

## SHIFNAL NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on 10<sup>th</sup> July 2015

### 1. PRESENT

Chris Raine Chair), Robert Harrop ( Shifnal Town Council), Trevor Tarran, Bob Vincent, Andrea McWilliams ( Shropshire Council).

### 2. APOLOGIES

Andy Mitchell (Shifnal Town Council), Tim Day.

### 3. MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> JUNE 2015

These minutes were approved.

### 4. FEEDBACK ON DRAFT PROPOSALS FROM CONSULTATION EVENT

BV reported that John McCartney expected to have entered all the data from the feedback forms in another week. John McCartney was thanked for volunteering to undertake this task.

### 5. TIMETABLE AND ACTIONS

The amended timetable from Chris Bowden was agreed. The final draft of the Plan document was to be ready by early September for the Town Council meeting on 17<sup>th</sup> September to receive ( but not sign off at this stage) prior to the plan being sent to Statutory and local Stakeholders for the required 6 week Pre-Submission Consultation.

Noted that **CR** would email Eddie West to ask for clarity on the screening opinion for SEA/HRA required from Shropshire Council.

### 6. COMMENTS ON DRAFT POLICY PROPOSALS

It was noted that **TT would schedule** all the comments received on the draft policy proposals and that the SG would then need to agree a response to these and discuss any changes required with Chris Bowden.

It was agreed that Chris Bowden be asked to attend a meeting in August after his return from holiday to finalise the changes to the plan with the Steering Group. **CR** will liaise with him re dates for this meeting.

**BV would lead** on scheduling the comments received from the Pre-Submission consultation and Steering Group would need to document its response to these and any action taken.

### 6. REVIEW OF EVIDENCE

CB had provided a `critique` of the policies and evidence to support them and the Steering Group identified the action to be taken to respond to these comments. (A separate note of the SG response is circulated with these minutes to SG members.)

BV had also provided comments reviewing the evidence and text of draft V5 of the Plan document and TT and CR would circulate their comments in the next few days. These comments would need to be considered by the group and sent to Chris Bowden to update the plan document.

#### 7. PREPARATION FOR PRE-SUBMISSION CONSULTATION

Noted that **BV** was preparing a list of Statutory Stakeholders and local Stakeholders and would circulate the lists for comments by the group.

As this is a formal consultation, required by the legislation, it was agreed that BV would also draft a letter to send to the Stakeholders which would be from the Mayor and the Chair of the Town Council. Comments would be returned to the Town Council.

It was noted that there was a Local Joint Committee meeting on 30<sup>th</sup> September 2015 which could be used consultation. BV to note for Action Plan.

#### 8. PUBLICITY STRATEGY

Copies of the plan document would need to be lodged at the Town Council office and the Library. The Business Forum, Chamber of Trade, School Governors and Headteachers would need to be consulted as Local Stakeholders. Question was raised re including local Landowners in the rural area. BV to email CB to clarify, as the Plan does not propose any development sites outside the existing settlement boundary.

It was agreed that a leaflet expaling where the plan document was available to view and on the website would be delivered to all households to informa them about the Pre-Submission Consultation. Press release would be issued.

The plan document would need to posted on the website. TD to note

Also there will be an opportunity for a stall in the Town Council`s Food and Craft market on Saturday 17<sup>th</sup> October to publicise this Consultation to local residents.

#### 9. NON-POLICY ACTIONS

It was noted that a schedule of the non-policy actions needed to be pulled together and all members of the Steering group were asked to identify appropriate issues for inclusion as they reviewed the draft document Version 5.

#### 10. ANY OTHER BUSINESS

It was noted that **BH** had information about the ownership of land adjacent to the BT exchange. This land is not in use and could potentially be utilised for car parking for the Station users. This would need to be raised with the Rail services provider (currently London Midland). **CR** will refer this to the chair of the Shifnal Forward Transport Action Group Robert Owen as he and David Curtis are leading on improvements to rail services along with highways improvements.