



Minutes of the Neighbourhood Plan Steering Group

17th October 2011, 5.00pm to 7.00pm, Guildhall

Present

PRESENT

REPRESENTING

Members of the Steering Group

Bob May	Community
Vivien Bellamy	Community
Howard Horsley	Community
Cllr. Lesley Durbin	Much Wenlock Town Council
Cllr. Robert Stuart	Much Wenlock Town Council
Cllr. David Turner	Much Wenlock Town Council
Cllr. Mike Grace (Chair)	Much Wenlock Town Council

IN ATTENDANCE

Jake Berriman	Shropshire Council
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APOLOGIES

Simon Ross	Sustainable Wenlock
Gill Jones	Shropshire Council
Liz Thomas	Community
Cllr. Matthew Green	Much Wenlock Town Council

1. Minutes of the 3rd October 2011

These were agreed subject to the correction of 2 spelling errors.

2. Community Event

The Group agreed that the **success of the event** should be measured by;

- Receiving feedback on ideas put forward and additional suggestions for themes for the Plan
- Inputs of further information
- More volunteers coming forward
- New ideas and challenges to consider
- Numbers of attendees and being representative of the whole community

The Group debated the **format/content of the event**;

- Needs a presentation and a chair for the opening general Q&A
- Presentation to cover – background, givens, opportunity, purpose
- Set out suggested themes and have tables/places to provide further information, discuss/answer questions, identify ambitions
- Start of collectively building understanding of ambitions and future
- Need to be clear that reality is that delivery of ambitions may not be easy
- Set out next steps as best as possible
- For the event we are likely to need; tables, display boards, flip charts, maps/plans, stickies, meeters/greeters, a photo-record, sign-up sheet for volunteers, record of attendance and contact details to keep people informed

3. Themes and content of the Plan

The Group considered how to develop **the content of the Plan**;

- JB advised that the event should explore the issues behind the themes
- Should consider the aspirations and needs of the community, as well as providing factual information
- Pose the question of 'what would the future look like in 20 years time'

The initial Plan **themes and authors** were agreed as;

- Sustainable community – an overarching piece [SR]
- Housing Needs [LD, HH, MattG]
- Jobs & Economy [BM, DT]
- Protecting the environment [VB, LT]
- Community Services [RS, MG]

The Group agreed that DT/BM will issue a brief and authors would provide content by 24th October with a view to the website going live on 1st November

4. Resignation & membership of the Steering Group

- I. The Group noted with regret that Tish Farrell had resigned from the SG but welcomed her offer of support on specific tasks in the ensuing months
- II. The Group agreed it should discuss invitations to other prospective SG members at its next meeting and to observe a similar objective process that was previously undertaken in appointing members

5. Communications

- I. The Group agreed to purchase A4 laminated posters; DT

- II. The Group agreed to purchase an extendable cartridge banner for NP events, at an approximate cost of £130' DT
- III. The Group thanked BM for the draft Wenlock Herald articles, expressed a number of suggestions and following further inputs in the next few days, agreed that BM would edit a final version

6. Matters arising/action point update

- I. MG advised that he had asked Wendy Burd to provide administrative support and was waiting on a response
- II. BM reported that he had contacted the volunteers by email and spoken to a number; he especially noted Mark Sackett's continued interest in joining the proposed landowners group
- III. The Group queried progress on identifying land ownership and collating information for a meeting with the owners; MG to contact MattG
- IV. BM noted other potential volunteers to support the NP process and would hold the list of volunteers
- V. Any comments on the revised draft Product Description should be sent to BM asap

7. Date of next meeting – was agreed as 31st October 2011, 5pm to 7pm at the Guildhall