

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 14<sup>th</sup> April 2016

Present: Chris Cowcher (CC), John Jeynes (JJ), Carol Kambites (CK), Clare Sheridan (CS-Chair), Vicky Redding (VR), Rachel Russell (RR-Minutes), Alistair Shankland (AS), Terry Webb

1. Apologies: Gary Powell (GP)
2. Declarations of interest: None
3. Accuracy of the minutes and Actions:  
The minutes of the Neighbourhood Development Plan (NDP) Working Group of 31st March 2016 were approved.

**Outstanding actions and actions within agenda:**

**ACTION CC:** To chase Rob Waite to find out number of hits on NP web pages.

**ACTION: TW, AS, CS** to check compliance of policies with sustainability checklist.

**CIL spending by parishes and towns:** RR reported that the parishes/towns can spend their CIL funds on a wider range of infrastructure needs than local authorities. The latter must spend the levy on infrastructure needed to support the development of their area, focusing on provision of new infrastructure. Parishes and towns can spend on a wider range of things, not just infrastructure, provided that it meets the requirement to "support the development of the area". Neighbourhood CIL can fund the provision, improvement, replacement, operation or maintenance of infrastructure.

**ACTION: RR** to share this information with Gill Jennings

**Stroud District Council's (SDC) CIL charging policy:** RR reported that a revised CIL policy went to SDC's Environment Committee in March, should be out for consultation in April to May, be publically examined in the Summer and finalised by November.

**ACTION: RR** to find out public consultation period for SDC CIL policy.

**4. Project Progress****a) Budget and finance**

RR provided budget information (Appendix 1 to minutes).

**First Locality Grant:** S Todd's invoice for work completed in November 2015 had not been paid and payments related to the cost of the October 2015 public consultation recorded more than once. The committee expenditure summary provided for the Town Council's Regeneration and Environment Committee did not include a line showing expenditure relating to this grant. The Committee asked that future expenditure summaries do include separate information on spending from the first grant. The £1,500 outstanding from the first grant to be spent on printing costs for Stonehouse News (£270), publicity and promotion of the Plan up to referendum (£640) and costs of the 6 week public consultation (£590).

**ACTION: RR** to report to Town Clerk SNPG's request that a separate record of expenditure from the first Locality grant is kept.

**Second Locality Grant:** RR has returned End of Grant Form and given Town Clerk information needed to return unspent grant of £1,885.

**Final Locality Grant:**

**ACTION RR:** to seek quotes from Elin Tattersall at GRCC and Stuart Todd for estimate of cost of above advice.

**ACTION :RR** to make a further Locality grant application for the items unspent in the 2015/16 grant, and a further £1,000 for consultancy time for post consultation advice and advice on monitoring the plan.

RR advised SNPG needs to get quotes for printing plans. Possible printers included MDX and Zeta Printing.

**b) Project timetable**

**Draft NP:** VR circulated a proposed contents list before the meeting. Each theme will have an introduction/context section followed by objectives. Each policy will have a justification and reference to related national and district policies. Following comments were made:

- AS suggested there should be a section on how the draft Plan meets the basic conditions perhaps in the sustainability section.

- RR suggested that CIL projects should be collated as an appendix.
  - Stuart Todd advised that a section on Stonehouse and SDC Local Plan should be included. VR to include under 1.4 How the Neighbourhood Plan was developed
- ACTION: VR** to prepare draft Plan by 28<sup>th</sup> April with help from SNPG members as required.

RR presented a revised outline timetable and project plan.

### SNPG Project Plan: Priority tasks

- NP text to be collated and edited for approval by SNPG by 2 May 2016.
- NP text to be circulated on 9 May 2016 for consideration by Town Council on 16 May 2016.
- **ACTION CS/RR:** Local Green Space (Park Estate Greens, Verney Fields, Boakes Drive, Newt Ponds) evidence base and consultation with owners to be completed by 9 May.
- **ACTION RR:** Housing evidence collation to be completed by 9 May
- **ACTION CS/RR:** Environment policies need further work and detail and revising in the light of Stuart Todd's final policy review. Projects for CIL to be added.
- **ACTION AS:** Economic policies need work on context and justification and revising in the light of Stuart Todd's final policy review. Projects for CIL to be added.

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

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

**Consultation Planning:** JJ pointed out it is important to be clear about what the NP can cover and what it doesn't cover.

**ACTION RR:** Design of consultation response from to be agenda item for next SNPG meeting. RR to contact Elin AT GRCC for advice on this point and re SNAP hosting of on line response forms as suggested by CC.

### 6. Draft NDP

a) Further work required on draft policies and b) on other NP text: see under 5(b) above

c) Maps:

**ACTION: CK** to draw proposed added loop to Cotswold Way; designer will be able to add to map.

**ACTION CK** to find out about Network Rail land to be reserved for development of Burdett Road station as this also needs to be shown on a map. RR to send Network Rail contact.

**ACTION: RR** to ask Vince Warwick at SDC if he can provide maps as collated so far and one Town Character Assessment Map showing zones.

### 7. Local Green Space

RR reported that she had informed SDC of the decision to designate part of the Park Estate Greens but had not had any response.

**ACTION: CS** to work on evidence for Park Estate Greens( including contacting Helen Royall, Community Organiser, and Rick Jordan, Chair, at APT), Boakes Drive, Newt Ponds

**ACTION: RR** to complete checklists for Boakes Drive, Newt Ponds

**ACTION: RR** to contact owners of Boakes Drive, Newt Ponds, Verney Fields

### 8. NP Monitoring Policy

CK was thanked for circulating a draft monitoring policy. No comments were made.

### 9. Character Assessment

Target for completion is now the end of May.

<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 GP:</b> Waiting final assessments for North of this area and photos from GP
<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.

#### **10. Communications and outreach**

CK explained that a Neighbourhood Plan update was an agenda item for the annual town meeting.

**ACTION: CC** to prepare a Powerpoint outlining plan, what it can address, key messages, key dates and advertising forthcoming public consultation.

#### **11. Any other business**

VR raised case of Haddenham NP where local authority, without a local plan in place, had not defended a legal challenge to the Plan's housing policies leading to those policies being quashed. NP group members had been expected to defend the Plan's evidence base.

#### **12. Next meeting date**

**28<sup>th</sup> April 2016**

**12 May 2016**

## Stonehouse NDP budget at April 2016

	2015/2016			Spend at March 2016	2016/2017		
	Previous grant	Locality grant 2015/16	STC		Previous grant	Locality Grant 2016/17	STC
	2838	7985	2000		1,501	2,900	8000
<b>Administration</b>				1954			8000
<b>Technical Support</b>							
Planning Consultant Phase 1 (Evidence base/housing policies) (2.25 days)	1,125			1,125			
Planning Consultant Phase 2 (Plan drafting) (9.5 days)		4750		2375			
Pre submission (consultation results-1.68 days of GRCC left) and monitoring advice						1000	
NPIERS pre submission check						1125	
Sustainability appraisal/other technical support							1500
<b>Design and printing</b>							
Draft plan insert for Stonehouse News (Design)						160	
Draft plan insert for Stonehouse News (Print)						270	
Draft plan (Design)		1350					
Draft plan (Print)						600	
<b>Consultation</b>							
Emerging policies consultation 01/10/2015	212						
6 week public consultation						590	
Publicity and promotion of Plan up to referendum						640	
<b>Total</b>		<b>6,100</b>	<b>0</b>	<b>5,454</b>	<b>1,500</b>	<b>2,885</b>	<b>9,500</b>
<b>Total for financial year</b>	<b>1,337</b>			<b>6,100</b>			
Outstanding grant		1,885			1	15	
	1,501						
							<b>13,885</b>