

## **MINUTES OF THE SHERIFFHALES PARISH COUNCIL MEETING HELD ON THE 13<sup>th</sup> SEPTEMBER 2018 AT SHERIFFHALES VILLAGE HALL**

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Present: Councillors: Dr Alan MacWhannell (Chairman); Mr John Horne; Mr Neil Pulker; Mr Gordon Tonkinson; Mr James Bubb; Kevin Turley and Mr Stewart Edmondson.

In attendance Clerk to the Council – Miss Jennifer Cree

75/18. Apologies for Absence.

Apologies of absence were received from Councillors Mr Nicholas Edwards and Phillip Green due to other commitments.

76/18. Public Participation – a maximum of 15 minutes for members of the public to address the Council.

The public participation is for the public to address the Parish Council on matters that they wish to raise. The Parish Council cannot comment or resolve action on any points raised at this time. If the item requires information being sent from the Council, the Clerk will do this following the meeting. If it is a matter for further discussion it may be added to a future agenda.

Mr Peter Young asked that the footpath to Heath Hill needs the edges spraying to prevent encroachment back onto the footpath that has been recently cleared.

Standing orders were reinstated.

77/18. Declaration of Councillors' Pecuniary Interests.

Councillor J Horne declared an interest in relation to the information relating to the Royal British Legion and the accounts.

78/18. To receive for confirmation and adoption, and agree the Minutes of the Parish Council meeting held on 19<sup>th</sup> July 2018.

The Minutes of the meeting held on 19<sup>th</sup> July 2018, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings subject to the following corrections: Councillor Neil Pulkers name, where spelt incorrectly, was corrected,

79/18. Appeals, Planning applications and decisions

Planning application

Planning Ref: 18/03143/FUL - 2 Kettlemore Lane, Sheriffhales

No Objection to the planning application.

Woodcote Quarry update (section 106 agreement)

The following email was received from Mr Graham French of Shropshire Council:-

“Apologies for the delayed response. I confirm that planning permission was recently issued for the new access following completion of the associated s106 legal agreement, a copy of which is enclosed. My understanding is that the applicant now also has the requisite consent from Shropshire Council highways to undertake works on the public highway.

Details submitted by the applicant in support of conditions accompanying the planning consents are currently being updated in response to comments from statutory consultees. I anticipate that they will be approved shortly.

In the meantime, if you have any concerns regarding the nature of the operations taking place at the site, including in the vicinity of the public highway I would be grateful if you would provide specific details of the issues of concern and I will raise these with the developer and, where appropriate, the Highway Authority.

Regards

Grahame”

This agreement was circulated to all members and noted. Members were concerned over the problems that may occur from the priorities of lorry's leaving the site, along with in-completed agreed improvements to the junction. It was noted that land opposite the site was due to be used to improve the junction, the gates that have been installed do not allow for Lorries / tractors to be clear of the carriageway before entering the site whilst the gates are opened. These should already have been put in place prior to any works starting on the site.

In addition during the initial consultations, it was agreed that there would be funds available for “Community Betterment” due to the nature of this development having a detrimental impact on the community.

These funds have not been discussed or mentioned since the initial consultation stages. It was agreed that the Clerk draft a letter with the above 2 issues contained within and circulate to all members for comments prior to sending to Mr French. Following the letter to be sent a meeting to be held with Mr French and Gemma Lawley to discuss their response in person.

80/18. Report back and agree responsibility for website and other media platforms, maintenance, re-launch and updating (inc Communication strategy).

Councillor Mr Stewart Edmondson has looked into different types of communication strategies that may be suitable for Parish Council's.

He suggested that we look into further the NCVO and Parish council paper/ policy, the Parish Council needs to define what we are aiming to achieve as far as communication is concerned. This Parish Council Communications Policy seems to fit best but the process outlined in the NCVO document.

The NCVO produce a step-by-step guide to producing a communications strategy. This isn't specifically for PCs but it does provide a useful approach (based on Message - Audience - Channels).

This type of process / document will lead into and support the Neighbourhood Plan process.

It was agreed that a small working group is started to look at this in more details, comprising of Councillors Stewart Edmondson and James Bubb, and the Clerk Miss Jenny Cree.

In addition it was noted that the Clerk is setting up a meeting with Councillor Mr Phil Green to look at taking on some of the responsibilities of the website. Other information required for the site to know if it is being seen, is the number of hits the site gets to see if the site is actually being looked at.

81/18. Report back and agree Village Maintenance (inc road Verges and grass cutting) and agree further action.

The Chairman reported that he had met with Anne Breakwell and she had issued him with a map (attached as appendix 1 to these minutes) and a list of verges that are currently cut by Shropshire Council.

They include, St Marys closed Churchyard (amenity grass, strim around the graves), Church Lan and the Evergreens, all of the marked grass verges, and areas for Star Housing (Hales Court, James Close, Pinfold and The Crescent). It was noted that the visibility splay at the top of Church Lane was missed of the list given to the Chairman. She asked that if the work is not satisfactory to let her department know, so as they can get in touch with the contractor to rectify the issues raised.

An additional area has been identified (a mall grassed area with a bench and trees on it) at Heath Hill that looks like it has not been cut for some time, however on asking Anne, she confirmed that it is supposed to be cut annually in June. We have requested that this is checked as it looks like it has not been cut back this year.

In addition the Chairman has been in communication with the tenant farmer that farms the land that incorporates Burlington Hedge. Mr Pearce has been in correspondence with the Shropshire Highways about getting the hedge cutback to improve visibility as he has cut the hedge back as much as he is capable of, but the remains of the work needs to be completed by Shropshire Council. An email has been sent to Shropshire Highways for an update but no response has been received.

It was agreed that the Chairman / Clerk contact again the person previously emailed, if they do not receive a response then they will move further above them until an answer is sought.

It was agreed to purchase 4 x 25kg sacks of daffodil bulbs to be planted in the verges of the Parish by volunteers, at a budget cost circa £140.

The Environmental Grant has not been issued to date as Shropshire Council are reviewing the grant funds and process. A decision should be made by the end of September. The Parish Council will have to bid for their share of the grant as they have in previous years.

It was noted following on from the Public Participation, that Heath Hill footpath does need spraying, however, this should be the responsibility of the local authority (Shropshire Council) as they were the body that organised its installation using an EU Grant. The first port of call will be to ask them to spray the path and if this is not successful the Parish Council will look at employing a contractor to spray the edges with a maximum budget of £100.

- 82/18. Report back and agree maintenance and development of playing field area (inc boundaries, signage and rubbish bins etc) and agree further action.

The survey has been completed on the exact boundary and they are preparing for submission to the land registry of a corrected deed with the exact boundary on it.

Ian Cupper is coming out to undertake a health and safety audit in October on all of the trees that are within the boundary of the playing fields and also any dangerous trees that over hang from neighbouring properties. The cost is £300 + VAT.

It was noted that the existing grass cutting contractor, may not be able to continue into next year as he has indicated he may be selling his business. However, if he still with us for the coming season, there needs to be clarification on the exact area that he cuts (now the boundary issue is resolved) and include the Strimming of the edges of the field.

It was agreed to purchase a sign A3 size at a cost of circa £80, showing the correct signage for the play area (this is attached to these minutes as appendix 2).

The litter bins in the Parish are remaining, it was agreed that the Clerk contact Anne Breakwell to ask for a cost to install a litter bin on the park and the cost to empty it and report back to the next meeting and this to be included in the future development plans of the site.

The working party for the Playing fields development is still to be set up, Councillor G Tonkinson to represent the school, Councillor J Horne to represent the Parish Council and the further 3-4 places to be taken by users of the play area.

- 83/18. To report back from Shropshire Highways on road safety (inc parking and congestion) and Highway Improvements within the Parish.

The Clerk and Chairman met with David Gradwell to show him the issues relating to the newly installed traffic calming measures, the audit on the scheme is due to be undertaken in September.

He suggested that we may be able to upgrade the existing SID to gather data rather than purchase any new units. The cost to upgrade 2 x SIDS would be £1543 + VAT. This is something that can be looked at following the audit review of the site.

In addition on the advice of David an email has been sent to Hugh Dannatt re the requirements of what we would like to see looked into when the safety audit takes place the list is below:-

The correct location of the SID's is reviewed.

The traffic priorities are correct, as traffic is moving into the centre of the road when travelling north and hindering traffic exiting Pinfold junction and also meeting traffic travelling south at speed.

The lay by area needs to be reviewed is now being used for vehicle parking obstructing the school coaches and library bus as they cannot get into the lay by safely.

84/18. Agree response from Parish Council to Commemoration of the Centenary Anniversary of WW1.

The Silent Soldier has been ordered and is awaiting delivery, a beacon will be lit but the time and location are to be confirmed.

It was agreed that a field of poppies be purchased for surrounding the silent soldier. The cost budgeted for this project is £100. Councillor K Turley to look into utilising the Christmas light power point to put an uplighter on the soldier in the evenings.

It was agreed to purchase 3 wreathes, and to try to find the names of any relatives that still live in the area of fallen soldiers, this request be put in the church magazine for information.

On Remembrance Sunday an order of service to be produced and highlight the names of the fallen soldiers to commemorate the 100 years anniversary.

85/18. To receive a report on lighting related matter of Village Hall area.

The following email was received from Carl Wellington as detailed below:-

“My sincere apologies to you all for not following up our June meeting and writing to you sooner.

As discussed on site on 7<sup>th</sup> June, here are what I recall to be the main points of concern and my views and researched facts on those issues:

- Lighting to the village hall was not commissioned by the School or Shropshire Council (the Council) and is therefore not the responsibility of those parties. I can also confirm that responsibilities for the lighting have not been adopted by Shropshire Council Highways. However, as the School does gain some benefit from it, Sarah, the Headteacher, agreed that the School would not be averse to paying an appropriate proportion of any maintenance cost (not metered usage), agreed by all relevant parties prior to any such maintenance taking place;
- Light usage costs are a matter for the Village Hall Trust/Committee to meet, with the School bearing the cost of its utility usage at the village hall through the current formal agreement in place;
- The entrance drive to the School, which users of the village hall also have the benefit of access over, is in the ownership of the Council, for the benefit of access to the School. It is therefore the responsibility of the School to meet any necessary maintenance costs, although Lichfield Diocese is required by formal agreement to make a contribution. However, there is a clear pattern of usage by users of the village hall and local acknowledgement of this use. In the light of this usage, it would be fair to expect the Village Hall Trust/Committee to make a contribution to its maintenance, relevant to the level of such usage, or, if the Diocese's small contribution is intended to cover

this, a reassessment of that sum to take a fairer account of the level and type of use. Such maintenance and costs to be agreed by all parties prior to work taking place;

- The area of car parking, adjacent to the grassed area between the School and village hall, is owned by Lichfield Diocese, leased by the Council and is used by the School and village hall patrons. School use is mainly restricted to the arrival of vehicles at the start of the school day and departure at the end of the school day, primarily five days per week, term-time only. Village Hall use, it could be argued, may be more intense, due to the nature of the sessions and events for which it is hired, both after school and at weekends and holidays. In addition, I understand that this parking area is used at times by patrons of the church itself. It would therefore be fair to expect all users of this area of land to make a fair contribution.

#### Suggested Action:

- That Alan MacWhannell inform the Village Hall Trust/Committee of the views above relating to responsibility for the lighting;
- That Carl Wellington seeks the advice of estate surveying colleagues with a view to amending/formulating agreements relevant to the usage, by all relevant parties, of both the school drive and the car parking area;
- That Carl Wellington seeks advice on the installation of appropriate disclaimer signage for users of the drive and car park.

Regards

Carl Wellington”

It was proposed by Councillor N Pulker and seconded by Councillor J Horne to write to the village hall with the details above, and inform the Village Hall Committee that the Parish Council would consider a grant application from them towards the cost of their running of the outdoor lights. On a vote this was carried with Councillor G Tonkinson recording is name against this motion.

86/18. To note correspondence received related to Locality based Planning and agree first steps in development of a Neighbourhood Planning.

The first stage of this process is to define the exact boundary of Sheriffhales Parish and then consult with the neighbouring authorities.

Information relating to Neighbourhood plans is attached as appendix 3 to these minutes.

The Chairman is already in communication with Shropshire Council to get a copy of the definitive map for Sheriffhales Parish.

In addition to the above, following the talk from Tim Shrosbree before this meeting started, the Parish Council resolved to have a Housing Needs survey undertaken for the Parish, again this will be required for the Neighbourhood / Parish Plan.

The Parish Council’s survey should be undertaken in the early part of 2019.

87/18. To report back on meeting with the management of closed churchyard and related matters

A letter was received from a Chris Thorpe in relation to the access to the Church. The pathways are small slippery stones, and it is very difficult to gain access for anyone with a wheelchair or who is not sure footed. In addition the site only has one gateway that is not a stepped entrance onto the site. The gateway from Church Lane suffers with the vehicles blocking the gate way so it is difficult for the hearses to park for funerals.

The Clerk and the Chairman met with Carmen Ecclestone and Anne Breakwell from Shropshire Council, they walked the perimeter of the church and were informed that Shropshire Council look after the church yard to the standard that it was adopted. They were going to investigate if they had put the stones in situ or they were in place when the church yard was closed and report back as to what improvements (if any) they are able to undertake taking into account DDA and budget restrictions.

A budget of £2500 has been set aside to make good the path outside the church gate from Church Lane. A quote has been asked for from Carmen Ecclestone from who is responsible for the closed church yard to install a hog path with edges from the road to the gate.

88/18. Amendment to standing orders

The following amendments were put forward by the Clerk:-

Standing order 17d (ii)

to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

Change from section 1.

Model Standing order 21 and 15 (b) (ix)

Further to the Government's decision to exempt local councils from the definition of "public authority" for the purposes of the general data protection regulation the previous reference to "shall appoint a Data Protection Officer" in model standing order 21 (a) has been changed to "may appoint a Data Protection Officer". Model standing order 15 (b) (ix) as also been changed to confirm to the new position.

Model Standing order 18

Model standing order 18 © has been changed to include the words "unless it proposes to use an existing list of approved suppliers (framework agreement)" and now reads:

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means

it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

The following amendment was proposed by Councillor Mr A MacWhannell and seconded by Councillor Mr N Pulker this amendment will stand and be voted upon at the next meeting.

89/18. To ratify and agree accounts for Payment.

The accounts were presented as below:-

1226	A Horne – Civic Service	120.00
1227	A Harding – grass cutting	360.00
1228	Village Hall room hire	258.75
1229	Village Hall room hire	607.50
1230	J Cree – wages August	348.39
1231	Inland Revenue	87.20
1232	RBL – Silent soldier	250.00
1233	Church room hire	20.00
1234	J Cree Wages	348.59
1235	Inland Revenue	87.00
1236	SALC	292.11

The above payments were agreed.

90/18. Items for future Meetings:

Hedgerow at Burlington  
Grant for Cards update  
Xmas light switch on  
Budget / Precept  
Parish Plan review  
Laptop costs

91/18. Dates of Next Meetings

8<sup>th</sup> November 2018 – Apologies from Councillor J Bubb were submitted for this meeting  
10<sup>th</sup> January 2019  
14<sup>th</sup> March 2019  
9<sup>th</sup> May 2019  
11<sup>th</sup> July 2019  
12<sup>th</sup> September 2019  
7<sup>th</sup> November 2019

92/18. To exclude the press and the public

The press and public were excluded as the business to be transacted is relating to staffing matters.

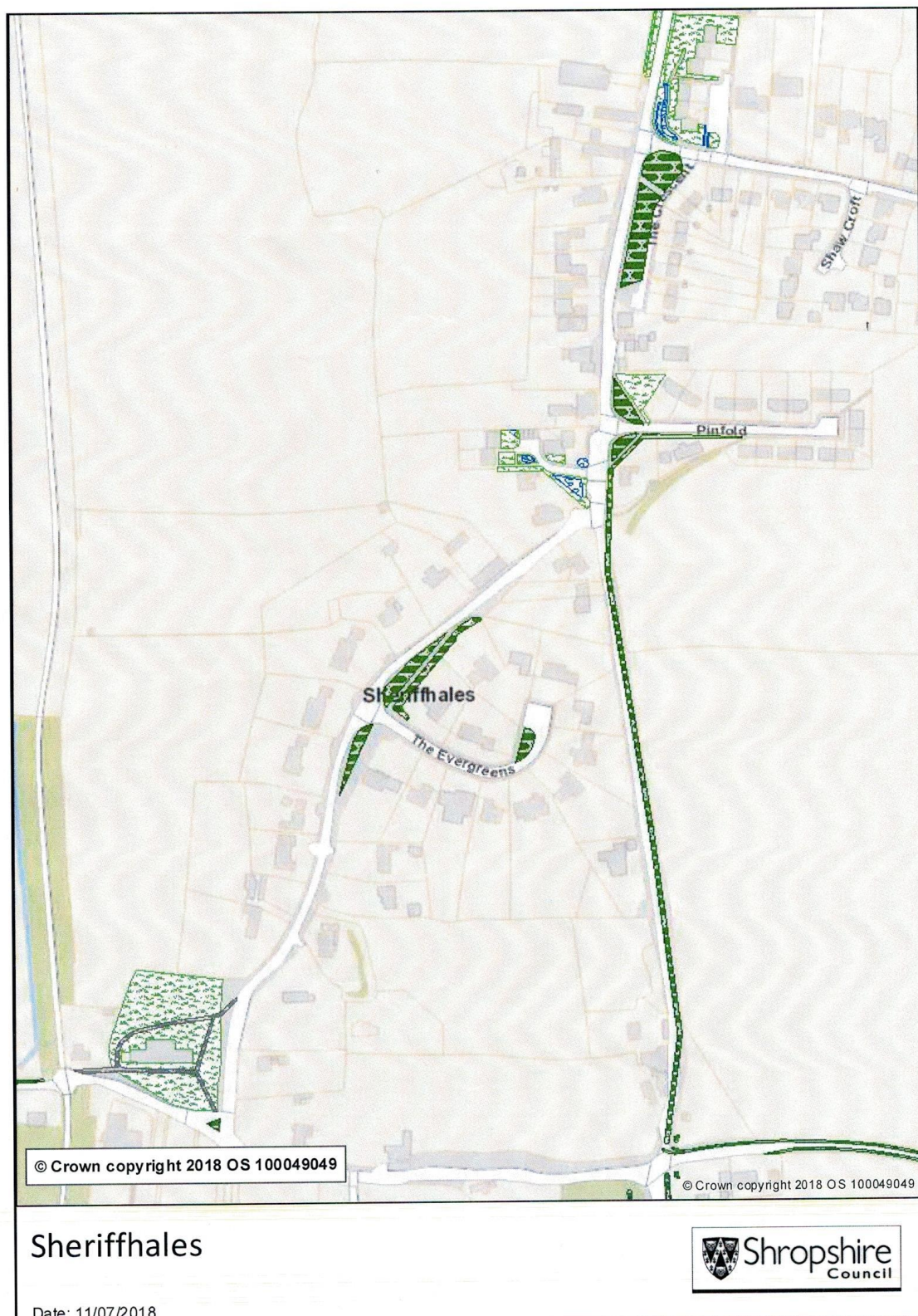
93/18. To discuss the Clerks Appraisal and end of Probationary period

The Parish Council agreed that the Clerk should remain in post following her 6 months probationary period ending. It was noted that a new laptop is required and this to be discussed as an agenda item at the next Parish Council meeting. The Clerk to supply costs for a new laptop and any software costs.

The Clerk has updated the mobile phone from a pay as you go, to a Tesco £6.50 per month contract using the existing phone. The new number has been circulated to all members.

She asked members if at future meetings they could be recorded, for a record of the meetings. This was agreed.

DRAFT



### Sheriffhales Children's Play area

This playing field and park is provided and maintained by Sheriffhales Parish Council, the children's play equipment is designed for children under the age of 12.

The contact details for the Parish Council are Clerk to the Council on 07512292579 or email: [clerk@sheriffhalesparishcouncil.uk](mailto:clerk@sheriffhalesparishcouncil.uk)

In the event of an accident or emergency call the Emergency services on 999

The nearest Accident and Emergency Department is The Princess Royal Hospital, Apley Castle, Grainger Drive, Telford, Shropshire, TF1 6TF, Telephone: 01952 641222

The nearest Police Station is Malinsgate Police Station, Malinsgate, Telford TF3 4HW



## Why Prepare a Neighbourhood Plan?

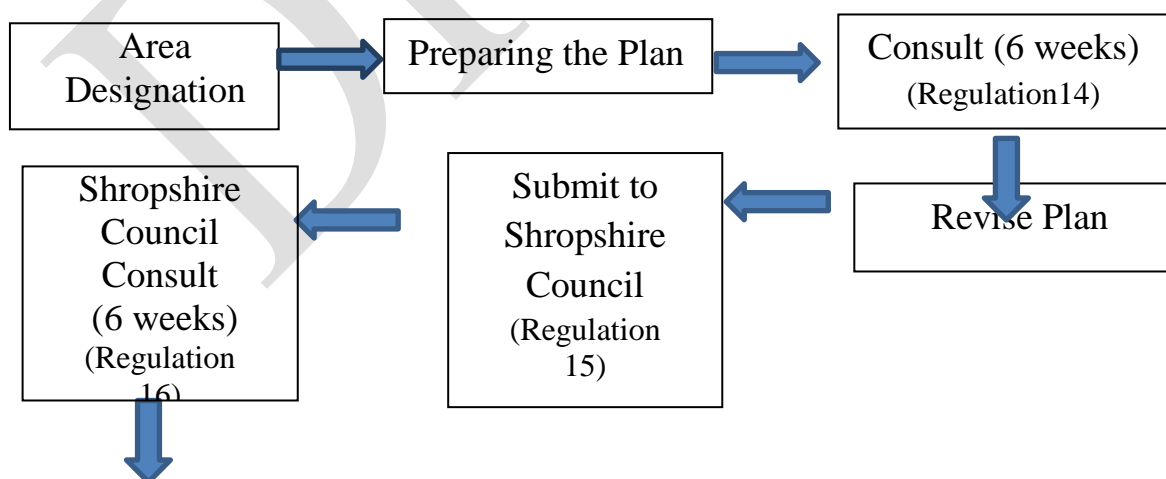
Neighbourhood Plans form part of the statutory Development Plan for an area. They are prepared by Parish Councils to promote, guide and control local development and importantly, are used to help determine local planning applications. With a Neighbourhood Plan local communities can have a direct input into the planning process and have an influence on the shaping of the future of their community based on the views expressed through consultation with the local population and businesses.

**A Neighbourhood Plan** (sometimes called a Neighbourhood Development Plan) is a way of helping local communities to influence the planning of the area in which they live and work. It can be used to:

- Develop a shared vision for your neighbourhood.
- Choose where new homes, shops, offices and other development should be built.
- Identify and protect important local green spaces.
- Influence what new buildings should look like.

When the Plan is finalised, following consultation with residents and stakeholders, its policies will reflect the aspirations of the majority of the people of Sheriffhales who have all had an opportunity to play a part in shaping the future of their Parish. As a statutory planning document a Neighbourhood Plan will be used by planning officers at Shropshire Council to help determine planning applications in the Parish, it may also be used to defend decisions in planning appeals and potentially in the High Court. Neighbourhood Plans must therefore follow a set process in their preparation and be supported by a thorough evidence base.

### Outline of the Neighbourhood Planning Process





While a Neighbourhood Plan is flexible to some extent in terms of what can be included, you cannot put whatever you like in it. Your Plan cannot conflict with European Union (EU) requirements or the Human Rights Act 1998. Crucially, it must also conform generally with the strategic policies in the Local Plan (the Core Strategy and SAMDev plan documents) prepared by Shropshire Council.

#### **What a Neighbourhood Plan can and cannot do**

##### ***A Neighbourhood Plan can...***

- Decide where and what type of development should happen in the neighbourhood.
- Promote more development than is set out in the Local Plan.
- Include policies, for example regarding design standards, which take precedence over existing policies in the Local Plan for the neighbourhood – provided the Neighbourhood Plan policies do not conflict with the strategic policies in the Local Plan.

##### ***A Neighbourhood Plan cannot...***

- Conflict with the strategic policies in the Local Plan prepared by the local planning authority.
- Be used to prevent development that is included in the Local Plan.
- Be prepared by a body other than a parish or town council or a neighbourhood forum.

#### **What can a Neighbourhood Plan contain?**

So long as your Neighbourhood Plan complies with the above principles, it can be as narrow or as broad as you wish. But it must be primarily about the use and development of land and buildings. It can also have a say in how buildings should look (their 'design'), or the materials they are constructed from.

#### **Typical things that a Neighbourhood Plan might include**

- The development of housing, including affordable housing (affordable housing is housing that is not normally for sale on the open market),
- Bringing vacant or derelict sites or buildings back into use.
- The design of buildings.
- Protection and creation of open space, nature reserves, allotments, sports pitches, play areas, parks and gardens, and the planting of trees.
- Protection of important buildings and historic assets such as archaeological remains.
- Promotion of renewable energy projects, such as solar energy and wind turbines.
- Provision for businesses to set up or expand their premises.
- Transport and access (including issues around roads, cycling, walking and access for disabled people).
- The development and/or protection of community infrastructure such as schools, health facilities, leisure and entertainment facilities (eg shops or pubs), community and youth centres and village halls.
- The restriction of certain types of development and change of use, for example to avoid too much of one type of use.

If you have already been involved in public consultation when the Local Plan was being prepared, all your concerns and aspirations may already be reflected in the Local Plan (Shropshire Council's SAMDev document). If you are happy with what the Local Plan says, then you may decide that there is no need to prepare a Neighbourhood Plan. If you feel that the Local Plan does not really address what you would like to happen in your community – maybe it doesn't mention your area/parish, or you would like more things to happen that aren't in the Local Plan, or you would like things to happen more quickly – then you should seriously consider preparing a Neighbourhood Plan.

### **In summary:**

#### **Pro's.....**

A Neighbourhood Plan is a powerful community voice in the planning process particularly in the determination of planning applications.

Neighbourhood Plans are a part of the statutory Development Plan and therefore have considerable weight in planning decisions.

They are significant tools to help protect valued local features.

They can add considerable local specificity to Shropshire Council planning policies.

They can help to bring communities together and articulate individual views as a single voice.

#### **Cons.....**

It requires commitment and effort from the community and especially the Parish Council.

Length of preparation time (at least 18 months from start to finish) – a Neighbourhood Plan is a statutory document with a prescribed process to follow.

There is an associated cost (but funding is available via Shropshire Council and Locality).

### **The Role of the Parish Council**

There are certain prescribed roles or duties the Parish Council has to undertake in the Neighbourhood Plan process. The Parish Council is also responsible for project managing the process, local publicity and engagement, and in particular managing expectations in the local community.

**A list of roles/duties of the Parish Council when producing a Neighbourhood Plan would include the following:**

- To undertake the area designation process
- Once the area designation process has been completed the Parish Council becomes known as the 'Qualifying Body' for the purposes of producing a Neighbourhood Plan.
- To establish a Steering Group/Lead individual (possibly the Parish Clerk) to manage the project
- To maintain open dialogue with the community
- To manage expectations within the community
- To communicate and liaise with Shropshire Council for support and assistance with evidence gathering, plan production, examination and referendum arrangements (Planning Policy Team, Research and Information Team, Community Action Officer, Local Elections Team)
- Undertake community engagement/consultation with residents, businesses and stakeholders to gather evidence and opinions. This may be in the form of questionnaire responses, open forum discussions, drop-in sessions, i.e. to ascertain community views not assume these are known – often undertaken with help from Shropshire RCC
- Undertake consultation at prescribed stages of plan production (Regulation 14 and 15 stages)

- In cooperation with Shropshire Council to appoint an Examiner, arrange examination and local referendum

### **Role of Planning Consultant**

My role is to analyse evidence, both community views/responses and technical evidence and write a draft Neighbourhood Plan based on this evidence to meet the expressed aims and objectives.

Previous Neighbourhood Plans I have prepared include sections setting out; the local context, why a Plan is being undertaken, links to local and national policy, description of evidence used, vision and objectives, policies, a policies map, and a discussion of monitoring and review activities.

I will produce a basic word document in colour, containing the above and any relevant maps required (although the maps must be produced by Shropshire Council). I will then amend the draft document with track changes and produce an amended version at each stage. These will be circulated electronically – any paper copies are to be made by the Parish Council or individuals. Unfortunately I do not have the capacity to produce ‘glossy’ professionally prepared documents.

I have also produced the additional technical documentation required at the Regulation 15 stage including; the Consultation Statement (a description of the consultation undertaken and collation of responses) the Basic Conditions Statement (expressing how the Neighbourhood Plan meets the statutory basic conditions required) and the Habitats Regulation Assessment (how the Neighbourhood Plan meets the required legislation in terms of impact on the environment and habitats.)

I will produce basic word documents for each of these if required.( Lilleshall PC produced their own consultation report and engaged the services of an ex-TWC employee for the Habitats Regulation Assessment).

I charge an hourly rate of £25 per hour. My greater involvement with Edgmond PC Neighbourhood Plan meant my charges amounted to approximately £7000 whilst with Lilleshall PC this was approximately £5000.

*Andy Mortimer*  
*August 2018*

## Plan Preparation – outline of timetable

Stage	Outline	Time
Area designation	Simple administrative task for Shropshire Council to designate Parish as the area for the Plan and the PC as the 'qualifying body'	Preparation time and 6 week consultation by SC and formal approval
Prepare draft Plan	Evidence gathering Community engagement and publicity Analysis Writing draft Plan	Evidence gathering and community engagement can start immediately Analysis, discussion, drafting, circulation, liaison with SC etc 6 – 8 weeks
Regulation 14 Consultation	Statutory consultation stage Consult with local community, businesses, neighbouring councils, statutory bodies (EA, HE and NE) and other stakeholders.	Minimum 6 week consultation
Revise Plan	Consideration of responses and any new technical evidence. Revise and amend Plan as required.	Analysis, discussion, drafting, circulation, liaison with SC etc 6 – 8 weeks
Regulation 15	Formal submission to Shropshire Council	Includes Plan and additional documentation; 4-6 weeks
Shropshire Council consultation – regulation 16	SC assess whether the Plan meets the Basic Conditions and submit Plan for Examination	Further 6 week consultation. SC collate responses and appointment of independent examiner and arrangements for examination. Depending on complexity of Plan and responses –further 4-6 weeks
Examination	Consideration of Plan by independent examiner and production of report. Consideration of report by PC and SC. Production of revised Plan	Depending on complexity and issues raised 6-8 weeks
Referendum	Arranged and paid for by SC	Can take up to 12 weeks to arrange and undertake (early liaison advised)
Formal adoption by Shropshire Council	Formal report by SC officer to Shropshire Council meeting	6 weeks – drafting, publicity and formal notices. May not fit with Council meetings cycle (early liaison advised.)

In brief I'm a chartered town planner and member of the Royal Town Planning Institute i.e. MRTPI membership no. 42945.

I've 28 years of Planning experience in local authorities mostly on the planning policy side but including some research and information work, some development control and some

specialist minerals and waste experience. I have worked in Shropshire for most of this time and been part of and for the last 10 years led teams that have produced a number of strategic and local plans culminating in Shropshire Councils recently adopted Site Allocations Plan (SAMDev). I managed teams at Shropshire Council delivering Planning Policy, Housing Enabling/Affordable Housing, as well as the Natural and Historic Environment Teams. I developed Shropshire Councils approach to Neighbourhood Plans and worked closely with Much Wenlock Town Council to take their Neighbourhood Plan through from the initial vanguard status to adoption and implementation, latterly I assisted Shifnal Town Council to develop their NP and take it to referendum.

I took redundancy from Shropshire Council in September 2016 and have so far worked on a consultancy basis for Telford and Wrekin Council (Local Plan Inquiry), Shropshire Council (Site assessment), Edgmond Parish Council and Lilleshall Parish Council (both Neighbourhood Plan preparation).

For further information or reference regarding Neighbourhood Plan work please contact either Katrina Baker – Parish Clerk Edgmond PC - 07813 788094

Or:

Dave Shaw – Lilleshall PC Neighbourhood Plan – 07702 636518