

SHIFNAL NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on Friday, 13th March, 2015 at the Old Fire Station, Shifnal

1. PRESENT

Chris Raine (Chair)

Robert Harrop (Shifnal Town Council)

Andy Mitchell (Shifnal Town Council)

Andrea McWilliams (Shropshire County Council)

Bob Vincent

Trevor Tarran

Tim Day

Sheila Offland (Secretary)

2. APOLOGIES

There were no apologies.

3. MINUTES OF THE MEETING HELD ON 13TH FEBRUARY, 2015

These minutes were approved.

4. MATTERS ARISING

There were no matters arising which are not covered in today's agenda.

5. NEIGHBOURHOOD PLAN SKELETON REPORT VERSION 2

Noted that Chris Bowden, Project planning consultant, has taken all the comments/amendments he's received on version 1 of the report on board and raised some further comments/gap analysis points needing clarification and action.

It was agreed to take comments/feedback on V2 of the report on a page by page basis and to note the feedback from the discussions at the Shifnal Forward Action Groups meeting the previous evening as part of this process.

p.3 Consultation

Bob Vincent will do a summary of key Consultation events and activities to date for this section. It was noted that there is more consultation to take place as the plan goes through the process.

p.4. History

The history page has been revised. It was agreed that this was improved and that there is evidence that Shifnal is an historic market town.

It was noted that the Shifnal had historically had enough inward financing to have facilities such as a cinema, swimming pool and town hall and people are asking why do we not have them now. At this time there were 2,000 people employed in the town, there was more money in the town and the economy was much more self-contained. Has the development of Telford in more recent times had an impact on this? **Bob Vincent will include a sentence about the loss of these local facilities.** As the town is growing the potential is there for people to spend money in the town again.

Bob Vincent and will also sort out some photos of historic buildings and the town in more modern times. Andrea will look for an aerial photo of the town which includes the market.

p.5. Population Profile

Population Projections: Noted that the balance of population in the town will change over the next five years as more families with young children move into the new housing areas being developed. .

CB has also put the socio-economic profile data into bar chart format. However, it was commented on by members of the Steering group that this section is now very long(at 7 pages) and the question was raised does all this information need to go into the Plan document or could some of it be included in `the Position Statement` as a supplementary/background document to the Plan itself, with just the charts which support the key policy points in the Plan itself?

Chris Bowden(CB) to advise the SG on this point?

It was questioned how Neighbourhood Plan can address the issue deprivation highlighted in **para 2.23. It was agreed that the last sentence of this para be deleted. CB to action.**

p.11. Local Infrastructure

Schools:

It was noted that the Town Council were holding meetings with the Heads of the local schools and one of their concerns focused on safety around the school gates and for children getting to school. Suggestions for improvements are being brought forward by the PTAs and the Schools and the Police are also involved. The next meeting is on 23rd April when more information will be available. This needs to feed into the Transport Movement section of the document.

Capacity in schools also needed to be documented. Shropshire Education have said there is a need for some additional capacity particularly at the primary schools. There are two primary schools at present taking pupils from out of the town but, because of the increase in the local population, this will stop.

Health:

It was noted that Ashley Seymour of Matrix Medicalthe GP Practice development partner gave a presentation last night to Shifnal Forward re the building of a new Medical Centre. Andy Mitchell (who is also Chair of Shifnal Forward Wellbeing Action Group) said it is imperative that we support the proposal and that it gets full community support.

The Chair will write to Matrix and the Practice offering the support of the SG in the designation of a site in the Plan.

Trevor will speak to Ashley about the sites under consideration.

It was noted that the developers Lioncourt have been invited to attend the Town Council meeting on 19th March to discuss their land holdings at the Haughton Road site which were included in their outline planning permission for community uses, ie. the medical centre, allotments and a swimming pool.

The Secretary advised that she had contacted Mark Pritchard MP last year on behalf of Shifnal Forward and the Patient Participation Group when he expressed his support and he wrote to the CCG and NHS England. **Sheila will write to him again and include Neighbourhood Plan Steering Group.**

Representatives of the Town Council and the Practice are meeting with the CCG again on 28th April. . **The Chair will write to the CCG saying that they support the proposal for the new medical Centre as it one of the Community`s highest priorities.**

Leisure facilities and open spaces:

It was noted that this was very wide ranging. But the call for a swimming pool for the town should be noted.

Roads and car parking :

The issues re infrastructure are noted in the Transport and Movement section of the skeleton report and can be summarised in this section.

Trevor offered to write a draft for the Local Infrastructure Section and circulate it to the SG for comment.

p. 11 Local Plan Policy

Shropshire Core Strategy – Trevor will go back to Chris Bowden to clarify.

p.13 Vision

Bob has written a Vision for how Shifnal will be in 2026 . A point of concern was raised that it refers to protecting existing employment but not encouraging new employment opportunities. It was noted that agreement to allocating land for new employment sites in the Residents Questionnaire was not as high as retaining existing employment land but was still over 50%.

CB be asked to advise on the Vision and this point.

p.15 Objectives

Housing; It was noted that there was a potential contradiction here, that as we are not allocating land for housing can we say we want any new housing to meet the needs for the young and the elderly who want to continue living locally.

Agreed: need to discuss this with Chris Bowden at meeting on 17th April. Agenda*

p.17 Green Belt

It was noted that the Green Belt surrounds the whole town and **not just a part** as in the report. This is an important fact that the town in defining the character of the town , as a small market town.

Tim offered to draft some comments for this section to send to CB.

p.18 Housing

Trevor will write something based on what was discussed last night at Shifnal Forward to send to CB.

This section needs discussing with CB at the 17th April meeting. Action for Agenda *

p.19 Transport and Movement

The Chair had redrafted the Transport and Movement section previously, now included in Version 2, to reflect the current position in Shifnal and work being undertaken by the Shifnal Forward Transport Action Group. This had been shared with the Action group Chair.

There is a however a gap in information about Bus Routes and it was noted that £150,000 is available from a section 106 Agreement with Taylor Wimpey for additional buses. The Plan policy is to discourage car use by ensuring there are alternatives available, so there is a need

to look at options for new and/or extensions of existing Bus routes into the new estates as well as existing housing areas.

Trevor offered to look at Policies in other NP`s on this topic.

Tim Day offered to speak to Shropshire Council to get more information. Andrea offered to identify the contact person in Shropshire.

p.19 Walking and Cycling

Chris Raine now has a small scale sketch map of the proposed strategic routes. This needed transferring to a larger scale map. There is research and feasibility work to be done regarding the use of walkways as some are privately owned. **Chris will talk to the Town Clerk and let him have a copy of this map.** It was noted that the Town Clerk was liaising with Anne Breakwell the Shropshire officer for `street scene` re green spaces in Shifnal and there was a link with the work on the footpaths and alleyways project. Le ownership and maintenance were issues for both.

It was noted that schools want to develop more walking bus routes for children coming to school so the proposal for these `strategic routes` to be established was a very good proposed development.

Noted that the Shifnal pathfinders could be linked in with their work on access to the country paths. **Bob will bring a map of the local country pathways linking with the town. The Chair will contact Suatrans re possible resources to support the development of this project and liase on this with the Town Clerk as they were the lead body locally on footpaths in the town.**

Tim Day suggested the provision of a safe cycle storage facility in the town and at the railway station. A location in the Town Centre and costs would need to be identified. **Refer to Town Clerk for action.**

p.20 Highway improvements

A workshop session was led by Shropshire Council Highways on 4th March for members of Shifnal Forward and the Town Council. The date for the Public Consultation event on the proposed scheme is to be confirmed.

p.21 Car Parking

It was noted that adequate car parking was an objective and highlighted in the consultations by residents and businesses but was not easily solved due to lack of sites in the town centre. However there was a suggestion from the SF Economy and Tourism group chair that the potential for use of parking space at facilities not used in the daytime should be explored for use by staff in local businesses to have designated parking spaces so that Aston Street and Kingsyard car parks could be managed for short term shopping use.

The Chair has referred this suggestion to the Town Clerk for consideration.

p.23 Character and Conservation

There are derelict buildings and sites in the town that need improvement and re-use or re-development should be encouraged. A policy statement should be included in the Plan about these sites. **Trevor will draft something and send to CB for comment.** Andrea McWilliams said there are grants available which owners of derelict buildings may not know about. It was noted that this information had been made available previously by the Town Council to owners of these premises.

p. 24 Health, Education and Leisure

Health and Education developments have been covered earlier under Local Infrastructure. The Town Council were having meetings with Head Teachers to discuss a range of issues of concern. An officer from Education Department had attended the Shifnal Forward Action Group.

Leisure: Andy and Andrea are investigating what facilities we should have in Shifnal.

Shelters requested by young people have been investigated previously by the Town Council and the type of structure required. There are difficulties finding the right type of structure.

Andy will write something on key priorities for this section.

Town Park: This is being progressed but there is a problem with Network Rail and the underpass. Shropshire Council have agreed with Network Rail to make a right of way. The problem is there are two small strips of land either side of the underpass, no more than a few metres each, not in the ownership of any of the parties. The land is also unregistered.

Swimming Pool: The Swimming Pool Committee are looking at the results of the recent questionnaire next week. Their Business Plan has been circulated to Town Council and Shifnal Forward Steering Group.

p. 26. Environment

Green Spaces:

Andy is identifying where and what green spaces there are in the town and the ownership where possible.

Andrea will print off a map from the GIS system to help with the mapping of the areas.

p.27. Flooding and Drainage

A more detailed report is being produced by the Shifnal Flood Partnership Group. Timescale for this report to be determined via the Town Council or Shifnal Forward.

Andy to clarify timescale for report re Flooding plans.

p. 29. Economy

Robert Harrop said that at last night's meeting Shifnal Forward Economy and Tourism Action Group expressed support for the Neighbourhood Plan Employment objectives. They would like larger employment opportunities. Shifnal offers an excellent location as a place for business and to work as it is near the motorway and there is a train station. Andrea McWilliams, had attended this Action Group meeting and said the group had agreed to look at how Lamledge Lane can be improved.

It was noted that a member of the group was a former Shropshire Business development officer and had offered to produce a questionnaire, specific to Shifnal, to update the business benchmarking done a few years ago. If this is not adequate we need to give Chris Bowden something else.

Robert Harrop to action this with the Chair of Shifnal Forward.

p.30. Shifnal Town Centre

Retention of Primary Shopping Area:

It was noted that consultation had pointed to the number of hairdressers and takeaway shops in the town.

Have we identified what the primary shopping area is? It is shown as Bradford Street and Cheapside in the SAMDev but should other streets be included e.g. Market Place and Church Street?

Yes they should. CB to note.

p.31. Shopfront Design:

There needs to be a policy. CB to note.

It was noted that Bridgnorth Council had developed a shop front design guide and that it was probably still on the Shropshire Council website.

It was noted that the target date for completion of gap analysis and evidence collating with Shifnal Forward Action Groups was the end of March or Easter at the latest.

All SG leads with Shifnal Forward to Action.

6. CONSULTATION ANALYSIS REPORT

This is now a finished document and is available to view on the NP website and copies are also available at the Library and the Town Council Offices.

Bob Vincent reported he had not had any specific feedback from the circulation of the Consultation Update.

He had circulated his **Consultee contact list for members of SG to review and add/amend.**

7. VENUE & DATE FOR DRAFT POLICIES CONSULTATION

It was acknowledged that the public consultation event on the draft policies may now slip into mid-June. This is dependent on speed of progress in developing the evidence base for the policies with the Shifnal Forward Action groups and completing the policy scrutiny with them before going out to the public consultation. As the next meeting of the Action Groups is 14th May, the June timescale for Public Consultation looks like the most likely timescale now.

First choice for venue is Trinity Church Hall and **Bob will try to book for a Thurs. or Friday.**

8. GRANTS TO SUPPORT NEIGHBOURHOOD PLANNING

It was noted that the Town Clerk is going to apply for a further £8000 grant now available to support neighbourhood planning and Chris R. will let him have information to help complete the application form.

9.. ANY OTHER BUSINESS

Bob will attend the LJC meeting on the 17th March to take any questions from the public on the NP.

11. DATE AND TIME OF NEXT MEETINGS

10th April for Steering Group members only and on **17th April** with Chris Bowden attending.
10.00 a.m. at The Old Fire Station, Shrewsbury Road, Shifnal.

Then 15th May, 12th June, 10th July.

It was noted that Bob Vincent would be away for middle 2 weeks of May
Chris R. Tim and Trevor were away first week of June.

So best to avoid these dates for consultation.

