



Our plan – Our future

Much Wenlock Neighbourhood Plan

Minutes of the Neighbourhood Plan Steering Group

22nd April 2013, 5.00pm to 7.00pm, Guildhall

PRESENT

REPRESENTING

Members of the Steering Group

Tim Coleshaw	Community
Bob May	Community
Charles Teaney	Community
Cllr. Lesley Durbin	Much Wenlock Town Council
Cllr. Mike Grace (Chair)	Much Wenlock Town Council
Cllr. Robert Stuart	Much Wenlock Town Council
Cllr. David Turner	Much Wenlock Town Council
Cllr. Milner Whiteman	Much Wenlock Town Council

In Attendance

Mary Jacobs	Community
Faith Smith	Community
Gill Jones	Shropshire Council

Minute Taker

Robert Toft

1. Chairman's Welcome

Mike Grace welcomed those present to the meeting.

2. Apologies

Liz Thomas	Community
Rachel Walmsley	Community
Jake Berriman	Shropshire Council

3. Declarations of Pecuniary Interest, Dispensation or Bias

Mike Grace noted that, as an employee of Natural England, he would not comment on the response to the draft Plan made by Natural England.

4. Minutes of the Last Meeting

The minutes of the meeting on 15th April were not yet available and it was agreed that they would be considered at the next meeting of the Group.

(Robert Stuart arrived at the meeting)

5. Developing the Scope and Content of the Plan

Robert Toft said that he had checked that all comments made by the public and statutory agencies had been included in the tables of comments previously considered by the Group. There had been a small number of comments which had not been fully reflected and two emails containing comments (from Gordon Walker and James Orves) received before the formal consultation period had not been included. It was **agreed** that these points be made known to Town Councillors at their meeting on 25th April.

Robert Toft **agreed** to check that all comments and the response to them had been transferred to the website.

Bob May suggested that the revised version of the draft Plan should be made available on the website.

It was confirmed that no more comments on the draft Plan had been received.

6. Plan Timetable and Process

To consider and agree outstanding matters regarding preparations for submission of the Plan to the Town Council and Shropshire Council.

Charles Teaney noted that the documents needed for submission to Shropshire Council were a map showing the Neighbourhood Plan area, statement of consultation, the Plan itself, a conformity statement and environmental and sustainability statements. It was agreed that the conformity statement could start from an existing model such as those of Thame or Eden.

Mike Grace noted Shropshire Council had not been fully definitive about the need for a Strategic Environmental Assessment (SEA). He noted that the "green leaf" bullet points on sustainability had been extended to meet the need for a sustainability assessment.

Faith Smith noted that the green-leaf points now linked well with the Core Strategy and **agreed** to do a comparative table.

Mike Grace noted that all items for Shropshire Council could be sent by the Town Clerk on 30th April.

Robert Stuart queried the purpose of the six-week period following publication of the Plan by Shropshire Council. He wondered whether the date of assessment could be set once the date of publication was known. Charles Teaney thought that this would be possible if the Town Council had given approval to the Plan. He thought that the date of publication would be when the Plan was available on the Shropshire Council website.

ACTION: Gill Jones to check who (in Shropshire Council) the plan should be sent to, which meeting of Shropshire Council would sign off the Plan and when it would be formally publicised.

To consider and agree preparations for submissions to the independent Assessment; including Evidence and the draft Statement of Consultation.

Charles Teaney noted that evidence could come forward during the publication period which could lead to re-examination of the Plan. Mike Grace noted that the assessor might also choose to hold a public hearing of the Plan.

Mike Grace noted that Faith Smith had compiled a table of evidence referenced in the Plan which would need to be finalised for the assessor. He noted that Lesley Durbin was finalising the Housing Evidence Base (EV3), including updated information from Andy Mortimer and the sheltered housing on the Lady Forester Home estate.

Robert Stuart noted that new evidence on flooding was available from the Environment Agency and **agreed** to add John Yeats's study from 2007.

Gill Jones **agreed** to prepare EV2 (LDF Implementation Plan and Local Investment Plan Much Wenlock and Surrounding Area Place Plan 2012 -2013). Faith Smith **agreed** to identify the work needed to prepare and update other evidence.

(Tim Coleshaw arrived at the meeting)

Mike Grace suggested adding the Landscape Assessment to the evidence.

Bob May suggested combining the map, Plan and appendices in a single document.

(Mary Jacobs arrived at the meeting)

Statement of Consultation

Mike Grace noted that Mary Jacobs had prepared a revised statement of consultation into which she had put a great deal of effort and should be warmly thanked. David Turner noted that the wording using in the statement of consultation should be the same as that used in the Plan where appropriate. Gill Jones thought that the table of activity should show how comments had been dealt with.

It was **agreed** for the purposes of the document, that Shropshire Council was one of the statutory consultees.

David Turner suggested the possibility of including photos of forms and other documents and offered to find suitable images from the Flickr set.

ACTION: Bob May and Charles Teaney to finalise the Statement of Consultation prior to the next meeting.

Mike Grace **agreed** to prepare the Statement of Conformity.

To consider and agree any issues for handover to the Town Council and Town Clerk to ensure progression of the Plan

Bob May asked whether the version of the Plan to be distributed to residents was a decision for the new Town Council. This was **agreed**. Bob May thought that this should be on the basis of one per household.

Lesley Durbin noted that moving hosting of the website to a third party, such as Virtual Shropshire, had been previously considered but not yet pursued.

7. Media and Communications

Robert Toft **agreed** to draft an item on progress for the May issue of the Wenlock Herald.

Mike Grace noted the need to prepare for the assessment and referendum on the Plan. He noted that it would be important for voters to be clear on the consequences of rejecting the Plan.

8. Date of Next Meeting

The next meeting of the Steering Group was **agreed** to be on 29nd April 2013, starting at 5.30pm in the Guildhall.

The meeting closed at 6.55 pm.

Signed _____
Chairman

Date _____