



## **NEWPORT (Shropshire) TOWN COUNCIL**

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LJ/2014/NDP

24 January 2014

### **Summary of notes and recommendations of a meeting of the Neighbourhood Development Plan Steering Group held in The Guildhall, The High Street on Tuesday 21st January 2014**

#### **Present:**

Cllr Tim Nelson – Steering Group Chairman  
Cllr Peter Scott – Newport Town Council  
Cllr Terry Spooner – Newport Town Council  
Michael Atherton – Newport Town Team (in part)  
Charles Worth – Newport 21  
Patrick Beech – Chairman Newport Chamber of Commerce  
Janet Clarke – Newport & District Civic Society  
Tim Pryce – Newport Tourist Information  
Rachel Walmsley – Telford & Wrekin Council  
Lee Jakeman - Town Clerk  
Sheila Atkinson - Deputy Town Clerk

#### **Apologies:**

Mark Freeman - Newport town Team Chairman (represented by Mike Atherton)  
Lawrie Boardman – Newport Town Plan Steering Group Chairman  
Cath Edwards – Newport 21 (represented by Charles Worth)

Meeting started at 6pm.

Agenda Topic	Summary	Actions/ comments/ outcomes
<b>Welcome</b>	<p>The Chairman (Cllr Nelson) made a brief opening address.</p> <ul style="list-style-type: none"> <li>• This group's purpose to drive the process forward and deliver an NDP.</li> <li>• This group is part of the consultation process and will form part of the evidence, it is important that views are documented in a way that demonstrates who expressed a view (i.e. some record of a corporate decision if appropriate including a list of attendees at a workshop or meeting).</li> </ul>	Noted.
<b>Apologies</b>	<p>- Mark Freeman - Town Team (represented by Mike Atherton)  - Cath Edwards – Newport 21 (represented by Charles Worth).  No communication received.</p>	<p>Noted.</p> <p>NRP to be contacted to see if a deputy would be available to attend if the (NRP) Chairman was unavailable.</p>
<b>Previous meeting</b>	<p>Notes of previous meeting noted.</p> <p>Newport 21 provided a Skills Matrix or its membership.</p>	<p>Newport 21 (No Further Action)</p> <p>All other groups requested to collate details and forward to the Town Clerk.</p>

<p><b>Shaping Places</b></p>	<p>Rachel Walmsley – Meeting Briefed on:</p> <ul style="list-style-type: none"> <li>• Relationship between NDP &amp; the Local Plan</li> <li>• Approximate time scales of Shaping Places (The local plan). <ul style="list-style-type: none"> <li>○ Adopt plan Apr 2016</li> <li>○ Draft plan early 2015</li> <li>○ Site allocations (broad brush) Apr- Jun 2014</li> <li>○ Site allocations (2) – autumn 2014?</li> <li>○ Consultation on draft plan – Jun/Jul 2015</li> </ul> </li> <li>• NDP an opportunity to direct planning at a local level</li> <li>• Alignment required with national and local strategic policies.</li> <li>• NDP requires conditions to be met which are tested by independent examination.</li> <li>• Timing of Newport NDP process and Shaping Places is helpful both processes can inform each other, ‘tensions’; between strategic and local plans can be better understood and managed.</li> <li>• NDP information can be used to inform comments on the T&amp;W Council’s Shaping Places: Local Plan consultation processes.</li> <li>• See T&amp;WC website for Local Development Scheme publication.  <a href="http://www.telford.gov.uk/downloads/download/1491/local_development_scheme">http://www.telford.gov.uk/downloads/download/1491/local_development_scheme</a></li> </ul> <p>Regarding initial themes of the NDP identified at the 27 Nov Meeting:</p> <ul style="list-style-type: none"> <li>• They appear reasonable areas to be part of an NDP.</li> <li>• Suggests using a ‘table’ format to compare National Policy/Core Strategy/The Wrekin Plan/Shaping Places/NDP.</li> </ul>	<p>Rachel asked to provide written response to 4 questions:</p> <ul style="list-style-type: none"> <li>• Why have the timings of Shaping Places changed [original adoption date 2015]?</li> <li>• When did T&amp;W decide to change the timings?</li> <li>• Why conduct the site allocations before deciding on the growth Strategy?</li> <li>• What are your thoughts on how the change to the timetable might affect the delivery of Newport’s NDP?</li> </ul> <p>○ Town Clerk to update website to include link.</p> <p>Town Clerk to produce draft summary sheet for consideration.</p>
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<p><b>Town Plan Update</b></p>	<p>Initial findings press release tabled and noted.  First impression topics:</p> <ul style="list-style-type: none"> <li>• A good place to live</li> <li>• Parking</li> <li>• Built environment</li> <li>• Environment</li> <li>• Transport</li> </ul> <p>Town Plan document to be produced late March.</p>	<p>Town Plan Steering Group to be asked to provide more findings as they become available</p>
<p><b>Member Updates</b></p> <p><u>Chamber of Commerce (Pat Beech):</u></p>	<ul style="list-style-type: none"> <li>○ How they engaged their group's membership (including how many so we can gauge the level of consultation). <ul style="list-style-type: none"> <li>○ Meeting the previous evening 16 attended</li> </ul> </li> <li>○ The group's/organisation's thoughts on the suggested themes or any different themes that might be worthy of consideration. <ul style="list-style-type: none"> <li>○ Want more houses</li> <li>○ Want more employment (manufacturing)</li> </ul> </li> <li>○ Their perceived levels of understanding of the NDP process. <ul style="list-style-type: none"> <li>○ Generally content.</li> </ul> </li> <li>○ Any questions that their members had raised. <ul style="list-style-type: none"> <li>○ Nil</li> </ul> </li> </ul>	<p>Chamber of Commerce to provide documented report to support the views.</p>

<p><b>Member Updates –</b></p> <p><u>Newport 21</u> <b>(Charles Worth)</b></p>	<ul style="list-style-type: none"> <li>○ How they engaged their group’s membership (including how many so we can gauge the level of consultation). <ul style="list-style-type: none"> <li>○ Work in progress</li> <li>○ To date only discussed between working group members (approx. 10) in broad brush terms.</li> <li>○ Will canvas wider opinion and form an evidenced view.</li> </ul> </li> <li>○ The group’s/organisation’s thoughts on the suggested themes or any different themes that might be worthy of consideration. <ul style="list-style-type: none"> <li>○ ‘About right’ – some tweaking required or amalgamation of related topics</li> </ul> </li> <li>○ Their perceived levels of understanding of the NDP process. <ul style="list-style-type: none"> <li>○ Content</li> </ul> </li> <li>○ Any questions that their members had raised. <ul style="list-style-type: none"> <li>○ None at this stage</li> </ul> </li> </ul>	<p>Newport 21 to provide documented report to support the views</p>
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<p><b>Member updates</b></p> <p><b>Tourist Information (Tim Pryce)</b></p>	<ul style="list-style-type: none"> <li>○ How they engaged their group's membership (including how many so we can gauge the level of consultation). <ul style="list-style-type: none"> <li>○ None at this stage role seen as communicating progress and outcomes.</li> <li>○ Able to contribute through Town Team and Newport 21 channels</li> </ul> </li> <li>○ The group's/organisation's thoughts on the suggested themes or any different themes that might be worthy of consideration. <ul style="list-style-type: none"> <li>○ Transport – as evidenced by Town Plan initial findings.</li> </ul> </li> <li>○ Their perceived levels of understanding of the NDP process. <ul style="list-style-type: none"> <li>○ Adequate.</li> </ul> </li> <li>○ Any questions that their members had raised. <ul style="list-style-type: none"> <li>○ Nil</li> </ul> </li> </ul>	
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<p><b>Member updates</b></p> <p><b>Newport Regeneration Partnership</b> (No representation at the meeting)</p>	<p>- (responses are assumptions by the Town Clerk)</p> <p>AMT workshop document from Feb 2013 tabled.</p> <ul style="list-style-type: none"> <li>○ How they engaged their group's membership (including how many so we can gauge the level of consultation). <ul style="list-style-type: none"> <li>○ Unsure</li> </ul> </li> <li>○ The group's/organisation's thoughts on the suggested themes or any different themes that might be worthy of consideration. <ul style="list-style-type: none"> <li>○ No comment</li> </ul> </li> <li>○ Their perceived levels of understanding of the NDP process. <ul style="list-style-type: none"> <li>○ Unsure</li> </ul> </li> <li>○ Any questions that their members had raised. <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> </ul>	<p>Newport Regeneration Partnership to provide evidence of corporate view and participation levels in workshop.</p>
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<p><b>Member updates</b></p> <p><b>Newport &amp; District Civic Society (Janet Clarke)</b></p>	<ul style="list-style-type: none"> <li>○ How they engaged their group's membership (including how many so we can gauge the level of consultation). <ul style="list-style-type: none"> <li>○ Work in Progress</li> <li>○ Timings (Christmas etc,) had not allowed for detailed discussion and views to be obtained.</li> <li>○ Next Civic Society meeting 4 Feb</li> </ul> </li> <li>○ The group's/organisation's thoughts on the suggested themes or any different themes that might be worthy of consideration. <ul style="list-style-type: none"> <li>○ Current list appears about right subject to discussion with Civic Society membership</li> </ul> </li> <li>○ Their perceived levels of understanding of the NDP process. <ul style="list-style-type: none"> <li>○ Reasonably knowledgeable</li> </ul> </li> <li>○ Any questions that their members had raised. <ul style="list-style-type: none"> <li>○ To follow 4<sup>th</sup> Feb Civic Society Meeting</li> </ul> </li> </ul>	
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<p><b>Members Updates</b></p> <p><b>Town Team.</b> (Mike Atherton)</p>	<p>A documented report was distributed.</p> <ul style="list-style-type: none"> <li>○ How they engaged their group’s membership (including how many so we can gauge the level of consultation). <ul style="list-style-type: none"> <li>○ Workshop of 5 directors of NTT and 21 traders at monthly meeting.</li> </ul> </li> <li>○ The group’s/organisation’s thoughts on the suggested themes or any different themes that might be worthy of consideration. <ul style="list-style-type: none"> <li>▪ Read report provided</li> </ul> </li> <li>○ Their perceived levels of understanding of the NDP process. <ul style="list-style-type: none"> <li>○ Adequate</li> </ul> </li> <li>○ Any questions that their members had raised <ul style="list-style-type: none"> <li>○ Nil</li> </ul> </li> </ul>	<p>All participants are requested to familiarise themselves with the contents.</p> <p>A number of items might not necessarily fall within the NDP process but they would still be valuable in informing the process and providing some context for NDP specific themes</p>
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<p><b>Summary (of group member updates).</b></p>	<p>Christmas / New Year had meant that a number of groups had not had a chance to meet formally and draw together opinions. Representatives were generally able to provide an indication of the values and interests of their groups. However, it is important that the view is evidenced to demonstrate the widest possible consultation that can stand up to external examination.</p> <p>It was noted that the neighbouring (Telford &amp; Wrekin) parishes had declined to be involved in the Newport NDP previously, however it was felt that they should be informed of the Steering Group's recent meetings and be invited to contribute their views to the process.</p> <p>(Note: the Chairman and the Clerk will be inviting a representative from the Newport Churches to become involved, likely to be Rector Steve Mitchell of St Nicholas Church)</p> <p>More work was needed to identify volunteers willing and able to contribute practically.</p>	<p>Members directed to Town Council web page on NDP <a href="http://www.newportshropshire-tc.gov.uk">www.newportshropshire-tc.gov.uk</a></p>
<p><b>Skills In the Community</b></p>	<p>Group leaders asked to forward details of volunteers (willing to provide practical support) to the Town Clerk.</p>	<p>Newport 21 (No Further Action)</p> <p>Excluding Newport 21) - Group leaders to circulate skills matrix and co-ordinate replies amongst its members and return to the Town Clerk before the next meeting – Nil returns requested.</p> <p>Town Clerk to collate responses</p>

<p><b>Themes and Direction of the NDP</b></p>	<ul style="list-style-type: none"> <li>• Based on input from supporting groups, working knowledge of planning applications by councillors and initial findings of Town Plan the following themes were identified to be the basis of the initial consultation with the wider public. <ul style="list-style-type: none"> <li>○ Green spaces – formal identification of use and importance.</li> <li>○ House Build Quality</li> <li>○ Balanced Housing Stock</li> <li>○ Parking</li> <li>○ Town Identity and Character</li> <li>○ Trees</li> <li>○ Sustainability</li> <li>○ High Street Signage</li> <li>○ Employment</li> <li>○ Recycling</li> <li>○ Flood risk</li> <li>○ Leisure economy</li> </ul> </li> </ul> <p>It was agreed that a number of the themes would overlap and that a rationalisation of the themes would occur.</p>	<p>Working groups can request use of the Guildhall during the normal working day (if not needed for other business free of charge) subject to some advanced notification.</p>
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<p><b>Advisory Groups</b></p>	<p><b>Process Management Group</b></p> <p>Led by Cllr Nelson</p> <p>– collect and summarize information from other working groups. (sub group of Newport Town Council Planning Committee supported by Town Clerk, Deputy Town Clerk and T&amp;WC planning officer), with responsibility to report to NTC Planning Committee. Responsibility for process management not ideas.</p>	<p>NTC - Planning Committee to formally resolve the formation of Working Group.</p>
<p><b>Advisory Groups</b></p>	<p><b>Policy co-ordination and drafting</b></p> <p>Led by Janet Clarke</p> <p>– turning documented outputs of working groups into planning speak (that is both understandable to the general public and robust enough to stand up to robust interrogation). Responsible for management of the policy writing element – identify other volunteers with professional expertise, advise on when paid professional help is required</p>	
<p><b>Advisory Groups</b></p>	<p><b>Sustainability/Trees/Re-cycling/Green Spaces</b></p> <p>Led by Charles Worth</p> <p>Gather evidence provide documented views and broad brush aims, to include a catalogue (and score) for green spaces.</p>	

<b>Advisory Groups</b>	<b>Flooding - TBC</b> Led by TBC	
<b>Advisory Groups</b>	<b>Town Identity Character/Parking/Heritage</b> Led by Mike Atherton  Gather evidence provide documented views and broad brush aims predominantly around the area of the High Street	
<b>Advisory Groups</b>	<b>Employment</b> Led by Pat Beech,  Gather evidence provide documented views and broad brush aims, to include of type of employment, locations, and likelihood of delivery (e.g. identify by landowner sites available for development)	
<b>Advisory Groups</b>	<b>Leisure Economy and Transport</b> Led by Tim Pryce  Gather evidence provide documented views and broad brush aims	
<b>Advisory Groups</b>	<b>Communications</b> Led by - TBC -Publish activity online, press reports.	Town Council to provide for the time being.

<p><b>Advisory Groups</b></p>	<p><b>Public Consultation/ Outreach</b></p> <p>Led by: TBC</p> <p>Recommend format (s) arrange venues, dates and times, consider focus groups to capture other formalised groups</p>	<p>Town Council to provide for the time being.</p>
<p><b>Summary of Advisory Groups</b></p>	<p>It was agreed that a number of the advisory groups remits will overlap, an example being transport and parking where the <b>'Town Identity Character/Parking/Heritage'</b> group led by Mike Atherton would focus on parking from a High Street trading perspective would overlap the <b>Leisure Economy and Transport</b> led by Tim Price - both will touch on parking, buses will need somewhere to stop as will High Street shoppers who use the car; cafes and pubs are also likely to be included in both groups. As such, there will be different perspectives on similar topics.</p>	<p>Advisory Group leaders to consider some pragmatic bullet point Terms of reference that can be used to guide others as to the purpose of their group's consultation and inform other groups of related/overlapping themes.</p>
<p><b>Next Meeting –</b></p>	<p>18th of February 6 pm at the Guildhall suggested. Primarily purpose to provide feedback from groups on work in progress and work on better defining the advisory groups' roles.</p>	