

Minutes of a meeting of the Woore Parish Neighbourhood Planning Team held on the 21st November 2016 in the Victory Hall

Present:

Mr Jon Furber
Mrs Karin Billany
Cllr Malcolm Blake
Ms Caroline Brown
Cllr Stephen Clifford
Cllr Mike Cowey
Mr Chris Jeffries
Mr Alan Melvin
Ms Ann Thompson

7 Welcome and Introduction

The Chair welcomed members to the meeting. Ms Caroline Brown was welcomed to her first meeting.

8 Apologies For Absence

Apologies for absence were received from Ms Mandy Jones, Cllr Mike Moore and Mr Jeff West.

9 Minutes of the Previous Meeting

The Minutes of the previous meeting held on the 24th October were AGREED.

10 Matters Arising from the Meeting

(a) Election Of Chair (Minute 1 refers)

Following a call for nominations for the position of Chair it was unanimously AGREED that Mr Jon Furber should undertake this role. It was also AGREED that there should be two Vice Chairs, one of which would be the previous Chair, Mr Jeff West. It was proposed and seconded that the second Vice Chair should be Cllr. Stephen Clifford. SC agreed to undertake this role.

(b) Distribution of Questionnaire (Minute 3(b) refers)

The main method of distribution would be through the Parish Magazine. Following an analysis by CJ of its circulation it was found that approximately 30 properties within the parish were not included.

It was AGREED that questionnaires to these properties would be hand delivered

Action Point

CJ to deliver to the properties on Bearstone Lane and back road from Chetwode public house to Bearstone

Caroline Brown (CB) to deliver to the properties from Woore Fruit Farm towards Onnerley, this would include leaving a number of copies at TT Pumps.

There would be 200 extra copies of the questionnaire produced in addition to those used in the Parish Magazine. These would be delivered to MB in the first instance.

Additional copies of the questionnaire would be available in the Village Store and the village school.

Action Point

MB to inform the Steering Committee that the printed questionnaire will be circulated within the village from the end of this week.

MB to ask Snapes if copies of the questionnaire could be left in their shop

SC to ask press contacts to advertise the questionnaire and the deadline for its completion (19th December 2016)

This information will also appear on Facebook and on the Parish Council website.

(c) Banners (Minute 4 refers)

The Planning Team was shown the completed banners and satisfaction with them was expressed. It was noted that the questionnaire would be circulated within the parish by the end of the week and it was therefore AGREED that the banners, reminding people to complete and return it should be in position between the 2nd and 4th of December 2016.

It was confirmed that a Locality Grant for use by the end of March 2017 had been received by the Parish Council. This could be used to cover the costs of this project. For example, the printing of the questionnaire and banner production.

Action Point

CJ to erect banners

11 Evidence Gathering

It was AGREED that all information sources currently held, to assist with the neighbourhood plan should be emailed to LH asking whether anything else was required.

To date this included:

- The OCSI report
- The demographic data provided by Nichola Fisher
- The Parish Plan
- A map of the village
- A list of stakeholders

Action Points

JF to email these sources of information to LH asking whether anything else was required

JF to email the OCSI report to Committee members

JF to arrange for CB to be added to the Committee

It was felt that it would be useful if a member from Shropshire Council's Planning Department attended one or more of the team's meetings

Action Point

SC to contact Nichola Fisher to obtain the contact details of who should attend.

It was also AGREED that once the completed questionnaires had been received and analysed a meeting with LH to was needed to work towards the development of a more detailed second questionnaire.

Action Point

JF to agree either the 23rd or 30th January 2017 for a working meeting with LH

12 Analysis of the Questionnaire

The purpose of the next meeting would be to analyse the responses given on the questionnaires. The team would split into small groups to speed up this process. A common template/ spreadsheet was required and a number of laptops would be brought to the meeting.

Action Point

SC to draft the spreadsheet

It was AGREED that the boxes containing the completed questionnaires would be removed from the village store and village school on the 23rd December. MM would be asked to forward any questionnaires emailed to the NPT or Parish Council websites

By the next meeting it would be clear whether the response rate was satisfactory or whether further measures were necessary to improve it.

13 Date of the Next Meeting

The date of the next meeting was Tuesday 10th January 2017. A second meeting would take place on Monday 16th January if extra time for the analysis was needed.