



## *Our plan – Our future*

### **Much Wenlock Neighbourhood Plan**

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

4th March 2013, 5.00pm to 7.00pm, Guildhall

<b>PRESENT</b>	<b>REPRESENTING</b>
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#### **Members of the Steering Group**

Tim Coleshaw	Community
Charles Teaney	Community
Liz Thomas	Community
Cllr. Lesley Durbin	Much Wenlock Town Council
Cllr. Mike Grace (Chair)	Much Wenlock Town Council
Cllr. Robert Stuart	Much Wenlock Town Council
Cllr. David Turner	Much Wenlock Town Council

#### **In Attendance**

Mary Jacobs	Community
Faith Smith	Community (Technical Writer)
Sharon Clayton	Town Clerk, Much Wenlock Town Council
Gill Jones	Shropshire Council

#### **Minute Taker**

Robert Toft

#### **1. Chairman's Welcome**

Mike Grace welcomed those present to the meeting.

#### **2. Apologies**

Bob May	Community
Cllr. Milner Whiteman	Much Wenlock Town Council

(Gill Jones arrived at the meeting)

#### **3. Declarations of Pecuniary Interest, Dispensation or Bias**

There were no declarations of interest, dispensation or bias.

#### **4. Minutes of the Last Meeting**

The following amendments were noted to the draft minutes of the meeting of 18th February:

Item 5 (1st Para, under "Statement of Public Consultation", Line 1) Replace "an draft statement" with "a draft statement";

Item 5 (4th Para, under "Statement of Public Consultation", Line 1) Replace "a explanation" with "an explanation";

Item 5 (3rd Para, under "To review and consider the Plan timetable", Line 1) Replace "need to approved" with "need to approve";

Item 6 (1st Para (sub-heading), Line 1) Replace "resident consultations" with "public comments";

Item 6 (1st Para, under "To consider how to handle significant matters arising from public comments that are not able to be dealt with through the Neighbourhood Plan", Line 4) Replace "significant items" with "items where there was a significant body of opinion";

Item 7 (2nd Para (Action), under "To agree appropriate communication actions and engagement with the media and community", Line 1) Replace "on whether" with "that".

Subject to these points, the minutes of the meeting of 18th February were **approved**.

(Tim Coleshaw and Lesley Durbin arrived at the meeting)

#### **5. Developing the Scope and Content of the Plan**

Mike Grace said that the Town Clerk, Sharon Clayton, had kindly agreed to attend the meeting, to advise on the implications of the "purdah" period prior to council elections.

Sharon Clayton noted that during the "purdah" period, any public communications advising actions or proposed actions should state that "the Steering Group" had acted or proposed to act rather than attributing actions to any member of the Group. She added that this also applied to decisions made by the Steering Group. She noted that a meeting of the Neighbourhood Plan committee of the Town Council might be needed before the Town Council dissolved to approve minutes of the previous meeting which contained actions.

(Robert Stuart arrived at the meeting)

Charles Teaney was concerned that the announcement of a decision, even as by the Group, might still lead to a suggestion of playing to interests. He thought that public comments might be displayed with analysis but without any commentary from the Steering Group. Gill

Jones thought that attribution was the main issue at stake. David Turner noted that it had not been agreed what action to take with respect to comments.

Mike Grace thought that, if no changes were made to the Plan, the Plan could then be approved for sending to Shropshire Council but, if changes were made, the Town Council would need to sign off the revised Plan. He thought that it was a matter of judgement as to whether the weight of changes would be significant enough to cause any objections.

Sharon Clayton noted that the first full meeting of the Town Council following the election would be in June and there would thus be a period in which there would be no Council committees or subcommittees (until appointed by the new Council). She added that officials could, however, act on the Council's behalf during this time.

Mike Grace noted that it was thus necessary to decide whether to seek to send the Plan to Shropshire Council in April, leave it until June or to leave the matter hanging.

(Faith Smith arrived at the meeting).

David Turner and Robert Stuart thought that as much business as possible should be completed before the Steering Group and Neighbourhood Plan committee dissolved.

It was **agreed** to try and send the Plan to Shropshire Council before the end of April if possible but that this needed to be left open until responses had been considered.

Sharon Clayton suggested that the Town Clerk should be given delegated authority to work with the community on the furtherance of the Neighbourhood Plan.

Lesley Durbin noted that several meetings of the Steering Group might be needed in April and two meetings of the Neighbourhood Plan Committee (even if the sole business of the second meeting was to approve the minutes of the first).

(Sharon Clayton left the meeting)

Charles Teaney **agreed** to check the position further with DCLG and Shropshire Council (Claire Porter) and to forward a copy of the minutes of the current meeting to Claire Porter.

#### To consider public responses to the pre-Submission Draft Plan

Robert Stuart noted that the Environment Agency would be making a response on flood alleviation.

Mike Grace noted that all comments, including those not using the standard response form, needed to be considered.

#### To consider handling of public responses and enquiries

Charles Teaney noted that the Statement on Consultation needed to include all comments, the response of the Steering Group and the action taken. David Turner noted that all comments needed to clearly identified and dated.

**ACTION: Robert Toft to number, date and hold all comments received in hard-copy form and to liaise with Mary Jacobs on comments received via email.**

## **6. Plan Timetable and Process**

To consider implications of the timetable and agree necessary actions

It was **agreed** that it would be necessary to meet with Andy Mortimer (Shropshire Council) concerning the package of documents which would be required by the assessor and whether a Strategic Environmental Assessment (SEA) was needed.

**ACTIONS:**

**(i) Gill Jones to find out whether assessor had been appointed and to liaise with Andy Mortimer on assessor requirements and the need for an SEA;**

**(ii) Charles Teaney to revise the project plan to allow for the possibility of approving the Plan for submission to Shropshire Council in April 2013.**

(Mary Jacobs arrived at the meeting)

To consider the pre-submission review of the Plan by Locality

Mike Grace noted that the adviser consulted by Locality (Louise Brooke-Smith) had been impressed with the extent of consultation undertaken. He added that he had not yet received a copy of the submission she had sent back to Locality.

To consider and agree other necessary actions for delivering the Plan

Mary Jacobs noted that a request from a planning student (Hannah Baker) had been received to talk to members of the Steering Group. It was **agreed** that Mary Jacobs would pass on email addresses of Group members and suggest instead that structured questions be used to gather information in written form.

Mike Grace proposed that a "lessons learnt" session be included as part of the next Steering Group meeting.

## **5. Developing the Scope and Content of the Plan (continued)**

To consider and agree the draft Statement of Consultation

Mary Jacobs introduced her revision of the draft Statement and asked for guidance on whether an executive summary was also needed, the use of appendices and whether separate tables might be needed.

Liz Thomas and Robert Stuart noted that a meeting with English Heritage needed to be included.

It was **agreed** to submit further comments to Mary Jacobs before 10th March.

(Tim Coleshaw left the meeting)

## **7. Media and Communications**

David Turner asked about a further response to the Head Teacher (Lindsey Andrews) at Much Wenlock Primary School concerning the removal of photos on Flickr. Faith Smith, a governor of the school, **agreed** to speak to Lindsey Andrews in response to her comments about the use of the photos.

(Mike Grace left the meeting and the Chair was taken by Robert Stuart)

It was **agreed** to consider the item for the April Wenlock Herald at the next meeting.

It was also **agreed** to consider forward planning for the management of the website and other communications at the next meeting.

## **8. Date of Next Meeting**

The next meeting of the Steering Group was **agreed** to be on 18th March 2013, starting at 5pm in the Guildhall, with further meetings at fortnightly intervals thereafter.

The meeting closed at 6.45 pm.

Signed -----  
Chairman

Date -----