

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 8 June 2017

1. Present: John Callinan (JC), John Jaynes (JJ), Carol Kambites (CK-acting Chair), Rachel Russell (RR-Minutes), Terry Webb (TW)
2. Apologies: Jo Byrne (JB), Alastair Shankland (AS), Claire Sheridan (CS)
3. Declarations of interest:
4. Accuracy of the minutes and Actions:
The minutes of the Neighbourhood Development Plan (NDP) Working Group of 30 March 2017 were approved.

5. Project Progress

a) **Budget and finance**

RR provided updated budget information (see appendix 1 to these minutes). £57 was spent on printing three copies of the Submission draft of the NDP; the Town Clerk has taken this from the Regeneration and Environment Committee's budget.

b) **Project timetable**

A proposed referendum date of 23rd November 2017 has been received from Stroud District Council (SDC). The District Council's Regulation 16 consultation on the submission draft ran from 5 April 2017. RR informed SDC that SNPAG would agree to Andrew Ashcroft as an Examiner.

ACTION: RR to find out if Examiner has begun work.

6. Regulation 16 consultation responses

These had been circulated to the group for information. The most detailed responses were from SDC and Pegasus on behalf of Robert Hitchins Ltd.

ACTION: RR to circulate PDF of response on behalf of Robert Hitchins Ltd as some SNPAG members had been unable to view the response online.

7. Examination of Neighbourhood Plan

No further information had been received; see action under 5 (b) above.

8. Referendum date

DECISION: SNPAG agreed to accept the referendum date proposed by Stroud District Council of 23rd November 2017.

9. Publicity for Neighbourhood Plan after submission

DECISION: Posters designed by JB, each highlighting the following policy themes to coincide with next two issues of Stonehouse News, end of June and end of September. Poster 1: Amenities and facilities, Employment and housing, Poster 2: Environment and Transport

ACTION: RR to draft text for first poster/ Stonehouse News article.

ACTION: RR to find out next two issue dates for Stonehouse News.

ACTION: RR to check with Simon Maher of SDC if referendum date can be publicised.

RR reported a recent article in a Planning Aid Neighbourhood Planning bulletin giving advice on achieving high voter turnout at referendum which included the advice that parish or town councils cannot fund or be involved in a campaign for a yes vote. Such a campaign would have to be funded by individuals or businesses.

Members suggested that publicity for the referendum should emphasise that the NDP was based on the results of extensive public consultation.

10. GRCC consultancy time

RR reported that there were 2.75 hours of GRCC consultancy time outstanding with no pressing time limit on their use and that a possible use would be to assist with encouraging voter turnout at the referendum.

DECISION: It was agreed to postpone a decision on the use of this time in case it was needed during the examination.

11. Any Other Business

RR advised that SDC had circulated submissions to their Call for Sites for the Strategic Assessment of Land Availability (SALA), part of the review of the Local Plan. Various sites in Stonehouse have been put forward including two off the Ebley Road, the land opposite Avenue Terrace and land next to the Oldends Lane industrial estate and site of the West of Stonehouse development.

12 Next meeting dates: September 2017 (2 weeks before Stonehouse News print date) Review results of examination, publicity up until the referendum.

Stonehouse NDP budget at June 2017

	2015/2016			2016/2017			2017/2018	
	Previous grant	Locality grant 2015/16	STC	Previous grant	Locality Grant 2016/17	STC	Previous grant	STC
	2838	7985	2000	1,501	2,893	8000	781	800
						1500		
Administration						8000		
Technical Support								
Planning Consultant Phase 1 (Evidence base/housing policies) (2.25 days)	1,125							
Planning Consultant Phase 2 (Plan drafting) (9.5 days)		4750						
GWT Maps and species lists				260				
Pre submission amd monitoring advcie (GRCC)					786			
NPIERS pre submission check					1125			
Sustainability appraisal/other technical support						1119.99		
Design and printing								
Draft plan insert for Stonehouse News and logo (Design)					400			
Draft plan insert for Stonehouse News (Print)					292			
Draft plan (Design)		1350				250	250	
Draft plan (Print)					130		130	57
Consultation								
Emerging policies consultation 01/10/2015	212							
6 week public consultation				460	160			
Publicity and promotion of Plan up to referendum							310	
Total	1,337	6,100	0	720	2,893	9,370	690	57
Total for financial year			7,437			12,983		747
Outstanding grant/budget	1,501	1,885		781	0	130	91	743

Draft Stonehouse Neighbourhood Plan Consultation and Pre Submission Costs							
				Previous grant	Locality Grant 2016/17	STC consultancy support 16/17	STC consultancy support 17/18
				1,501	2,893	1,500	800
	Invoice from:	Invoice no:	Invoice date:				
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		60			
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			
	<i>Draft plan consultation costs sub total</i>			460	982		
GWT maps and species list	GWT	3723		260			
GRCC post consultation support		4561	16/11/2016		786		
S Todd policy redrafting October 2016		173	25/10/2016			219.99	
Health Check		120	10/11/2016		1125		
P Weston Conformity Analysis Jan 2017		1331	22/12/2016			900	
S Palmer Submission draft redesign		3135				250	
Submission draft print							57
	<i>Sub total</i>			720	2,893	1,370	57
	Grant/budget outstanding			781	0	130	743