**Notes from the CONDOVER PARISH NEIGHBOURHOOD PLAN STEERING GROUP**

**Held on 16th January 2019 at Condover Village Hall**

**Present:**

P Gore, D Lane, C Machin, S Mackay, E Marvin (Chair), R Morris, R Nash, S Peters

B Carey (Project Consultant)

Visitors: J Peters, R Wallace (Shropshire RCC)

**Apologies:** B Gill, J Jackson

1. **Welcome, apologies and introductory remarks**

E Marvin welcomed everyone to the meeting.

R Wallace explained the role of Shropshire Rural Communities Charity, to improve the lives of people in rural Shropshire through delivering projects support access to work, hearing and sight loss and so on. R Wallace was involved with helping communities developing Neighbourhood Plans with communication and community consultations. This work was funded by DEFRA. E Marvin had invited her to the meeting to explore support she may be able to offer to the Condover Parish Neighbourhood Plan (CPNP).

E Marvin also referred to the Terms of Reference for the CPNP Steering Group and suggested these be revisited at the next meeting to ensure they remained relevant and that there was proper accounting to Condover Parish Council. B Carey would circulate the existing Terms of Reference to Steering Group members

1. **Notes from previous meeting and matters arising**

E Marvin led a review of the notes from the previous meeting. He emphasised that

consultation would be the key priority for 2019.

He also confirmed that the technical support and funding applied for from Locality

(£8,300) had been agreed. It was recognised that there had been a time delay in the technical support becoming ‘live’ and it may not be possible to use all of the Grant approved before 31st March 2019. B Carey would speak with Locality once the project plan had been updated and any underspend could be properly estimated. R Wallace expressed concern that Locality may not be willing to review funding agreed. E Marvin and B Carey said the potential for underspend had already been identified by Locality and there was a positive working relationship with them.

1. **Progress Update**
* **Evaluation of sites** – E Marvin reported that technicalsupport with sites evaluation had started – from a company based in Bristol called AECOM. Chris McNulty and Sam Stone from AECOM were undertaking a desk-top review of sites appearing both in the Shropshire Strategic Land Availability Assessment (SLAA) and on site options maps provided by Shropshire Council. All sites put forward would be evaluated and some sites would be discounted at this stage. They would be carrying out site visits to the remaining potentially viable sites on Thursday 24th January. Ward Councillors were invited to attend an early morning meeting on that date to meet with Chris and Sam and discuss any concerns or issues.

There was extensive discussion about the process of site evaluation and the reporting process from AECOM. AECOM would prepare a detailed report including an assessment of every site put forward, an indication of its relative viability and recommendations of preferred sites. This would then be considered by the Parish Council in the context of identified housing needs and other strategic priorities within the Neighbourhood Plan, and within the context of Shropshire Council policies. From this proposed preferred sites would be put forward by the Parish Council for consultation with local communities.

* **Housing needs assessment** – E Marvin confirmed the Parish Council had also received a technical support from Locality for a housing needs assessment. This was in progress and was the ‘desk-top’ stage. He was waiting to hear further for the consultant: Guillaume Rey. B Carey explained the housing needs assessment would be based on a range of factors including but not only the Shropshire Council Housing Register. It would also consider demographic and other factors.
1. **Consultation with businesses and young people**

B Carey noted that consultations should be informed by the people to be consulted with. It would be important to ask businesses and young people what they should be consulted about with respect to the Neighbourhood Plan, and also about the best way to do this.

R Wallace supported this, and also recommended there should be a CPNP Consultation Strategy. This was agreed. B Carey to meet with R Wallace to progress.

It was also noted that although feedback from the community consultation held in October 2018 had been circulated in the Parish e-newsletter, there had not been general feedback to communities. D Lane had prepared a summary of feedback for his ward (Condover). It was agreed this was a good format. B Carey to prepare feedback for each ward, for display on Parish Council noticeboards and to be generally available.

**Dorrington Business Network (DBN):** E Marvin reported he was meeting with DBN on 1st February and would discuss with them their priorities for consultation and best means of consulting with local businesses

**Young people**: E Marvin had written to Church Stretton School asking to discuss consultation with young people from Condover Parish but had received no reply to date. S Mackay noted that a proportion of young people in the Parish did not attend Church Stretton school – some went to school in Shrewsbury, to independent schools and also to colleges in Shrewsbury. It was agreed to run initial consultation sessions with young people in the village halls during half-term: wc 18th February. This would be to hold ‘focus groups’ to inform the wider consultation with young people. Ward councillors were asked to provide a date during half-term for a 2 hour event. B Carey would plan out the sessions and provide publicity and support materials. It was agreed an incentive may be required eg a film evening, or small ‘reward’ to encourage young people to attend.

1. **Next steps**

E Marvin confirmed the following actions to follow from this meeting:

1. Site evaluation meeting with AECOM on 24th January
2. E Marvin would follow-up his email to Church Stretton school
3. E Marvin would talk with DBN on 1st February
4. Initial consultations would be held with young people during half-term. Ward councillors to provide B Carey with dates for their respective village halls
5. B Carey would meet with R Wallace re developing a CPNP communication strategy
6. **Date of Next Meeting**

The next meeting would be 7.30pm on Wednesday 13th February 2019 at Condover Village Hall