**NOTES OF CONDOVER PARISH NEIGHBOURHOOD PLAN STEERING GROUP HELD ON**

**22nd NOVEMBER 2018 AT CONDOVER VILLAGE HALL**

**Present:** J Jackson, S Mackay, E Marvin (Chair), S Peters, K Eardley, R Morris, D Lane and

 P Gore

 B Carey (Consultant)

 M Mead Shropshire Council

 M Valentine Dorrington Business Network

 T Covey Resident

 J Covey Resident

 J Peters Resident

 R Nash Resident

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

E Marvin welcomed everyone to the meeting. Apologies were received from B Gill and C Machin.

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

The notes from the previous meeting were agreed. E Marvinprovided a commentary to these notes for the benefit of people who had not attended previous meetings.

1. **Update from Shropshire Council**
* **Local Plan Review** M Mead explained the Shropshire Local Plan and the Local Plan

Review. He also explained rural exception sites and the ‘hierarchy of settlements’. Sites had been put forward across the County for consultation with local communities – this consultation would begin on 29th November 2018 and end on 31st January 2018. The allocation of site within the Condover Parish Council area would be through the Neighbourhood Plan. It was anticipated the new Shropshire Local Plan would be completed in mid-2020, with site allocation having been finalised at the end of 2019. Shropshire Council had to adhere to National Planning Policy. Shropshire Council had agreed the of new house building, 40% would be in Shrewsbury, 35% in the market towns and 25% would be in development hubs. Dorrington was a designated development hub, and currently had an allocation of 69 new homes.

E Marvin asked for clarification as to whether Condover Parish Council could:

1. Make use of the information provided to Shropshire Council as a result of its call for sites during the Local Plan Review
2. Receive and make use of Shropshire Council’s initial evaluation of sites put forward, to facilitate development of the Neighbourhood Plan
3. Be provided with details of any sites also put forward for the Stapleton and Ryton areas.

 M Mead agreed to pursue these queries.

* **Neighbourhood Fund** M Mead explained Community Infrastructure Levy (CIL) and Neighbourhood Fund. B Carey sought confirmation that Local Plan priorities as set out in the Parish Council CIL123 List (2018-19) remained valid in view of recent Neighbourhood Fund guidance from Shropshire council. M Mead confirmed that they were.
* **CIL** It was noted discussions remained underway with Shropshire Council concerning future allocation of CIL and that Town and Parish Councils would be consulted on this.
1. **CPNP community consultation report**

 The community consultation report had been circulated to Steering Group members.

 E Marvin provided a summary of headline community feedback. The four main concerns seemed to be broadband access, transport, traffic speed and pedestrian safety. M Valentine emphasised the need for fibre broadband to support local business. B Carey would prepare a summary report for distribution to local residents and place reference copies in the Parish Council office.

1. **Housing needs assessment**

 There was considerable discussion about how to best assess housing needs to underpin the Neighbourhood Plan. B Carey explained that Condover Parish Council had expected to be able to use data collected by Shropshire Council, however this had not been collected as anticipated or shared with the Parish Council. It would now be necessary to undertake a specific housing needs assessment. It was agreed to review the housing needs assessment originally developed for the Neighbourhood Plan, with some amendments to ensure it wasn’t over-focussed on affordable housing. It was also agreed to include an element asking local people how much new housing they thought was needed and an assessment of housing tenures required. Evidence of need would be drawn from the housing needs assessment together with a review of demographic information, gaps in existing provision and business needs. K Eardley reflected that ideally housing needs should be met from cradle to grave within the Parish, along with the ability to find suitable work.

1. **Local Plan Review**
* **Development boundaries - Dorrington, Condover and Stapleton**
* **Site Allocations – Dorrington, Condover and Stapleton**

These items were considered together. It was confirmed the Parish Council would

evaluate and determine preferred sites for consultation within the Neighbourhood

Plan. B Carey confirmed Technical Support from Locality to assist with this process had

been applied for. She had an appointment to speak with Locality about this the

following day (23rd November 2018)

1. **Consultation with businesses and young people**

The Steering Group considered two papers circulated by B Carey, reviewing consultation with businesses and young people. It was agreed consultations should progress. M Valentine undertook to help circulate consultation details to local businesses and it was agreed to engage with business/industrial parks in the Parish.

1. **Action Plan**

The Action Plan had been updated but had been superceded by discussions in the meeting concerning site evaluation timetables, housing needs assessment and consultation timetables. B Carey would re-work and update the Action Plan for the next meeting

1. **Next steps –** These were agreed to be:
* Accessing Technical Support from Locality to assist with site evaluation and allocation
* Informing Parish Council residents that although Shropshire Council would be consulting communities about site allocations, the parish Council would be consulting about this in the context of the Neighbourhood Plan.
* Confirming and undertaking the Housing Needs Assessment
* B Carey to prepare a summary report of the community consultation report for distribution to local residents and place reference copies in the Parish Council office
* Clarify the need/desire for a development boundary with respect to Condover, Stapleton and possibly Ryton. B Carey and E Marvin to speak with Steering Group members from Stapleton
* Ensure Neighbourhood Plan text is prepared for the new Parish Council website
* Consultation with young people and businesses to be progressed
* B Carey to update the Action Plan

M Mead confirmed Shropshire Council consultation about Place Plans would take place in January 2019.

1. **Date of Next Meeting**

The next meeting would be held at 7.30pm on Wednesday 16th January 2019 at Condover Village Hall.