

1. Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 17th March 2016
Present: John Jeynes (JJ), Carol Kambites (CK), Gary Powell (GP) Rachel Russell (RR-Minutes), Alistair Shankland (AS), Terry Webb (TW)

2. Apologies: Chris Cowcher (CC), Clare Sheridan (CS-Chair)

3. Declarations of interest: None

4. Accuracy of the minutes and Actions:

The minutes of the Neighbourhood Development Plan (NDP) Working Group of 3rd March 2016 were approved.

Outstanding actions:

ACTION: RR to update webpages. **IN PROGRESS** **ACTION RR:** To find out number of hits on NP web pages.

ACTION: AS to consider map requirements so SDC and designer can work on them. **ACTION: RR** to send AS link to Drive.

ACTION: RR to prepare Evidence Base report in time for public consultation, initially by updating website. RR reported that Ricardo Rios had advised that Evidence Base should be in place for public consultation.

ACTION: CK to look at monitoring plan for NP as part of Regeneration and Environment Committee's role. CK has begun work on this. AS advised targets should be based on NP policies. Could be annual monitoring report prepared by Town Council's Regeneration and Environment Committee.

ACTION: RR to collate evidence for housing types in Planning Advisory Service format: census information on aging population and current housing stock.

ACTION: RR to contact owner of Verney Fields regarding proposed designation.

5. **Project Progress**

a) Budget and finance

RR advised that the following items covered by the Locality grant which should be spent by 31st March would not be started by 31st March:

Printing of draft plan: £600

NPIERS pre submission check: £1,125

Locality have advised that any grant money for this financial year need to be returned to Groundwork but that a fresh application could be made which can be for the unspent items. In addition, the total any group can claim has been increased from £8,000 to £9,000.

ACTION RR: Designer will be asked to invoice in full as he has begun project work.

It was noted that Gill Jennings, Town Clerk, had advised by e-mail on 17 March that SNPG should seek another quote for the publicity and communications work up to the referendum that Jo Byrne has already quoted for.

DECISION: Not to seek another quote for this work on the following grounds:

- Jo Byrne has already been offered the work.
- She was not part of the decision making process and did not attend the meeting (3 March 2016, minute 9(a)) where the decision to appoint her was made.
- Tight time limits, particularly given the timetable the group were working to in February and early March, and Jo Byrne's proven ability and local knowledge meant her appointment offered good value to the group.

DECISION: That in addition to the items unspent in the 2015/16 grant, a further Locality grant application includes £1,000 for consultancy time (GRCC) for post consultation advice and advice on monitoring the plan.

ACTION: RR to e-mail Elin Tattersall at GRCC for estimate of cost of above advice.

b) Project timetable

RR advised that as the group had not met the target of having a draft plan ready for the Town Council meeting of 21st March, despite making considerable progress, it was necessary to consider some different timetable options (see Appendix 1 to these minutes).

DECISION: That SNPG would work to Timetable 2 as outlined in Appendix 1:

Timetable 2

May	Draft to Town Council for approval (at AGM) Print
June	Stonehouse News: Notice of consultation
July	6 week consultation 2 July-14 August
September	Respond to consultation comments Npiers check Prepare submission documents
October	Town Council 17 Oct Submit to SDC
August 2017?	Referendum

ACTION: RR to contact Ricardo Rios for confirmation of next referendum dates.

Sustainability appraisal: Ricardo Rios has advised that the Group can use the checklist used with the Local Plan to assess policies. Whiteshill NP group have used this approach although it has not been tested in examination. The appraisal should inform development of the plan, rather than be a tick box exercise at the end.

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

6. Draft Policies from Stuart Todd Planning Consultancy

a) and b) Further work on polices :

ACTION: RR to forward following queries to Stuart Todd:

- **ENV8 Private Outdoor Amenity Space and H8 Play areas in new developments**

Is there a need to have a policy on Public Outdoor Amenity Space which perhaps goes beyond the standards set in the Local Plan. Query partly related to Park Estate greens and District Council's wish for flexibility over their use.

- **AF4 Priority Amenity and Facility Projects and other "CIL" policies**

SNPG have asked that the Priority Project policies are worded so they apply to possible applications to the CIL held at District Level not just to CIL awarded to the Town Council.

- **ENV8 Protecting Heritage Assets**

Could the first para be worded:

"Our locally valued heritage assets including those identified in the Town Character Assessment will be protected....."

so locally valued heritage assets which are identified in the future aren't excluded.

Final day of consultancy time: time left over from dealing with above queries to be used giving comments on supporting text so far, especially with regard to plan structure.

Projects for CIL: TW asked if when listing priority projects for CIL etc it was necessary to consider their future sustainability e.g. cost of maintaining WCs/tennis courts. It was agreed to list all possible projects at this stage regardless of future costs.

Although new timetable gives extra time, producing a complete draft plan will be the focus of the Group's work:

ACTION: TW, CK, JJ, AS, CS to do any revisions needed to policies and supporting text in the light of Stuart Todd's final policy review and including projects for CIL for next SNPG meeting (31 March 2016) and to circulate before meeting.

ACTION: TW, CK, JJ, AS, CS to choose photographs for their section.

ACTION: CK to collate guidance and planning policy on public outdoor amenity space.

7. Stonehouse News Insert re public consultation

Not needed for March Stonehouse News. Update article for Stonehouse News to include new timetable, character assessment, local green space research and give people notice of insert invitation in June edition.

8. Local Green Space

CS, RR, Cllrs Mattie Ross and Chris Brine met with Alison Fisk of Stroud District Council (SDC) asset management on 15 March. SDC want flexibility over the use of the greens to assist with future regeneration projects. The issue is could the preservation of some high quality green space be an alternative to Local Green Space designation of the whole area and how could this aim be achieved by NP policy? It was agreed to defer a decision until CS was at a meeting as she leads on this topic.

9. Character Assessment

Town Centre and Retail	Summary with photos done with need for some revisions
East of Town Centre	Summary done; waiting for extra photos from GP ACTION RR: Choose photos and send to VR
Canal Zone	Summary with VR for insertion of photos
West of Town Centre	ACTION GP: Waiting assessment for North of this area and photos from GP
Doverow Hill	ACTION VR: Waiting assessment from VR
Industrial Zone	ACTION ?: Partially done by JJ; North needs assessment and photos.

ACTION: TW to include reference to Town Character Assessment in supporting text on retail gateways.

10. Communications and outreach

ACTION: RR to ask Jo Byrne to provide initial concepts for branding work to assist SNPG to understand how branding might help campaign.

11. Any other business

TW gave apologies for any meetings up to 11th April. Other commitments mean he may find it difficult to attend SNPG meetings regularly in the future but will continue to do follow up work related to Amenities and Facilities theme as necessary.

12. Workshop

A workshop was not necessary.

13. Next meeting date

ACTION: CK to find out availability of group members via e-mail for a meeting on either 31st March or 7th April.

Stonehouse Neighbourhood Plan: Outline Project Timetable, March 2016

Date	Project phase
February 2016	Housing evidence gathering Town Character Assessment (TCA) work TCA format for approval SNPAG 11 February
March 2016	Start NDP supporting documents Submit to SDC for SEA screening Complete TCA text Complete Housing evidence Complete Local Green Space consultation Complete NDP draft ready for approval, S News Insert for approval: SNPAG 17 March Draft plan submitted to Town Council for information (21 March) Collate evidence base/add to website
April 2016	Sustainability appraisal Extraordinary TC meeting 19 th April Print document
May 2016	6 week consultation period (7 th May-19 th June?)
June 2016	Make any changes to plan needed after 6 week consultation. Pre submission Npiers check Final sign off of NDP and submission documents by Town Council (27th June). Submit Plan to <i>Stroud District Council</i>
<i>July 2016</i>	<i>Deadline for submission to SDC</i>
<i>August 2016</i>	
<i>September 2016</i>	
<i>September 2016</i>	
<i>October 2016</i>	
<i>Feb 2017</i>	<i>Referendum</i>

Alternative timetables

Timetable 1

March/April	Stonehouse News
May	To Town Council for approval Print
June	6 week consultation (4 th June -17 th July)
July	Response to consultation Prepare submission documents
August	NPIERS check
September	Final approval by Town Council Submit to SDC
August 2017	Referendum

Timetable 2

May	Draft to Town Council for approval Print
June	Stonehouse News: Notice of consultation
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September	Respond to consultation comments Npiers check Prepare submission documents
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