**CONDOVER PARISH NEIGHBOURHOOD PLAN STEERING GROUP**

**Notes from meeting held at 7.30pm – 9pm on 15th March 2018**

**at Condover Village Hall**

**In attendance:**

J Jackson, E Marvin (Chair), S Mackay, T Tudor, K Eardley, D Lane, P Gore, S Gill and B Carey (consultant)

**1. Welcome and Apologies**

E Marvin welcomed members of the Steering Group to the meeting along with guests. Apologies were received from C Machin and B Gill.

**2. Update from Previous Meeting**

 There were no updates which would not be covered on the agenda

**3. Shropshire Council Local Plan Review Update**

 There were no updates

**4. Shropshire Council Place Plan Update**

 There were no updates

**5. Key Issues re Place and Neighbourhood Plan**

There were no updates

**6. Community Consultation Questionnaire, including housing needs**

 a.There was discussion of the importance of ensuring people across the local community understood the purpose and importance of the Neighbourhood Plan and felt involved with it. It was noted that existing community groups, events and networks should be used to maximum effect. E Marvin asked Steering Group members to notify the Parish Clerk of groups, events and networks they were aware of that could be included in community consultations. Information to be passed to the Clerk ideally by 30th March.

b. Community consultation drop-in events were arranged for:

 Dorrington Tuesday 12th April 5.00pm – 6.30pm

 Condover Tuesday 17th April 5.00pm – 6.30pm

 Ryton Tuesday 24th April 7.30pm – 9.00pm – part of APM

 It was agreed to discuss a Stapleton date with B Gill. It was unclear when would a suitable date as a number of Village Hall events had been rescheduled because of bad weather.

 The key purpose of the drop –in events would be to ensure residents had notice of the questionnaire, and understood the importance of completing and returning the questionnaire.

c. A letter inspiring interest in the Neighbourhood Plan and showing the drop-in session dates would be delivered to all households. B Carey would draft and agree with E Marvin then get printed for distribution late March/early April. Steering Group members would make distribution arrangements for their respective areas.

d. B Carey would prepare the display boards and summarise the key priorities emerging from previous consultation events. She would attend each event and lead discussion on the Neighbourhood Plan and the questionnaire

**7. Next Steps and Actions for Next Meeting**

 The actions were those agreed with respect to the drop in sessions

**8. Date of Next Meeting**

 The dates of the next six meetings were agreed, all Thursdays, starting at 7.30pm at Condover Village:

 19th April

 3rd May

 7th June

 5th July

 2nd August

 6th September