



Our plan – Our future

Much Wenlock Neighbourhood Plan

Minutes of the Neighbourhood Plan Steering Group

17th June 2013, 5.30pm to 7.00pm, Guildhall

PRESENT

REPRESENTING

Members of the Steering Group

Tim Coleshaw	Community
Lesley Durbin	Community
Mike Grace	Community
Bob May	Community
Faith Smith	Community
Robert Stuart	Community
Charles Teaney	Community
Liz Thomas	Community
Cllr. David Turner	Community
Cllr. Bert Harper	Much Wenlock Town Council
Cllr. Mary Hill	Much Wenlock Town Council
Cllr. Milner Whiteman	Much Wenlock Town Council

Minute Taker

Robert Toft

1. Chairman's Welcome

Milner Whiteman proposed and Lesley Durbin seconded Mike Grace as chair of the Steering Group. Mike Grace welcomed those present to the meeting.

2. Apologies

Mary Jacobs	Community
Cllr. Yvonne Holyoak	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 Meetings of 29th April and 28th May

29th April

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

28th May

The draft minutes of the Steering Group volunteers meeting of 28th May were **approved** without any changes.

5. Developing the Scope and Content of the Plan

Charles Teaney noted that Jake Berriman had advised that few public comments had yet been received by Shropshire Council following publication of the Plan. David Turner noted that HCA (Homes & Communications Agency) had confirmed that they were content with the Plan, English Heritage had noted that they thought policy H7 (on infill development and building conversion) might be reconsidered and that the Coal Authority had no concerns. He added that the Plan had been considered by the Shropshire Council Cabinet meeting on 29th May.

6. Plan Timetable and Process

To consider and agree preparations for the independent Assessment and the Referendum; including submissions of Evidence Statements and supporting documents, local publicity, production and dissemination of the Plan

David Turner noted that the independent examiner, Andrew Ashcroft, had advised Shropshire Council that he had reserved 7 days between 1st and 18th July for his assessment, which he thought would be entirely based on written representations. Mr Ashcroft had also advised that he thought electronic links to documents would be satisfactory and would determine whether any paper copies would be required.

Faith Smith thought that documents for the assessment should be grouped in an identified area of the website. David Turner suggested that a password protected area could be made available for Mr Ashcroft. Lesley Durbin noted that links to all relevant housing documents were needed.

ACTION: Faith Smith and David Turner to consider access to the website by Andrew Ashcroft and to liaise on this with Charles Teaney and Lesley Durbin.

Bob May noted that identification and linking of supporting documents was the main task.

Mike Grace suggested that a Steering Group member should have a look at all submissions to Shropshire Council on or after the closing date of 26th June. David Turner **agreed** to ask Andy Mortimer to send a copy of all submissions received by 26th June.

Mike Grace asked whether there should be any publicity of the assessment. It was **agreed** not to undertake this but to note that Andrew Ashcroft would be considering comments in July, and that further news and dates, including the date of a referendum, were expected after the conclusion of the assessment.

Mike Grace asked whether a meeting should be sought with Shropshire Council Democratic Services and Planning staff. David Turner **agreed** to liaise with Gill Jones and Andy Mortimer on this matter.

Charles Teaney noted that the Town Council and Shropshire Council were required to be neutral at the time of the referendum and queried who might be able to argue the positive case for the Plan. Mike Grace thought that a meeting with Andy Mortimer would be needed after the assessment report had been received. It would be necessary to decide what sort of document would be presented to the public to enable them to make a decision. Tim Coleshaw thought that a map would be crucial to this. Faith Smith noted that the Plan policies alone took up five sides of A4.

(Milner Whiteman left the meeting)

Bob May asked whether the referendum document could be sent out at the same time as the notice of poll. David Turner suggested consulting Exeter Council (who had recently undertaken a referendum for the St James area) on this. Bob May **agreed** to pursue this.

To consider the Plan timetable and agree any necessary actions

Charles Teaney **agreed** to refine the timetable and critical path for the period from the assessment to the referendum.

To consider and agree any issues for action/decision by the Town Council and the Town Clerk to ensure progression of the Plan

Bob May noted that he had made some amendments to the paper from Sarah May on expenditure on the Plan to date and advised that about £5,300 was left in the budgets.

ACTIONS:

i) Robert Stuart to collate comments on the budget and seek clarification of outstanding points with the (locum)Town Clerk;

ii) Robert Toft to check whether the Town Clerk had delegated powers to commission MA Creative to undertake further work on designing/printing the Plan document for the referendum and the available budget for this.

6. Media and Communications

It was agreed that a short factual note on the assessment should be included in the July Wenlock Herald, Robert Toft **agreed** to draft this.

It was noted that Jan Lubber had requested a meeting with members of the Group.

Mike Grace noted that he and several members of the Group would be meeting with Professor Alister Scott on the ecosystems research and toolkit on 20th June.

8. Date of Next Meeting

It was **agreed** that the next meeting of the Steering Group would be on 1st July 2013, starting at 5.30pm in the Guildhall.

Robert Toft asked for clarification on membership of the Steering Group. Mike Grace noted that the Town Council had agreed that three members of the Council would be members of the Steering Group and that other existing members (including former members of the Town Council) would be Community members of the Group. Mike Grace confirmed that these would include Faith Smith.

Mike Grace noted that Rachel Walmsley had given a well-received presentation on the Neighbourhood Plan to an RTPi conference and it was **agreed** that she should be thanked for this.

The meeting closed at 7.00 pm.

Signed _____
Chairman

Date _____