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| STATUS REPORT |
| Neighbourhood Plan Task and Finish Group |
| **Project Start Date: August 2017** | **Project End Date: April 2019** |
| **Report Date: 26 February 2018****Report Period: 21 January 18 – 26 February 18****Project Stage: Community engagement, survey preparation, data gathering.** | **Overall Project RAG Status: Amber**(NB due to delays in development of survey questionnaire and also budget spending as a result)  |
| **Reason for RAG Status Change: No change** |
| **Work Group****Manager** | Cllr. Jon Bodenham | **Team Composition** | Kate Pearse, Roger Brown, David Webb, Pete Blackburn, Kit Smith, Paran ToddCllrs.Gwilym Butler, Geoff Hainsworth, Paul French, Neil Tysall, Matt Sheehan (Town Clerk) |  |  |
| Project Objectives: |
| * Develop a Neighbourhood Plan for Cleobury Mortimer Town Parish that fully engages with the community to find out what residents and businesses of the town want for the period to 2026 and is approved by referendum.
* Ensure the plan is “adopted” and “made” by Shropshire County Council Planning Department so that it is written into Planning Law.
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| Critical Success Factors: |
| SHORT TERM (3 months)* Engage with the public via School Parents Evenings, Local Joint Councils (LJC) drop in session and the Annual Town Meeting.
* Collaboration with Shropshire Planning Department and surrounding parishes (LJC) to ensure that the plan runs along side the Local Plan Review and meets rules of Neighbourhood Plan Development.
* Developing data gathering from National and County stats.
* Start quantitative opinion and data gathering via a Housing and General Needs Survey ready for distribution.

 LONG TERM (3-12 months)* Have analysed data and opinions of residents, businesses and surrounding councils using Cleobury Services in order to formulate a plan using verifiable data.
* Have a draft plan in place ready for consultation, structured to meet planning needs
* Consultation should provide amendments and a plan prepared for submission for examination by Shropshire planning and an independent assessor.
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| **Activities Completed in January/February*** Write up public meeting and communicate feedback via Clarion article – Editor provided
* Develop survey and agree with key stakeholders for widest possible distribution – Still under construction. Some very useful exemplars supplied by Consultant.
* Identify all data collection needs from public sources and specialist data we may need to collect EG Mobile phone coverage map, Broadband deficiency areas, traffic assessments, and environmental audits – In hand but not yet completed.
* Identify key planning points to be part of the plan with the help of the Planning Consultant. Decide what to include and how to represent those elements that are outside the scope of a Neighbourhood Plan – Identified by report from consultant following public meeting.
* Continue with business and community engagement activities – two further meetings covered.
* Plan presence at Annual Town Meeting and what the team need to achieve from this meeting. – Completed with good attendance (61) – Good team participation, Comprehensive report provided by the Consultant including a Vision, and SWOT analysis as well as relevant planning points to address.
* Update Shropshire Planning department and gain any feedback on progress of Local Plan and its implications for Cleobury and our Neighbourhood Plan. – Outstanding. Awaiting meeting date. Kit Smith and Paran Todd have volunteered to attend as well as Jon Bodenham for continuity.
* Update surrounding parishes via LJC (Local Joint Committee) – Drop in planned at Market Hall for next Farmers Market Day – Saturday 17th March.
* Develop first newsletter based on contacts to date including those registered at the Town Plan Meeting and those community Groups and Businesses whom we have already conducted fact find meetings with. – Draft developed, awaiting approval by team and loading of data to e-mail. A small print run will also be made for distribution at information points and events.

**Activities Planned for March*** Develop survey and agree with key stakeholders for widest possible distribution
* Complete and distribute first newsletter
* Push Shropshire Planning for update meeting
* Run stalls at 3 Parents evenings at Lacon Childe Secondary School
* Attend LJC drop in session at Market Hall 17th March
* Produce Pull up Banners for stalls/presentations
* Prepare approach to April 20th annual Town Meeting
* Meet Tenbury Transport trust re plans for Community Bus and Car service
* Gain proposed plans for Youth Hub to incorporate in questionnaire and potential plans
* Review relevant planning laws with the guidance of the consultant to identify where our plan can add to Local Requirements in a relevant way in line with the vision established at the Town Meeting.
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| Issue Log of new and emerging issues |
| **Issues** | **Description:** | **Impact:** | **Action:** |
| Existing issues |  |  |  |
| Capturing input from those without a vote but key stake in Cleobury and the use of its facilities. | Those under 18 are the future of Cleobury but will not get the vote. Businesses provide services and some pay taxes but do not get to vote.Those on Caravan and Static home sites are a significant body of people who use the services but many do not get a vote.Surrounding Parishes use the School, Medical Centre, shops and facilities but do not contribute financially or get a vote | Planning is based around Cleobury being a Key Market Town. It has to provide the services to sustain itself and be capable of serving the broader community who use it. To accept further growth it needs to both understand the impact of growth in surrounding parishes. | Ensure consultation with these groups. Consider a planned parallel vote for these communities. This will be non-binding but informative and recognise them as stakeholders. |
| New Issues |  |  |  |
| Grant Spending | Given delays to survey production we may need to return some grant money and re-apply as part of next year’s allocation.  | As the scheme has rolled over to next year. It should not have an impact on our getting all the money. Other Councils have been in the same position according to our consultant.If they refuse then we would need to either cut costs or apply to the Council for more money or seek other grant sources (Limited) | Try and progress survey work so production and distribution costs are in this Grant year. Mid month take stock and notify Grant Givers and plan application for early April for remaining grant. |
| Strategic Land Allocation map errors | We have identified one definite error in the map issues as part of local plan. Clavers land is incorrectly drawn showing some land not offered for development as well as not showing land that was offered. Catholic Church land showing as Extant permission ie granted for development. – This is disputed by one of the Churches team. | Without amendment we could be using an incorrect map in our assumptions and survey which would damage credibility of the process. | Approaching Senior Planner to point out and obtain a corrected or at least clarified map for our use. |
| Decide whether we need a Design Statement as part of our plan | A Design Statement is a specific document that is attached to the plan with a very detailed statement on design characteristics, materials and provisions to be made when considering housing developments | The team need to assess whether this is worth the effort and cost involved or whether the revised local plan and accompanying design standards of the County and National Level are sufficient. | Study pro’s and Cons and make a decision on inclusion or exclusion. |