

Minutes of the Neighbourhood Plan Working group held on Friday 11 April 2014

1. Present: Clare Sheridan (Chair) (CS), Carol Kambites (CK), Rob Waite (RW), Agneiska Paszkiewicz (AP), John Jeynes (JJ), Chris Cowcher (CC) Alastair Shankland (minutes) (AS), Elin Tattersall (GRCC) (ET)

2. Apologies for Absence: Vicky Redding

CS reported that Anna Creed had decided to step down.

Group welcomed new member Chris Cowcher. CC told the NPWG that has lived in Stonehouse for three years, heard about the NP from ET and that his employment experience previously GRCC and now at South Glos Council (in a community consultation role) provides a wealth of professional assistance to offer.

3. Declarations of Interest: none
4. Approval of 14<sup>th</sup> March Minutes: Minutes were agreed as correct.

Previous actions:

AS reported action underway to Oldends Lane site managers to ask if they would like to be involved in with plan making process.

AS reported that he had contacted SDC Electoral services and was awaiting response on being able to contact postal voters to encourage their engagement in process.

CK and JJ confirmed they were still actively seeking neighbours or those they know have an interest in community matters to join the NPWG.

ET completed actions; see email of 20<sup>th</sup> March 2014 to NPWG.

AS & JJ had met and outlined content of each board based on previous examples circulated by ET (Winchcombe and Highnam) and discussed lead times for board production. All board material must be with AS by 25<sup>th</sup> April.

JJ advised that under item 9a the size of the poster should be 8x2 ft.

CS still exploring provision of 'toy corner'.

AS reported, he and VR had not had chance to meet as of yet, due to their other work commitments.

Other actions addressed below.

5. Agreement of revised Terms of Reference for the Neighbourhood Planning Working Group

Revised TOR document was presented. With one final alteration of 'or' to 'and' concerning quorum this was agreed as complete.

**Action AS** to place final version of TOR on shared drive.

6. GRCC Neighbourhood Plan analysis and framework development update

ET reported that there were no substantive updates to on-line questionnaire responses. It was agreed to close the online portal prior to consultation event.

AS asked of ET if it would be possible to develop a further set of questions to support the consultation events, giving people the opportunity to leave comment after attending event. ET reported that this would be possible but it was agreed in the time available it would be prudent to do this for the second consultation event.

7. Budget breakdown & expenditure to date

AS reported that other than his salary and some minor photocopying there had been no expenditure.

ET commented that Locality would be sending a request at some point in May/June for NPWG to demonstrate how they have spent funding on consultation event preparation.

8. Planning for 10 May consultation event

AS circulated revised flyer design with new layout and collage image of Stonehouse. It was agreed to use this as flyer and poster for circulation.

Preparation of materials for event

All presented information they had gathered so far around topic areas. It was reminded that brevity is key, with each board only requiring circa 200 words.

<b>Person</b>	<b>Theme Board</b>	<b>Progress</b>
RW	Welcome	Work underway
RW	What is Neighbourhood Planning?	Text substantially complete
ET	How Stonehouse has developed/grown?	Work underway
AS	Employment and Economy	Research complete, production underway
CS	Green Space	Work underway

CK	Heritage	Work underway
CC	Town Centre	<b>Action CS to liaise with AS regarding content</b>
CS	Getting Around/Transport	Done
	Community Facilities	

It was agreed that although Stonehouse has a small housing allocation in the emerging SDC Local Plan a theme board should still prepared. Based on LP evidence base and rural evidence report, this should look at:

- Housing status in Stonehouse type, tenure and location.
- Demographic picture
- What will your family need?
- Where do you think housing could be built in the future?

ET advised that, depending on capacity, a colleague at GRCC could assist NPWG with the development of the housing board content. **Action ET** to ask colleague if capacity to assist available.

JJ advised that Andrew Crabtree from Stonehouse Community Partnership had undertaken assessment of footpaths in Stonehouse. **Action JJ** would contact Andrew and ascertain if assessment information could be made available for CS.

AP drew group attention that it is important to gather the views of all elements of community in the consultation process, and those producing boards should bear that in mind. It was noted by all that the boards would be used as a general consultation resource after the 10 May.

It was agreed that NPWG would have to draw up a list of specific community and interest groups to approach to seek their views after 10 may event.

AS advised that he would be chasing the group during the week and over Bank holiday for board content. **Action AS** to pool draft content and prepare for sending to Steve Palmer for setting out ready for printing. The deadline for this being 25<sup>th</sup> April.

#### On the day promotional activities

It was agreed that A boards would be a good promotional tool for the day with A1 posters inside. **Action AS** to contact STC/SDC Councillors to see if NPWG could borrow two from SDC.

#### 9. Update from Cllr Waite on recent SDC neighbourhood planning event

SDC neighbourhood planning event was led by head of planning, Phil Skill. RW reported that of most interest to the development of the NP that SDC are able to produce evidence base maps for NP consultation events and plan production. They have available some 150 GIS topic layers.

**Action RW** to obtain and circulate the topic layers to the NPWG.

10. Development of Neighbourhood Plan website.

RW to speak to AS and setup meeting showing how to update NP website. It was agreed that, like Winchcombe and Sudeley neighbourhood plan the theme boards should, as this stage be a major component of the site.

**Action RW & AS** to arrange meeting to discuss website development

11. Project health check

AS reported that provided all material was completed and with him by 25<sup>th</sup> April he was satisfied that NP could be developed to timeline.

12. Any Other Business

13. Next Meeting Friday 25<sup>th</sup> April