

NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on Friday, 12th December, 2014 at The Old Fire Station, Shifnal

1. PRESENT

Chris Raine (Chair)
Robert Harrop (Shifnal Town Council)
Liz Bourne (Project Consultant)
Trevor Tarran
Bob Vincent
Tim Day
Sheila Offland (Secretary)

2. APOLOGIES

Andy Mitchell (Shifnal Town Council)
Andrea McWilliams (Shropshire County Council)

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Friday, 21st November, 2014 were approved.

4. MATTERS ARISING

Bob Vincent attended the LJC meeting on 2nd December. 12 people attended and supported the development of the NP and thanked Bob and the Steering Group for their work they were doing on consulting local people and developing this Plan.

5. CONSULTATION ROUND-UP

A summary from Bob Vincent was previously circulated to members.

A note was made of additions; the regular article about the NP in the St Andrews News which is to become a Parish Magazine and be available more widely from January 2015.

Bob said that he went to St Andrew's School where they had done a lot of impressive work by re-writing the Residents Questionnaire in child-friendly terms and analysing 170 questionnaire returns from pupils.

Chris is preparing a summary of comments from the 4 Groups of Young People she has consulted.

If anyone speaks to other Groups please let Bob know the date and numbers involved and the outcome to add to the list.

Bob said that so far 330 of the Questionnaires had been returned with an additional 110 done on-line representing 14% of the number distributed. It was felt that this was a very good response. Looking through the returned questionnaires briefly, Bob said a lot have filled in comments, some making very strong comments, particularly about the medical practice, traffic issues, not wanting any more housing development and keeping the character of the town.

Liz Bourne will analyse the results and the issues from this will be available for the Jan 23rd meeting of the Steering Group.

6. POSITION STATEMENT

Chris asked Liz what else she needed to do to finalise the Position Statement? Liz replied that the emphasis should now be on the technical evidence to back up the policies. We should also consider what Shropshire Council have said in their Infrastructure Plan so that our policies, many of which will focus on the need to improve the infrastructure in Shifnal to cope with extra , traffic, people registering at Gp`s and more children in the schools et al. on can link in with Shropshire Council policy and plans to improve these services in their capital programme

It was noted that Shropshire Council were going to review their Core Strategy starting next year as they needed to use updated data on population and housing projections for example.

7. PROJECT TIMELINE AND PROCESS REVISED

Chris said it has been suggested that we should target completion by September/October 2015.

The rest of this month and January and February will be pulling together the analysis of issues raised in the questionnaire and from other consultation feedback which needs to be sent to Liz. **Liz will produce a report on the consultation which should be available in January.** This will highlight the key issues. There is little more we can do until we receive Liz's report but **Chris said we need to prepare for feeding back the outcome of the Consultation re the key issues to the local population in March?**
Chris also wants the outcome of the Consultation and the key issues to be presented to the Town Council as soon as it is available.

In reply to Tim Day, re technical work, Liz said that as noted before, as many of our policies are going to be about infrastructure we need to look at the Shropshire Council Infrastructure Policy to see what they have in the pipeline and how it is to be funded. When you put forward policy you have to say why it is necessary.

Liz said that Chris Bowden would be talking to Statutory Agencies/Consultees to get their views on the emerging policies. Chris Raine said the Steering Group need to be know and be comfortable about who Chris Bowden is going to talk to and Liz was asked to make sure he talks to us before he embarks on any consultation. Bob Vincent said developers will, no doubt, be aware of what is happening in Shifnal as their planning experts and agents would be keeping up to date with plans et al.

Liz contacted Chris Bowden by email and he replied saying an initial list of organisations he would contact would include : Shropshire Council, Local Traders' Associations, Sports Clubs, Community Groups, Parks Authority but he would draw up a list once he had seen a list of the key issues.

Chris was concerned about the timeline for 2 series of Community Consultation , one of which was apparently planned to take place over the Easter Holiday which wouldn't work well and we should also be aware of Consultation over load on local community and for the resources of the Steering Group members to deliver this.

Chris said the revised timeline should reflect our discussion and it Liz now needs to 'flesh it out' into a proper programme of work and let the SG have this version as soon as possible.

8. MEETING WITH SHROPSHIRE COUNCIL PLANNERS

Trevor's briefing notes have been previously circulated to members. He stressed the importance of having the technical evidence to back up any of the planning policies. ie it was not enough just to say the Consultation showed that the community strongly favoured this policy.

Tim Day said he knew of young people who need affordable housing in Shifnal and Trevor said it would then be up to Chris Bowden to produce the evidence. **Tim would like Chris to look at evidence for affordable housing.**

Bob Vincent asked if Shropshire's Core Strategy takes into account what is happening in neighbouring areas? Trevor said it is a legal requirement that they have a working arrangement with surrounding areas.

Tim said there is often a misunderstanding about what constitutes the Green Belt.

Trevor said that because Shifnal is close to the motorway, employment prospects at the i54 site will be taken into consideration.

Tim asked if Eddie West could be invited to a meeting in the New Year. Chris agreed that it is important that we have a good relationship and continuing dialogue with the Local Planning Officers.

Robert said that he and Andy are meeting with Chris Edwards in Jan. re CIL allocations to get factual information on behalf of the Town Council.

Chris thanked Trevor for his contribution and stressed how fortunate the Steering Group and Shifnal are to have the benefit of his expertise.

9. PLACE PLAN FOR SHIFNAL

Chris stressed that this is an important document. The current version 2014/2015 draft is out for comment and comments /amendments have to be back with Shropshire Council in January.

It was noted that the NP Steering Group supported the Shifnal Forward comments on the Place Plan, as they were very much in line with the emerging key issues in the NP and asked that Robert and Andy propose that the Town Council take these comments on board in full at their meeting on 18th Dec.

10. DEVELOPMENT OF THE WEBSITE

Tim circulated a draft of what the website will look like and a draft list of the page headings. It is very flexible and can be changed as we go along. It should be up and running in early January.

Robert Harrop suggested posters be displayed around the town to promote the website. Chris agreed that we will need to publicise it in as many ways and places as we can.

11. DATES OF FUTURE MEETINGS

All please note in your diaries: Fridays at **10.00 a.m.**

23rd January

13th February

13th March

10th April

15th May

12th June

10th July