

Shropshire Council
Legal and Democratic Services
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Date: 22nd September 2015

Shifnal & Sheriffhales Local Joint Committee

30th September 2015

At 19:30 - 21:30 ***please note start time*******

Sheriffhales Village Hall, Sheriffhales

You are invited to attend the above meeting.

Members of the Committee

Stuart West	Shropshire Council
Kevin Turley	Shropshire Council
John Horne	Shifnal Town Council
Gordon Tonkinson	Shifnal Town Council
Janet Jones	Sheriffhales Parish Council
Alan MacWhannell	Sheriffhales Parish Council

Website for further information:

www.shropshireljcs.com

Your Community Enablement Officer is:

Andrea McWilliams

Tel: 07990 085124

Email: Andrea.Mcwilliams@shropshire.gov.uk

AGENDA

1 Welcome, Introductions and apologies for absence

2 Declarations of Interest

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a disclosable pecuniary interest and should leave the room prior to the commencement of the debate.

3 Notes (Pages 1 - 2)

To confirm the notes of the meeting held on 15th May 2015 (Copy attached)

4 PACT - Partners and Communities Together (including police and Shropshire Fire and Rescue Service)

Representatives from the local policing team / fire service will be present to answer questions or concerns about their services.

5 Shifnal Neighbourhood Plan - Pre-submission consultation (Pages 3 - 6)

Bob Vincent will present a report to the meeting (copy attached) on progress to date.

6 Sheriffhales Parish Plan

John Webb representative of the Sheriffhales Parish Plan group will give an update on the work of the group and progress to date.

7 Shifnal Forward

Update on progress of work undertaken by the group in particular progress with the Shifnal Town Enhancement Scheme and development of a transport plan.

8 Shifnal Library, Public Open Spaces and Car Parks

Chris Edwards, Shropshire Council's Area Commissioner will give an update on the consultation currently underway on the options for the future delivery of these services in Shifnal.

9 Date of Next Meeting

Yet to be confirmed but likely to be held in Shifnal in February 2016.



Committee and Date

Shifnal and Sheriffhales Local Joint Committee

15 May 2015

Item

3

Public

NOTES OF THE MEETING HELD ON FRIDAY 15 MAY 2015 AT THE YOUTH CLUB, BRIDGNORTH ROAD, SHIFNAL

Community Enablement Officer: Andrea McWilliams

Email: andrea.mcwilliams@shropshire.gov.uk

Tel: 01743 257866

Committee Members Present

Kevin Turley	– Shropshire Council
Stuart West	– Shropshire Council
Janet Jones	– Sheriffhales Parish Council
Alan MacWhannell	– Sheriffhales Parish Council

Officers present:

Andrea McWilliams, Community Enablement Officer

Also in attendance:

PCSO Steve Breese – West Mercia Police

1. Election of Chairman

RESOLVED: Councillor Stuart West was elected Chairman.

2. Appointment of Vice Chairman

RESOLVED: Councillor Kevin Turley was appointed Vice-Chairman.

3. Apologies for Absence

An apology for absence was recorded from Gordon Tonkinson and John Horne.

4. Disclosable Pecuniary Interests

None were disclosed.

5. Confirmation of Notes

RESOLVED: that the notes of the meeting held on 17th March 2015 be signed by the Chairman.

6. Chairman's Welcome and Introduction

The Chairman welcomed everyone to the meeting and explained that this meeting would form part of the Shifnal Annual Town Meeting on this occasion as the Local Joint Committee were investigating closer working relationships with Shifnal Forward, the Neighbourhood Planning Group and the Town Council.

In recognising that Shifnal was currently undergoing significant growth and change, the LJC wanted to ensure that meetings were useful and informative to the public and not duplicating issues. Therefore, it was felt appropriate that this meeting formed part of the Annual Town meeting where local groups were represented and common themes and joint working could be highlighted and potentially enhanced.

7. Annual Town Meeting

The Annual Town meeting continued with presentations and updates from the local representatives including:

- West Mercia Police
- Shropshire Fire and Rescue Service
- Shifnal Forward
- Neighbourhood Plan Group
- Shifnal Carnival Committee
- Shifnal History Group

Finally, the Mayor Councillor Robert Harrop gave his update report and took questions from the public.

8. Date of Next meeting

It was proposed that the dates of the next meeting would be July and October.

(Note: the date was actually fixed for September due to Sherifffhales Village Hall availability)

SHIFNAL & SHERIFFHALES LOCAL JOINT COMMITTEE

Meeting to be held on 30TH September 2015

Report of the Shifnal Neighbourhood Plan Steering Group

1. Purpose of the Report

To inform members of the Local joint Committee that the Shifnal Neighbourhood Plan has reached an important stage. The final draft document has been sent out for the legally required formal consultation called the Pre-Submission Consultation. This consultation is with statutory bodies, local organisations and the wider community.

2. Introduction and Background

Neighbourhood planning was introduced in the Locality Bill 2011. A Neighbourhood Plan is defined as a community-led framework for guiding the future development, regeneration or conservation of an area. There is no prescription as such about what a Neighbourhood Plan must contain, apart from that it is about the use and development of land.

The Town Council applied to Shropshire Council for the designation of the Shifnal Parish as a neighbourhood area for the purpose of the preparation of a Neighbourhood Plan in April 2014. Approval was given by Shropshire Council on 29th October 2014

The Town Council agreed to set up the Neighbourhood Plan Steering Group in September 2014 with delegated powers to develop a Neighbourhood Plan on behalf of the Town Council. The Steering Group includes 2 Town Councillors (the Mayor and Deputy Mayor) and 3 members of the Community (with 1 co-opted member of the community).

3. Legal Background to the Pre- Submission Consultation

The actual stages of development of a Neighbourhood Plan are governed by a process which is set out in the Neighbourhood Planning (General) Regulations 2012. Regulation 14 sets out the requirements for the Pre-Submission consultation. This requires the proposed plan to be the subject of a 6-week consultation before it is submitted to the local Authority for independent examination. The qualifying body, the Shifnal Town Council, must ensure that the requirements, (as summarised by the Department of Communities and Local Government Planning Practice Guidance website below), are followed:-

“The qualifying body:

- publicises the draft plan and invites representations*
- consults the statutory bodies and local organisations as appropriate*
- sends a copy of the draft plan to the local planning authority*
- where European Obligations apply, complies with relevant publicity and consultation requirements*
- considers consultation responses and amends plan if appropriate*
- prepares consultation statement and other proposal documents”*

4. Timetable and Invitation for the consultation.

The Pre-Submission Consultation started on Monday 28th September 2015 and closes on Sunday 8th November 2015. (The requirement is for the consultation to take place over a full 6 week period.)

A letter inviting any comments has been sent out by the Town Council to all the statutory bodies that need to be consulted. The Steering Group drew up the list of relevant statutory organisations with appropriate contacts which was checked by the Town Clerk`s office.

A list of local organisations was compiled with help from the Town Clerks office. This includes all the neighbouring Parishes and Councils, the Business Forum and the Chamber of Trade. All the local organisations, have been sent a letter or an email inviting representations of support and/or comment.

A copy of the Plan document, which now runs to more than sixty pages with the maps and Appendices, is available in the Town Council Office and the Library. The document is also available to view on the website. www.shifnalplan.co.uk

Representations of support and/or comments must be sent to the Town Council Offices in writing, by email or people can use the contact form on the Neighbourhood Plan website, by the closing date on 8th November 2015.

5. Publicising and Facilitating the Consultation

A flyer advertising the Consultation has been distributed to all households and businesses in Shifnal notifying them of the consultation opportunity. Copies of the flyer have been put up on the Town Council noticeboards and in local businesses in the town centre. A press release has been sent out.

The Neighbourhood Plan Steering Group will be using the community stall in the Food Craft market on 17th October to promote the consultation and answer any questions from members of the public.

The letter/email to statutory and local organisations says that a member of the Steering Group will be available during the consultation period to provide clarification if they would find that helpful.

An information sheet has also been prepared which people can take away from the Library of Town Council Offices or stall on the market which briefly outlines the role of the Neighbourhood Plan, the timescale for this consultation, how they can comment and what happens next.

6. Responding to the feedback received

All the comments received must be logged and considered and a response recorded saying whether or not the plan will be amended in any way.

7. What happens next?

Once any amendments resulting from the Pre-Submission consultation, have been made to the plan, then the Plan and accompanying Consultation Statement and Basic Conditions Statement will be ready for the Town Council to submit to Shropshire Council.

On receiving the plan and supporting documents Shropshire Council is responsible for checking that the submitted Neighbourhood Plan has followed the proper legal process, such as designating the Neighbourhood area and has met the legal requirements for consultation and publicity. The Shropshire Council is also then responsible for publicising receipt of the proposed plan and arranging for the independent examination and then a referendum of local people to take place.

Once the Neighbourhood Plan has been brought into legal force it forms part of the statutory development plan for the area. Consequently decisions on whether or not to grant planning permission in the neighbourhood area will need to be made in accordance with the Neighbourhood Development Plan.

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