

Minutes of a meeting of the Woore Parish Neighbourhood Planning Team held on 3rd January 2018.

Present:

Mr Jon Furber (Chair)
Cllr. Malcolm Blake
Mr Stephen Clifford
Cllr. Mike Cowey
Ms Lucy Hughes
Mr Chris Jeffries
Ms Mandy Jones
Mr Alan Melvin
Mrs Karin Billany
Ms Ann Thompson

69 Welcome and Introduction

The Chair welcomed members to the meeting. The objective was to agree the draft plan to take forward to submission.

70 Apologies for Absence

Apologies for absence were received from Mr Darrell Stebbings

71 Minutes of the Previous Meeting

The Minutes of the previous meeting held on the 8th November 2017 were approved.

72 Matters Arising from the Minutes

(I) Budget (Minute 67 refers).

All invoices for payment will be required by the next meeting of the Neighbourhood Plan Team scheduled for the 21st March. It was recognised that after that date the majority of any additional expenditure would depend on the conditions statement compiled following the consultation period of the draft plan.

73 Draft Neighbourhood Plan

The Group records its thanks to Jane Shaw (Shropshire County Council records) SC and MC for their work on the parish maps.

Further discussions took place on the plan and the following points made:

- (I) It will be made clear on the front cover of the plan that it relates to Woore Parish
- (II) The Parish Council has delegated authority to the group to sign off the plan under regulation 14

- (III) Section 2.26 usehousehold numbers increase greater than 20%
- (IV) Following comments from the Chair (JF) the Settlement Map has been amended.
- (V) It was felt that some of the photographs used in the Big Questionnaire should be used on the front cover of the Neighbourhood Plan.

Action Plan: JF to be responsible for this change.

Subject to these changes being made the group AGREE that the plan should be adopted. Members are thanked by the Chair their efforts.

74 Next Steps for Regulation 14

- (I) Plan to be finalised by the 12th January with the consultation commencing on the 22nd January until the 5th March 2018.
- (II) A form for feedback needs to be designed for both hard copy and online responses.

Action Point: MB to identify the technical support available for this from the Parish Council

- (III) A list of parties for consultation to be obtained from Adrian Cooper at Shropshire County Council.

Action Point: SC to request, in writing, this list, including email addresses, from AC

- (IV) Relevant web pages to be updated
- (V) Final draft plan to be placed in the shop and/or pub
- (VI) The latest position to be included in the next parish magazine with a reminder of the drop in session.

Action Point: SC to take responsibility for items IV to VI

- (VII) An official letter for feedback from consultees will be required. It was AGREED that these responses should be gathered in one place. It was further AGREED that responses should be addressed to Malcolm Blake. Envelopes will be marked "draft plan"

Action Point: SC to draft this letter. The draft will be sent to group members for approval.

It was confirmed that during the formal consultation period (Reg 14) changes to the plan can be made. However, after this time there can be no further changes. (Reg 16)

75 Drop In Session

It was AGREED that the next drop in session for parishioners would take place on the 7th February 2018 between 6.00 and 8.00 pm. The only information required for the session was the plan, maps and settlement boundaries.

Banners advertising the event would be displayed in the parish by the 26th January.

Action Point: CJ to take overall responsibility for this.

The banner wording to be emailed to CJ by Monday 8th January. It should be made clear that the draft plan is the Woore Parish Neighbourhood plan. There should also be a reminder to parishioners to vote in the referendum (date to be confirmed later) following the consultation.

76 Date of the Next Meeting

The date of the next meeting is 21st March 2018 at 7.30pm. The responses received at the drop in session would help inform Committee decision making at this meeting.