



Our plan – Our future

Much Wenlock Neighbourhood Plan

Minutes of the Neighbourhood Plan Steering Group

16th April 2012, 5.00pm to 7.00pm, Guildhall

PRESENT

REPRESENTING

Members of the Steering Group

| | |
|--------------------------|---------------------------|
| Vivien Bellamy | Community |
| Howard Horsley | Community |
| Bob May | 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 |
| Cllr. Milner Whiteman | Much Wenlock Town Council |

In Attendance

| | |
|----------------|--------------------|
| Simon Ross | Community |
| Charles Teaney | Community |
| Jake Berriman | Shropshire Council |

Minute Taker

Robert Toft

1. Chairman's Welcome

Mike Grace welcomed those present to the meeting.

2. Apologies

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|------------------|--------------------|
| Steve Cunningham | Community |
| Mary Jacobs | Community |
| Liz Thomas | Community |
| Rachel Walmsley | Community |
| Gill Jones | Shropshire Council |

3. Declarations of Interest

There were no declarations of interest

4. Minutes of Last Meeting

The following amendments were noted to the draft minutes of the meeting of 2nd April:

Item 7 – Change Plan Theme sub-headings to match actual text and font used in the survey questionnaire;

Item 7 – (Action Point under Housing needs): Replace by “**ACTION – Lesley Durbin to finalise and circulate housing data paper which will include the official policy of Shropshire Council on local connection and to what extent a local connection is taken into account.**”

Subject to these points the minutes were **approved**.

5. Community Survey

Survey Progress

Mary Jacobs and Steve Cunningham had reported that there were not yet quite enough survey volunteers. Mike Grace noted that some further volunteers had come forward, including spouses of Steering Group members. It was thought that about 10 further volunteers were needed and that it might be necessary to ask if any volunteers were willing to take on an additional area. Milner Whiteman offered to take part but noted that he was only able to distribute questionnaires after Friday 20th April.

Bob May said that 11 online questionnaires had been received so far. He noted that no confirmation was given that the end of the survey had been reached (respondents being returned to the Neighbourhood Plan website) and that it would be useful if respondents could be informed of this.

David Turner noted that Sara Botham had been very helpful and co-operative in dealing with requests and queries on the survey. Howard Horsley noted that Sara was about to leave the Community Council of Shropshire and suggested that this would be an appropriate time to send her a letter of thanks.

ACTION: David Turner to draft a letter of appreciation to Sara Botham for approval by Mike Grace and issue under the Mayor’s signature.

Mike Grace noted that he had been interviewed by Tim Cook from Radio Shropshire about the survey.

Survey Data Input and Analysis

David Turner noted that data input from those who submitted written returns would be a substantial task if there were 200 or more of these. Robert Stuart noted that the analysis of textual and narrative comments would also be a major task. It was agreed that both these tasks should be undertaken independently. David Turner noted that Sara Botham had said that she could not commit her successor to this task.

(Jake Berriman arrived at the meeting)

Howard Horsley thought that a third element, that of interpretation, also needed to be considered. David Turner and Robert Stuart agreed that this was important but thought that it could be done internally.

Mike Grace said that he had approached Gill Jones about who to use. Milner Whiteman said he had received a message from Gill who had offered Ecorys as a possibility.

Jake Berriman thought that data input could be done externally but ideally analysis should be done by those with greater involvement.

Bob May raised the possibility of survey volunteers doing data input. It was agreed that this was a fall-back possibility but was not ideal. Charles Teaney noted that using the Community Council of Shropshire might still be a possibility, despite Sara Botham’s departure.

Jake Berriman noted that the précis of comment and logging of actions taken was often also a major issue. Robert Stuart said that this could be done by appropriate codification, though this was a skilful task. Howard Horsley noted that this in itself involved interpretation.

Charles Teaney thought that quotes for the work should be obtained and thought that there might be considerable interest if large numbers of forms were involved. Mike Grace noted that this would require a tender process.

Agreed that the Steering Group should, if possible, seek to use the Community Council of Shropshire (CCS) for data input and initial survey analysis. Mike Grace thought that a meeting with CCS was needed to establish whether they could take on the work and, if not, if they were able to offer help in drafting a tender.

ACTION: David Turner to approach Gill Porter of the Community Council of Shropshire agreeing a date and time for a meeting which would ideally also involve Gill Jones from Shropshire Council.

Mike Grace and Lesley Durbin agreed that they would be reserve attendees for the meeting.

ACTION: To ask the Neighbourhood Plan Committee of the Town Council to commit funding for data input and initial survey analysis.

6. Developing the Plan

Next Steps for Development of Plan

Mike Grace noted that Rachel Walmsley had produced a draft proposal for the next steps of the plan production which had been circulated to members for discussion at the meeting.

Bob May thought that the SWOT analysis proposed at stage 3 needed to be scoped. Mike Grace and Howard Horsley thought that this SWOT analysis would essentially involve putting more rigour into what had already been done or had been proposed.

Bob May thought that a community event after the survey findings were available at which options and sites could be discussed would be valuable.

Jake Berriman noted that the development proposals needed to include all stages of plan production including those which had already been undertaken, and which needed to be linked to later work, and the technical aspects of plan approval and adoption. Howard Horsley agreed that existing work needed to be incorporated but did not want to dampen Rachel's enthusiasm.

David Turner was concerned about lengthening timescales as there was some possibility that these would slip and that work would extend beyond 2012. Mike Grace noted the need to allow for a 6 week period during which the plan must be publicised.

Jake Berriman noted that meetings with local landowners could be undertaken as public hearings and that the appropriate points for landowner consultation needed to be considered. Mike Grace noted that consultation could be undertaken at different points but that agencies needed to be brought in earlier.

Howard Horsley noted that areas in which progress had not yet been achieved including the business survey and further involvement of landowners needed to be incorporated and pursued.

(Howard Horsley left the meeting)

Bob May wondered whether the proposed SWOT analysis would be valuable. Robert Stuart and Lesley Durbin thought that it was valuable to identify strengths to offset the likely number of “negative” comments submitted in survey responses.

Bob May thought that the community event was an opportunity for option discussion. Milner Whiteman thought that the consultation event proposed at stage 7 (discussion and agreement of favoured options) was the most crucial. Bob May wondered if this event and that proposed at stage 5 (identification of key issues that the plan needs to address) could be combined.

Jake Berriman noted that the development plan needed to be specific on which aspects the Neighbourhood Plan would concentrate and which would be left to others and how this might be done.

Mike Grace summed up the discussion, noting that there was broad agreement with the structure of the proposals but that activities B, C and D on the chart (stages 4- 7) might be collapsed. The “end of pipe” activities would need more detail and more clarity on these would be sought from Jake Berriman. Bob May wondered how choices between options would be made. Mike Grace noted that the Steering Group would need to return to this later.

ACTION: Mike Grace to communicate the results of the discussion to Rachel Walmsley and to ask her to amend the proposal before the next Steering Group meeting at which it could be finalised.

ACTION: Charles Teaney to send Jake Berriman a copy of the project planning documents to enable him to comment on “end-of-pipe” activities.

Management and Sharing of Information/Evidence

Mike Grace noted that he had circulated Lesley Durbin’s paper on housing needs data. He suggested putting this and similar documents onto the website with background information. David Turner agreed but noted that documents needed to be edited into the agreed format.

Agreed to put information/evidence documents onto the website in a separate section, but grouped according to theme.

ACTION: David Turner and Robert Stuart to consider structure/indexing of documents section.

7. Progressing the Themes

Health Report

Charles Teaney noted there were two red areas on resources which needed to be sorted out. **Agreed** that the issue on inputting data from written returns had been discussed earlier.

ACTION: Mike Grace to talk with Mary Jacobs and Steve Cunningham about the position on survey volunteers.

Creating a sustainable community

Simon Ross said that he and Tim Coleshaw had produced a paper covering three areas: planning policy, current views on sustainable development and possibilities for sustainable development. Simon asked for comments on the paper by the evening of 18th April. The edited paper could then be put onto the website.

David Turner noted that he would investigate how to make new documents more apparent on the website.

Jobs and the local economy

Bob May said that the team were researching into which issues could and could not be addressed in a neighbourhood plan and expected to complete this by the following week. They had set up a meeting with the Chamber of Trade on 18th April, principally to discuss the proposed business survey which would be conducted online and sent to about 200 businesses. A major issue for the plan would be determining which issues the Town Council might take on.

Protecting our local environment

Vivien Bellamy said that the team would be pulling together existing policy documents and comments made into a summary which could be put onto the website.

Housing needs

Lesley Durbin noted that the housing data paper had already been discussed and further progress was largely dependent on results from the residents' survey.

Improving community services

Robert Stuart said that a meeting with Severn Trent and the Environment Agency had been arranged for 23rd April at Shire Hall. The team were currently reviewing car parking and traffic management. They had a large amount of data which would be reviewed against the results of the residents' survey and would work on the process of developing options.

Milner Whiteman noted that the Much Wenlock Place Plan would be discussed in June.

(Robert Stuart and Bob May left the meeting)

8. Project Programme Review

Charles Teaney asked what communications needed to be made with statutory bodies. David Turner said that the Steering Group had engaged with them as landlords but not otherwise. Mike Grace thought that there was no statutory duty to consult them. Jake Berriman agreed that that was true but thought that it was good practice, and would provide cover, to do so. He noted that Shropshire Council would need to deal with them.

Mike Grace thought that further engagement should take place at the options stage.

ACTION: Jake Berriman to send Robert Toft a list of regulatory bodies. David Turner to send Robert Toft a list of contacts to match against this list and to complete for missing people.

Agreed at next meeting to discuss how decisions and progress on the Neighbourhood Plan would be communicated to the public.

ACTION: Charles Teaney to compare programme task list and chart with Rachel Walmsley's development chart and to bring forward results at next meeting.

Mike Grace noted that it would be necessary to apply for neighbourhood plan status under the Localism Act. Jake Berriman agreed that this was necessary and said that Shropshire Council would facilitate this.

ACTION: Jake Berriman to send relevant extracts from regulations within a week for consideration by the Neighbourhood Plan Committee of the Town Council on 23rd April.

(Vivien Bellamy left the meeting)

9. Media and Communications

David Turner noted that the front page of the website was now devoted to the residents' survey. Facebook activity had increased and there had been 167 new visitors to the website, spending an average of nearly four minutes each.

The Bridgnorth Journal would carry a further article on the survey on 20th April.

The draft press notice prepared by David Turner was **approved**.

Mike Grace had spoken to Winchcombe Town Council which was using Much Wenlock as a model.

10. Outstanding Actions

David Turner had received a note from Liz Thomas on the meeting held at the Primary School

ACTION: Mike Grace to look at the note.

11. Budgets

There were no further items of expenditure to consider other than that requested for data input and survey analysis (see under item 5 above).

12. Date of Next Meeting

This was **agreed** to be 30th April, starting at 5.00 p.m. in the Guildhall.