



*Our plan – Our future*

## **Much Wenlock Neighbourhood Plan**

### **Minutes of the Neighbourhood Plan Steering Group**

14<sup>th</sup> November, 5.00pm to 7.00pm, Guildhall

#### **PRESENT**

#### **REPRESENTING**

#### **Members of the Steering Group**

Bob May	Community
Vivien Bellamy	Community
Howard Horsley	Community
Cllr. Lesley Durbin	Much Wenlock Town Council
Cllr. David Turner	Much Wenlock Town Council
Cllr. Mike Grace	Much Wenlock Town Council

#### **IN ATTENDANCE**

Simon Ross	Sustainable Wenlock
Jake Berriman	Shropshire Council
Charles Teaney	Community
Mary Jacobs	Community

#### **MINUTE TAKER**

Wendy Burd	Much Wenlock Town Council
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#### **1. Apologies**

Gill Jones	Shropshire Council
Milner Whiteman	MWTC/Shropshire Council
Robert Stuart	Much Wenlock Town Council
Liz Thomas	Community

#### **2. Minutes of 31<sup>st</sup> October**

These were agreed subject to 6 small amendments (noted by BM)

#### **3. Community Engagement**

##### **a) Media & Communications (DT)**

A press release regarding Public Meeting 22 November to be issued to Shropshire Star and Bridgnorth Journal. The PR for Public Meeting 26 November to be released to Shropshire Star only. LD suggested ongoing monthly insert in Wenlock Herald with Town Clerk to be informed. Chair advised group of no response to his email to DCLG. 28<sup>th</sup> November 2011 DCLG meeting in London, proposed and agreed that BM attends. Jake Berriman to inform DCLG of BM's acceptance.

- **Website update**  
DT reported positive feedback and “lots watching.”
- **Feedback and monitoring, recording evidence of community involvement**  
Confirmed 15 articles to be uploaded to the website.

**b) Public Meetings**

- **Draft Presentation for the public launch**  
HH confirmed presentation will include 7 slides and will be approximately 20 – 25 minutes.  
BM requested the presentation be emailed to NPSG.

***Action – HH to circulate presentation via email***

- **Update on Themes**  
BM welcomed comments, use of technical terms and alternative wording. It was agreed that its purpose is to start a dialogue, raise awareness and give people the opportunity to discuss.  
BM booklet to be copied (200).  
It was also confirmed to use post-it notes for comments, stickers on maps to ascertain where residents live within the parish, handouts to include logo and website information and the use of a record sheet per themed table.  
Theme leaders were encouraged to be clear about attendance, staffing and populating the tables.

- **Response to invitations**  
WB to send out landowner letters.

***Action - DT to forward 3 additional letters to WB***

- **Video and Photography**  
NP Committee have agreed funding for stationery and video/photography. Quotation of has been received from Virtual Shropshire to cover both events; to be procured via the Town Clerk.  
HH to check the use of Priory Hall PA system.

***Action – SC to raise order with Virtual Shropshire***

- **Catering**  
VB confirmed additional volunteer for catering.

***Action – VB to forward Stella’s number to Chair***

- **Format for the meetings – set up/breakdown, maps, display materials for launch events, coverage, scale, composition, and other requirements**  
Registration - Attendees will be encouraged to sign in giving as much or as little information as they wish. A0 maps will be displayed for dots to indicate area where residents live.  
Theme leaders/volunteers were advised to be at the Priory Hall well in advance i.e. between 5 and 6pm and to consider the breakdown of the themes and storage for reuse on Saturday 26<sup>th</sup>.  
Stationery - DT to liaise with WB and procured through the Town Clerk.  
Paul Hutchison to edit a 7 minute version of events for VIMEO.

**4. Development of Project Schedule**

The Chair tabled a draft ‘Next Steps’ paper which suggested how the NP process could build substance and context, and combine substance with engagement.

The intention was not that the Paper would be agreed, but for initial thoughts and further discussion at the next meeting.

The SG noted the importance of having a clear schedule for the next year.

BM – suggested that next meeting should be primarily a “wash up meeting” following the public meetings and review e.g. whether the themes are right? Do we continue with 5 themes or break up? Who wants to stay on board? How to take things forward.

JB reported on stage II, the importance of sustainability of options and need for a separate group.

**Action - MG to circulate an e-copy of the 'Next Steps' paper**

## 5. Update on any outstanding actions

### o Land owners

In order to achieve transparency, it was agreed that landowners should be invited to an open meeting. It is seen as important to engage all owners with a clear understanding of the Neighbourhood Plan. It was suggested that this meeting takes place before Christmas, although after the wash up meeting, when a better understanding will have been reached as to where the community is. Landowners meeting before Christmas was accepted, in a format to be agreed.

### o Feedback from NP Committee

Governance – the Chairman described to the SG the Town Council's concerns to ensure that the NPSG and the process of developing the NP continues to have democratic credibility, that decisions are made by the most appropriate group and that this is combined with a strong commitment to openness, engagement of the community and devolved decision making. To this end the NPC has considered new terms of reference for the NPSG and will conclude its discussions at its next meeting.

Claire Hughes, Shropshire Council, Housing Enabler, has offered to give advice on housing needs in the area and will probably do so after the 22<sup>nd</sup> November

Neighbourhood Plan and the Place Plan for Much Wenlock – The NPC discussed with Hayley Deighton the progress on and the relationship with the SC's Place Plan for Much Wenlock. The PP is essentially an infrastructure plan and some things will be in both, some not. Place Plan will address delivery of infrastructure in the round; the Neighbourhood Plan will be the place where site specific and development matters are set out. The NPC had agreed with HD that the Town Council's comments on the PP will be submitted in January and that SC and the TC would liaise closely over the evolution of both.

## 6. Date of next meeting – agreed 28<sup>th</sup> November 2011, 5.00pm – 7.00pm Guildhall