

SHIFNAL NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on 18th August 2015

1. PRESENT

Chris Raine Chair), Robert Harrop (Shifnal Town Council), Trevor Tarran, Tim Day, Bob Vincent, Andrea McWilliams (Shropshire Council), Chris Bowden Project Consultant.

2. APOLOGIES

Andy Mitchell (Shifnal Town Council)

3. MINUTES OF THE MEETING HELD ON 7th August 2015

These minutes were approved.

4. POLICY ISSUES TO DISCUSS

All the issues raised in the note that Trevor had prepared were agreed with Chris and he would action in the next version of the plan document as discussed. In summary

Profile of the Community – CB would summarise key points in main document and put detailed bar charts and text in an Appendix as part of the Plan.

Housing – It was agreed that CB would include an additional section and policy on Care Homes based on the evidence researched. It was noted that there were 2 proposals for Extra Care Housing provision which were part of existing planning permissions for the sites at the Uplands (29-bed scheme) and Stanton Road/Lawton road (60-bed scheme). The new policy for the design of residential development HG1 was agreed.

Conservation-Masterplan approach – reservations of the SG about requiring this approach were noted. It was agreed it should be replaced with the phrase, 'work with the community'.

Education – noted that the policy had been deleted as no evidence available on local need/demand.

Local Green Spaces – it was considered that there was sufficient evidence to justify the designation of all 6 areas. TT would send CB a copy of a map showing the location with names for the proposals map.

Policies EC3/4 re commercial premises and employment uses – agreed to 12 months rather than 6 months advertising period in policy.

5. REWRITES TO SECTIONS IN V6 FOLLOWING EVIDENCE REVIEW

These were agreed with the following actions noted;

Consultation – CB would summarise text provided for the document.

Green Belt - CB would need to add the objective and the policy as amended.

Housing – There was still a question about whether there was sufficient information about existing design/character of housing in Shifnal. Noted that the new chair of Shifnal Forward Housing and Environment group was intending to draw up a design guide...this would be included in the Non-Policy Actions section of the plan document.

Transport and Movement – The walkways map is required. **CR to action.**

Leisure – Location of Town Park is shown on outline planning application for Thomas Beddoes Phase 2 development, which was noted with reference to application no. in SG minutes of 07/08/2015

Tourism – a new section to be included in Chapter 10 after Shop Front design.

CB confirmed he has a copy of the schedule of 'Collated changes to Version 6' to make the amendments to the Master copy of the Plan document.

CB agreed to make the changes and send a revised document to the SG by Friday 28th August.

Bob V. handed CB with a memory stick with photographs required to download to his computer. **CR will send pics** to CB showing the traffic congestion in the town centre.

6. BASIC CONDITIONS STATEMENT

CB agreed to provide a table for sustainability showing how each policy addresses this requirement of the plan.

TT will update the table he had already provided with the relevant link to NPPF and Core Strategy policy numbers and send to CB.

7. PREPARATION FOR PRE-SUBMISSION CONSULTATION

a) List of Statutory Consultees – agreed Bob V. will include local NFU representative as way of consulting with local landowners and farmers in the rural areas of the Parish.

b) Date for consultation start/finish – agreed start on Monday 28th September and finish 6 weeks later, on Sunday 8th November 5.00pm. Noted that the Consultation draft document should be posted on the website on 28th September. **TD to action**

CR to advise Shropshire Council of the timetable for completing/submitting the plan ie by mid-December 2015.

c) Publicity Strategy – the design of the leaflet for household distribution was agreed with inclusion of reference to the SG having a stall on the Food and Craft market on 17th October.

Agreed that a summary/information sheet, of 1 side of A4 would be produced for people to pick up from the library or other outlets. To include brief information about plan process, the consultation and the policies. **BV** offered to prepare a draft and circulate for comments.

d) Report for Town Council meeting on 17th September.

CR will draft the report and circulate with the agenda for the meeting on 4th September.

8. SEA/HRA SCREENING OPINION FROM SHROPSHIRE COUNCIL

Noted: the letter had been received from Eddie West confirming that the plan does not require an SEA/HRA screening assessment.

9. NON-POLICY ACTIONS

CB has provided format in V6 which SG will use. **BV** will move existing information into this format, though we cannot provide financial information at this stage, so will reduce the columns. More projects with relevant information to be sent to BV.

9. ANY OTHER BUSINESS

Background Evidence documents to be posted on the website and listed in the Plan document.

CR/TD

Andrea offered to chase up a response on Housing need that CB was waiting for from Shropshire Council housing register. CB to send Andrea a copy of his email from contact in Housing. **AMc/CB**

10. DATE OF NEXT MEETING

The next meeting will be held on **Friday 4th September 10.00** to `sign off` the final draft plan for the Pre-Submission Consultation.

CR 31/08/2015