

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 21st January 2016

Present: John Jeynes (JJ), Carol Kambites (CK), Gary Powell (GP), Clare Sheridan (CS-Chair) Vicky Redding (VR) Rachel Russell (RR-Minutes)

1. Apologies: Chris Cowcher, Alistair Shankland

2. Declarations of interest: None

3. Accuracy of the minutes and Actions:

The Minutes of the Neighbourhood Development Plan (NDP) Working Group of 7 January 2016 were approved:

Outstanding actions:

ACTION: Theme leaders (AS, CS) to check and note Local Plan (now adopted) policies relevant to their areas:

- Where these policies are satisfactory, the NP does not need to repeat them.
- Where other or more detailed NP policy is needed, there will need to be robust evidence.

ACTION: CK to assess which transport issues need to be raised with GCC Highways

ACTION:RR to contact Ricardo Rios re GCC contact; CK then to forward transport policies to contact.

ACTION: Theme leaders AS, CS) to check S Todd's Evidence Base Review (Gap Analysis) report and consider if further evidence is needed for their theme. DONE by JJ, CK, TW **ACTION: JJ** to first look at Ricardo Rios' comments on emerging housing policies in order to revise existing policy ideas. JJ advised that he wanted Stuart Todd's view on Ricardo Rios' comments first.

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

ACTION: RR to work on NP display for Town Hall.

ACTION: CK, TW, JJ, CS, AS: The timetable is still tight, and the consultant's work will not lead to a completely drafted plan. SDC Local Plan is now agreed. Each theme leader to progress their policy ideas, evidence base and justifications, using policy development template circulated by RR.

Theme leaders	Policy area	Meeting
CS, AS	Environment/Economic Development	4 th February 2016

CS may be late on 4 February 2016.

ACTION: RR to arrange meeting with SDC asset management team as they are owners of Park Estate greens. RR advised that she has not done this until group has a shortlist of areas they would like to put forward as Local Green Space. She has completed ownership details as far as possible with assistance of Liz Lawrence.

4. Project Progress:

a) **Budget and Finance**

RR reported that there had been no expenditure since the last budget report on 7th January 2016. The Locality grant for £7985 has been received by the Town Council.

b) **Project timetable**

The project timetable is the one circulated with the agenda for 7/1/16. Some key target dates are: Town Character Assessment (TCA) for approval at SNPG 11 February, NP policies for approval at SNPG 25th February, complete draft for SNPG 10 March, full draft to Town Council 21st March.

Outstanding actions not covered in the agenda:

ACTION: CS and AS to complete policy templates for Environment and Economic Development themes. Policy drafting to be completed by 25/2/16

ACTION: JJ,CS,AS,TW to consider map requirements so SDC and designer can work on them.

ACTION: RR to collate evidence for housing types in Planning Advisory Service format.

ACTION: RR to send CS Green Spaces list; CS to circulate a list of proposed priority spaces, based on consultation results, for Local Green Space designation by e-mail for agreement with SNPG.

ACTION: VR to write Introduction and Aims sections by 4th February

ACTION: RR to prepare Evidence Base report and Consultation Statement by 10 March
ACTION: CK to look at monitoring plan for NP as part of Regeneration and Environment Committee's role.

c) Actions for theme groups

Some actions are listed under Outstanding actions in item 4 and under 5 (b) above.

5. Town Character Assessment

JJ and CK had done assessments of South West of High Street and Mid East of High Street respectively. The following areas were outstanding:

Who	Area
CC	Oldends Lane, Park Estate, East of High Street (North) , West of High Street (North)
GP	East of High Street(Meadow Road, Woodcock Lane, Cotswold Green)
VR	East of High Street (Pearcroft and Ebley Road(North Side))
CS	Canal zone
RR	Town and retail centre
?	Doverow

ACTION: CC,VR, RR to complete assessments for missing character areas. RR to do assessment of town and retail centre area to include top of Regent Street, top of Elm Road and Queen's Road to bridge and to collate all assessments. To complete by 11/2/16

7. S Todd Planning Consultancy

S Todd's fee proposal of 15/1/16 acceptable subject to the following comments:

- Possibly reduce time spent on review of aims and objectives
- Attend meeting only if considered necessary
- Group definitely want him to provide links to National and Local planning guidance
- To advise group of any gaps in evidence base as soon as possible.

ACTION: RR to send letter of appointment subject to S Todd accepting above comments.

8. Designer for Neighbourhood Plan document

Quotes had been sought, received and circulated to SNPG as follows:

Steve Palmer: "My fee for the document is £1,500 (no VAT). This includes all PDF proofs, print management and the first three sets of corrections/alterations. Further changes after that would be charged at £10 per page – but I would imagine it is unlikely that four plus sets of revisions would be necessary. As well as the print ready document, I will also supply a digital version which can be attached to your website. I can also provide styling for any charts and graphs in the document.

My quote is based on you supplying me with all the high resolution jpegs required, clean copy (ie proof read before layout begins) and the maps you intend to use. My price includes producing relevant mark-ups, shading, highlights and any other treatment the maps might need."

Bruce Winslade: "On the basis mentioned above I would offer the following two estimates, one for the maps and one for the layout through to a mixed output finishing point (print-ready files for laser printing plus PDF files for web and electronic distribution). A4 pages @ £13.50 per page = £1620.00 for 120 pages (more or less, pro rata per page). Creation of 6–8 x A3 mapping files between £360.00 and £480.00 (for creation of master map files – also to be charged as part of the layout's per-page price)"
 Bruce Winslade said he would be unavailable to work in April.

A quote had been sought from New Media, Cheltenham but they do not design documents over 20 pages in length.

DECISION: To appoint Steve Palmer: he has done satisfactory work for the group before and has offered a reasonable, fixed price quote. **ACTION: RR**

9. Any other business

RR has contacted NPIERS re their availability to provide a health check on the draft plan in March. RR raised the issue of her workload. She also has work related to her role as Clerk to Town Council's Regeneration and Environment Committee. Offer from VR to draft introductory sections of NP will help.

10. Workshop: Housing policy update

The Housing policy template circulated by JJ was discussed. JJ explained that the objectives are based on consultation results.

9. Next meeting dates

4 February 2016 6.30pm	Environment/economic development policy update
11 February 2016 6.30pm	TCA/Communications and Outreach
25 February 2016 6.30pm	NP Policies for approval
10 March 2016 6.30pm	Draft NP for approval