

SHIFNAL NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on 3rd September 2015

1. PRESENT

Chris Raine Chair), Robert Harrop (Shifnal Town Council), Andy Mitchell (Shifnal Town Council), Trevor Tarran, Tim Day, Bob Vincent,

2. APOLOGIES

Andrea McWilliams (Shropshire Council)

3. MINUTES OF THE MEETING HELD ON 18th August 2015

These minutes were approved. No matters arising

4. PRE- SUBMISSION CONSULTATION DRAFT PLAN

A number of comments were noted and where amendments were agreed CR will inform CB.

BV to action some new photos to replace some in the document and add some new ones as highlighted.

TT reported that he had written to Eddie West about the planning approval agreement for the provision of a walkway from the Thomas Beddoes development sites through the railway tunnel to link up with the footpath going to Lamledge Lane.

5. NON-POLICY ACTIONS

Noted that development of the Walkways routes had been missed off this list. BV will provide copy which includes it for CR. Noted also that BH had asked for a note on the Linear Green Park proposal to be provided for inclusion in NP and this section.

6. REPORT FOR THE TOWN COUNCIL MEETING 17 SEPTEMBER 2015

The report as drafted was agreed. CR would present at the meeting.

7. INVITATION FOR PRE-SUBMISSION CONSULTATION

a) The letter and email for Statutory and Local organisations was agreed. CR and BV would brief Mac and Liz re posting out the letters to statutory consultees. BV will email to the local organisations. BV was finalising the lists for each and would send round to SG for a final check.

b) BV offered to set up a schedule for recording responses received during the consultation. He will liaise with the Town Clerk for those sent to Town Council. TD will collate those sent via the website

8. PUBLICITY

- a) The flyer is printed ready for distribution the last weekend in Sept. to all households. BV is organising this with the volunteers.
- b) A4 versions of the flyer to be used for Noticeboards around the town and in shops etc. BV to action.
- c) Information Sheet - it was agreed to include the summary of policies and make double-sided. BV to action copies with Town Council.
- d) TD has arranged for Alex (website designer at Ascendancy) to upload the final version of the Plan document to the website as he will be on holiday. CR to action.

9. REFERENCES/BACKGROUND PAPERS FOR POSTING ON WEBSITE

Noted that TD needed all relevant background documents used in developing the evidence for policies for posting on the website. They also need to be referenced in the Plan document.

10. CONSULTATION STATEMENT

It was agreed that BV would request a draft of this report from Liz Bourne for 30th September for circulation to SG in time for consideration at the next meeting.

10. ANY OTHER BUSINESS

Noted; that there is to be a consultation by Shropshire Council on the proposed asset management transfer of certain facilities to the Town Council, carried out by Shropshire Council. This would be an on-line survey form and a meeting on 14th October in the Library.

10. DATE OF NEXT MEETING

The dates of the next meetings are **Friday 9th October at 2.15pm** to consider the Consultation Statement and Basic Conditions Statement on and **Friday 13th November 2.15pm** to review the responses received from the consultation.

CR /23/09/2015