



Our plan – Our future

Much Wenlock Neighbourhood Plan

Minutes of the Neighbourhood Plan Steering Group

18th February 2013, 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. Robert Stuart (Chair)	Much Wenlock Town Council
Cllr. David Turner	Much Wenlock Town Council
Cllr. Milner Whiteman	Much Wenlock Town Council

In Attendance

Mary Jacobs	Community
Rachel Walmsley	Community

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

Liz Thomas	Community
Cllr. Mike Grace	Much Wenlock Town Council
Gill Jones	Shropshire Council

3. Declarations of Pecuniary Interest, Dispensation or Bias

There were no declarations of interest, dispensation or bias.

4. Minutes of the Last Meeting

The minutes of the meeting of 4th February were **approved** without amendment.

5. Developing the Scope and Content of the Plan

To confirm the Public Notice was published

Robert Stuart noted that the Public Notice had been printed in the Shropshire Star on 14th February and in the Bridgnorth Journal on 15th February.

To consider how comments are handled

It was **agreed** that there should be transparency in how comments were handled.

Charles Teaney noted that there was a need to show how comments had been dealt with in the final report. David Turner noted that this had been done for the Shropshire Core Strategy.

Mary Jacobs noted that it should be agreed how comments might be made public as they were received. Bob May asked whether comments should be acknowledged.

It was **agreed** not to acknowledge comments and to put a notice on the website indicating that this was the case.

(Rachel Walmsley arrived at the meeting).

Bob May thought that there was a need to share comments and suggested that as an extended body of comments were received they might be published together with the Steering Group's views on them. Charles Teaney was concerned that publishing comments might have an unintended "bandwagon" effect. David Turner and Lesley Durbin agreed.

It was **agreed** not to post comments as they were received but to post them all after the consultation period had ended on 3rd April.

Charles Teaney suggested publishing all comments on 4th April but without any commentary from the Steering Group.

Charles Teaney noted that the council elections "purdah" period began in March. He said that during this time analysis could continue but thought that it would be better not to make recommendations on changing the Plan.

Robert Stuart noted that it would be necessary to determine the process which would be followed during the "purdah" period and to consult Jake Berriman (or successor) and the Shropshire Council Electoral Registration Officer.

Agreed to consider this issue further and to ask the Town Clerk to approach Shropshire Council for clarification.

ACTION: Robert Stuart to liaise with Sharon Clayton (Town Clerk)

Lesley Durbin offered to transcribe hard-copy comments received by the Town Clerk.

ACTION: Robert Toft to collect comments received and to pass them to Lesley Durbin every two weeks during the consultation period.

Statement of Public Consultation

Mary Jacobs presented a draft statement of public consultation which she noted was a work in progress and needed further checking against the website and the addition of a further year to the monthly activity listing. She asked for guidance about including details in appendices.

Robert Stuart asked whether there was a model statement available. Mary Jacobs said that there were some notes but that, as a front-runner, Much Wenlock needed itself to develop the model.

Robert Stuart and Bob May thought that it was a valuable document. David Turner thought that excessive detail should be avoided in the main document. Robert Stuart agreed that detail was better included in appendices where possible.

Charles Teaney noted that there should be an explanation of the nature and purpose of the document. He asked whether there should be an executive summary of the process. Rachel Walmsley thought that this might be shown in a diagram and undertook to draft this.

ACTIONS:

(i) Mary Jacobs to issue a revised statement of public consultation before the next meeting of the Steering Group to include a note on its nature and purpose;

(ii) Rachel Walmsley to draft chart summarising the consultation process.

To review and consider the Plan timetable

Robert Stuart noted that progress on appointing an assessor needed to be checked with Jake Berriman. Charles Teaney asked whether referendum procedures also needed to be set up. Milner Whiteman thought that Shropshire Council would undertake these.

ACTION: Charles Teaney to pursue issue of referendum procedures with Jake Berriman and/or Joy Tetsill.

Charles Teaney noted that the new Town Council would also need to approve the revised Plan prior to submission to Shropshire Council.

(Tim Coleshaw arrived at the meeting)

6. Other Matters

To consider how to handle significant matters arising from public comments that are not able to be dealt with through the Neighbourhood Plan

Robert Stuart thought that other matters raised in consultations needed to be formally presented to the new Town Council and to the public. David Turner suggested that the Steering Group should seek to pull these together before the current Town Council dissolved. He noted that work would be needed to extract items where there was a significant body of opinion from the website and other sources.

Lesley Durbin volunteered to extract the information from the website.

ACTION: Lesley Durbin to report back to the Steering Group on issues which have been raised and not included in the Neighbourhood Plan.

To consider how community assets should be handled

Charles Teaney noted that Shropshire Council maintained a list of community assets as specified in the Localism Act 2011.

Bob May suggested that the issue of community assets under the Localism Act might be included in the April agenda for the Town Council.

Robert Stuart noted that community assets could be added to the list of significant matters not covered in the Neighbourhood Plan.

To consider how the website and Neighbourhood Plan records should be handled after elections for the Town Council on 2nd May and after the referendum on the Plan

David Turner noted the need to think about the future of the website and whether it would continue in existence. Bob May thought that an archived website would be valuable. Lesley Durbin noted that the website and records would be needed in subsequent reviews.

Robert Stuart asked David Turner to state what would be needed for further consideration by the Town Clerk.

To note that the Planning Committee of the Town Council had formally adopted the Much Wenlock Design Statement (2000)

Lesley Durbin noted that the Town Council had formally adopted the Design Statement whose recommendations were highly consistent with the proposed Neighbourhood Plan.

7. Media and Communications

To agree how we communicate and thank volunteers

Robert Stuart said that he and Mike Grace would draft a thank-you letter. David Turner thought that this should be published on the website.

ACTION: Robert Toft to circulate volunteers list.

To confirm progress on communication with statutory consultees

Robert Toft confirmed that all statutory consultees had been sent a copy of the draft Plan and the response form.

To agree appropriate communication actions and engagement with the media and community

David Turner noted that the Much Wenlock Primary School had asked that photographs of pupils on Flickr (taken at the time of consultations on the Neighbourhood Plan) should be removed. It was **agreed** to remove the photos but to note in the reply to the Head Teacher that permission to include them had previously been given.

ACTION: Mary Jacobs to check with Kerry Rogers that permission had been given.

It was **agreed** that no further media communications were necessary at present.

Agreed that the insert in the March Wenlock Herald should be positioned between the advertising pages and the diary page.

8. Date of Next Meeting

The next meeting of the Steering Group was **agreed** to be on 4th March 2013, starting at 5pm in the Guildhall, with further meetings at fortnightly intervals thereafter.

The meeting closed at 6.31 pm.

Signed _____
Chairman

Date _____