



Our plan – Our future

Much Wenlock Neighbourhood Plan

Minutes of the Neighbourhood Plan Steering Group

29th October 2012, 5.00pm to 7.00pm, Guildhall

PRESENT

REPRESENTING

Members of the Steering Group

Tim Coleshaw	Community
Bob May	Community
Liz Thomas	Community
Cllr. Lesley Durbin	Much Wenlock Town Council
Cllr. Robert Stuart (Chair)	Much Wenlock Town Council
Cllr. David Turner	Much Wenlock Town Council

In Attendance

Mary Jacobs	Community
Rachel Walmsley	Community
Gill Jones	Shropshire Council

Minute Taker

Robert Toft

1. Chairman's Welcome

In the absence of Mike Grace, Robert Stuart was elected as Chair for this meeting. Robert Stuart welcomed those present to the meeting.

2. Apologies

Charles Teaney	Community
Cllr. Mike Grace	Much Wenlock Town Council
Cllr. Milner Whiteman	Much Wenlock Town Council
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 15th October:

Item 4 (1st Para, Line 1) Replace "amendments was" with "amendments were";

Item 5 (2nd Para under "Consider and Agree Engagement of Drafting Expertise to Write the Plan", Lines 3 and 4) Replace "Lynton and Lynmouth" by "Lynton & Lynmouth";

Item 5 (8th Para under "Agree Brief and Arrangements for Engagement of Planning Aid Support Service", Lines 2 and 3) Replace "arrangements for this" by "arrangements for 27th October";

Item 9 (1st Para, Line 1) Replace "5am" by "5pm".

Subject to these points, the minutes of the meeting of 15th October were **approved**.

(Lesley Durbin arrived at the meeting)

5. Developing the Scope and Content of the Plan

Robert Stuart noted that Mike Grace had circulated two papers, one listing all comments made at the five consultation events and notes of proposals made by landowners and the other proposing options for moving forward. Liz Thomas thought that Mike Grace's time and diligence in undertaking this work should be acknowledged.

(Bob May and Gill Jones arrived at the meeting)

Robert Stuart asked if the recorded comments provided a good summary of those made at the events. David Tuner thought that this was the case for the events he had attended. Bob May noted that not all the landowner proposals were available for earlier meetings and it was **agreed** to correct the heading to reflect this. Gill Jones thought that the comments were consistent with the feeling of the meeting on 27th October. She added that the notes taken by Planning Aid for that event were expected soon.

Robert Stuart proposed that the options paper should be considered in detail (Minute Taker's note: Headings in italics below reflect those used in the paper).

A. Specific Actions

Capturing the public's comments on the Objectives, Options and landowner submissions. Agreed to upload the list of comments and notes on landowner proposals to the website.

Analyse the comments made through October. Robert Stuart noted that the table summarising comments made and relevant proposals affecting each objective needed to be completed for all objectives. Lesley Durbin noted that she needed to have all relevant information available in order to complete the table detail for the housing objective.

Bob May thought that the table should not be published on the website without further discussion after it was complete. David Turner thought that full discussions were needed for each objective which should not be confined to theme/objective leads.

Lesley Durbin noted that some information was quantifiable e.g. whether proposals were above or within limits.

Robert Stuart noted that there would need to be a smaller group to thrash out the options.

Bob May thought that there was not yet enough evidence to work on and noted that site assessments had not been done. He thought it important to understand sites before going further and to look at other sites proposed in the residents survey, meetings and correspondence. He felt

that there was a need to think further about consulting the public and thought that not enough consultation had yet been undertaken. He noted that Chris Bowden had made valuable points at the meeting on 27th October but had not previously been involved. He thought that site options should be exposed to public scrutiny. Lesley Durbin noted that Chris Bowden was part of the Much Wenlock Flood Group and had been able to input contributions through Robert Stuart. Robert Stuart noted that Chris Bowden had been involved in discussions with Shropshire Council, Severn Trent and the Environment Agency.

David Turner noted that people had clear views on particular plots, e.g. 26 Falcon's Court, and thought that these concerns needed to be addressed and that it should be clear that they had been addressed. He thought it might be useful to score proposals.

Bob May asked whether a comprehensive site assessment should be undertaken, matched against objectives and whether the sites should include just those proposed by landowners or all those suggested by the public.

Lesley Durbin queried whether the Group had the expertise to undertake site assessment. David Turner thought that this could come from the process for Samdev assessments. Lesley Durbin agreed to circulate some notes previously received from Shropshire Council which she thought concerned three assessments. Bob May suggested looking at this process to see if it could be followed.

Lesley Durbin asked whether it was possible to include sites which landowners had not proposed. Gill Jones noted that John Mattocks (Planning Aid) had suggested criteria-related policies rather than site-related. Bob May thought that this approach would not be able to deliver the objectives.

David Turner thought that the Group needed to consider whether to be reactive or proactive and if the latter would need to look at specific sites. Robert Stuart wondered whether Mike Grace and Jake Berriman should be asked how to proceed.

Bob May thought that information on sites should be assembled and then it should be decided whether site assessment was feasible. Rachel Walmsley thought that it was undesirable to gather a great deal of information about sites which were not going to feature in the plan. David Turner thought that suggestions about sites should be pooled

Agreed to consult further with Mike Grace and Jake Berriman on how to proceed.

Separate out non-Plan matters from the submissions. Robert Stuart thought that most of this task would be straightforward. Rachel Walmsley volunteered to work on this and to pass the results to Mike Grace.

Brief the Town Council on 1st November. **Agreed** that members of the Neighbourhood Plan Committee should discuss this prior to the Town Council meeting on 1st November.

Appoint the technical writer and commission work asap. Robert Stuart noted that Mike Grace had drafted a brief for a technical writer. Bob May thought that this needed to be actioned quickly. Lesley Durbin thought that Faith Smith might be interested and Gill Jones indicated that Brian Smith (former planner) might be interested. Rachel Walmsley asked if the technical writer would be involved in creating policies. Robert Stuart said that this would not be expected.

Agree the style of the NP document. **Agreed** to defer consideration of this. Rachel Walmsley noted that the technical writer would need to know about what they were writing.

Secure mapping skills/time. **Agreed** that Tim Coleshaw would seek clarification from Mike Grace on this.

Agreed to defer further consideration of specific actions.

B. Agreeing the content of the Plan

Confirming the objectives. Robert Stuart noted the need for a group to consider whether the objectives were reasonable. Lesley Durbin noted that views about development inside and outside the town boundaries were split.

(Mary Jacobs arrived at the meeting)

David Turner noted the Civic Society's objection to the proposed objective on change of use.

Robert Stuart thought that a small group should be the vehicle for taking forward this issue. Lesley Durbin thought that this could be first undertaken individually by objective/theme leads. Bob May thought that everyone could contribute.

Agreed that there would be a two-stage process with group consideration after objective leads had looked at comments.

Confirming options for delivery. **Agreed** that this would follow the same process as that for confirming the objectives.

Agreed to defer further consideration of actions for agreeing the contents of the Plan.

6. Plan Timetable and Process

Robert Stuart noted that the Plan needed to be adopted by the Town Council by the end of January 2013 which left little time given the amount of work to be done and the Christmas break. Bob May suggested using Steering Group meetings as working meetings and devoting the next one to site assessment. The Group needed to know whether it could use the Shropshire Council assessment procedure and also measure proposals against objectives. Robert Stuart proposed that Jake Berriman be asked if he could attend a meeting, possibly on 5th November, to advise on this. Gill Jones noted that a planning development officer might be available in lieu of Jake Berriman.

Rachel Walmsley noted that there were two steps involved: site assessment and policy development and asked if support for the latter could come from a local policy officer.

David Turner asked if the plan process chart had been updated. Rachel Walmsley confirmed that she had done this and would forward it to David Turner.

7. Media and Communications

David Turner noted that traffic on the website had increased and that What's What magazine might publish an article. He asked for suggestions about the next article in the Wenlock Herald and noted

that this might include a note of the October meetings, their attendance and the support from Planning Aid. Mary Jacobs thought the possibility of more meetings might be mentioned. It was **agreed** not to do this until they had been definitely arranged.

David Turner said that the gateway signs were getting grubby. Tim Coleshaw and Robert Stuart volunteered to help with cleaning them.

David Turner noted that his time for working on electronic communications was increasingly limited and asked if someone was able to handle emails. Robert Stuart **agreed** to look at the volunteers list for this purpose.

8. Date of Next Meeting

The next meeting of the Steering Group was **agreed** to be on 12th November, starting at 5pm in the Guildhall. (Minute-Taker's note: It was subsequently agreed to hold a meeting at on 5th November, starting at 5pm in the Guildhall). Further meetings would be held fortnightly after this date.

Signed _____
Chairman

Date _____