



Our plan – Our future

NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of a meeting held at The Guildhall, Much Wenlock 5 p.m. on Monday 25 June 2012

PRESENT:

Bob May
Cllr. Lesley Durbin
Cllr. Mike Grace (Chair)
Cllr. Robert Stuart
Cllr. David Turner

REPRESENTING:

Community
Much Wenlock Town Council
Much Wenlock Town Council
Much Wenlock Town Council
Much Wenlock Town Council

IN ATTENDANCE:

Mary Jacobs	Community
Tim Coleshaw	Community
Rachel Walmsley	Community
Gill Jones	Shropshire Council

TOWN CLERK:

Sharon Clayton

1) ELECTION OF CHAIRMAN

Nominations were sought for the election of Chairman.

It was **PROPOSED**, **SECONDED** and unanimously **AGREED** that Cllr. Mike Grace be elected as Chair.
It was **RESOLVED** that Cllr. Mike Grace be elected as Chairman for the ensuing year.

2) APOLOGIES

Apologies were received from Cllr. Milner Whiteman.

This apology was **ACCEPTED** and **CONFIRMED** as **APPROVED** absence.

Apologies were also received from Charles Teaney and Jake Berriman.

3) MINUTES

The minutes from the meeting held on 11 June 2012 were **APPROVED** following minor amendments.

It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record.

4) PROGRESS ON RESIDENTS AND BUSINESS SURVEYS

The Much Wenlock Residents' Survey literal comments analysis was discussed. It was **PROPOSED** that some intelligent aggregation of the text of literal comments was needed so that people unfamiliar with the area could better understand the analysis. Some of the answers related to the same site, although they could be misinterpreted as alluding to a different site, and the analysis did not identify whether the same person had suggested different sites.

It was **PROPOSED** that the Theme Teams should analyse the data and draw out the conclusions, after which the data could be published.

It was **AGREED** that:

- i. The Theme Teams should further analyse the raw data.
- ii. Any subsequent literal comments should not be published until the Steering Group had had a chance to review them.

In debate the Steering Group noted that some of the suggestions could not be actioned because some land had already been designated for other use, and some of the data was repetitive and not easy to digest because it lacked richness. There were also some cross-overs. The general consensus was that the data should be considered to inform, rather than considered as a poll, since the responses were full of good ideas.

The Business Survey results were considered, for which only 20 responses had been received to date. It was noted that some late responses were expected and the survey would remain open until the end of June 2012.

It was **AGREED** that:

- i. **Although the response to this business survey was disappointing, the survey was helpful and would be closed by the end of June, after which it would be analysed.**
- ii. **The results would be published after the deadline for receipt of completed surveys.**

5) DEVELOPING THE SCOPE AND CONTENT OF THE PLAN AND THE THEMES

a) Review of outcomes of the volunteers meeting on 19 June 2012.

Five volunteers had attended the event and the results had been distributed to Steering Group members.

It was **AGREED** that other volunteers should be kept informed of the process and assigned other work.

b) Activity to enable the community and specific interest groups to develop the scope and content of the Neighbourhood Plan

Further work on options development for the Neighbourhood Plan had been carried out. A plan for a week of workshops had been drawn up and was considered for action. The workshops would be an opportunity, and a challenge, to bring in all representatives who would participate in the process. Some interaction would be needed prior to objectives being highlighted.

It was envisaged that the workshops could be held at the Priory Hall and geared to facilitate round table discussions. This would allow interesting debate with professionals on hand to answer questions. Each workshop would be held in the evening and last for two hours.

Concern was expressed that professionals may come at cost and that a week of sessions would be too intense if the same people/volunteers were expected to attend each session. It was **PROPOSED** that there should be a Theme Leader on each table who could also take notes. It was also **PROPOSED** that some of the evidence gathered should be filtered according to its relevance to the Neighbourhood Plan, with a set of objectives to work from so that they could be turned into feasible options.

These objective-setting workshops would identify objectives and how they could come together. The Steering Group discussed who should be invited and the consequences of those who were not invited, since those not invited may lose interest and not want to participate further in the process. Concern was also expressed about Steering Group members and their objectivity in facilitating the process. For this reason it would be better to bring in independent facilitators who were not involved in the development of the Neighbourhood Plan and, therefore, their input would be unbiased.

Objective setting was discussed in more detail and possible objectives were debated.

It was **AGREED** that:

- i. A session would be held on 12 July 2012 from 6.30 to 9 p.m. at the Priory Hall where the objectives would be drawn up.
- ii. All volunteers would be invited, including Shropshire Council.
- iii. The event would be held at the Guildhall should the Priory Hall not be available.
- iv. Further community engagement would take place in September 2012.

c) Progress on Plan themes and actions

It was **AGREED** to discuss this further at a future meeting.

6) MANAGING AND RECORDING EVIDENCE AND CORRESPONDENCE

It was **AGREED** to defer this discussion until Robert Toft was able to report back with further ideas.

7) APPLICATION FOR FORMAL NEIGHBOURHOOD PLAN STATUS

The meeting was informed that the application to designate Much Wenlock as a neighbourhood area had been submitted to Shropshire Council and was being advertised throughout the parish. Members of the public had until 10 August 2012 to make representations on whether the civil parish of Much Wenlock is an appropriate neighbourhood area.

NOTED

8) MEDIA COMMUNICATIONS

The meeting was informed that the booklets, which had been distributed around the town to raise awareness about the Neighbourhood Plan process, needed to be updated and this would be done once the survey results had been received. It was **PROPOSED** that a summary leaflet could also be produced and made available on the Neighbourhood Plan website.

It was **AGREED** that:

- i. The booklet would be withdrawn and something sharper published to replace it.
- ii. Cllr. David Turner and Cllr. Robert Stuart would respond to a request for information from Leominster Town Council.
- iii. Cllr. Mike Grace would give a presentation to the RTPi northwest.

9) BUDGETS

It was **PROPOSED** that a video be prepared of the objective setting meeting.

It was **AGREED** to recommend to the Neighbourhood Plan Committee that a video of the objective setting meeting should be commissioned.

10) DATE OF NEXT MEETING

It was **NOTED** that the next meeting would take place on Monday 9 July 2012 commencing 5 p.m. at the Guildhall, and thereafter meetings would take place fortnightly.