



Future Dursley Neighbourhood Development Plan (NDP)
Minutes of Steering Group Meeting
7pm 15 June 2016

Present: Councillor Mel Laybourne (Chair), Nick Organ, (Dursley Resident), Councillor Sue Creswick, Gayle Collins, (Dursley Resident), Mike Johnson, (Dursley Resident), Wendy Thomas, (Dursley Resident), Anita Gambie (Dursley Town Council), Vaughan Thompson (Place Studio), Paul Knuckle (Place Studio).

1. Apologies for absence

Jonathan Bird, (Dursley Resident), Councillor Neil Grecian, Councillor Clare Nelmes, Krystyna Dembny (Dursley Resident), District Councillor Doina Cornell, Leah Wellings (Dursley Town Council).

2. Minutes from 18th May 2016

The Minutes were agreed.

3. Matters arising from the Minutes incorporating Workshop Notes

Cam NDP

Cam NDP has agreed to allow Future Dursley SG members access to the aerial photos taken by Drone. An email link to the drop box folders containing the photos would be sent to SG members who confirmed they would like access.

Agreement from Cam NDP group to the proposal for a joint meeting between representatives from both NDP SGs has been confirmed. The purpose of the meeting would be to discuss progress with both groups Neighbourhood Plans and to look at semi-strategic issues e.g. housing and employment which overlap both the Cam and Dursley areas.

Cam NDP group had accepted the invitation to display relevant material at the Annual Assembly on 24th May 2016.

Parking standards

Place Studio had not yet provided information on Parking Standards in NDPs.

Mike Johnson has reviewed the Dursley Parking Needs research study and will provide feedback on this next month.



Local Green Space Designation

As part of a work experience week, Rednock geography students had agreed to map and complete pro formas for some of the proposed Local Green Space Designations.

Play Areas

Stroud District Council has confirmed that the 'Outdoor Playing Space - A survey of local provision and needs. (2013)' has not been updated to take account of any new play areas which may have become available as part of recent housing developments in the town.

Proposed development sites

It was noted that Mike Johnson had completed further site assessments for Henlow House and Blackboys Farm.

4. NDP Consultation

a. Feedback from the Dursley Annual Assembly held on 24th May 2016

The consultation feedback notes from the Dursley Annual Assembly were noted.

b. Annual Town Festival on 25th June 2016

SG members were asked to contact Anita if they were able to help out at the Future Dursley NDP stand at the Annual Town Festival. The consultation material would be the same as that featured at the Annual Assembly with a focus on general information about the NDP and more specifically on the proposed development sites.

c. Consultation with Dursley Primary Academy

Dates for proposed consultation sessions had been agreed with Dursley Primary Academy. These would be held in early July and would concentrate on consultation about green spaces. These would be facilitated by Gayle and Anita.

5. NDP Budget

An updated budget had been circulated to the SG on 10th June 2016. A new commitment of £45 to pay for three A1 laminated green spaces maps had been added.



FUTURE DURSLEY

Our Neighbourhood Plan

6. Dursley Economic Development Evidence Report

The draft report had been circulated to Steering Group members on 10th June.

In discussion the following points were raised:

- Table 1 - % of employment by sector in Dursley. It would be helpful to have numbers rather than percentages as absolute figures would be more meaningful.
- Some qualifying commentary would also be useful e.g. are the jobs full time or part-time, permanent or temporary posts.
- Table 5 – number of employees in Dursley. The group thought these numbers appeared to be particularly low and queried whether the figures included all employment in retail, primary and secondary schools, children’s centre, library, swimming pool, doctors’ surgery and the Courtyard clinic.
- Is it possible to have information about future trends in the report?
- Could the Resident’s Survey contain questions about business and employment?

The group had found Duncan’s presentation interesting and agreed that they needed to decide what extra they would like included as part of the economic evidence base.

Vaughan agreed to pass these comments back to Duncan. The group were advised these statistics were drawn from publically available data sets.

The policies in support of the economy are likely to be non- planning related and to focus on projects.

7. Correspondence from Blue Cedar Homes

Blue Cedar homes a company specialising in housing for older people had sent a letter to the Town Clerk with associated literature regarding the types of houses they build. The company asked for this correspondence to be shared with the NDP SG.

The group were advised that as SDC now has an adopted Local Plan in place, this will allow for housing types to be provided through a preplanning application process and that the company should be encouraged to take this route for any proposed planning applications.

The group needs to be careful that it does not come under any premature pressure for development and to remain neutral to any contacts from potential developers.



8. Workshop Session facilitated by Place Studio
 - a. Draft NDP Structure and policies

Six folders containing hard copies of the draft sections of the NDP were distributed to SG members. These contained a combination of partially completed sections and blank templates for the draft plan.

Structure:

Cover and Foreword

Section 1 – Context

Section 2- Vision

Section 3 : Policies and Projects/Actions – Key

 Policies – Housing

 Policies – Economy

 Policies – Services & Facilities

 Policies – Environment & Sustainability

 Policies – Transport

Section 4: Town Centre

Section 5: Site Allocations

Vaughan reiterated that the SG had liked the layout of the Shaping the Heart of Stroud Neighbourhood Plan when Cleo had shown them a version at the May Workshop session. He and Cleo had used this format as the basis for the structure of the draft Future Dursley NDP.

Vaughan gave a brief description of each section of the plan and advised the group that all members would be asked to help with tasks required to fill in and complete the draft structure.

Jonathan had agreed to draft the Foreword. This would be a double page spread. The content for this should be engaging factual and describe why Dursley has produced a Neighbourhood Plan.

Vaughan reminded SG members that most of what they would write would not be examined. It is the policies which the plan contains which will be examined. The sections that the SG members are going to draft would cover what and why this plan is special for Dursley.



Section 1 would be an introduction to Dursley and identify the key reasons the local community had decided to prepare a Neighbourhood Development Plan. These reasons were identified as:

- Promote the town's future
- Support employment
- Develop the town's economy
- To shape, influence and inform future development.

Sue offered to draft the introduction to the Neighbourhood Plan.

Section 2- Future Dursley Vision

Vaughan suggested that it could be helpful to include a key diagram in the vision section of the plan with a link to a development strategy which would show how the initiatives and policies work together. It was noted that this would be valuable and have a strong impact.

The visionary images could be mood boards about what sort of qualities the community would like Dursley to achieve.

Each theme lead was asked to complete an introductory context section for their subject. It was anticipated that this would be between 150-200 words and would set the scene for the topic, identify the relevant topic related challenges and then describe how these could be addressed through the plan. A blank template for each introductory context section would be sent to the relevant topic lead.

Steering Group members were also asked to review the draft policies which Vaughan had provided to the Steering group at the meeting. They were asked to provide comments and questions on these. Place Studio also confirmed that they are still working on these.

Photographs

The town council's photo archive had been reviewed and there were many gaps in the photographs. Nick Organ offered to take additional photographs to help fill in the missing gaps. Gayle also offered to provide some photographs of Dursley which could be used in the plan.

Dursley Residents would also be asked if they had any photographs that they would like to be used in the plan.



Our Neighbourhood Plan

The group agreed that it was logical for the theme leads to write the supporting text for their topic chapter in the draft plan. A template for each topic chapter would be sent to the theme leads.

Section 3 Policies and Projects

Economy

Mike offered to draft the text for the Economy theme. Vaughan advised Mike to use Duncan's report as the evidence base as this would provide a snapshot of Dursley's current economic state and changes over time.

Services and Facilities

Mel agreed to draft the sections for this topic drawing upon the report she produced as part of the Services and Facilities evidence base.

Traffic and Transport

Wendy and Gayle offered to draft the text for this chapter. The transport research evidence report would provide the basis for a large part of this.

Vaughan suggested that a 'state of play' map illustrating the A roads and/or an accessibility plan would provide a useful visual illustration of traffic and transport issues within and round the town.

Environment and Sustainability

Krystyna as the Environment topic lead would be asked to draft the text for this section. The SG agreed that they would like to include character in the environment and landscape section of the plan.

Housing

Jonathan would be asked if he would draft the text for the Housing chapter as he had agreed to review all the related evidence.

Projects/Actions

It was noted that many of the proposed transport solutions would not be delivered through policies but would require specific projects and actions. It is the Highways Agency who has the funds for these potential initiatives.

Place Studio also advised the group to look at 'made' plans.

- b. Consideration of draft policies for addressing the town centre



At the workshop in April, the Steering Group had agreed that it would be good to have a spotlight on the town centre initiatives and projects. Vaughan asked the group if they wanted to continue to pursue this as a task. He advised the group that the NDP would not 'fall' if a town centre masterplan were not included. Some parts of the town centre section will be a repeat of the other policies. There could be a town centre map with a legend linking specific places back to relevant policies. An example of how this could work was used describing the Barclays block. If this is redeveloped with an Active Frontage then this project on the map would be linked back to a design policy.

The group agreed to have a map of the town centre with potential projects and for this to include references and links back to the relevant policies.

If the group would like to have a separate section on the town centre, this could be included as section 4 and would be a separate standalone section.

c. Site allocations and designations

Vaughan asked the group to identify the top four sites. The more sites allocated in a plan the more risks there are.

Stroud District Council has the mandate for and has allocated strategic sites

Vaughan posed several challenges to the Steering Group:

- Why does the plan need to allocate a site if this is covered or allocated in another plan?
- What is it about the development of that site that is critical to the development of the NDP?
- Do you want to do anything other than protect employment sites?
- Which sites must we really allocate?
- How are you going to narrow the list down?

There was insufficient time left for full consideration to be given to the discussions on the site allocation so this would be picked up at the next meeting attended by Place Studio.

Vaughan asked the group how long they would need to complete their sections of the draft plan. The next meeting in July would be too soon, a number of SG members would be away in August so it was agreed to have the draft text completed before the 14th September NDP SG Meeting.

The next meeting will be held on Wednesday 13th July and will be chaired by Sue Creswick.