

4. Minutes of the Last Two Meetings

The following amendments were noted to the draft minutes of the meeting of 17th December:

Item 5 (2nd Para, under "Meeting with Housing Associations and Shropshire Council", Line 2) Replace "exceed the Parker Morris standards" with "match the Parker Morris standards";

Item 5 (2nd Para, under "Meeting with Housing Associations and Shropshire Council", Line 2) Insert "Group" after "Shropshire Housing";

Item 5 (3rd Para, under "Meeting with Housing Associations and Shropshire Council", Line 1) Insert "Group" after "Shropshire Housing";

Item 5 (5th Para, under "Meeting with Wenlock Estates", Line 2) Replace "had been extended" with "was in process of being extended";

Item 5 (12th Para, under "Housing Options", Line 3) Replace "Stretton Road, Sytche Lane and Sytche Close" with "Stretton Road and Sytche Lane".

Subject to these points, the minutes of the meeting of 17th December were **approved**.

The minutes of the meeting of 2nd January were **approved** without amendment.

It was **agreed** that unredacted minutes of the meetings of 12th, 19th and 26th November and 3rd December could now be made available on the website.

The meeting **noted** that an addition had been made to the minutes of the meeting of 19th November in respect of Land Proposal "P" to note that it had been subsequently determined that the land covered by this proposal did not include that identified as land for flood attenuation ponds.

(Gill Jones arrived at the meeting)

5. Developing the Scope and Content of the Plan

To design and agree actions for 12th January consultation events and meetings to develop the content of the Neighbourhood Plan

Mike Grace thanked the members of the Group for their work on the Plan to date. David Turner commended Mike Grace for his interview on Radio Shropshire regarding the Plan earlier that day.

Mike Grace noted that the leaflets had been collected in the morning and he believed that distribution was now underway. He added that landowners, statutory consultees and volunteers had also been informed about the events.

Mike Grace noted that he had drafted a paper for the Town Council meeting on 10th January.

Actions after 12th January

David Turner noted that there was a need for a definite final date after which no further comments could be considered from landowners. Bob May thought that not all comments would have been analysed by the date of the next Steering Group meeting (14th January). Mike Grace noted that the report on the Plan for the Town Council would need to be complete by "close of play" on 22nd January.

Charles Teaney noted that a Steering Group meeting before 24th January would need to approve the report and the text of the Plan. He noted that the publication date was planned for 15th February and queried what constituted publishing since a large-scale map was involved. Mike Grace thought this should be as agreed, with the map on one side and text on the other.

Lesley Durbin noted that the Plan would effectively be in the public domain once the paper had been sent to Town Council members. She wondered what should be done about public comments received after this time. Bob May thought that the last chance for comment should be 12th January since there was also a statutory consultation period. Robert Stuart thought that the statutory period was only formal and that only procedural comments would be considered. Charles Teaney noted that Shropshire Council had the responsibility to consider these comments. He added that a statement of public consultation would also be necessary.

Bob May thought that 21st January should be the latest date on which decisions could be made. Faith Smith thought that 15th January should be the cut-off date for considering responses. David Turner thought that it was important to publish a guillotine date and to stick by it.

Agreed that:

- i) The last date for consideration of comments would be midnight on Tuesday 15th January;
- ii) Members of the Group would work together to transcribe comments received at the public events on 12th January.

David Turner noted that email comments also needed to be monitored.

Mike Grace noted that there was a 6-week consultation period after the Plan had been publicised by Shropshire Council. Charles Teaney noted that, at the end of this period,

Shropshire Council would need to approve the Plan, before submitting to the independent assessor. He noted that Jake Berriman had advised that a further 6-week period needed to be allowed for publicising the Plan after consultation which meant that approval by Shropshire Council was now scheduled for around 21st May. David Turner noted that there was uncertainty about the second 6-week period and asked if this could be checked.

Lesley Durbin thought that the Plan should be delivered to Shropshire Council by hand. Gill Jones and Rachel Walmsley thought that the 6-week consultation period began only after the Plan was publicised rather than on its receipt by Shropshire Council.

ACTION: Gill Jones to check on the start date of the consultation period.

Mike Grace noted that Mark Plummer (DCLG) should also be consulted on the requirements of the Neighbourhood Planning Regulations.

ACTION: Mike Grace to consult Jake Berriman and Mark Plummer on dates and periods required by the Neighbourhood Planning Regulations, following which Charles Teaney would revise the plan timetable as necessary.

Actions before 12th January Public Events

Mike Grace noted that there would be 20 posters which would need to be displayed vertically. Gill Jones noted that display stands would be delivered on 9th January.

It was **agreed** to set-up the displays in the Methodist Church Hall from 5.30pm on Friday 11th January if possible.

(Mary Jacobs arrived at the meeting).

It was **agreed** to have a short discussion about the events at the end of the Priory Hall meeting at 5pm on 12th January.

Mary Jacobs noted that it was necessary to think about how to involve those attending the events. David Turner thought that it should be possible for attendees to indicate whether they agreed with the proposals for each site. Rachel Walmsley noted that it was important to be clear which site, option or policy the comments referred to.

Mary Jacobs wondered whether there was a need to guide attendees through the displays. Rachel Walmsley thought that the need for this should be judged on the day itself.

(Tim Coleshaw left the meeting).

Mary Jacobs noted the possibility of using "Planning for Real" sheets which involved moving indicators of support. Lesley Durbin thought that a box for cards indicating support for options might be used. Faith Smith was concerned that requests for decisions might create

a danger of confusion with the referendum. Robert Stuart noted that the main decision sought was limited to housing.

It was **agreed** that comments only should be invited at the events.

ACTION: Group members with available laptops to bring them to the events on 12th January if possible to enable comments to be transcribed.

Mike Grace noted that Shropshire Radio and the Bridgnorth Journal had been invited to the events and that an invitation had also been sent to Philip Dunne MP.

6. Media and Communications

David Turner noted that website visits had been increasing since the land proposals had been made available.

Mary Jacobs noted that emails regarding two further sites had been received recently. David Turner noted that Halls Estate Agents had also said that they had a client who was interested in offering land. It was **agreed** to add further site proposals to the website under the heading of "Other Land Proposed".

7. Plan Timetable and Process

To Consider and Agree Necessary Actions for delivering the Plan, including Appointment of Assessors

Mike Grace noted that Jake Berriman had advised that a senior planning officer from Herefordshire Council had offered to act as assessor. Mike noted his concern that an assessor from a nearby council might not be seen as fully independent.

Bob May thought that it was important to get a high-quality independent assessor, with price not an important factor. Charles Teaney and Milner Whiteman queried whether a PINS (Planning inspectorate) assessor would have the necessary local knowledge and perspective.

Gill Jones noted that the standard approach to tendering was to seek three quotes from which the cheapest meeting the requirement would normally be chosen.

David Turner thought that it would be better to have an assessor who was not from a bordering area and ideally someone who had established themselves for this purpose. Lesley Durbin thought that a local authority assessor with rural experience would be acceptable but agreed that it was better if they came from further away. Robert Stuart thought that independence and rural knowledge were the two key criteria.

In conclusion Mike Grace noted that the Group wanted an assessor with rural knowledge and experience, preferably not from a nearby area and had concerns that a PINS inspector might not have the necessary background.

ACTION: Mike Grace to consult further with Jake Berriman on the appointment of an assessor.

8. Budgets

David Turner noted that the Flickr contract for online display of photos was about to expire and proposed an extension for a further three months (at a cost of \$6.95).

ACTION: Robert Toft to ask Sharon Clayton (Town Clerk) to renew the Flickr contract for three months.

9. Date of Next Meeting

The next meeting of the Steering Group was **agreed** to be on 14th January 2013, starting at 5pm in the Guildhall, at which the dates of further meetings would be agreed.

Signed _____
Chairman

Date _____