

Minutes of Stonehouse Neighbourhood Development Plan Working Group held on 9 February 2017

1. Present: Jo Byrne (JB), John Jeynes (JJ), Carol Kambites (CK), Rachel Russell (RR-Minutes), Claire Sheridan (CS- Chair), Terry Webb (TW)
2. Apologies: JB 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 12 January 2017 were approved.

## 8. Publicity

As JB not at meeting, it was agreed to move forward this agenda item to avoid possible conflict of interest (JB has been employed to design a series of posters up to referendum).

**DECISION:** Next tranche of publicity to be after submission: Press Release, possible photo, Stonehouse News spring edition article, presentation to Annual Town Meeting, 24 April 2017.

## 5. Project Progress

### a) Budget and finance

RR reported no change to budget report provided at meeting of 12 January 2017. Regeneration and Environment Committee agreed at their meeting of 6 February that £250 for design of PDF of submission version of draft Plan is drawn down from Town Council's Neighbourhood Plan support budget (£380 outstanding), so other costs up to referendum, except any expert advice required, can be met from outstanding grant money (£529 uncommitted).

A Town Council NP support budget of £800 has been proposed for 2017/18 which may be needed for expert advice during the examination of the Plan.

### b) Project timetable

JB joined meeting.

RR reported that the submission draft of Neighbourhood Plan was agreed at the Town Council meeting of 23<sup>rd</sup> January 2017.

All documents should be ready for submission to the District Council by late February.

RR had contacted Mark Russell at SDC to advise of probable submission date and ask for information on referendum date; he gave examples of timescales for made Neighbourhood Plans in the District; can take from 6-9 months to reach referendum. RR gave him information about recent changes to regulations which set time limits regarding referendums for District Councils.

Members discussed what starting date of Plan period should be.

**ACTION: RR** to check dates of other submitted NPs and to ask SDC for advice if necessary.

## 6. Designed submission draft of Stonehouse Neighbourhood Plan

The current version of a designed submission draft had been circulated by e-mail before the meeting.

**DECISION:** Submission draft agreed subject to changes already received by e-mail by SNPG members.

**ACTION: JB** to proof read submission draft.

**ACTION: RR** to circulate final designed version for check.

## 7. Submission documents

### a) Consultation statement

RR advised group of all changes made to the statement as a result of comments made at the last SNPG meeting.

**ACTION: RR** to amend Appendix 1 (Schedule of Consultation activities) as follows:

Add event attendance for Arts Festival, July 2014 (approx.. 500), and for Goodwill, 2014 ( approx.. 1,500).

Correct attendance figs for British Legion meeting (14) and Park Estate residents meeting (8)

Add phrase to cover average attendance at venues where NP consultation displays in July to August 2016.

Add information re Co-op Stall, July 2016 that stall manned 10-1, 10-12 people actively engaged with.

**ACTION: RR** to add appendix to give flavour of press and publicity for each consultation event where possible.

**ACTION: JB** to provide JPEGs of relevant Stonehouse News pages.

#### **b) Conditions statement**

A draft of the Conditions statement was provided at the meeting.

**ACTION:** Add credit for conformity analysis done by P Weston and add *Assessment of the contribution of the Stonehouse Neighbourhood Development Plan to the achievement of sustainable development* as an Appendix.

#### **c) Town Character Assessment (TCA)**

**ACTION C/F: JB** to check West of High Street summary and assist with adding any further photos.

**ACTION C/F: RR** to ensure views justification document in Evidence base consistent with final version of TCA.

**ACTION: RR** to collate final document.

#### **d) Assessment of the contribution of the Stonehouse Neighbourhood Development Plan to the achievement of sustainable development.**

CK has updated; to be added as an Appendix to Conditions statement.

#### **e) Any other documents to be included in submission to District Council**

**DECISION:** Documents listed in a-d above to be submitted with draft Neighbourhood Plan; Health Check and Paul Weston's work to be available on submission draft page of website to show development towards submission draft.

### **8. Any Other Business**

JB was advised of the initial publicity timetable agreed at item 8 above; JB offered to do social media message, at no extra cost, re submission and thanking residents for their involvement.

**DECISION:** Once there is clearer information re referendum date, a schedule for release of themed posters will be set.

### **9. Next meeting dates: 6.30pm Thursday 30 March 2017- Preparation for presentation to Town Meeting.**