

NEIGHBOURHOOD PLAN

Notes of a meeting of
the Neighbourhood Plan Working Group
held on 21 July 2011

PRESENT	REPRESENTING
Jake Berriman	Shropshire Council
Cllr. Milner Whiteman	Shropshire Council
Gill Jones	Shropshire Council Community Action
Howard Horsley	Community
Bob May	Community
Charles Teaney	Community
Mary Jacobs	Community
Edward Porter	Community
Liz Thomas	Community
Cllr. Lesley Durbin	Much Wenlock Town Council
Cllr. Robert Stuart	Much Wenlock Town Council
Cllr. David Turner	Much Wenlock Town Council
Mark Sackett	Planning consultant – Persimmon Homes
Edward Porter	Community
IN ATTENDANCE	
Sharon Clayton – Town Clerk	Much Wenlock Town Council

1) APPOINTMENT OF CHAIRMAN

In the absence of Cllr. Mike Grace Cllr. Lesley Durbin chaired the meeting.

2) APOLOGIES

APOLOGIES	REPRESENTING
Kerry Rogers	Shropshire Council
Cllr. Mike Grace	Much Wenlock Town Council
Rosalind Lamb	Volunteer
Anna Shafee	Volunteer
Gavin Loynes	Bruton Knowles
Cllr. Matthew Green	Much Wenlock Town Council

3) NOTES OF 23 JUNE 2011

The notes from a meeting held on 23 June 2011 were NOTED.

4) DECLARATIONS OF INTEREST

It was agreed that there was no need for those present to declare their interest at this point since all participants would be asked to complete a declaration of interest form so that their involvement in the process is open and transparent.

After introductions Jake Berriman gave new members of the Group a brief overview of what Neighbourhood planning is about. It was stressed that this is a community led plan using a bottom-up process. The £20,000 assigned to the project from DCLG will not have to be returned if the Neighbourhood Plan fails, although a good reason will need to be given.

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5) FUNCTIONS AND TASKS

The Chairman explained that this would be the last meeting in its present format, since the Town Council had established a Neighbourhood Plan committee which had delegated authority to oversee the development of the Plan. When the Committee meets it will agree that a Steering Group be established, which will be the main vehicle to deliver the Plan. The Steering Group would then establish working/focus groups with their own remit.

The Statement of Community Engagement, which had been approved by the Town Council, was discussed and concern was expressed that the Town and Parish Plan had not been included in the Statement and thus, some members of the community already felt excluded from the process. The Group was informed that the Statement could be amended and include that the Town and Parish Plan can be used as a baseline for the Neighbourhood Plan. The Village Design Statement can also be referred to.

There is very little guidance as to the fundamentals of a Neighbourhood Plan since it is a new concept so it is difficult to understand what the scope and purpose of the Plan might be. However, the Plan must conform to national and local policy in order to pass the examination prior to adoption.

The Group considered how functions and tasks could be identified for working groups and task and finish groups. It was agreed that community engagement is key to the success of the Plan.

It was felt that perhaps it is a little too early to assign people to working groups and task and finish groups at this time.

6) VOLUNTEER RECRUITMENT

The Group considered how more volunteers could be recruited. It was suggested that a public meeting could be held to explain what the Neighbourhood Plan is all about.

It was agreed that the Plan should have an end date, perhaps 2016, which is co-terminus with the Core Strategy for Shropshire. Any publicity should also contain sufficient information to inform that the Plan must conform to local policy so that it can become part of that policy.

It was suggested that the development of the Neighbourhood Plan needs a key starting point and the end product envisaged. All stakeholders need an opportunity to make appropriate contributions. Functionality needs to be defined first then a flexible approach adopted. It was agreed to establish a product description with a 'Scope and functionality' working group who would work together to define the end product of the Plan. The following volunteered to be members of the Group:

- Cllr. Robert Stuart
- Charles Teaney
- Liz Thomas
- Mark Sackett
- Cllr. David Turner
- Bob May

It was also agreed to establish a 'Communication' working group and the following volunteered to be members of the Group:

- Cllr. David Turner
- Cllr. Lesley Durbin
- Kerry Rogers
- Bob May
- Mary Jacobs

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It was agreed that both groups would be fluid.

7) WEBSITE INFORMATION

The Group considered how best to record the development of the Neighbourhood Plan on the Town Council's website.

It was agreed that the Communication Working Group would consider this.

8) TECHNICAL ISSUES

It was agreed that members of the Neighbourhood Plan Committee would deal with any technical issues and liaise with Shropshire Council.

9) NEIGHBOURHOOD PLAN FUNDING

Jake Berriman said that the £20,000 assigned to the Much Wenlock Neighbourhood Plan would be transferred from Shropshire Council to the Town Council, although it would be subject to certain conditions, so that sufficient funds were reserved to pay for a referendum and other necessary costs.

10) ANY OTHER BUSINESS

It was suggested that the Place Plan, which had already had some community input, will also play a part in the development of the Neighbourhood Plan, since it will form part of the CIL .

11) DATES FOR FUTURE MEETINGS

Since this was the last meeting of the Group it was agreed that the Neighbourhood Plan Committee would consider the membership of the Neighbourhood Plan Steering Group at its meeting on 2 August 2011.