



Our plan – Our future

Much Wenlock Neighbourhood Plan

Minutes of the Neighbourhood Plan Steering Group

13th December, 5.00pm to 7.00pm, Guildhall

PRESENT

REPRESENTING

Members of the Steering Group

Vivien Bellamy	Community
Howard Horsley	Community
Liz Thomas	Community
Cllr. Lesley Durbin	Much Wenlock Town Council
Cllr. David Turner	Much Wenlock Town Council
Cllr. Mike Grace	Much Wenlock Town Council
Cllr. Robert Stuart	Much Wenlock Town Council
Cllr. Matthew Green	Much Wenlock Town Council

IN ATTENDANCE

Simon Ross	Community
Charles Teaney	Community
Mary Jacobs	Community
Gill Jones	Shropshire Council
Jake Berriman	Shropshire Council
Sharon Clayton	Town Clerk
Cllr Milner Whiteman	Much Wenlock Town Council/Shropshire Council
Mary Jacobs	Community

MINUTE TAKER

Wendy Burd	Much Wenlock Town Council
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1. Apologies

Bob May	Community - NPSG Member
Tim Coleshaw	Community

2. Minutes of 14th November 2011

These were agreed subject to 2 amendments noted by ET and GJ.

3. Development of Project Schedule

a) Consider proposals from project planning session

CT reiterated the need for the schedule to be realistic and achievable. Project Management targets or milestones have been set in order for subsequent tasks to run off it. Fixed timelines have targets that should be met or else there is a risk of slippage and the remaining time becomes compressed.

HH suggested that the date for the survey should be set for the light evenings (after the clocks go forward), expressing concerns that a higher rate of responses would not be achieved during the darker evenings. The housebound, lone occupiers etc may not open the door during the dark evenings with Cllr MW suggesting that door to door communication should not take place until the end of March. It was also agreed that a web-based survey alone is not wholly inclusive.

Community engagement should not be delayed however volunteers can help. It was also suggested (LD) that theme groups could do their own survey.

It was asked if the survey had been tested (RS) and it was suggested and agreed that a pilot survey should be carried out.

JB suggested that the Community Council for Shropshire would be keen to help and forge links with the Neighbourhood Plan. They use snap software to assist with analysis and GS confirmed that the software is web enabled. Encouraging people to reply is important and Freepost envelopes may be used. The possibilities of paying personnel to data input or help from volunteers was also considered. Transparency in recording and showing of this information is vital.

Action – All to provide views on draft project plan and pass to CT with a view to meeting BM and DT in the New Year

Action – Gill Jones to contact Community Council for Shropshire

Action - Gill Jones to arrange for Sara to contact SR/MJ

Action – Howard Horsley to contact Faith Smith re survey

Chair summarised the need to look at the whole programme and identify areas that can be overlapped or compressed, and with the DCLG still to inform NP about the hearings, it is important to decide the end date now and not to let it slip.

NP Group is content that 2012 deadline is achievable with HH suggesting the Referendum takes place before the dark nights.

4. Community engagement (MJ/SR)

a) Consider proposals from planning session

Whereas it is recognised that some of the community have been reached it is also clear that NPSG needs to do more of the same i.e. road shows, events in the town centre. Local schools have been contacted and we have a firm undertaking from the primary and a tentative undertaking from the secondary.

Volunteers are to be contacted regards a road show in Bourton and Homer, with older residents being targeted through coffee mornings and the church. They are hoping to work with partners with vehicles and GJ talking to fire and police services to attend the road shows as well. It was suggested that a briefing meeting for the volunteers takes place before the road shows. This will ascertain how much volunteers are prepared to contribute. Road Show displays will include one set of boards amalgamating the 5 themes, a background folder, the story so far, how to be involved, how to be a volunteer etc. It

was also suggested that copies of feedback should be made available as this could provide food for thought for further comments.

The second part to the planning session focussed on the need to drill down barriers. Four techniques were identified, 1 of which is a survey. The Chamber of Trade would welcome a survey and round table focus group, with focus groups allowing for qualitative assessment and in-depth discussions. Ask face to face about what has come out of the survey, walk about in the physical landscape and talk about building conservation etc. Post cards were suggested, providing an opportunity for a quick response, with post boxes made available in the town.

At the stage where the Draft Plan is going for approval there will still be a need to engage with the community e.g. use events such as the Wenlock Arts Festival. It is extremely important to engage with those aged under 35 because the plan will have particular impact on them and their children.

Proposed Road Shows are as follows:

- Mini Road Show – Bourton Church (Catherine Benbow)
- Homer (resident's garage) – January tbc
- High Causeway – Coffee Morning January 10th
- Church – January tbc
- Havelock Crescent – Gazebo January tbc
- Hodgecroft 10th or 12th
- Southfield Road
- Primary School 25th January
- Much Wenlock Young Farmers 1st Monday in the month

Kerry Rogers - working with the school and using voting pods and making a model at the school in order to get the children and consequently parents/grandparents involved. Need to note that only 20% of pupils at William Brookes School are from Much Wenlock. Radio Shropshire may like to get involved too.

It was also suggested a separate survey sent to the business community as they are currently excluded if they are not a resident.

Budget for Road show volunteers confirmed for the purchase of tea/coffee etc.

Volunteer briefing to take place in the Priory Hall, Thursday January 5th 2012 at 7pm.

Thanks were extended to SR/MJ.

Action – LD volunteer will email Simon and Mary

Action – HH/WB letter re briefing meeting to Volunteers after 27 December 2011

Action – DT to produce a leaflet

Action – DT to confirm availability Priory Hall for 5th January 2012

5. Engaging Specific Interest Groups

a) Landowners – preparation for meeting on 13th December 2011

Keep conversation with the landowners ongoing, engaging with specific groups and making it clear their involvement is desired and not just calling for their expression of interest. Launch events, themes and

feedback will be reported on as will housing development, the Project Plan and timing regards entering into engagement. Will ask how do they want to engage, as individuals or a group?

MW noted that some strategic landowners had not been invited and therefore assumed that 13th December Landowners Meeting is the first of its kind and that a 2nd meeting should be called. The principle of a second meeting, if required, was accepted.

b) Statutory Agencies, other key bodies

Agreed to contact statutory bodies in the New Year Jan/Feb. A response has been received from BT although not from Severn Trent, though RS had been in touch and identified a useful contact. It was suggested that the Director of Communications be approached and also MP, Philip Dunne.

Action – RS to forward contact details of Director of Communications to DT

Action – DT to organise list of statutory agencies for forthcoming letter

6. Developing the Themes

Theme Leaders reported back headlines from the 'stickies' as follows:

Improving Community Services (RS) – main issues were flooding, Broadband and parking.

Sustainable Community (SR) - New build around sustainable, energy efficiency etc.

Housing Needs (LD) – Need for affordable and social housing, size and quality being important and any new build to be eco friendly.

Protecting our Local Environment (VB) – Concerns raised regards development and not imposing upon the skyline. Trees – need more of them!

Jobs and the Local Economy (DT) – Not all employment in the same place due to parking i.e. need to pepper pot employment.

Action – GJ to forward DT's contact details to Alison Brock regards Broadband.

Action – WB to file original "post-it notes" (comments) NP files in the Town Council offices.

Action – Theme leaders to return circulated "post-it note/sticky" spreadsheet, with revisions, to WB as soon as possible

RS called for the comments to be collated and a summary needs to be circulated, indexed and put on the NP website. It will consequently act as a guide to help the preparation of the survey, highlighting issues that need to be raised.

7. Communicating /engaging with volunteers

Meeting to be arranged for 5th January 2012 – see item 4 (a)

8. Document Management

Anything of note or importance (originals) to be forwarded to WB

Action – WB set up filing system at Town Council's Office

Action – DT to determine headings for folders

Action – WB to provide NPSG with current email circulation list

9. Feedback from the NP Committee of 9th December 2011

Terms of Reference for NPSG has been produced by the Town Clerk and circulated to the group. Any questions/queries to be addressed to the Chair.

10. Update on any Outstanding Actions

BM previously circulated email regarding an invitation to speak at Oswestry Town Council about the Neighbourhood Plan. It was agreed that BM should attend and a rotational list of speakers to be used in the future.

11. Any Other Business

Nothing recorded.

12. Date of next meeting - Monday 9th January 2012, 5.00pm to 7.00pm, Guildhall