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| STATUS REPORT | | | | | | |
| Neighbourhood Plan Task and Finish Group | | | | | | |
| **Project Start Date: August 2017** | | | | **Project End Date: April 2019** | | |
| **Report Date: 23rd September**  **Report Period: 31st August – 23rd September**  **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. | | | | | | |
| 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 September**   * Held second working group meeting with 2 volunteers and 2 Councillors present. * Expanded on the engagement presentation for community groups. * Agreed who will lead each area of the plan and who will support. Short of a leader for Traffic and Transport. Short of expertise in Housing and Planning. * Have completed draft summary schedule. * Briefed LJC and booked in for public meeting on March 7th.   **Activities Planned for September / October**   * Official consultation on the plan with the community due to end 30th Sept. * Agree Terms of Reference for the group and how we will operate. * Continue to test the draft engagement presentation to community groups, businesses and individuals. Book up community group presentations up and till Christmas. * Exchange scope by work group to look at overlaps and gaps * Develop a draft schedule by work group * Agree a draft budget * Submit grant application for up to £9k to My Community * Commence work on Housing Needs survey |

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| Issue Log of new and emerging issues | | | |
|  | **Description:** | **Impact:** | **Action:** |
| Existing 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.  1 New volunteer found – joins October meeting. Still need Housing / Planning Skills |
| New Issues |  |  |  |
| Sustaining Communications | The gap between us completing the plan and the referendum could be 6-8 months. Need to maintain interest and communication during that period needs addressing | Could cause frustration or depress turnout at referendum | Keep gap as short as possible. Produce communication plan to bridge gap. |