

# Woore Parish Neighbourhood Planning Team Meeting

***Wednesday 16<sup>th</sup> March 2016 in the Victory Hall***

Present: Cllr Mike Moore (PC Chairman), Cllr Malcolm Blake (PC Vice-Chairman), Cllr Althea Allison, Chris Barker, Alex Bush, Cllr Stephen Clifford (temporary Minute Secretary), Cllr Mike Cowey, Jon Furber, Tom Hunt, Chris Jeffries, Mandy Jones, Alan Melvin, Josephine Scoble, Katharine Shaw, Ann Thompson, Jeff West, Cllr Frank Woodcock.

Also present: Judith and Richard Oppenheimer (Chapel & Hill Chorlton, Maer & Aston, and Whitmore NDP Steering Group)

Apologies: Cllr Helen Lightfoot

## **1. Selection of Chairman, Secretary & Treasurer**

Mike Moore stressed that while he had chaired skeleton meetings to date, it was highly desirable that a non-Councillor Parishioner should chair the full Team. Most members present wished to defer selection of officers until they knew more of what was entailed, probably at the next meeting.

It was agreed that the posts could be divided. A Deputy or Co-Chairman could share the load of leadership, the Secretary position was really that of Minute Secretary for meetings – a correspondence Secretary might also be useful, while the Treasurer's role was questioned. As grant support could only be applied for and received (from [www.locality.gov.uk](http://www.locality.gov.uk)) through the Parish Council, the Parish Clerk, as Responsible Financial Officer, would need to implement payments. A Team Treasurer might however have a role in preparing budgets for grant submissions. (Up to £8000 was available from the Government to designated Neighbourhood Plan Areas such as the Parish of Woore, to meet the costs of preparing a plan, in addition to a grant to Shropshire Council for the work it had to do on this.) Jon Furber had expressed interest in the role of Treasurer before it's non payment/record keeping nature was clarified.

A Project Plan Team would be needed also, to prepare a timescale for work. Alan Melvin and Katharine Shaw were prepared to join this when formed.

## **2. Identification of tasks that need to take place and by when**

It was noted that this would need to be an ongoing task. Judith Oppenheimer explained how their work (which had begun in the Parish and Parish Council support had had to be gained) involved small working groups working on specific aspects of the work on perhaps a weekly basis, with approximately monthly meetings of the full Steering Group. It was noted that Woore skeleton group's meeting with Audlem's successful team (going to referendum within 15 months) had identified they had a Steering Team of 11 (3 Councillors, 8 Parishioners) which had worked on preparation of the plan, assisted by about 20 others with particular tasks (including delivery and collection of questionnaires).

Following the key steps outlined by Shropshire Council Senior Community Engagement Officer Nicola Fisher at the well attended public meeting on 11th March, first tasks identified were:

- Application for the Locality Grant
- An early decision on when to seek to identify Consultants to work with the Team, as this cost would be a key budget commitment to identify in the Locality Grant.
- Community Outreach

- Revenue Sourcing
- Data Analysis (e.g. of the questionnaire that would be needed)
- Social media engagement

Stephen Clifford gave Cllr Helen Lightfoot's apologies and reported that, though she was not seeking a place on the Steering Group as such, her former professional background in Statistics would be at the service of the Team.

Mike Moore agreed to put the 2006 Parish Plan (identified as a useful starting point, although now out of date) and the slides used by Nicola Fisher on the Team web site ([www.woorenpt.org.uk](http://www.woorenpt.org.uk)), together with Notes from earlier team meetings. (In this context it was noted that the Team might need its own Powerpoint Projector, perhaps purchased by the Council as a Council asset for the future.)

Nicola Fisher had offered to share resources and ideas from her contacts with the few other Neighbourhood Plans begun in Shropshire, and outside advisers, with the Team, and Stephen Clifford agreed to act as a channel of communication with Nicola. She had also been happy to share findings from Market Drayton's survey among Grove Schoolchildren, who would include some from Woore.

### **3. Assignment of volunteers to tasks requiring immediate attention**

It was agreed this would be done at the next meeting.

### **4. Determination of Dates of future meetings**

It was agreed to meet next at 7.30 pm on Monday 4<sup>th</sup> April, 2016, in the Victory Hall. (Mike would not be able to attend but Malcolm Blake would open the meeting from the Chair until a Team Chairman was chosen. If she was available, it was agreed that it would be very helpful if Nicola Fisher could attend.

- Actions:**
- Mike Moore to update web site as agreed.
  - Malcolm Blake to book next meeting with Victory Hall, and arrange access.
  - Stephen Clifford to invite Nicola Fisher to the next meeting.