

# Bridgnorth Town Plan Steering Group

## Minutes of Meeting – 28<sup>th</sup> June 2019

Held at College House, Bridgnorth at 3pm.

**Present:** Elaine Aldridge – Chairman, Worfield Parish Council,  
Julia Buckley – Councillor, BTC [delegate for David Cooper]  
Henry Carver  
Clive Dyson – Councillor, Bridgnorth Town Council (BTC)  
Mike Golding

**Apologies:** Rob Andrews  
David Cooper – Councillor, BTC  
Susan Howle – Vice Chairman, Tasley Parish Council  
Steve Robbins – Chairman, Bridgnorth Chamber of Commerce,  
Karen Sawbridge – Chairman, Bridgnorth Rugby Club

### 1 Minutes of the exploratory meeting

The minutes of the town meeting held on 30<sup>th</sup> May 2019 were approved.

All actions have been completed, except for arranging press coverage, which is being progressed.

### 2 Introduction

The Steering Group has been established as an independent group, supported by a number of parish councils and local bodies and organisations. Members are also local residents.

The objectives of this first meeting were to consider Terms of Reference for the group and consider how to organise the development of a revised 'Town Plan'.

### 3 Membership

Membership of the steering group is covered above.

We agreed that members can nominated a delegate to attend on their behalf.

Julia Buckley attended this meeting as a delegate for David Cooper.

### 4 Terms of reference

- We agreed that the Town Plan should provide a vision of options for the settlement, over periods to 2036, 2046 and 2056.
- We agreed that the work should cover Bridgnorth Town and adjacent parishes and discussed the title of the resultant document<sup>1</sup>. [Town Plan used below, for now.]
- We discussed who to involve and how to involve them, including younger people, tourists, visitors and businesses (including retailers).
- We agreed that the Town Plan should be developed with an eye to the Local Plan, with a final version to be produced after the Local Plan Review is complete. We should aim for this revision to be compatible with the Local Plan so that it can be accepted as supplementary planning guidance.

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<sup>1</sup> 'Town and Immediate Area Plan', 'Settlement Plan', 'Area Plan' and 'District Plan' were suggested.

- We agreed **not** to produce a Neighbourhood Plan, but to retain the ability to upgrade the Town Plan to a Neighbourhood Plan if subsequently agreed.
- We agreed to add dates to aim for to the Terms of Reference: first draft by end September; first consultation by end November; final draft by end December (in time for the stage 4 consultation of the Local Plan Review).
- We agreed to investigate major sources of funding. We expect Shropshire Council to take a leading role in this.

**Action 19/6-1:** Julia Buckley to provide a list of sources of grant funding.

**Action 19/6-2:** Clive Dyson to produce draft Terms of Reference (appended below), based on the discussion, for consideration by members. Once agreed (by email) the draft will be submitted to parish councils and participating organisations for approval.

*Could members please comment and respond by 6<sup>th</sup> July, so that a final draft can be produced for approval.*

**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.

## 5 Key issues facing Bridgnorth

We discussed a tentative list of potential issues facing the Bridgnorth settlement (see the presentation circulated prior to the meeting).

It was agreed that the demographics of the area are important. Julia provided some data and will forward it to Clive for circulation with these minutes.

We discussed how work on the separate could be linked so that it addressed wider themes and interrelationships.

**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. Additional issues raised to be added. This will probably become a working document.

## 6 Next steps

We agreed to set up a number of working groups, each consisting of about 3 to 5 individuals, tasked with producing a short, initial draft document (about 3 sides of A4) covering issues on a specific topic and, when appropriate, a list of possible solutions. We are aiming for these initial drafts go through a number of iterations and to be completed by the end of September.

The groups may probably need mentoring / facilitating and steering group members will need to consider how to provide such support.

We need to attract people to participate in the working groups. We agreed to do this through:

- Recommendation by members and supporting organisations.
- Via the press.
- Social media.
- Schools and other organisations.

**Action 19/6-5:** Clive Dyson to continue contact with the Bridgnorth Journal for an article to be published.

**Action 19/6-6:** All members to progress the other three approaches to attracting participants.

Options for subsequent consultation include: public meetings; feedback via social media; and surveys (both on line and paper).

## **7 Administrative issues arising**

**GDPR:** Email addresses of participants will be kept confidential. Blind copy circulation will be used.

Attendees agreed that email addresses of members of the Steering Group should be visible to (and only to) other members of the Steering Group. Could other members please confirm to Clive that they are happy with this.

**Costs:** We do not anticipate significant costs. Meeting space is offered by Bridgnorth Town Council.

**IT:** We will need a web site and an approach to social media.

**Action 19/6-7:** Clive Dyson to investigate whether the domain used for the current Town Plan is available to us.

## **8 Date of next meetings**

We provisionally agreed to meet monthly, around the end/start of each month, on Tuesday evenings at 6pm. Meetings are likely to be held at College House, either in the Mayor's Parlour or in the annexe.

Provisional dates for meetings are:

- Tuesday 6<sup>th</sup> August
- Tuesday 27<sup>th</sup> August
- Tuesday 24<sup>th</sup> September
- Tuesday 29<sup>th</sup> October
- Tuesday 26<sup>th</sup> November

Please let Clive know if you can attend on most of these dates. Remember that you can nominate a delegate to attend on your behalf.

## **DRAFT: 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.
- To consider potential sources of funding for major infrastructure and improvements, supporting Shropshire Council's lead role.
- To report on progress to parish councils and participating organisations, which may wish to ratify the final Town Plan