



Our plan – Our future

Much Wenlock Neighbourhood Plan

Minutes of the Neighbourhood Plan Steering Group Volunteers Meeting
28th May 2013, 5.30pm to 7.00pm, Guildhall

PRESENT

REPRESENTING

Members of the Steering Group

Lesley Durbin	Community
Mary Jacobs	Community
Bob May	Community
Faith Smith	Community
Robert Stuart (Chair)	Community
Charles Teaney	Community
Liz Thomas	Community

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

Mike Grace	Community
Cllr. David Turner	Community
Cllr. Milner Whiteman	Much Wenlock Town Council
Gill Jones	Shropshire Council

3. Declarations of Pecuniary Interest, Dispensation or Bias

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

4. Minutes of the Last Meeting

The draft minutes of the Steering Group meeting of 29nd April were **approved** without any changes.

(Charles Teaney arrived at the meeting)

5. Plan Timetable and Process

To consider any preparations for the independent Assessment.

Robert Stuart noted that there was no fixed timetable for the assessor. He added that Jake Berriman had said that the assessor's time could not be officially fixed until after the end of the six week publication period.

ACTION: Charles Teaney to check with Andy Mortimer (copied to Jake Berriman) regarding dates for the assessor and whether it would be possible to agree the format and contents of materials required by the assessor in advance of the examination.

Robert Stuart noted that Mike Grace had requested that all documents and files should be in order in readiness for the assessment.

Robert noted that Nick Boles (Planning Minister) had said that identified Neighbourhood Plans would carry some weight even before they had been approved at a referendum.

Bob May noted that the website needed to be tidied up before handover to the Town Council and added that submitted and supporting documents needed to be clearly identifiable. Faith Smith thought that the website should include a "supporting documents button".

ACTION: Mike Grace to liaise with Faith Smith and David Turner on organisation of assessment evidence on the website.

Charles Teaney **agreed** to ask if Shropshire Council could copy to the Town Clerk any comments received during the publication period as they were received.

Lesley Durbin noted that the housing report underlied the housing policies in the Plan. Lesley had prepared the draft report, which Faith Smith agreed to check and it was **agreed** this would not be uploaded as a supporting document until the draft had been checked.

Lesley Durbin noted that the assessment could include a public hearing.

To consider any preparations for the Referendum

Robert Stuart noted that the timescale for the assessment could be a week but would probably be longer if a public hearing was held. He suggested that discussion on preparations should be delayed until the new Town Council had become fully involved and added that the Town Council had agreed that responsibility for neighbourhood planning would come under its new Planning and Environment Committee.

Charles Teaney noted that early October was now the likely date for a referendum.

6. Media and Communications

Robert Toft noted that a Press Notice had been issued by the Town Council noting that the Plan had been sent to Shropshire Council prior to assessment and that a linked article had appeared in the June Wenlock Herald.

It was **agreed** that Mike Grace's paper on "lessons learned" during the preparation of the Plan should be considered at a future meeting.

7. Summary for Councillors

Bob May noted the need to have a proper meeting of the Steering Group or a successor body. Robert Stuart noted that a date had not yet been set for a meeting of the Town Council's Planning and Environment Committee.

Lesley Durbin and Bob May noted the need to brief councillors on the meeting with Shropshire Housing Group scheduled for 27th June. Lesley Durbin said that she presumed that some Steering Group members would be involved and noted that it would be useful for the assessor to see that active steps were being taken to further the policies in the Plan.

Bob May thought that a professional summary of the Plan should be circulated to all residents. Mary Jacobs suggested that other areas who had published neighbourhood plans might be approached regarding this.

8. Date of Next Meeting

It was **agreed** not to set a date for a further meeting until the Town Council had agreed whether the Steering Group (or a successor body) would be re-established.

The meeting closed at 6.25 pm.

Signed _____
Chairman

Date _____