

Minutes of the Stonehouse NDP working group meeting Thursday 2nd April 2015

1. Present: Alastair Shankland (AS), John Jaynes (JJ), Carol Kambites (CK) (*Chair*), Ollie King (OK), Chris Cowcher (CC) (*Minutes*), Nick Chase (NC), Gary Powell (GP)

Teresa Watt (TC) (Stonehouse Town Council)

2. Apologies: Claire Sheridan, Terry Webb

3. Declarations of interest: None

4. Approval of the minutes from the working group meeting on 19^h March 2015, and update on any actions:

- Potential Housing Needs Survey activity on hold until other areas of work considered and prioritised. Also there may be more benefit in carrying out a statistical analysis of current information available regarding housing need.
- CK confirmed that a slot for the NDP group had been secured at the Annual Meeting of the Town Council on Monday 27th April. It was agreed by all that the content of any presentation must be light hearted, and inspire new interest. Do not include too much detail – and overview of what has been achieved so far. CK to draft some slides, NC/CC to offer support as needed
- OK provided feedback from Maidenhill, after sharing the notes of the Wycliffe College meeting with staff at the school. Maidenhill keen to address the concerns around 'low level bullying' – JJ has already raised with the Governor's. Contact details passed to OK to share with school staff.

5. Budget Breakdown:

- An invoice has arrived from GRCC, with service charges included – clarification to be sought on what this is for. Some confusion over the support already available from GRCC which is 'banked' for future usage. **ACTION:** AS/VR to contact GRCC and seek clarification.
- VR to submit costs of the survey monkey usage/hosting to AS for record.

6. Project healthcheck:

- GRCC development plan event in Brockworth. JJ/VR/CK attended the event, and have submitted the notes attached with these minutes. Some of the key messages coming out from the event:
 - Level of detail in our policies key to our engagement with SDC. In some NDPs the groups have gone as far as to include the positioning/location of drop down kerbs and raised pavements on new development.
 - Stonehouse NDP will be examined against the existing plan, rather than the emerging plan.
 - GRCC have a database of developing policies from NDP groups across the County. This can be useful when considering similar wording for Stonehouse NDP.
 - Eastington Plan, progression being made with draft document now available. Engagement with them on a one to one basis seen as a priority activity in the coming months. AS has requested a copy of the draft plan.
- NDP Administration: AS has handed in his notice, due to a change of jobs. AS wishes to continue as a volunteer member of the group. Group expressed their thanks for AS work, which has consistently been above and beyond what was expected in his

job spec. Advice required by STC as to recruitment of replacement, main points discussed in relation to this:

- There is a need for a project manager role, who will oversee activity and monitor and chase up on actions/activity.
- Potential benefit in seeking a consultants support in writing the policies, especially as the £8k available from Locality can be used on consultancy, but on staffing costs. Two key areas where consultancy support could be of greatest benefit; transport and housing need.
- Timescales of recruitment to be consider to coincide with progressing the final stages of the plan. STC has kindly agreed to a 6 month contract for the post, which AS was due to hold. Proposal is to push the recruitment process back by 2 months, so that work can be done to get a lot of the background materials prepared so that the nee recruit would oversee the last stages of the plan.

ACITON: AS to list the duties and roles carried out while in post, to be added to the job description for recruitment process.

ACTION: TW, to feed in discussion to the Staffing Committee of the Town Council on 13th April.

ACTION: AS to prepare full set of handover notes for Gill, supported by VR

- NS/VR/AS met to consider the plans for future activity of the group and simplified the headings of all policy areas. Document circulated at the meeting, setting out priority areas of activity with Housing needs work to be completed in the next 3 months. There is also an identified need to engage GFirst, the local enterprise partnership about business engagement, and potential funding to be accessed.

7. Plan consultation activities:

- OK has resubmitted the Facebook link, can all please like the page and share amongst family, neighbours and friends in Stonehouse:
<https://www.facebook.com/groups/951911181499934/> We have to raise the profile of the plan, so please share photos and stories from the parish on the group to generate conversations.

8. Any other business: None

9. Workshop session: Cross boundary themes with Standish and Eastington NDP groups

10. Dates of the next meeting:

- Thursday 16th April 2015
- Monday 27th April 2015 – Stonehouse Town Council, Annual Meeting
- Thursday 30th April 2015