Three Parishes Neighbourhood Plan Steering Group Meeting

Wednesday 6th April 2022

Starting at 7.30 pm and held via Zoom

Present:

Representatives of the Three Parishes:

Adderley – Paul Nash and Marius Coulon

Moreton Say – Geoff Turner

Norton in Hales – Ian Sadler and Dan Cliff

Jane Evans – Clerk to the Steering Group

1. **Welcome, Apologies and Introductions**

Paul Nash welcomed everyone to the meeting and apologies were received from Peta Smith from Morton Say and Ken Greetham from Adderley.

1. **Notes from the last meeting:** Prior to the meeting Jane had circulated the notes from the last meeting everyone agreed were correct.
2. **Review of the latest draft of the Neighbourhood Plan from aPT**
* The latest draft of the Neighbourhood Plan had only been received a few hours prior to the meeting and no-one had had time to read through, and fully review, this document prior to the meeting. It was agreed that everyone should look through this latest draft and send any comments/typos back to Jane as soon as possible. In his accompanying email Patrick had made the point that it could still do with more photos and so everyone agreed to let Jane have any they had in the next few days.

ACTION ALL STEERING GROUP MEMBERS

* Paul asked for everyone to confirm that they were happy with the Regulation 14 Summary Document and suggested that the next stage was to get agreement from the three parish councils as this would be the document that would be sent to every house as the consultation – with reference to where the whole document could be read. Adderley Parish Council have already seen and agreed this summary document. Moreton Say Parish Council has an extraordinary meeting next week and JE will add this to the agenda and as Norton in Hales Parish Council does not have any meetings planning until May IS and DC suggested that agreement from the Council was sought via email. ACTION JE, IS and DC
1. **Consultation Process**
* **Printing** – For the last consultation 700 copies were required and SRCC sourced this from a firm in Knockin. It was agreed that along with the 12-sided summary document a covering letter and comments page were required (either tear off or separate page). PN agreed to write the covering letter and JE will get a couple of quotes for this printing and circulate the group.

ACTION PN & JE

* **Distribution** – The Norton in Hales consultations will be hand delivered with their monthly Parish publication, PN suggested that the Adderley village consultations could be hand delivered and then only the more remote properties would need posting. MC advised that he was due to post out A5 flyers for the Parish Meeting, within the next few days, and so he would be able to advise the exact number required for posting after that. GT explained that although there were pockets of properties in Moreton Say village, Longford, Longslow, Bletchley and Smythmoor the majority of Moreton Say properties would need to be posted to.

ACTION MC

* **Complete copies of the Neighbourhood Plan on display in prominent places within the parishes** – It was agreed that there should be 2 complete copies of the Neighbourhood Plan, 50+ page document, in each of the 3 Parishes and a few spares, JE will get quotes for the printing of 10 copies when she speakers to the printers. These full copies will be: Adderley - one in the Village Hall and one at the library bus shelter; Norton in Hales - one in the Village Hall and one in The Hinds Head; and Moreton Say - one in the church porch and one at The Castle. IS and JE will liaise with the respective landlords to check they are happy with this.

ACTION IS & JE

* **On-line Comments** – It was agreed to have a link to an email address on the website for open comments and also a downloadable comments sheet.

ACTION PN

* **Collection of paper-based comments** – Collection points were agreed as; Norton in Hales - The Hinds Head; Adderley - the post box at the Village Hall or PN’s house; and Moreton Say - GT’s house. Once the comments had been received, they needed to be collated and listed, with names, in an appendix to the Neighbourhood Plan, when it is submitted for inspection, although not published. GT suggested that he could undertake this work, possibly with help if there was a lot.

ACTION GT

* **Emailing Neighbouring Town and Parishes** – PN advised that he understood that Shropshire Council needed to see the Neighbourhood Plan before it was made public. JE advised that she had received an email this week from a Shropshire Council Officer asking what progress had been made with the Neighbourhood Plan and so once the final draft was agreed she could send this over. JE will also email a copy to all adjoining Town and Parishes in Shropshire, Staffordshire and Cheshire.

ACTION JE

* **Emailing other stakeholders** – PN advised that Shropshire Council should provide a list of statutory consultees and JE will liaise with the Shropshire Council Officer in this regard. Also, it was important that the consultation was promoted on all websites, social media sites and publications in and around the parishes, JE will coordinate this.

ACTION JE

1. **Final Grant Request**

GT explained that as only spent some of the grant money received in the financial year the rest needed to be paid back and a further grant requested. JE advised that she would draw up a cheque for signature at next week’s Adderley Parish Meeting for the repayment amount. There was a discussion about the amount required for the final grant which will include:

* aPT final invoice – JE to get an update from Patrick for this
* Printing consultation documents and full Neighbourhood Plans – JE to get quotes
* Postage and envelopes – some A5 envelopes remaining from last consultation, JE to check and postage figure, c 150 2nd class stamps, to be calculated.
* Website – It is hoped that the whole process will be finished by the time the annual renewal fee is required next March but it was agreed to include this just in case.

Once the above figures are known, and the cheque for the remaining existing grant returned, GT will apply for this last grant. PN advised that he understood that Shropshire Council paid for the referendum but asked JE get confirmation of this before the grant application was sent off.

ACTION GT and JE

1. **Any Other Business**

No further issues were raised at this stage.

1. **Date of next meeting** It was agreed that if all the photos and comments were received in the next few days JE would liaise with Patrick to get the final draft of the Neighbourhood Plan circulated in three weeks and the next meeting would be **Wednesday 4th May**.

ACTION JE