

SHIFNAL NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on 10th April 2015

1. PRESENT

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

2. APOLOGIES

Robert Harrop (Shifnal Town Council); Andrea McWilliams (Shropshire County Council); Sheila Offland (Secretary)

3. MINUTES OF THE MEETING HELD ON 13TH MARCH 2015

These minutes were approved.

4. MATTERS ARISING

Agreed that any feedback from actions highlighted at the last meeting would be picked up in the discussion on the next item on the Agenda

5. NP SKELETON DRAFT REPORT VERSION 3

Progress on filling in `gaps` and responding to comments from Chris Bowden(CB) as follows:-

P.3 Consultation – Bob Vincent(BV) has drafted a summary statement and will **send to CB/LB** but acknowledged this may be more appropriate for the Consultation Statement?

P4/5 Local Context – been has actioned re loss of facilities and photos. **BV will send to CB**

P5-11 Profile of Community – Section too long? Key Points from this data to be provided in the NP document which refer to the draft policy issues in particular. The detailed commentary and charts can then go into the Basic Conditions Statement. **CB to action**

P12 Local plan Policy – Trevor (TT) has sent background explanation re Core Strategy and SAMdev to **CB to include in plan document.**

P14/15 Vision Statement – **BV to action** re CB comments and send him revised text.

P15/16. NP Objectives – would these be better at the start of each relevant chapter so they can be linked more directly to the policies and summary evidence which supports those policies? This is a presentation of the Plan document question. **CB to consider and respond.**

P17 Green Belt – Tim Day(TD) has revised the commentary and emailed to **CB for comment.** There was a question raised re whether any more needs to be said about `safeguarded land` and why development was permitted? TT has raised with Shropshire Council and has reply that NPPF policy re 5 year land supply over-ruled the Safeguarded land policy. **TT will send copy of Shropshire reply to CB, CR for information.**

P18 Housing – It was noted that the starting point was that the community feedback was for no more housing developments around Shifnal. However, it was noted that CB had suggested a policy for housing re local needs for affordable housing for young people and single storey or small? Units for older people would be appropriate as there would be *“windfall sites within the town are going to come up. To have a policy insisting on a mix that addresses need would therefore appear to be prudent. **One for discussion.**”* It was noted by CR that the Albrighton (light) NP had included a section on Housing which could be helpful for Shifnal . **TT to have a look at this section now.**

P19-22 Transport and Movement – It was agreed that a general policy statement be included as a draft policy which supported the implementation of a Highways improvement plan/solution for volume and speed of traffic on the roads passing through the town centre area. **CB to action**

It was noted that a report was included on the Agenda for 16th April Town Council meeting proposing the policy of developing primary walkways into and around the town on a phased basis. Starting with 1 route as a pilot project lead by the Town Council. **CR to send copy of report to CB.**

Noted that TD would arrange meeting with Gemma Lawley Shropshire Council Highways to discuss the extension of bus routes in Shifnal to include the new Housing estate and in particular in the southern part of the town where there no buses currently. **TD to action and TT to send copy of example policy to TD**

P 23 Character and Conservation – it was agreed that there does need to be a policy here. **TT will feedback to CB** re paras 7.1and 7.2 as need to discuss with CB re a general policy on derelict/eyesore sites or more specific policy? **TT has examples of policies in other NP`s.** noted that the Conservation area only covers a relatively small area of the town centre and question asked re whether this should be extended? **BV to look at this question and the others raised by CB** in the first para with his `Shifnal Society hat` on and see what evidence he can bring forward in response re the conservation area and listed buildings.

P24/5 Health, Education and Leisure – It was agreed that the SG supported the development of the Houghton Road site for a new medical centre(which already has outline planning permission for that use) and would allocate the site for this use in the Plan.

It was noted that CR would write to the Shropshire CCG in support of the need for a new medical centre for Shifnal as one of the highest priorities in the community consultation. **AM to let CR have email address of CCG Chairperson.**

It was agreed that there should be a general policy in supporting the retention of existing leisure facilities and only allowing any consideration of their change of use if suitable alternative facilities could be provided at a location that was acceptable to the community. It was agreed that this should apply to the Football Club site adjacent to Idsall School. It was also agreed that there should be a policy to support the provision of new leisure facilities to

meet the needs of the expanding population of the town within the new housing developments. **CB to note these policy position. TT offered to provide some examples of similar policies from other NP's to AM/CB.**

P 26/7 Environment – AM has a paper prepared by Shifnal Forward Action Group Health and Well Being on 'Public Open Space, Town Park and Greenbelt' which is an excellent evidence document for policy needed in this section. **Action: AM to email copy of this paper to CB copy to CR .**

Noted that AM has identified all the green spaces in Shifnal and this is mapped which is good progress.

P28 Flooding and Drainage – It was agreed that a general policy on the prevention of flooding should be included in the Plan similarly to other NP's. Noted that the Flood Forum were drawing up an action Plan to spend a grant awarded of £500,00. **TT to contact Bob Haddon , chair of the Shifnal Flood Forum to consult on the proposed draft policy and background evidence for this section. CB to note.**

P29/ Economy – Noted that BH had arranged meeting for 22 April with P Bentley on the Lamledge Lane Industrial Estate to consult with them about the NP and the need to retain and expand employment opportunities in the town for local people. The Business Forum were meeting on 13th April and had been emailed with questions re NP for feedback at their meeting. It was agreed that a short paper on the Tourism Plan should be included in this section. **BV to action this and send to CB.** TT had drafted a policy about the retention of existing employment and supporting new sites/opportunities on employment land, which raised at the last meeting. **TT to send to CB for inclusion.**

P30 Shifnal Town Centre - It was agreed that there should be a policy for a mix of retail uses in the Town Centre. A Policy which limited the number of fast food outlets and possibly other uses? as included in the Albrighton NP would be considered. **CB to note. Also, a policy for shop front design to be included** although noted this can only be advisory. Noted the former B'north District Council had produced a design guide.

6. PUBLIC CONSULTATION ON DRAFT POLICIES 12TH JUNE

BV outlined his plan of action to gear up for this event with publicity locally and through press and radio. Invites to be sent out to community organisations and local groups and businesses etc. CR will publicise in in her talk at the Annual Town meeting on 15th May.

Noted that the draft policies would be presented in their topic sections and set out by graphic designer for printing onto A1 cards and put up on display boards (**BV to raise borrowing these via Andrea**). TD raised the need for **2 maps for the display .. the NP Designated area and Map of Boundaries and sites both on website to be enlarged and displayed for information . BV to action.** There should also be **an introductory card explaining that these were the draft policies** and people should say whether they agreed

with them or not and give any comments if not, on the feedback sheets (**BV to prepare feedback sheets** and have clipboards and pens available) There would also be space for post-it note comments on the exhibition. **All to note - members of the SG to be available on 12th June 2.30 – 8.00pm to** explain policies to those attending as required.

7. TIMELINE FOR SUBMISSION OF THE PLAN TO SHROPSHIRE COUNCIL

The timeline proposed by CB was noted. It would be discussed with him next week.

8. TOWN COUNCIL TO RECEIVE THE DRAFT PLAN

It was agreed that the Town Council need to have seen the draft Plan prior to circulation for the Pre-Submission Consultation which is currently timetabled to start in Mid-July. The July meeting of the Town Council was scheduled for 16th July. It was noted that the final copy of the Plan would go to the Town Council for the formal `signing – off` later in the year once it was completed. **Discuss timetable with RH and AM and Mac Sandal.**

9. CONSULTING STAKEHOLDERS

Statutory and local Stakeholders would be consulted on the plan as part of the Pre-Submission consultation. Many had already been consulted for their views in the first phase of consultation. There was also a helpful list of potential local Stakeholders in Worksheet 4 of the Locality Roadmap Guide. **BV would start to compile a list and members of the SG to contribute names of organisations and businesses et al.**

BV had asked Shropshire Council for their contact list of names/details for all the Statutory consultees.

10. DATE OF THE NEXT MEETING :- 15th May 10.00am.

Then:- 12th June, 10th July.