



Our plan – Our future

Much Wenlock Neighbourhood Plan

Minutes of the Neighbourhood Plan Steering Group

29th April 2013, 5.30pm to 7.00pm, Guildhall

PRESENT

REPRESENTING

Members of the Steering Group

Tim Coleshaw	Community
Bob May	Community
Charles Teaney	Community
Liz Thomas	Community
Cllr. Lesley Durbin	Much Wenlock Town Council
Cllr. Robert Stuart (Chair)	Much Wenlock Town Council
Cllr. David Turner	Much Wenlock Town Council

In Attendance

Mary Jacobs	Community
Faith Smith	Community
Rachel Walmsley	Community
Gill Jones	Shropshire Council

Minute Taker

Robert Toft

1. Chairman's Welcome

In the absence of Mike Grace, Robert Stuart was elected chair of this meeting. Robert Stuart welcomed those present to the meeting.

2. Apologies

Cllr. Mike Grace	Much Wenlock Town Council
Cllr. Milner Whiteman	Much Wenlock Town Council
Jake Berriman	Shropshire Council

3. Declarations of Pecuniary Interest, Dispensation or Bias

There were no declarations of pecuniary interest, dispensation or bias.

4. Minutes of the Meetings of 15th and 22nd April

15th April

Item 5 (1st Para under "Comments from Statutory Agencies and Shropshire Council", Line 3) Replace "difference had been made" with "difference would be expected to have been made";

Item 5 (1st Para under "Comments from the Public", Line 7) Replace "plans" with "neighbourhood plans".

Subject to these points, the minutes of the meeting of 15th April were **approved**.

22nd April

Item 6 (3rd Para under "To consider and agree preparations for submissions to the independent Assessment; including Evidence and the draft Statement of Consultation", Line 2) Replace "John Yates" with "John Yeats".

Subject to this point, the minutes of the meeting of 22nd April were **approved**.

5. Plan Timetable and Process

To consider and agree outstanding matters regarding the Town Council's consideration of the Plan.

Robert Stuart noted that the Town Council meeting on 25th April had endorsed the Plan subject to two small amendments to the text proposed by Cllr Matthew Green:

(Minute-taker's note: Additional or amended text shown in italics)

Policy H6 to read "The redevelopment....where it can be shown that *an otherwise lawful* use of the site is no longer viable."

Policy RF2 to read "All developments in....flood risk *both to the use of the site and elsewhere* when compared to current use."

It was **agreed** that these two amendments were acceptable and that Cllr Green's detailed examination of the plan had been valuable.

Robert Stuart noted that Mr Roy Dower had written to the webmail address. In his email he had included extracts of his complaint to the Local Government Ombudsman (LGO) regarding Shropshire Council's planning application and subsequent consent for a development of a temporary car park in Stretton Road which the LGO had agreed to consider. Mr Dower had also asked the Steering Group to reconsider proposals in the Plan for an attenuation pond which would be partly sited on his land in view of this decision. It

was **agreed** to note his request but not to seek to interfere with the investigation by the LGO.

To consider and agree outstanding matters regarding preparations for submission of the Plan to Shropshire Council including the draft Statement of Consultation.

Robert Stuart noted that the documents which needed to be submitted to Shropshire Council were a map showing the Neighbourhood Plan area, the statement of consultation, the Plan itself with appendices, a statement of conformity with basic conditions and confirmation of the area covered by the Plan (the parish boundary) by Shropshire Council.

Gill Jones confirmed that Shropshire Council cabinet meeting of 12 September 2012 had confirmed the parish boundary as the area for the Plan.

(Lesley Durbin and Tim Coleshaw arrived at the meeting)

Bob May noted that all documents should be dated as of 29th April 2013.

Faith Smith noted that a short concluding statement had been added to the basic conditions document to which a map would also need to be added . The document also included a sustainability assessment statement and discussion of the need for a strategic environmental assessment (SEA).

(David Turner arrived at the meeting)

ACTIONS:

(i) Tim Coleshaw to email pdf's of maps to the locum Town Clerk (Michael Gledhill);

(ii) Faith Smith to send final version of Plan (including appendices) and basic conditions statement to the locum Town Clerk;

(iii) Charles Teaney to draft covering letter to accompany submission to Shropshire Council, noting that the basic conditions statement included sustainability and environmental assessments;

(iv) Bob May to assist locum Town Clerk in assembling submission documents with the aim of posting to Shropshire Council on 30th April.

(Mary Jacobs arrived at the meeting)

Charles Teaney thought that regulations might require that the consultation statement record actual comments. He **agreed** to check the regulations and if necessary to attach the comments as appendices and email them to Bob May. Robert Stuart **agreed** to send the link to John Yeats's 2007 study to Bob May.

To consider and agree preparations for the independent Assessment; including submissions of Evidence Statements

Robert Stuart noted that the Town Council had raised the issue of whether the existing GSO1 policy gave sufficient protection to green open spaces in the context of the National Planning Framework (NPPF) use of the term. The assessor might be asked to advise on this and, in the interim, it was **agreed** that Tim Coleshaw would consider this further.

Charles Teaney suggested making links to the evidence base available to Andy Mortimer in the following week and to note in the covering letter for the Plan submission that these would be forthcoming.

David Turner suggested that the assessor might be sent emails with links before any physical documents were sent.

Agreed that that the Chair of the Steering Group should approach the assessor about the formats in which he would like to receive submissions.

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

Robert Stuart noted that the Town Clerk had delegated powers to consult and involve others where necessary. He added that a meeting of the existing and new Town Council members would be held on 1st May.

To consider the Plan timetable and agree necessary actions

Lesley Durbin noted that there would be a meeting of the Town Council and Housing Associations in June at which it would be valuable to have some members of the Steering Group in attendance. She suggested that the current Mayor (Tim Pinches) should also be invited to attend.

Robert Toft raised the issue of agreeing the formal date of publication of the draft Plan by Shropshire Council. Charles Teaney noted that the publication date should be the date on which it was published on the Shropshire Council website. He **agreed** to draft a letter to Shropshire Council seeking confirmation of this.

6. Media and Communications

David Turner noted that Robert Toft had drafted an article which had appeared in the May Wenlock Herald. He thought that the next press release should come from the Town Clerk. Robert Stuart agreed to liaise with Michael Gledhill on this.

It was **agreed** that the Town Clerk would take on responsibility for updating the Plan websites and associated web pages such as Flickr. Training needs for Town Council staff would need to be agreed with the Town Clerk.

ACTION: Bob May to send David Turner recent information and documents to enable him to update the website prior to handover to the Town Clerk.

Mary Jacobs agreed to continue dealing with webmail until the referendum had been completed.

ACTION: Mary Jacobs to ask the Town Clerk to update the website regarding webmail.

7. Budgets

Bob May noted that the new Town Council would need to make provision for communication of the Plan to residents

8. Date of Next Meeting

It was **agreed** to recommend that the Town Clerk should consider convening a meeting of members of the Steering Group on 13th May 2013, starting at 5.00pm in the Guildhall.

The meeting closed at 6.50 pm.

Signed _____
Chairman

Date _____