwards at APT
- ask Simon Maher re response form/e-portal

ACTION: CS and CK to take consultation material to APT and Library.

agreed at the Town Council meeting of 23rd January 2017.

7. Publicity for Neighbourhood Plan after submission

ACTION: CK/RR to prepare presentation for Annual Town Meeting on 24th April 2017 explaining progress so far and drawing attention to referendum.

DECISION: Posters designed by JB, each highlighting three policy themes to coincide with next two issues of Stonehouse News, end of June and end of September.

8. Any Other Business

Simon Maher had asked if SNPG agreed with the choice of Rosemary Edwards as Examiner; she examined Eastington NP and is available. However it was noted that her experience of Neighbourhood Plan examinations related to villages only.

DECISION: Stroud District Council to be asked to ask if Andrew Ashcroft, Chris Collison or John Parmiter are available as they have experience of examining Neighbourhood Plans for settlements of a similar size to Stonehouse.

ACTION: RR to e-mail Chris Cowcher and Vicki Redding to see if they wish to remain in SNPG circulation list as neither has attended a meeting for some time and both known to be busy with work.

ACTION: RR to e-mail consultants who have worked on project to advise them that NP has been submitted.

9. **Next meeting dates: 6.30pm Thursday 8 June 2017-** Publicity; results of consultation on submission draft; examination.

Stonehouse NDP budget at March 2017

	2015/2016			2016/2017			2017/2018	
	Previous grant	Locality grant 2015/16	STC	Previous grant	Locality Grant 2016/17	STC	Previous grant	STC
	2838	7985	2000	1,501	2,893	8000	769	800
						1500		
Administration						8000		
Technical Support								
Planning Consultant Phase 1 (Evidence base/housing policies) (2.25 days)	1,125							
Planning Consultant Phase 2 (Plan drafting) (9.5 days)		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				250	250	
Draft plan (Print)					130		130	
Consultation								
Emerging policies consultation 01/10/2015	212							
6 week public consultation				472	160			
Publicity and promotion of Plan up to referendum							310	
Total	1,337	6,100	0	732	2,893	9,370	690	
Total for financial year			7,437			12,995		690
Outstanding grant/budget	1,501	1,885		769	0	130	79	800

Draft Stonehouse Neighbourhood Plan Consultation and Pre Submission Costs						
				Previous grant	Locality Grant 2016/17	STC consultancy support
				1,501	2,893	1,500
	Invoice from:	Invoice no:	Invoice date:			
NP consultation logo design	Jomew Creative	665			240	
Stonehouse News NP Insert Design	Jomew Creative				160	
Stonehouse News NP Insert Print	Zeta	40837			292	
Stonehouse News NP Insert Collation	Zeta	40837		140		
Draft Plan printing	Zeta	40872			130	
Banner Design	Jomew Creative	665			80	
Banner printing	Marchio Limited	845		72		
Poster Design	Jomew Creative	665			80	
Press release	Jomew Creative	665		80		
Audio verions of Insert	Cotswold Listener			30		
Draft Plan Design- Final payment	Steve Palmer	3109		150		
	<i>Draft plan consultation costs sub total</i>			472	982	
GWT maps and species list	GWT	3723		260		
GRCC post consultation support		4561	16/11/2016		786	
S Todd policy redrafting October 2016		173	25/10/2016			219.99
Health Check		120	10/11/2016		1125	
P Weston Conformity Analysis Jan 2017		1331	22/12/2016			900
S Palmer Submission draft resdesign		3135				250
	<i>Sub total</i>			732	2,893	1,370
	Grant/budget outstanding			769	0	130