

Stonehouse Neighbourhood Development Plan Working Group held on 23rd July 2015

1. Present: Chris Cowcher (CC), Hugh Garai (HG), John Jeynes (JJ), Carol Kambites, Vicky Redding (VR), Rachel Russell (Minutes), Alastair Shankland (AS), Claire Sheridan (Chair), (Terry Webb (TW).
2. Apologies: Ollie King, Gary Powell, Claire Sheridan
3. Declarations of interest: None
4. Accuracy of the minutes and Actions: The Minutes of the Neighbourhood Development Plan (NDP) Working Group meeting of 9th July 2015 were approved.

ACTION: RR to circulate Housing Needs Analysis received on 21st July 2015 from Karen Phimister of GRCC.

ACTION: CK to circulate Elin Tattersall's comments on possible Transport objectives and policies.

ACTION CARRIED FORWARD: RR to research methods of consulting with retailers and business owners.

ACTION CARRIED FORWARD: RR to begin drafting an outline draft plan in order to collate work that has already been done and to help with identification of gaps in evidence.

JJ pointed out that Gloucestershire County Council take an administration charge of £1.18 from hourly government rate of £4.77 for childcare which is another reason for lack of local childminders.

The group thanked TW for his recent work on drafting policies in relation to Transport, Amenities and Green and open spaces.

CK/RR to meet with James Hunter, Helix Transport Consultants Ltd on 21st July 2015. He has done consultancy work for Eastington NDP group. It was useful to find out what he might offer group; however no money to fund this area of work at present.

5. Budget Breakdown: RR reported that the advice from Gill Jennings that there is £2,838 unspent from grant money received for the Neighbourhood Plan. The Town Council can apply for a Locality grant of up to £8,000 for Neighbourhood Plan support. Future costs to be met from a possible budget of £10,800 will include:

Item	Possible cost
Gloucestershire Wildlife Trust: 2 days mapping work at £260 per day	£520
NPIERS pre-submission check:	£1,500
Printing costs: A3 fold up summary of draft plan to be distributed with Stonehouse News (Dec 2015?) Copies of draft Plan 6 week consultation	£2,000

This would leave £6,818 for all other costs including consultancy support. It was therefore **AGREED:**

- a) To work on a budget of around £6,000 for consultancy support on writing the draft
- b) That there were no funds to pay for consultancy support in relation to transport
- c) That the group should keep contingency funds of around £800.

Winchcombe and Eastington NP groups may have useful information regarding their printing costs.

ACTION: RR to ask Stuart Todd to revise his fee proposal within a budget limit of £6,000.

ACTION: RR to contact Elin Tattersall of GRCC regarding:

- Costs of: 6 week consultation, printing draft plan and making draft plan accessible to all.
- Balance of hours of free advice from GRCC.

ACTION: JJ to find out costs of printing 3,500 colour A3 leaflets.

6. Project health check:

a) **Project timetable**

A revised outline timetable was considered. It has been revised in line with Stuart Todd's advice that the final draft of the NDP should go out to community consultation before the 6 week pre-submission consultation period and also be signed off by the Town Council before submission to SDC.

b) **Revised GANNT chart: actions for theme groups**

GANNT chart was not reviewed at this meeting due to lack of time. However, see under item 8 of minutes for actions for theme groups regarding next public consultation on policy options.

7. Neighbourhood Planning Consultancy proposal : VR will continue with grant application to Locality once necessary quotes received.

ACTION: RR to ask Kirkwells for a quote for the same work as Stuart Todd quotes for (see action under item 5 above).

8. Consultation

a) **Options consultation: date and content**

Saturday 17th October 10-12, Stonehouse Town Hall was agreed as the time and location for a public consultation event on policy options for the Neighbourhood Plan.

In order to prepare for this consultation, CK proposed that the workshop session in the working group meetings until the event should cover different policy topics with the aim of developing material for consultation and the draft plan.

ACTION: Policy workshop sessions on the following dates to cover issues, evidence, objectives and policy proposals:

6 th August	Transport
20 th August	Housing
3 rd September	Green Spaces
17 th September	Amenities/Facilities
1 st October	Economic Development

b) **Consultation with groups: progress**

There is a list of groups to be consulted within a set of minutes, also a brief list of contacts in the Neighbourhood Plan folder in Google Drive. There is a need for a list of contacts for town groups. There are two town social media groups.

ACTION: RR to find out further contacts for groups from Liz Lawrence.

ACTION: CC to draft NP consultation e-mail for use initially with the Cricket and Football Clubs. RR to forward CC AS's introductory e-mail to Wycliffe as a basis.

ACTION: SNPG to have stall at Traders' Event Saturday 5th September.

JJ to contact Rotary Club requesting space.

RR to reserve STC marquee for event.

9. Mapping exercise and GWT meeting feedback: CC and VR reported back from their meeting with Gloucestershire Wildlife Trust (GWT) regarding maps for Neighbourhood Plan. They offer a more customised service than Stroud District Council (SDC). Can also offer aerial photos. Maps have been an effective consultation tool.

AGREED: GWT to do two days work for Stonehouse Neighbourhood Plan at £240 per day.

Day One: Produce their standard map with environmental and biodiversity data.

Day Two: Produce a map customised to the working group's requirements. Could show flood areas, extent of historic flooding, traffic hotspots, canal corridor, cycle paths, proposed links to new developments, local view on town centre boundaries, character areas of town, views.

ACTION: Mapping will be an agenda item for next working group meeting. Those working in each topic area to bring a list of what they would like shown on the customised map.

ACTION: RR to circulate example of mapping layers that can be provided by SDC.

10. Site Allocations

a) **Timetable for call for sites**

There have been two published call for sites in the Spring and Summer 2015 editions of Stonehouse News which have produced a single response.

AGREED: The call for sites for the Stonehouse Neighbourhood Planning process is now closed.

b) **Assessment criteria**

RR presented a brief report on sites and policy development including proposals for a set of site assessment criteria.

AGREED: The simple list of criteria given at Appendix A, 2.1, with the addition of "orientation" will be used to assess the suitability, availability and achievability of sites.

Criteria	Comment
Location,	
Likelihood of delivery	
Benefit to local communities and to the district	
Impact on existing infrastructure and landscape, (to include orientation of any proposed development).	
Scoring against Sustainability Appraisal objectives	
Consistency with national and local planning policy	

The Sustainability Appraisal objectives will be those used by SDC during the current Local Plan process.

ACTION: RR to circulate SDC's Sustainability Appraisal objectives checklist.

c) **Sites for development**

Copies of a table, "Policy development: Land Identification", prepared in January 2015, were available at the meeting. RR's report on sites and policy development included a link to the spreadsheet showing core retail sites, retail residential and amenity land and possible land for development.

AGREED: There is a need to progress this area of work.

11. Ship Inn site: CK getting an update from Val Kirby, head of SDC team bidding for next phase of grant for canal restoration. Site is still currently for sale. The work done by UWE students demonstrated that the site could be used more constructively when combined with adjacent land owned by Wycliffe.

12. Any other business: STC have been contacted by Norman Kay of Nailsworth Town Council who would like to meet with some working group members as Nailsworth want to

compare Neighbourhood Plans with Community Plans. CC, CK and VR all offered assistance either by e-mail or by meeting up.

Next agenda to include Mapping (those working in each topic area to bring a list of what they would like shown on a customised map), workshop session on Transport policies.

13. Date of next meeting: 6.30pm, 6th August