

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 3 November 2016

Present: Gary Powell (GP), Rachel Russell (RR-Minutes), Clare Sheridan (CS- Chair), Vicky Redding (VR), Terry Webb (TW)

1. Apologies: Jo Byrne (JB), Carol Kambites (CK), Alastair Shankland (AS)

2. Declarations of interest: None

3. Accuracy of the minutes and Actions:

The minutes of the Neighbourhood Development Plan (NDP) Working Group of 15 September 2016 and 5 October 2016 were approved.

**Outstanding actions and actions not within agenda:**

**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.

**4. Project Progress**

a) **Budget and finance**

RR reported there had been an invoice from S Todd re policy redrafting for £219.99 (excluding VAT) to be taken from Town Council NP consultancy support budget of £1,500. A budget report was provided and is attached as Appendix 1 to these minutes. All of the current Locality Grant must be spent by 30 November 2016. Consultant for Health Check (final item to be funded by Locality Grant) has been appointed.

RR reported there are now 6.25 hours of GRCC time left.

**DECISION:** GRCC to be asked to invoice for all the time in their quote of April 2016; the 6.25 hours will be in hand for future advice.

**NP Re-design costs:** The NP draft will need to be redesigned for submission and then for referendum. There is £529 of the previous Locality Grant unaccounted for which could be spent on this. It is possible some of the Town Council NP consultancy support budget could be used for this if necessary.

b) **Project timetable**

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.

**Consultation responses:** RR suggested that a final version of the SNPG response to consultation representations should be put on the website.

**ACTION:** RR to ask CK to prepare final version of collated response table.

**Health Check on submission draft of Neighbourhood Plan**

VR, CK and CS shortlisted six consultants to approach regarding the health check. RR contacted and John Slater was the only consultant available. He has been appointed and is ready to start week beginning 7 November. His rate is the same as the NPIERS service.

**6. Pre Submission draft**

a) **DECISION:** The advice from Stuart Todd, Planning Consultant, on three Neighbourhood Plan policies (AF1, AF3 and H6) was accepted and the draft NDP will be amended accordingly.

b) **DECISION:** It was agreed that the pre-submission draft of the Stonehouse Neighbourhood Plan to be sent to planning consultant for health check will consist of the consultation draft edited in line with the consultation responses already agreed by SNPG and with S Todd's advice of 25 October 2016.

Theme leaders and Administrator have edited the consultation draft in line with agreed consultation responses as follows:

Transport (CK), Housing (RR), Employment (AS), Environment (RR), Priority Projects (CK)

**ACTION: VR/RR** to edit Amenities and Facilities and Housing sections in line with S Todd's advice.

**ACTION RR:** to collate all section edits into one pre submission Stonehouse NDP draft to be sent to John Slater.

## 7. Supporting documents for submission to District Council with Neighbourhood Plan

**DECISION:** The submission draft of the Neighbourhood Plan will be submitted with:  
Consultation statement, Conditions statement and Town Character Assessment

**Consultation Statement:** RR has been working on this and asked for any details, records, dates and notes regarding some of the consultation events with results recorded in TW's Theme Team Consultation response spreadsheet, e.g. British Legion, Rock Youth Club and three Schools events. TW and CS advised that there might be records of these events in SNPG minutes.

**ACTION: RR** to continue with work on Consultation Statement to be completed by 17 November 2016

**Conditions Statement:** RR might be able to do but it was agreed that some consultancy support (£1,280 of Town Council budget available) might be needed.

**ACTION: RR** to seek quote from S Todd for preparing Conditions Statement.

## 8. Character Assessment

<b>Town Centre and Retail</b>	Done.
<b>East of Town Centre</b>	Summary done; <b>ACTION RR:</b> photos insertion underway.
<b>Canal Zone</b>	Done
<b>West of Town Centre</b>	Summary done; <b>ACTION RR:</b> photos to be inserted.
<b>Doverow Hill</b>	<b>ACTION CS:</b> To do summary. Photos to be inserted.
<b>Industrial Zone</b>	Done

## 9. Neighbourhood Planning Regulations and Bill

RR reported that the Neighbourhood Planning Bill was now at Committee Stage. The Bill includes measures to make some modifications to a Neighbourhood Plan without the need to go to referendum on every change.

Neighbourhood Planning Regulations have been introduced that set a timetable for local authorities to meet when dealing with Neighbourhood Plans. Local authorities can no longer set referendum dates and associated deadlines for submission of Plans.

## 10. Any Other Business

Jo Byrne will join SNPG as a Town Council representative as Ginny Smart has resigned from Town Council.

RR reported that Ricardo Rios had phoned to say he will be leaving his post at Stroud District Council on 14 November to take up a role with South Oxfordshire. Ricardo advised that the Consultation or Conditions statement should include a section on meeting EU Obligations including Human Rights in relation to ensuring that there was a fair chance of a range of people influencing the NP. Ricardo will also be issuing a Screening Determination regarding SEA and HRA as currently he has only provided a Screening Opinion.

## 11. Next meeting dates

**Thursday 17th November (provisional)** - agree submission draft and Consultation Statement to go to Town Council.

Stonehouse NDP budget at October 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	2,893	8000	
							1500	
<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		4750				
GWT Maps and species lists					260			
Pre submission amd monitoring advcie (GRCC)						786		
NPIERS pre submission check						1125		
Sustainability appraisal/other technical support							219.99	
<b>Design and printing</b>								
Draft plan insert for Stonehouse News and logo (Design)						400		
Draft plan insert for Stonehouse News (Print)						292		
Draft plan (Design)		1350						
Draft plan (Print)						130		
<b>Consultation</b>								
Emerging policies consultation 01/10/2015	212							
6 week public consultation					472	160		
Publicity and promotion of Plan up to referendum					240			
<b>Total</b>		<b>6,100</b>	<b>0</b>	<b>7,829</b>	<b>972</b>	<b>2,893</b>	<b>8,220</b>	
<b>Total for financial year</b>	<b>1,337</b>			<b>6,100</b>				<b>12,085</b>
Outstanding grant/budget		1,885				529	0	1,280
	1,501							

Draft Stonehouse Neighbourhood Plan Consultation and Pre Submission Costs					
			Previous grant	Locality Grant 2016/17	STC consultancy support
			<b>1,501</b>	<b>2,893</b>	<b>1,500</b>
	Invoice from:	Invoice no:			
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		
	Draft plan consultation costs s		472	982	
GWT maps and species list	GWT	3723	260		
S Todd policy redrafting October 2016		173			219.99
	Sub total		732		
	Grant/budget outstanding		769	1,911	1,280