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| STATUS REPORT |
| Neighbourhood Plan Task and Finish Group |
| **Project Start Date: August 2017** | **Project End Date: April 2019** |
| **Report Date: 4 September 2017****Report Period: 1st – 31st August 2017****Project Stage: Project Set Up, Schedule, Plan Development and Community Engagement** | **Overall Project RAG Status: Green**  |
| **Reason for RAG Status Change:**  |
| **Work Group****Manager** | Cllr. Jon Bodenham | **Team Composition** | Kate Pearse, Roger Brown, Cllrs. Toby Kirkby,Gwylm Butler, Geoff Hainsworth, Paul French |  |  |
| 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)* A fully functioning working group with a cross section of skills drawn from residents, business people and councillors.
* Have a working schedule, plan, schedule and budget
* Have a full community and business engagement plan underway.

LONG TERM (3-12 months)* Collaboration with Shropshire Planning Department and surrounding parishes to ensure that the plan runs along side the Local Plan Review and meets rules of Neighbourhood Plan Development.
* Have engaged with a diverse range of residents and businesses both qualitative and quantitative by survey as evidence of the needs of Cleobury.
* Have an outline plan in place ready for consultation.
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| Progress This Period: |
| **Activities Completed in August*** Held first working group meeting with 2 volunteers and 3 Councillors present.
* Established a process for engaging with the community and businesses to gain an understanding of needs and issues. Used the Community Group Mind Map to establish lead contacts and which members were going to arrange engagement.
* Developed a draft engagement presentation for community groups.
* Agreed a general approach to scheduling the plan based on Community Led Planning Guidance.
* Reviewed the learning from other Neighbourhood Plans (5 groups). Spoke to 2 Groups and met with Bellbroughton and Fairfield whose Clerk lives in Cleobury.
* Official consultation on the plan with the community published on Council Website.

**Activities Planned for September*** Agree who will lead each area of the plan and who will support; Housing Needs and design principals; Jobs, training, economic development and education; Transport and Traffic; Protecing the environment; Infrastructure; Health and Wellbeing; Communications; Plan and Project Management.
* Agree Terms of Reference for the group and how we will operate.
* Test out the draft engagement presentation to community groups, businesses and individuals.
* Agree plan of engagement and responsibilities
* Develop a draft schedule by plan area
* Agree a draft budget
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| Issue Log of new and emerging issues |
|  | **Description:** | **Impact:** | **Action:** |
| New issues |  |  |  |
| One key Volunteer withdrew at last minute | Volunteer with most planning skills felt they could not commit so withdrew. | Only 2 volunteers and need 1-2 more and some planning or other specialist skills. | JB to identify replacement ideally before next meeting. |