

DRAFT (until approved at next meeting)
Bridgnorth Town Plan Steering Group
Minutes of Meeting – 6th August 2019

Held in the Annexe, College House, Bridgnorth at 6pm.

- Present:** Henry Carver
Clive Dyson – Councillor, Bridgnorth Town Council (BTC)
Rob Law – Councillor, Quatt Malvern Parish Council
Mike Golding
Jason McCoomb
- Apologies:** Elaine Aldridge – Chairman, Worfield Parish Council
Rob Andrews
David Cooper – Councillor, BTC
- Not present:** Susan Howle – Vice Chairman, Tasley Parish Council
Steve Robbins – Chairman, Bridgnorth Chamber of Commerce,
Karen Sawbridge – Chairman, Bridgnorth Rugby Club

1 Minutes of and actions from the previous meeting

The minutes of the first meeting, held on 28th June 2019, were approved.

- Action 19/6-1:** Julia Buckley to provide a list of sources of grant funding. **Ongoing, long term.**
- Action 19/6-2:** Clive Dyson to produce draft Terms of Reference. **Complete.**
- Action 19/6-3:** Clive Dyson to contact the heads of Oldbury Wells School and Bridgnorth Endowed School and discuss how to progress consideration of education, on a broad basis. **Progressed through the Education and Skills group.**
- Action 19/6-4:** Clive Dyson to convert the list of issues into a draft diagram, attempting to show the relationships between issues and themes. **Complete, see web site.**
- Action 19/6-5:** Clive Dyson to continue contact with the Bridgnorth Journal for an article to be published. **Complete, article published.**
- Action 19/6-6:** All members to progress the other three approaches to attracting participants. **A number of volunteers attracted.**
- Action 19/6-7:** Clive Dyson to investigate whether the domain used for the current Town Plan is available to us. **In contact with Mike Proudman on this.**

2 Matters arising

Rob Andrews and Elaine Aldridge have had to submit their resignations from the Steering Group. Two Worfield residents attended the meeting and were willing to represent local residents.

Rob Law attended as a representative of Quatt Malvern Parish Council.

Jason McCoomb attended as a representative of local retailers and hospitality businesses. Potential working group members have been proposed by the retailers' group from Love Bridgnorth.

The draft Terms of Reference, circulated with the previous minutes, were approved. Appended below.

3 Election of Chairman

Clive Dyson had been nominated by Bridgnorth Town Council as a potential chairman. Proposed by Henry Carver and seconded by Mike Goulding. Elected unanimously.

4 Participation of parish councils

Members were keen that all affected parish councils should be involved. There was agreement that the Town Plan should reflect the needs of residents and businesses across the settlement.

Action 19/8-1: Henry Carver to discuss representation with Worfield and Rudge Parish Council.

It was agreed that minutes and other information be circulated to all local parish councils to keep them informed of progress.

5 Progress on working groups

The 'Growth and Demographics', 'Economy and Business' and 'Education and Skills' working groups have held their first meetings. Actions are in place to progress initial documents for the first two and involve more people in all three.

We discussed using scenario modelling as one approach to understanding different levels of business and housing growth.

Action 19/8-2: Henry Carver agreed to summarise his thoughts related to the economic strategy for Bridgnorth ready for the next Economy and Business working group meeting.

Sports clubs in the town are already meeting to discuss potential collaboration. They have been asked to consider developing proposals for the 'Sports and Leisure' section of the Town Plan, as part of their activity.

The first meeting of the 'Transport and Travel' working group is being arranged.

Issues relevant to the working groups were discussed and will be picked up in the working groups.

The September milestone for a draft consultation document was recognised to be a 'stretch target'. It may have to slip to the end of October.

6 Support and participation

Clive requested that each Steering Group member should consider mentoring and facilitating one of the working groups. This does not imply chairing the group, but providing assistance and guidance. We have a Steering Group member of all of the working groups that have met so far.

We discussed the web site and social media. We agreed that we would build a small group of participants able to support social media. Jason McCoomb offered to try to find individuals who could contribute.

Sally Themans has placed a link to our web site on the Love Bridgnorth Facebook page.

7 Funding of possible costs

Costs were estimated to be around £200 to £300 per year. We will discuss possible funding with the Town Council, Parish Councils and participating bodies.

8 Date of next meetings

Meetings are likely to be held at College House, either in the Mayor's Parlour or in the Annexe. We agreed to delay the start of meetings to 6.30pm.

Provisional dates for future meetings are:

- Tuesday 27th August
- Tuesday 24th September
- Tuesday 29th October
- Tuesday 26th November

Could members please let Clive know if you can attend on these dates. Remember that you can nominate a delegate to attend on your behalf.

Town Plan Steering Group – Terms of Reference

The Steering Group will comprise 8 to 10 members, who should be reasonably representative of residents and interests across the wider Bridgnorth settlement (Bridgnorth Town and adjacent parishes).

The Steering Group shall undertake the following:

- Manage the development of a revised Town Plan, which should provide a vision for the future of the town, including options for growth, aiming for the following tentative schedule:
 - September 2019: Draft of an initial, short consultation document, covering major issues.
 - November 2019: First consultation complete.
 - December 2019: Revision to the consultation to document (not a finalised Town Plan). This date chosen to be ready for the stage 4 consultation on the Local Plan Review, which may be delayed.
 - During 2020: Production of a final draft of the Town Plan, for approval by participating bodies and, if agreed, subsequent submission for acceptance as supplementary planning guidance.
- Involve and consult with residents, businesses (including retail), service providers (including education, medical, transport, highways, etc), and customers (including tourists).
- Take into account the relationship between the Town Plan and Shropshire Council's Local Plan.
- Consider potential sources of funding for major infrastructure and improvements, supporting Shropshire Council's lead role.
- Report on progress to parish councils and participating organisations, which may wish to ratify the final Town Plan