Three Parishes Neighbourhood Plan Steering Group Meeting 18th September 2018

held at Adderley Village Hall, 7.30 pm

Present:

Representatives of the Three Parishes:

Adderley – Paul Nash, Lucy Dowley, Keith Mycock and Marius Coulon

Moreton Say – Geoff Turner and John Cole

Norton in Hales – Peter Earley, Penny Tresadern and Ian Sadler

Dave Shaw – Independent Chairperson and Jane Evans - Clerk to Adderley and Moreton Say Parish Council

1. Welcome, Apologies and Introductions:

Dave Shaw led the meeting and welcomed all and apologies were received from Louise Dowley and Chris Dutton

1. Notes from the Last Meeting on Thursday 18th July:

Prior to the meeting these notes had been circulated to all steering group members. The actions from these notes were reviewed and had either been completed or were on the agenda to be taken further.

1. Update on Designated Area:

Paul advised the group that he had spoken to Eddie West, Shropshire Council, who has reservations about the designated area of this Three Parish Neighbourhood Plan, Shropshire Council will however put the Formal Application on their website for the necessary four-week consultation process within the next week. Paul suggested that the Parish Council Chairmen speak to Eddie West and explain the rationale behind the steering group wanting to include the whole parish areas. After some discussion it was decided that Jane would contact Paul Wynn, Unitary Councillor for Adderley and Moreton Say, and explain the situation and this would be followed up by the Parish Council Chairmen.

Action: Jane to contact Paul followed up by Marius, Peter and Chris.

1. Financial Report:

Prior to the meeting Jane had circulated the financial information to the Steering Group members including a bank reconciliation to 31st August 2018. Jane advised the meeting that since the end of August she had received £300 from Norton in Hales Parish Council and once this cheque had cleared she would repay Adderley Parish Council for the Neighbourhood Plan website costs of £206.75 which they paid for in February 2018. Jane also explained to the group that clerking for the Neighbourhood Plan Steering Group was currently taking an additional 6 hours per month and she wondered if 2 hours per month could be paid from each of the 3 Parish Councils for this as this is not an expense that the Neighbourhood Plan can pay for, this was agreed and will be put to the individual Councils.

Action: Parish Councils to discuss paying Jane’s wages.

1. Results of Procurement Exercise:

Prior to the meeting the two Expressions of Interest relating to the consultancy work required for the Neighbourhood Plan had been circulated. After discussion it was agreed that some of the work could be undertaken by the group and therefore reducing the costs of a consultant. Lucy Dowley agreed to review the E of I and redrafting what was required from the consultants and circulate before the next meeting. Jane also suggested that she contact the clerks of the Parish Councils who had had previous involvement with these two consultants to get some feedback.

Action: Jane to contact Parish Clerks and liaise with Lucy who will review the consultant’s work required.

1. Bid for Grant Funding:

Paul explained that we were now in a position to start to complete the first grant application on the Locality website so that as and when issues were resolved the application could be made. Geoff volunteered to start completing this application.

Action: Geoff to start the grant application and liaise with Jane.

1. Any other business:

There was no other business at present.

1. Date of next meeting:

**Thursday 18th October at Moreton Say Village Hall, 7.30 pm**

Action: Jane to book venue or contact all members of steering group if unavailable