

## **Broseley Neighbourhood Plan**

### **Notes of Steering Group Meeting 15th January 2018**

Present : Phil Revell (Chairman); Councillors Burton, Goodall, Harris, Maltby and West; Kerry Rogers.

In attendance: Sharon Clayton.

1. The notes of the last meeting were accepted.
2. Matters arising:  
Simon Harris is still talking to potential local business leaders about reviving the Local Business Forum.
3. Steering Group Terms of Reference:  
The draft Terms of Reference were accepted. Ian West will ensure that a resolution to approve these (subject to any amendments needed to satisfy the requirements for financial governance) is placed on the agenda of the next Town Council meeting. The Terms of Reference will also need to be approved by Barrow Parish Council.
4. Finance:  
Broseley TC has agreed that expenditure up to the budget figure of £1,000 can be spent on the forthcoming public meeting, subject to approval by a majority of the Town Councillors on the Steering Group. Investigations into the requirements for long-term financial governance are continuing. The process for registering an interest in the present grant scheme requires, amongst other things, a complete project plan which has yet to be finalised. (Details of the new grant scheme should be available in February.) Barrow PC is aware that they may need to make a proportionate financial contribution to costs not covered by grant funding.
5. Consultation with Barrow PC:  
Barrow PC was unable to formally agree their participation and acceptance of the proposed Plan area at their meeting last week due to low attendance, but are hoping to meet soon to resolve this. In the meantime, they continue to support these proposals and Nick Downes is willing to be Barrow's representative on the Steering Group. It will not be possible to submit a request to Shropshire Council to designate the Neighbourhood Plan Area until we have Barrow's formal agreement.
6. Public meeting 26th January:  
Phil Revell circulated a draft letter of invitation to be delivered to every household within the proposed Plan area. This will be amended to include:
  - mention of services, infrastructure, the environment and heritage as part of the scope of the Plan
  - announcement of a competition to design a logo.A revised draft will be circulated on Tuesday 16/1 with any comments required by the end of that day. Ian will talk to the Town Clerk about options for printing (3,000 copies) and distributing the letter.

For the meeting we will need:

- A large map of the present Town Plan area.
- Two copies of a large map showing the proposed Plan area. Phil will send details of the proposed Plan area to Kerry Rogers so she can investigate whether Shropshire Council can produce these for us.
- Flip chart sheets for each of the main topics (7?) to be covered by the plan, plus pads of Post-It notes. Simon and Mick Burton will organise some stands for these sheets.
- Name badges – Sharon Clayton can produce these.
- Posters for the 'A-board' to stand outside the hall.
- A briefing note for Steering Group members, to ensure we give a consistent message to the public. Phil will produce this.
- 'Sign-up' sheets for people to register their interest in helping with the Plan.
- Entry forms for the competition to design a logo.  
(We need to be mindful of Data Protection requirements when collecting personal data from the public.)

Phil will issue a press release to the local newspapers. Simon will arrange social media publicity.

The hall will be available for setting up from 6pm.

7. Next meeting:

Monday 5th February, 7pm in the Library. Ian will be away so Gavin Goodall agreed to stand in as Secretary.

Ian West  
16/01/2018