

## SHIFNAL NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on 15<sup>th</sup> January 2016

### 1. PRESENT

Chris Raine Chair), Trevor Tarran, Bob Vincent, Andrea McWilliams (Shropshire Council), Mac Sandal (Shifnal Town Clerk)

### 2. APOLOGIES

Andy Mitchell (Shifnal Town Council), Robert Harrop (Shifnal Town Council), Tim Day,

### 3. MINUTES OF THE MEETINGS HELD ON 13<sup>TH</sup> NOVEMBER AND 4<sup>TH</sup> DECEMBER 2015

The minutes were agreed.

### 4. SHROPSHIRE COUNCIL TIMETABLE FOR NP

It was noted that the NP was now on the Shropshire Council website for the required 6-week consultation which ends on 26<sup>th</sup> February and that all local organisations who had been invited to comment during the Pre-Submission Consultation had been emailed and notified of the current consultation by Shropshire Council.

An Independent Examiner had been identified and Andy Mortimer and Eddie West from SC would be contacting him next week. It was noted that this person carried out the Madeley NP examination. The examination should be able to take place during March/April. The timetable depends on availability of the Examiner and then if all goes well, the Referendum could be held in June. 28 days notice of the Referendum has to be given to the electorate.

The Steering Group agreed that they were happy with the Examiner and CR would write to confirm this with AM/EW.

### 5. NP SUMMARY

BV reported that he had received quotes for the costs of designing, printing and distributing an 8 page summary leaflet which totalled £1600.

BV thought that a 4 page leaflet would be sufficient and after some discussion it was agreed he would check costs for design and print of 4 page leaflet Distribution costs would be the same.

BV will prepare a draft of the potential content for a 4 page summary leaflet and circulate it to the Steering Group for comment.

It was noted that BV had also checked and the Town Council were allowed, within the regulations, to spend £2,800 for the size of population on notifying the community of the referendum and encouraging people to actually vote but that the `rules` do not allow public money to spent on campaigning for a `yes` vote.

Finally, it was noted that MS was preparing an application for grant to Shropshire Council to support the costs of this summary and would liaise with AM.

## 6. DEVELOPING AN ACTION PLAN AND REVISING THE PLACE PLAN

Shropshire Council had written to Town and parish Clerks to say that they were not undertaking a review of Place Plans this year but will “instead be using the time to identify the approach we need to take to Place Plans in the future”. This was said to be in response to feedback they have received which shows that there is limited change from year to year in most cases. They go on to say “if you believe your priorities have changed significantly from last year please get in touch and we will handle these by exception.”

Clearly in Shifnal’s case with the work on the Neighbourhood Plan there is a clear set of community priorities and a vision for the Town looking forward to 2026. So there is a need to notify Shropshire Council that there is a need to update and revise the existing Place Plan. A discussion about the those schemes currently identified as to be funded from the Neighbourhood Fund identified that the Place Plan was very out of date and hence not meaningful in relation to current priorities in Shifnal.

It was agreed that CR/TT would prepare a draft response for MS to add to as appropriate and send to Shropshire Council highlighting the changes required.

It was noted that there had been a change of Portfolio Holder at Shropshire Council now Celia Motley and the future of local planning and Place Plans was potentially going to be up for even wider review. AM would keep the members of the Steering Group posted on this. MS reported that this may be the reason why he had not heard any more about the Working Group set up and chaired by Nicola Fisher, Team Leader in Community Enablement, *“to redesign and ultimately refocus what a Place Plan looks like and the value it can bring to communities and the public sector.”*

There followed a discussion on the preparation of a Forward Plan/Action Plan for the Town Council to commence for the start of the financial year 2016/2017. It was agreed that the Community Priorities from the NP (List as circulated ) should lead the decision on priorities along with an assessment of what was realistically achievable and possible within the resources/budget available.

The list of Actions for Implementation drafted by Trevor which brought together actions from the NP, the Place Plan, Shifnal Forward Task List was very helpful and that the Town Council’s own list of projects needed to be added.

An example of the format for an Action Plan was circulated which would be a useful working document for the Town Council and form the basis of their work programme over the year ahead and beyond.

Development of this Forward Plan/Action Plan would complement the Neighbourhood Plan and clearly identify for the community the Town Council’s priorities and programme of action in the year ahead. It would serve to embed the Neighbourhood Plan in the working structures of the Town Council. This could also be put forward to Shropshire Council as an alternative model for the Place Plans.

It was noted that there now needed to be a discussion with CR, TT, MS along with Bob Harrop and Andy Mitchell about progressing this document and the approach to prioritising the actions on the basis of the parameters noted above.

#### 9. NP WEBSITE

The discussion on this item was postponed as Tim Day was not able to attend the meeting today as he was unwell. Tim had updated the website to include the handover of the Plan to Shropshire Council.

TD and CR would meet before the next meeting to discuss the website going forward and the need to maintain access to the NP reports and background papers into the future.

#### 8. DATE OF THE NEXT MEETING

The date of the next meeting will be **Friday 18<sup>th</sup> March 2016 10.00am.**

But it was noted that the 11<sup>th</sup> March be pencilled in diaries in case there was a need to meet earlier following outcome from Shropshire Council consultation which closes on 26<sup>th</sup> Feb.