



Our plan – Our future

Much Wenlock Neighbourhood Plan

Minutes of the Neighbourhood Plan Steering Group

3rd September 2012, 5.00pm to 7.00pm, Guildhall

PRESENT

REPRESENTING

Members of the Steering Group

Mary Jacobs	Community
Charles Teaney	Community
Liz Thomas	Community
Cllr. Lesley Durbin	Much Wenlock Town Council
Cllr. Mike Grace (Chair)	Much Wenlock Town Council
Cllr. David Turner	Much Wenlock Town Council
Cllr. Milner Whiteman	Much Wenlock Town Council

In Attendance

Gill Jones	Shropshire Council
------------	--------------------

Observer

Roy Murphy	Droitwich Town Council
------------	------------------------

Minute Taker

Robert Toft

1. Chairman's Welcome

Mike Grace welcomed those present to the meeting.

2. Apologies

Tim Coleshaw	Community
Bob May	Community
Rachel Walmsley	Community
Cllr. Robert Stuart	Much Wenlock Town Council
Jake Berriman	Shropshire Council

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of Last Two Meetings

The following amendment was noted to the draft minutes of the meeting of 20th August:

Item 7 (1st Para, Lines 1 to 4): Replace "application to formalise the status of the Neighbourhood Plan had been considered at a Shropshire Council Cabinet meeting and that no objections had been raised" with "Neighbourhood Plan area designation application had attracted no objections during the consultation period and would be considered for approval at the Shropshire Council Cabinet meeting on 12th September".

Subject to this point, the minutes of the meeting of 20th August were **approved**.

The draft minutes of the meeting of 28th August were **approved** without amendment.

5. Plan Timetable and Processes

Charles Teaney had revised the plan timetable. He noted that he had based the timings on previous experience and had not been bound by the recent suggestions from Mark Plummer (DCLG).

David Turner asked how progress compared with other front-runners. Mike Grace said that that Mark Plummer had thought that Much Wenlock was not in front but was in the "chasing pack" behind two or three others. Mike said that he had not found any areas that seemed to be further advanced. Lesley Durbin thought that Bookham (Mole Valley) might be ready by February 2013.

Mike Grace noted that DCLG wanted front-runners to go quickly. David Turner thought that it was important that the Plan should be robust and that attempting to be fast just for the sake of it was unwise.

Charles Teaney noted the need to allow time for developing appropriate "boilerplate" language for the draft Plan and to consider whether referencing or importing information from other planning documents was appropriate.

Mike Grace noted that the need for circulation of the objectives, a week of workshops in October and time for drafting the Plan would necessitate about three weeks more than envisaged on Mark Plummer's timetable. Charles Teaney thought that the timetable should not be further squeezed, particularly given that the number of people who could be called on was limited. Mike Grace thought that Mark Plummer's timings had been derived from working backwards from the 2013 polling day, given as 9th May. Milner Whiteman noted that polling day was actually a week earlier on 2nd May. Mike Grace noted that time also needed to be allowed for Shropshire Council to confirm that that the Plan was in line with the Core Strategy.

(Roy Murphy arrived at the meeting and was welcomed as an observer)

(Simon Ross arrived at the meeting)

Charles Teaney noted that the envisaged date for publication of the draft plan was 20th December. Lesley Durbin noted the need to obtain approval of the print costs from the Neighbourhood Plan Committee/Town Council. David Turner noted that, if the consultation period was over Christmas, it would not be possible to highlight this in the Wenlock Herald. Charles Teaney thought that it would be possible, however, to indicate in the Herald where and when the draft Plan would be available.

There was a discussion about which versions of the Plan involved a statutory consultation period. It was **agreed** to check on this before finalising dates.

Liz Thomas enquired about the status of the objectives document. She thought that, if this was widely disseminated, there would not be a need for the information to be repeated subsequently.

Charles Teaney noted that time might need to be allowed for remedial action to the Plan after examination. Mike Grace thought that if the examination was completed in April, the referendum might take place in late May.

Agreed to recommend to the Town Council that the referendum should take place in late May (with consequent amendment of the timetable suggested by Mark Plummer), subject to checking of statutory consultation period and council meeting dates.

ACTION: Following approval of the Town Council, Charles Teaney to revise the Plan timetable accordingly and to include advice from Gill Jones on statutory consultation periods.

Mike Grace noted there was a need to assign roles and to "chunk up" work accordingly. David Turner noted that there would be a saving in costs if the referendum were held on the same day as 2013 local elections, but acknowledged that there were other considerations involved.

Following a request from Mike Grace, Gill Jones **agreed** to investigate whether the Plan timetable might be put onto Microsoft Project by Shropshire Council.

6. Developing the Scope and Content of the Plan and the Themes

To Consider and Agree the Plan Objectives for Further Consultation

David Turner presented three versions of the Objectives document which he had drafted for circulation to consultees and a flyer which gave a brief summary. After discussion it was **agreed** that a flyer was insufficient as was the version which contained only the objectives. It was **agreed** that the best version would be that which began each objective on a new

page and included information on the rationale for including the objectives and the issues and options for further consideration. This version would have 24 A5 pages and should allow for some graphic items such as photos to be added.

Charles Teaney offered to do a readability check on the selected version.

David Turner presented some exhibition material designed by MA Creative which it was agreed was of a high standard. Mike Grace noted that GIS (Geographical Information Software) would be needed to produce maps in future documents.

(Mary Jacobs arrived at the meeting)

Robert Toft noted that the existing consultee list had some out-of-date contacts and missing addresses and few email addresses. He **agreed** to seek to correct and update this and to circulate to Steering Group members before distributing the Objectives document. He noted an outstanding query on statutory consultees involved in electronic communications which Gill Jones **agreed** to pursue with Jake Berriman.

Charles Teaney noted that he had revised the introduction/covering letter in order to improve readability. It was **agreed** that this was appropriate.

It was **agreed** that a hard-copy document would make more impact than an electronic version and that the booklet should be sent to the list of consultees and also be made available in public places and via the website.

ACTIONS:

(i) Charles Teaney to re-draft introduction and covering letter

(ii) Finalised objectives and introductory text to be submitted for endorsement by the Town Council at their meeting on 6th September (Town Council members of Steering Group);

(iii) Town Council to be asked to approve procurement of graphic design and exhibition provider (Town Council members of Steering Group);

(iv) Subject to agreement of Town Council, Robert Toft to liaise with graphic design provider on design of Objectives document, commissioning of 200 copies and to post out as soon as possible (including land availability template for landowners).

7. Media and Communications

David Turner noted that the booklets distributed to public locations had not been replaced but would be overtaken by the Objectives document.

He proposed retaining the current email domain for a further year at a cost of £14.26 (including VAT). It was **agreed** to ask the Neighbourhood Plan Committee to approve this expenditure.

He noted that a media release concerning the Objectives would be needed for Thursday 6th September.

ACTIONS:

(i) David Turner to draft media release on Objectives;

(ii) Mike Grace to contact Radio Shropshire;

(iii) Milner Whiteman to contact Simon Alton (Shropshire Council's media team).

6. Developing the Scope and Content of the Plan and the Themes (resumed)

To Agree Further Activity Towards Drafting the Plan, Including Support from Planning Aid

Mike Grace had spoken to Joanna Widdicombe at Planning Aid and had explained the requirement but had not been sure whether they would be able to provide the type of help needed in the required timescale. He wondered whether it would be possible for the Steering Group to meet facilitation needs from its own resources. Gill Jones noted that Planning Aid were perhaps more able to offer high-level advice than planning facilitation.

Mary Jacobs wondered whether expertise in facilitation rather than planning was most needed. Lesley Durbin thought that more structure in events was required with all groups being asked the same questions. Mike Grace noted that a constructive approach was needed to avoid a feeling of "them and us" and thought that Planning Aid might provide this.

Gill Jones noted that staff at Shropshire Council might be able to assist with facilitation.

ACTION: Mike Grace and Mary Jacobs to pursue facilitation issues further with Planning Aid.

Simon Ross asked for clarification that there would not be a formal consultation on objectives but that there would be further public discussion of options. David Turner noted that this needed to be included in the introduction/covering letter to the Objectives document.

Mike Grace noted that the covering letter also needed to include a reference to the appeal for sites information which would be included in the mailing to landowners.

Simon Ross noted the possibility of having drop in sessions during October to discuss the objectives. Mary Jacobs thought these could be informal, surgery-type events. Mike Grace thought that notice of these events could also be included in the covering letter.

ACTIONS:

(i) Simon Ross to check availability of Priory Hall from mid September to end October and to organise a 'Doodle Poll' to check availability of Steering Group members to host surgery sessions ;

(ii) Charles Teaney to amend covering letter to include a note that surgeries would be held to enable objectives to be discussed and to ask people to register interest in being informed by email (if specific dates were not known by that time). Also to include a reference to the appeal for sites information supplied to landowners;

(iii) Simon Ross, Mary Jacobs and Mike Grace to meet at 6pm on Thursday 6th September to discuss further consultation activities.

8. Date of Next Meeting

This was **agreed** to be on 17th September, starting at 5am in the Guildhall. Further meetings would be held fortnightly after this date.

Signed _____
Chairman

Date _____