



Our plan – Our future

Much Wenlock Neighbourhood Plan

Minutes of the Neighbourhood Plan Steering Group

15th October 2012, 5.00pm to 7.00pm, Guildhall

PRESENT

REPRESENTING

Members of the Steering Group

Tim Coleshaw	Community
Bob May	Community
Charles Teaney	Community
Cllr. Lesley Durbin	Much Wenlock Town Council
Cllr. Mike Grace (Chair)	Much Wenlock Town Council
Cllr. Robert Stuart	Much Wenlock Town Council
Cllr. David Turner	Much Wenlock Town Council
Cllr. Milner Whiteman	Much Wenlock Town Council

In Attendance

Mary Jacobs	Community
Gill Jones	Shropshire Council

Minute Taker

Robert Toft

1. Chairman's Welcome

Mike Grace welcomed those present to the meeting.

2. Apologies

Simon Ross	Community
Liz Thomas	Community
Rachel Walmsley	Community
Jake Berriman	Shropshire Council

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the Last Meeting

The following amendments were noted to the draft minutes of the meeting of 1st October:

Item 5 (10th Para, Lines 1-3) Replace "at least on the 27th October but that Paul Hutchinson be asked for a price for the 25th and 27th". David Turner to approach Town Clerk to ask that a quotation be

obtained." by "on one of 25th and 27th October. David Turner will enquire of Paul Hutchinson. If available the Town Clerk will be asked to obtain a quotation.";

Item 5 (8th Para, Line 2) Replace "read through" by "brand";

Item 7 (1st Para, Line 3) Replace "source other support groups" by "investigate sources from other groups";

Item 7 (1st Para, Line 3) Insert "Plan groups" after "Neighbourhood".

Subject to these points, the minutes of the meeting of 1st October were **approved**.

5. Developing the Scope and Content of the Plan

To Consider and Agree any Further Content for Consultation on the Plan Objectives and Developing Options

Mike Grace proposed considering the experience of the two consultation sessions held to date. Robert Stuart noted that there had been few attendees which possibly resulted from the problems with leafleting. Milner Whiteman thought that the quality had been high at the first meeting and noted that it had been suggested that a session could be combined with a coffee morning. Lesley Durbin thought that those who had attended had engaged with the issues. Charles Teaney thought the table with developers' proposals had however been missed by some.

Robert Stuart felt that the display presentations and the set up had gone well. Lesley Durbin noted that there had been some indication of areas where attendees would like to see development.

Tim Coleshaw noted that many ad-hoc questions had been raised rather than comments addressing specific objectives. Robert Stuart suggested highlighting existing proposals so that attendees could react to them and Lesley Durbin suggesting clearly indicating the number of dwellings proposed.

To Design and Agree Further Activity for the Public Consultation Events in October

Charles Teaney thought it important to make it clear that proposals came from developers rather than from the Steering Group. Robert Stuart noted that maps could be marked up with proposals.

Robert Stuart noted that there seemed little disagreement with the proposed objectives although some additions had been proposed.

ACTION: Mike Grace to speak with Sharon Clayton (Town Clerk) about contacting National Leaflet Distribution to request re-leafleting in the areas missed.

(David Turner arrived at the meeting)

Bob May noted that notice of further meetings was desirable in the Bridgnorth Journal. David Turner said that a press notice had already been sent but agreed to pursue this further.

Consider and Agree Engagement of Drafting Expertise to Write the Plan

Mike Grace noted that Planning Aid now consisted of volunteers (having previously been funded by DCLG) with few staff.

David Turner noted that he had consulted other areas who were in a fairly advanced stage of neighbourhood planning. Some seemed to be struggling with the process and others (including Exeter St James) had brought in consultants. He noted that the Lynton & Lynmouth plan had been written by a planner. He thought that few people with expertise would be available for little or no money.

Bob May thought that support for the process from central government was poor. Mike Grace thought that it was thus necessary to find a planner. David Turner agreed and noted that it would be necessary to find someone who could draft a plan which would be acceptable to the assessor.

Mike Grace asked for opinions on what sort of plan would be required. Bob May thought this would only become fully apparent when it was agreed what it was going to include. Robert Stuart thought that there was an option of making the plan more colloquial.

Milner Whiteman thought that it would be ideal to have a local person with planning experience. Robert Stuart felt that local knowledge wasn't essential given the work done by the Steering Group.

Lesley Durbin queried whether two versions might be needed with one in plain language for the public and another detailed plan, using planning terminology, for the assessor. David Turner noted that there would be a public version for the referendum as well as the full plan.

Gill Jones noted that planners who had recently retired might be approached.

Bob May thought that the public version of the plan could be quite short. Mike Grace agreed that this would be possible provided that the policies were clear. He noted that he would be prepared to draft the plan himself, but finding the time would be difficult.

Bob May thought the plan needed to be written well enough to be accepted by the assessor and to be used in practice, for example in influencing planning appeals.

Charles Teaney noted that the current project schedule required the full plan to go before the Town Council by 31st January and that this left only two weeks of "slack" to obtain a plan writer. Mike Grace noted that opting for a paid writer would require a procurement exercise.

Agreed to recommend that the Neighbourhood Plan Committee of the Town Council seek to engage a technical writer to draft the Plan and to allocate a budget of £2,000 to £3,000 for this.

Mike Grace asked that members pool suggestions about who to approach and that these be sent to Robert Toft. He noted that a brief for the Neighbourhood Plan Committee needed to be drafted which could be targeted at both planning magazines and individuals.

6. Plan Timetable and Process

Charles Teaney noted that the project schedule included a presentation to the Town Council on 1st November with the draft plan available from 8th November. Mike Grace noted that the "draft plan" might just include summaries of the outcomes of the workshops. He thought that the contents of the draft plan would not be clear until all the evidence from the workshops was available.

(Mary Jacobs arrived at the meeting)

Charles Teaney noted that the later parts of the project schedule were dependent on Shropshire Council's schedule and needed to be confirmed by Jake Berriman.

Gill Jones noted that the Planning Advisory Service (PAS) were holding three workshops on neighbourhood planning. David Turner volunteered to attend the workshop in Manchester on 7th November.

(Bob May left the meeting)

5. Developing the Scope and Content of the Plan (resumed)

Agree Brief and Arrangements for Engagement of Planning Aid Support Service

Mary Jacobs had been in contact with John Mattocks from Planning Aid who would be able to attend the workshop on 18th October. She noted that he had suggested that there might be a roundtable discussion on both the 25th and 27th October.

David Turner thought that the format should stick to what had already been advertised. Mary Jacobs agreed but noted that more statutory consultees might attend the workshop on 25th. Lesley Durbin thought that a divided session might be possible on 25th. Mike Grace thought that it would be possible to have a roundtable discussion with statutory consultees without closing down the public workshop.

Agreed to hold roundtable discussion on 27th October and to leave this open as a possibility for 25th October.

ACTION: Robert Toft to write to statutory consultees (by both letter and email) to invite them specifically to attend the workshop on 25th and to let him know if they planned to attend and, if so, who would be coming.

Mary Jacobs noted that William Brookes School had been approached to see if face painting and balloon sessions could be held for children on 27th October. Milner Whiteman **agreed** to pursue this. Mary Jacobs **agreed** to contact commercial organisers if the school was unable to help. David Turner proposed that the Neighbourhood Plan committee be asked to authorise spending up to £200 for this purpose if necessary.

Mary Jacobs thought that more posters might be put up to advertise the event on 27th October.

Mike Grace asked members to consider how the event could be further advertised. Robert Toft **agreed** to ask the Civic Society to mention the event at its meeting on the following day.

Charles Teaney noted that Paul Hutchinson had indicated his availability to film the workshops on 25th and 27th October. David Turner **agreed** to finalise arrangements for 27th October through Sharon Clayton.

7. Media and Communications

David Turner agreed to draft an article for the Wenlock Herald including a note on development proposals received.

8. Budgets

Agreed to recommend to the Neighbourhood Plan Committee that expenses for a member of the Steering Group to attend a PAS workshop on neighbourhood planning should be approved.

9. Date of Next Meeting

The next meeting of the Steering Group was **agreed** to be on 29th October, starting at 5pm in the Guildhall. Further meetings would be held fortnightly after this date.

Signed _____
Chairman

Date _____