

SHIFNAL NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF THE MEETING HELD ON 18TH MARCH 2016

1. PRESENT

Chris Raine Chair), Trevor Tarran, Bob Vincent, Tim Day,

2. APOLOGIES

Andy Mitchell (Shifnal Town Council), Robert Harrop (Shifnal Town Council), Andrea McWilliams (Shropshire Council),

3. MINUTES OF THE MEETINGS HELD ON 15TH JANUARY 2016

The minutes were agreed.

4. MATTERS ARISING FROM THE MINUTES

CR to request a copy of the letter sent by the Town Clerk to Shropshire Council in respect of the review of the Place Plan and its need to be updated to reflect the community priorities identified in the NP.

5. SHROPSHIRE COUNCIL TIMETABLE FOR NP

It was noted that there had been 11 representations made during Shropshire Council's Consultation. Only 1 raised a matter of concern and that was about school places at Idsall school which is not NP policy matter.

The Examiner was preparing his report and a draft is awaited. The date for the Referendum cannot be set until his report is received as he is required to recommend (or refuse) that the Plan go forward to a Referendum.

6. NP SUMMARY

It was noted that Shropshire Council had approved a grant of approx. £2800 for the production and distribution of a Summary for the NP.

It was agreed that an 8 page Summary would be produced with the front and back page devoted to the Referendum, to encourage people to vote and explain how they could vote.

It was agreed that CR should draft the contents for the summary after she had spoken to Matt Hatch the graphic designer about the layout and the format for the words.

7. PLANNING APPLICATIONS CHECKLIST.

TT had circulated a copy of his note which identified the NP policies that the Town Council will specifically need to consider when looking at planning applications. The key compliance issues to check were highlighted in a concise manner.

It was agreed that an short introduction was needed TT will action.

It was agreed CR would talk to Matt Hatch about producing this with some NP graphics in order to make it as easy as possible for the Town Councillors to use at their meetings.

It was noted that this is a new role for the Town Council being `custodians` of the Neighbourhood Plan and ensuring that all developments, large and small, comply with the policies set out in the Plan.

8. IMPLEMENTING THE NP

It was noted that the Town Council had agreed the outline `Development Plan`, which includes 12 themes for action , although some of the themes include several projects.

Most of the NP policies and Non-Policy Actions were included in the list. Although as yet there was no clarity on how these themes and linked project groups would be progressed. This will hopefully become clearer in the next month or two. It is to be discussed again at the 10th May Shifnal Forward meeting.

It was noted that the meeting requested with RH, AM, MS was still outstanding. This was to seek assurance that important projects within the NP will be implemented in a timely manner and that Neighbourhood Funds would be available to support the NP priorities as these were the Community`s expressed priorities

9. NP WEBSITE

TD said he was seeking a meeting with the Town Council/ Clerk to discuss the need to ensure that the NP website is `archived` into the Town Council website in order that the information about the development of the Plan would be retained appropriately for the future. Concern was expressed by TD about the resources of the TC to do this effectively.

8. DATE OF THE NEXT MEETING

22nd APRIL 2016 AT 10.00 AM. ALL PLEASE NOTE AND ADVISE THE CHAIR IF YOU ARE UNABLE TO ATTEND