

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 1 September 2016

1. Present: John Callinan (JC), John Jaynes (JJ), Carol Kambites (CK), Rachel Russell (RR-Minutes), Clare Sheridan (CS- Chair) Alistair Shankland (AS),
2. Apologies: Vicky Redding (VR), Ginny Smart (GS), Terry Webb (TW)
3. Declarations of interest: None
4. Accuracy of the minutes and Actions:
The minutes of the Neighbourhood Development Plan (NDP) Working Group of 4 August 2016 were approved subject to apologies from CS being included.

Outstanding actions and actions not within agenda:

ACTION: VR to mail AS name of developer interested in land near Pearcroft Avenue so he can find contact details. VR still looking for name; CK suggested looking at relevant planning application on Stroud District Council's (SDC's) website.

ACTION: CK to send photos of NP consultation stall at Co-op 29 July 2016.

ACTION: RR to look for examples of Consultation statements.

RR advised that members could also look for examples on line; the one for the Stroud NDP was a good example.

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

RR reported there had been no change to Budget since report provided to last meeting and attached as Appendix 1 to minutes of 4 August 2016. Funding available for planning consultancy advice regarding re-drafting policies for the submission draft was £2,229: £1,500 allocated from the Town Council's Regeneration and Environment committee budget, £529 outstanding grant money from the previous Locality Grant.

ACTION: RR to put item on next Regeneration and Environment Committee agenda re drawing down £1,500 for consultancy support to redraft parts of draft Neighbourhood Plan. **RR** to ask Gill Jennings for advice on how to request further money for this purpose if needed.

NPIERS (Neighbourhood Planning Independent Examiner Referral Service) Heath Check on submission draft of Neighbourhood Plan

RR reported that she had completed the NPIERS assessment form which included giving local authority contact details. As a result Ricardo Rios of Stroud District Council (SDC) contacted her to inform Stonehouse Neighbourhood Plan Group (SNPG) that they can go directly to a number of planning consultants (Ricardo can provide CVs of examiners) to get quotes. SNPG will have more choice and possibly a better price. NPEIRS will only provide one contact, which they have already done.

Ricardo advised that SDC want as much agreement as possible with SNPG so that the examination of the draft Plan only focuses on issues which can't be agreed. Ricardo happy to discuss issues and assist with redrafting. JJ pointed out that the examiner will have to have regard to the Ministerial Statement on Planning, 3/2015 (circulated after the last meeting). AS advised that in addition to primary legislation, the examiner would also consider Statutory Instruments and Committee papers.

ACTION: RR to ask GRCC for advice on using approach to procuring Health check on submission draft suggested by Ricardo Rios.

ACTION: SNPG to seek advice from GRCC about which points to contest up to examination stage.

b) Project timetable

RR reported that the GRCC workshop to consider SNPG's responses to the consultation representations was set for 8th September; however several theme leaders unable to attend.

ACTION: RR to seek to change GRCC post consultation workshop to 12 September.

A draft outline timetable prepared by RR was considered and the following details agreed:

DECISION: The following meeting and target dates were agreed in order to have a submission draft ready for consideration at the Town Council meeting of 28 November:

15 September SNPG meeting – agree actions needed after GRCC workshop

5 October	SNPG meeting - agree responses for Consultation Statement
10 October	Consultation statement and progress report ready for circulation with papers for Town Council meeting of 17 October
27 October	SNPG meeting to agree submission draft to go for Health check with planning consultant/NPIERS. This will also be deadline for completion of Town Character Assessment writing up.
Mid November	Conditions statement to be ready , after Health check complete.
21 November	Submission draft of Neighbourhood Plan and all supporting documents to be circulated with papers for Town Council meeting of 28 November.

ACTION: RR to arrange meeting with agenda with Ricardo Rios of SDC to discuss response to consultation after SNPG meeting of 5 October.

ACTION: RR to prepare folders on the Google drive so Town Councillors have access to range of information regarding submission draft or to direct Town Councillors to website where appropriate.

6. Initial review of consultation responses to draft NDP

RR had circulated the following summary information and links to Google Drive folders containing all consultation responses with the agenda:

	Paper form	E-mail	On line	Total
Individuals/residents	12	3	3	18
Consultation bodies	0	11	1	12
				30

JJ asked if any response received from Stonehouse Town Council; none received. CK pointed out that draft Plan had been considered and approved by a Town Council meeting. JJ queried why there were two responses from SDC, one from Planning and one from Asset Management. RR advised that Ricardo had mentioned that this was a practice he didn't want repeated in future.

ACTION: SNPG members to familiarise themselves with all consultation responses before GRCC workshop planned for 12 September.

7. Consultation response analysis, response and modifications to draft Plan

See under item 5 (b); further actions to be agreed after GRCC workshop on 12 September.

8. Character Assessment

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 GS: Choose and insert photos. (RR to chase progress)
Canal Zone	Done
West of Town Centre	ACTION RR: Summary.in progress
Doverow Hill	Assessment done: ACTION VR: Provide photos on memory stick.
Industrial Zone	ACTION: AS/ RR to provide AS with survey sheets, summary outline plan and photographs for AS to complete this section.

9. Any Other Business

None

10. Next meeting date

Monday 12 September: GRCC workshop on consultation responses

Thursday 15 September 2016 agree actions needed after GRCC workshop

Thursday 5 October - agree responses for Consultation Statement