

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 7<sup>th</sup> January 2016

1. Present: Chris Cowcher (CC), John Jaynes (JJ), Carol Kambites (CK), Gary Powell (GP), Claire Sheridan (CS) Vicky Redding (VR)-part, Rachel Russell (Minutes), Alistair Shankland (AS), Terry Webb (TW)
2. Apologies: VR had advised she would be late.
3. Declarations of interest: None
4. Accuracy of the minutes and Actions:

The Minutes of the Neighbourhood Development Plan (NDP) Working Group of 10 December 2015 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.

JJ, CS, TW have completed this.

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

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

**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. **PENDING**

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**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
JJ	Housing	21 <sup>st</sup> January 2016
CS, AS	Environment/Economic Development	4 <sup>th</sup> 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.

**ACTION CK** to chase meeting with Jamie Mattock of GCC on another matter; will raise NP Getting Around policies with her. JJ also has Highways issues to discuss e.g. width of streets and pavements.

**ACTION:** CK to look for Gloucestershire Manual for Streets

**ACTION:** RR to seek initial quotes for design of the Draft Plan for consideration at a SNPG meeting in January 2015 from:

Steve Palmer, Insight (Designed NP boards)

Graphic designer used for Stroud NDP

New Media, Cheltenham

5. Project Progress:

- a) **Budget and Finance**

RR reported that there had been no expenditure since the last budget report on 10 December 2015. A successful Locality grant application for £7985 to be spent by 31<sup>st</sup> March 2016 had been made.

- b) **Project timetable**

A draft detailed timetable had been circulated with the agenda with the key target dates of Town Character Assessment (TCA) for approval at SNPG 11 February, NP policies for approval at SNPG 25<sup>th</sup> February, complete draft for SNPG 10 March, full draft to Town Council 21<sup>st</sup> March.

**DECISION:** SNPG meeting on 11<sup>th</sup> February to focus on TCA and Outreach and Communications Strategy; SNPG meetings to continue each fortnight after that.

**DECISION:** It was agreed that Stuart Todd should be briefed as follows:

The main output required is a set of consistently worded policies which comply with professional and technical planning requirements and are in draft plan structure. S Todd to work on a section by section basis. The group will provide policy development templates as a basis for policy drafting. Key tasks will be to:

- check the proposed policies meet what is required by the evidence base
- check proposed policies meet national and local planning requirements
- advise if different or additional policies are required
- check for and remove overlapping policies to leave a clear set of consistent policies
- provide a set of fully drafted policies within a draft plan structure
- look at Vision and Objectives if time allows

**ACTION RR** to contact S Todd and advise him of Group's requirements as above.

**ACTION: RR** to invite Jo Byrne to meeting on 11<sup>th</sup> February

**ACTION: RR** to write Introduction and Aims sections by 4<sup>th</sup> February

**ACTION: RR** to prepare Evidence Base report and Consultation Statement by 10 March

**ACTION: JJ, CK, AS, CS, TW** to consider maps needed in draft NP as designer will need time to work on these.

**ACTION: CK** to look at monitoring plan for NP as part of Regeneration and Environment Committee's role.

**ACTION: RR** to ask Ricardo Rios whether NP will need sustainability appraisal or can it rely on the appraisal done for the Local Plan.

**ACTION: RR** to ask Ricardo Rios if SDC has contact list of consultees which can be used for 6 week NP consultation.

VR joined the meeting.

### c) Actions for theme groups

Some actions are listed under Outstanding actions in item 4 above.

#### 6. Town Character Assessment

RR had circulated BNES DC guidance and templates on Character Assessment sent by Clutton Parish Council after a recommendation from Historic England.

**ACTION: Group members** as in table below to carry out initial assessment using BNES pro formas by SNPG meeting 21<sup>st</sup> January. **RR** to circulate BNES guidance.

Who	Area
CC	Oldends Lane, Park Estate, East of High Street (North) , West of High Street (North)
CK	East of High Street (Mid/South)
GP	East of High Street(Meadow Road, Woodcock Lane, Cotswold Green)
VR	East of High Street (Pearcroft and Ebley Road(North Side)
JJ	West of High Street (South)
CS	Canal zone

#### 7. NP Vision and Objectives

Ricardo Rios' comments of 23<sup>rd</sup> December 2015 on the NP Vision and Objectives were considered.

**DECISION:** It was agreed to add "and employment opportunities" to the Vision statement.

**ACTION:** Theme leaders to check the comments under each theme when drafting policies.

**ACTION:** RR to send copy of Ricardo Rios' comments to S Todd.

#### 8. Any other business

Anita Gambie, administrator for Dursley NP had asked for a worked example of a Policy Development Template.

**ACTION: RR** to send Walking Policy template to Dursley NP group.

Comments have been received from Natural England regarding emerging policies and Vision and Objectives; a copy was given to CS to assist with environment policy drafting.

9. Workshop: Amenities/Getting Around policy update

Amenities and Facilities policy is ready to forward to S Todd.

**ACTION:** Town Council to pursue need for extra WCs with SDC.

CK presented draft policies on cycling, walking, public transport and traffic and parking and noted comments.

**ACTION: CK** to amend policies in light of comments and to work on requirements for a map.

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