



NEWPORT (Shropshire) TOWN COUNCIL

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LJ/2014/NDP

19 February 2014

Summary of notes, recommendations and actions following a meeting of the Newport Neighbourhood Development Plan Steering Group held in The Guildhall, The High Street on Tuesday 18th February 2014

Present:

Cllr Tim Nelson – Steering Group Chairman (in part)
Cllr Phil Norton – Town Council
Michael Atherton – Newport Town Team (in part)
Cath Edwards – Newport 21
Patrick Beech – Chairman Newport Chamber of Commerce
Janet Clarke – Newport & District Civic Society (in part)
Tim Pryce – Newport Tourist Information
(Cllr) Roy Scammell – Chairman Newport Regeneration Partnership
Rev Steve Mitchell- Newport Churches
Lee Jakeman - Town Clerk
Sheila Atkinson - Deputy Town Clerk

Apologies:

Cllr Terry Spooner – Newport Town Council
Cllr Peter Scott – Newport Town Council
Cllr Nigel Borrett - Newport Town Council
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)
Rachel Walmsley – Telford & Wrekin Council

Meeting started at 6pm.

Agenda Topic	Summary	Actions/ comments/ outcomes
Welcome	<p>The Chairman (Cllr Nelson) had advised that he would be arriving at the meeting a little late, and the Town Clerk, took the chair briefly until his arrival.</p> <p>Regarding the Advisory groups formulated at the previous meeting it was suggested that the 3'groups' that dealt with the process of the NDP (<i>Communications, Public Consultation/Outreach and Process Management</i>) as opposed to those directly related to the formulation of policy be separated from the 'true planning themes'.</p>	Noted.
Apologies	<p>Mark Freeman – Town Team represented by Mike Atherton Mike Atherton – Town Team (will be late) Cllr Nigel Borrett – Town Council Cllr Terry Spooner – Town Council Cllr Peter Scott – Town Council</p>	Noted.
Previous meeting	Notes of previous meeting noted.	Noted
Shaping Places and Telford & Wrekin Council Support	<p>Members noted receipt of formal correspondence relating to the 4 questions posed to the T&W Planning officer (Rachel Walmsley) at last month's meeting.</p> <ul style="list-style-type: none"> • Why have the timings of Shaping Places changed [original adoption date 2015]? • When did T&W decide to change the timings? • Why conduct the site allocations before deciding on the growth Strategy? • What are your thoughts on how the change to the timetable might affect the delivery of Newport's NDP? <p>There followed a discussion about planning policy and process in order to put the responses into some context.</p> <ul style="list-style-type: none"> • It was observed that the NDP steering group (SG) would be in an informed position to comment and influence the content of the local plan (Shaping Places) and that it should monitor 	Noted

	<p>closely and comment on that process in relation to Newport.</p> <ul style="list-style-type: none"> The Town Clerk suggested that as shaping places develops it is likely to influence the direction of the NDP. As an example, if Shaping Places looks to be quite specific about site allocations that appear to be unpalatable then, the efforts of the NDP SG might better be utilised to change/influence shaping places rather than plough on and develop a piece of contrary local policy that would likely fail the examination element of producing an NDP. 	
Policy and Theme Development – Comparison	<p>Members noted a draft form that could be used to compare existing and evolving policies against the Neighbourhood Development Plan. i.e. identify the matching national, regional or local policy that discusses the same topic that the NDP is trying to address and be able to refer to it so that the NDP can be checked (is it in or likely to be in general conformity).</p> <p>The form would be maintained by staff at the Guildhall</p>	
Member Updates	-----	-----
<u>Chamber of Commerce (Pat Beech):</u>	<ul style="list-style-type: none"> NDP formed part of the agenda at the most recent Chamber of Commerce Meeting. 	
<u>Newport 21 (Cath Edwards)</u>	<ul style="list-style-type: none"> Working within its network of ‘e-mail’ contacts and members to gather opinion, confirm previous thoughts and hosting brainstorming sessions (Next event Wed 19 Feb in the Phez). 	
<u>Tourist Information (Tim Pryce)</u>	<ul style="list-style-type: none"> Working as a natural consequence of involvement in other bodies (Newport 21, Town Team). Welcomes suggestions to who else in the community might have knowledge and contacts. 	

Newport Regeneration Partnership (Cllr Roy Scammell)	<ul style="list-style-type: none"> Will re-distribute results of workshop produced in Feb 2013 to confirm that they are still reasonably accurate and relevant. 	
Newport & District Civic Society (Janet Clarke)	<ul style="list-style-type: none"> Membership of 25-30 had recently met. Civic Society Newsletter included info on NDP process and requested comments 	
Town Team. (Mike Atherton)	<ul style="list-style-type: none"> Will work with evidence already gained through other exercises conducted by Town Team 	
Newport Churches (Rev Steve Mitchell)	<ul style="list-style-type: none"> New to the group requires more information, wants to contribute. 	Town Clerk to arrange a suitable date and time with Rev Mitchell to clarify and inform.
Summary (of group member updates).	All of the groups feel reasonably well informed, there are inconsistencies in the levels of understanding of individuals but that is to be expected.	
Skills In the Community	Town Clerk now holds a list of those that have identified skills that could be utilised by the SG.	Steering Group members to continue to provide as opportunities arise details of individuals who can help. We will need people to put up gazebos, take photographs, deliver and collect leaflets and questionnaires, orators to present to the general public and community groups.
Themes and Direction of the NDP	Draft terms of reference prepared by advisory group leaders where prepared were discussed. The purpose of the TORs is to provide a general overview of the tasks and aims of each Advisory Group, in order that there can be some general understanding of who is doing what that can be handed on should volunteers be unable to continue. In addition they can highlight the inevitable crossover between groups. One side of A4 is seen as sufficient to create an image. The TORs should be structured in a way that allows some pragmatism. Lead	

	<p>members own them and can change them as they see fit to match the changes that will undoubtedly occur as the process develops, the TORs should be used to guide and not a stick to beat willing volunteers with. Lead members should not feel obliged to 'pick up tasks' unless they have some passion, the time, the skills and the inclination to do so. If there are gaps then we will need to widen the SG or 'buy in' the resource.</p> <p>Non-Policy creation TORs:</p> <p>Process Management Group – Town Council</p> <ul style="list-style-type: none"> • Communications – Town Council • Public Consultation – Town Council <p>Policy themes, driving and setting TORs:</p> <ul style="list-style-type: none"> • Policy co-ordination and drafting – Janet Clarke • Sustainability/Tree/Recycling/Green Space – Charles Worth • Flooding – TBC • Town Identity/character/parking/heritage – Mike Atherton • Employment – Patrick Beech • Leisure Economy and Transport – Tim Pryce <p>It was noted that all of the TORs would benefit I having some outcomes. E.g. to produce draft planning policies for consultation.</p> <p>All the themed advisory groups will fall into the policy co-ordination and drafting Advisory Group that would then test and measure and modify them to produce clear and robust policies.</p>	<p>Adequate</p> <p>Adequate</p> <p>Adequate</p> <p>Town Clerk to produce a draft for JC based on previous minutes.</p> <p>Adequate</p> <p>n/a -Now captured in sustainability</p> <p>Adequate</p> <p>Town Clerk to meet with PB to help produce TORs</p> <p>Now Split in to 2 Advisory Groups</p> <ul style="list-style-type: none"> - Leisure Economy - Transport <p>Both TORs adequate</p> <p>Town Clerk to provide examples of policies to all SG members to help with visioning the Newport NDP policies.</p>
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<p>Feedback and Review</p>	<p>Members discussed in general term any progress, obstacles, visioning and resource requirements - What do you need help with to get effective and informed consultation?</p> <p>Sustainability – Map of Newport to include Tree Preservation Orders.</p> <p>Town Identity/Character et al – Map of the Parish Boundary, Map of the Conservation area, map and details of the listed buildings.</p> <p>To include a discussion in identifying some next steps (steering group as a whole and advisory groups).</p>	<p>Town Clerk to source and/or identify routes to information.</p> <p>Boundary map (available on the TC website). TWC requested to provide TPO map, Conservation area map. Listed building document held electronically by Town Council (copied to MA)</p>
	<p>Members considered dialogue with Harper Adams to be highly beneficial as well as engagement of sporting clubs (protection of green space for recreation). Surrounding parishes could be appraised through the Regeneration Partnership. Wider consultation to those that work or have an interest in the Town will need some further consideration, if it does not naturally arise out of the work planned to be undertaken by each Advisory Group</p>	<p>Town Clerk to liaise with HA – explain what we are up to, ask how they might want to be involved. Town Clerk to write to sporting clubs and inform them of the process and ask them to contribute to consultation.</p>
<p>Next Meeting</p>	<p>Tue 25th March 2014 at the Guildhall – 6.30pm</p>	<p>Town Clerk to book the room</p>