

CONDOVER PARISH NEIGHBOURHOOD PLAN STEERING GROUP

NOTES FROM MEETING HELD 28TH MARCH 2017 AT 6.30PM AT DORRINGTON VILLAGE HALL

In Attendance: Jean Jackson (JJ) Condover Ward
David Woodward (DW) Condover Ward
Victoria Williams (VW) Condover Ward
Richard Morris (RM) Dorrington Ward
Sue Mackay (SM) Ryton Ward
Tony Tudor (TT) Stapleton Ward

Brighid Carey: Consultant (BC)

Apologies: Chris Machin Ryton Ward
Kate Harris Stapleton/Dorrington Ward
Edward Marvin Dorrington Ward

1. **Steering Group (SG) Membership and Terms of Reference**

BC explained the purpose and legal status of Neighbourhood Plans. The Group discussed the value of a Neighbourhood Plan (NP) for the Condover Parish Area, particularly with respect to:

- addressing forward planning for the Parish in relation to housing provision and development, the historic and natural environment, infrastructure issues, and health and well-being
- the level of Community Infrastructure Levy (CIL) Neighbourhood Fund (NF) payable where there is a NP in place would increase from 15% to 25% of that collected
- the ability to influence the development of Shropshire Council Planning Policy

DW referred to NP's prepared in other areas as positive references for the Condover Parish Neighbourhood Plan (CPNP). BC recommended that SG members look at NP's from other similar parish councils as this would provide information, inspiration and also challenge as the CPNP was developed.

BC provided context from Condover Parish Council meetings about how the decision was made to move forward with a NP. She also referred to an initial Project Group meeting held on 17th February to proposed how the CPNP SG would be made up, and to review draft Terms of Reference for the SG, the draft project Plan, the draft Budget and initial approach to communications. This Project group reported back to the Parish Council on 4th March, where it was agreed to progress to setting up a Steering Group. It was also agreed the SG would initially comprise a Parish Councillor and a resident from each ward. (See Appendix 1)

The SG considered the draft Terms of Reference for the CPNP SG. There were recommended for adoption and would be referred to the Parish Council for agreement.

BC also asked the SG to elect a Chairperson. After some discussion this matter was deferred to the next meeting

2. Review and Agree the Project Plan

BC presented the draft Project Plan and talked through the stages involved with developing a Neighbourhood Plan. The SG agreed the Project Plan as presented

3. Review and Agree the Application to Shropshire Council

BC presented the draft application to Shropshire Council to prepare a NP for the Condover Parish area, together with a map of the area boundary. This was agreed by the SG. BC would discuss the final application with Shropshire Council.

4. Review and Agree Locality Funding Bid

BC presented the draft budget for development of the NP. The Parish Council had set aside up to £5,000 in the 2017/18 budget to help fund the NP. She explained that funding may be available from the government through Locality, to contribute to the costs. The maximum available was £9,000. Any funding from Locality would have to be spent within 6 months of receipt, at the very latest by 31st December 2017. For this reason, the funding bid referred to work to be carried out from the May/June 2017 to November/December 2017. SG members worked through and commented on the Locality Funding Bid. BC would discuss the Bid with Shropshire Council and with Locality prior to submission

5. Communications

BC said she had set up an additional menu heading on the Parish Council website for the Neighbourhood Plan. The SG discussed the importance of effective communications to ensure residents and local stakeholders were fully engaged with the development of the NP. It was thought a 'strap line' would be helpful to catch people's attention, together with using posters, banners, newsletters, targeted emails, focus groups and 'spreading the word' in person. BC undertook to draft an initial poster for consideration at the next meeting.

6. Steering Group Membership

It was confirmed that those people present with the exception of DW together with those people from whom apologies had been received would together make up the current membership for the Condover Parish Neighbourhood Plan Steering Group. It was noted TT and JJ would not be standing for re-election at the upcoming Parish Council elections, however they would retain their seats on the Steering Group for the time being

7. Date of and Agenda for the Next Meeting

The Agenda for the next meeting would include:

- Election of a Chairperson
- Feedback on Action items from the meeting
- Focus on the Vision for the CPNP

BC would circulate date options for the next meeting

CONDOVER PARISH COUNCIL : NEIGHBOURHOOD PLAN PROJECT GROUP

NOTES FROM MEETING HELD 17TH FEBRUARY 2017 AT DORRINGTON VILLAGE HALL

This Meeting was held following discussions at the parish Council Meeting on 7th February 2017, to progress the following:

1. Setting up a Condover Neighbourhood Plan Steering Group
2. Scope timing and scheduling
3. Consider funding and a Neighbourhood Plan Budget
4. Consider broader proposals for resourcing

In Attendance: David Lane
Jean Jackson
Kate Harris
Brigid Carey (Clerk)

NOTES

1. Condover Neighbourhood Plan Steering Group

- The boundary for the Neighbourhood Plan should be the same as the Parish boundary
- With respect to the Steering Group, this should be kept to a manageable number: a Parish Councillor from each of the four villages, plus one other for each area. Consideration to be given to who these four other people might be.
- The Terms of Reference for the Steering Group would be modelled on those used by Kinnerley Parish Council

2. Timing and Scheduling

- There was some discussion of the time involved and agreement that the Neighbourhood Plan should be developed without unnecessary delay. It was recognised that periods of consultation and would be required along with periods of evaluation of feedback. These requirements would to some degree determine the time needed
- It was agreed the Clerk would draft an initial schedule for producing a Neighbourhood Plan in readiness for the next Parish Council meeting

3. Funding and a Neighbourhood Plan Budget

- Potential funding from Locality (up to £9,000) was considered. Clerk to investigate further and go through the application form. It was confirmed £5,000 had been included in the Condover PC 2017-18 Budget. It was agreed to establish a budget from within which to deliver the Neighbourhood Plan in order to control costs
- Examples of Neighbourhood Plan costs and budget from other areas were considered. Costs identified included: consultancy fees to project manage and write

the Neighbourhood Plan; legal advice to ensure the pre-submission draft was compliant; website administration (via consultant); data entry costs re the questionnaire; postage and publicity costs; volunteer expenses.

- Clerk to draft initial budget based on the draft schedule (to be produced)

4. Proposals for Broader Resourcing

- It was noted that many Parish Councils seek voluntary/low cost support from residents who have particular areas of expertise. This would be considered and assistance invited as possible and where appropriate

The meeting lasted for approx. 1 hour. Notes from the meeting along with the draft Timetable and draft Costings to be considered at the Parish Council meeting on 7th March 2017.