

**Oaklands School Site and The Glebelands Steering Group  
25<sup>th</sup> June 2015**

		Actions
<b>1</b>	<p><b>Present:</b></p> <p>Chris Edwards, Chair, Shropshire Council (CE)            Cllr Ted Clarke, Shropshire Council and Parish Council (TC)            Lucy Roberts, Community Action Officer, Shropshire Council (LR)            Jane Kenyon, Asset Management Officer, Shropshire Council (JK)            Michael Watney, Balfours (MW)            Rawden Parslow, Library Manager, Shropshire Council (RP)            Emma Kay, Bayston Hill Parish Council (EK)            Fiona Craig, York House (FC)            Helen Lambert, Learning and Skills, Shropshire Council (HL)            Jack Parry, Christ Church (JP)            Joanne Hughes, note taker, Shropshire Council (JH)</p> <p>Apologies: Andy Goldsmith, , James Drew, Tim Lomax, Mark Salt, Cllr Mal Price</p>	
<b>2.</b>	<p><b>Actions from 21<sup>st</sup> May meeting</b></p> <p>Regarding the layout discussed showing the development with houses built on the York House area, CE had sent an electronic version to James Drew and received further questions which mainly refer to boundary and access rights. CE suggested JD raise these with the Diocese as the landowner.</p>	
<b>3.</b>	<p><b>Indicative site layout</b></p> <p>No further update, option agreed at 21<sup>st</sup> May meeting</p>	
<b>4.</b>	<p><b>Land ownership, site values/financials</b></p> <p>CE reminded the group that Community Infrastructure Levy (CIL) money will be payable for the open market housing on the site to support infrastructure around the development. DF will find out who the CIL officer is for Bayston Hill.</p> <p>CE stressed the importance therefore that the local Place Plan which is written and reviewed by the Parish Council, has Bayston Hill's priorities ranked accordingly. The rankings are 'critical, priority and key'.</p> <p>Discussions followed about local priorities and the need to provide evidence to Cabinet for a final decision on spend.</p>	DF

	DF had requested indicative costings from the Scouts and Guides Association for a proposed new build on another site, but no reply yet so will send reminder.	DF
5.	<b>York House proposal update</b>	
	As discussed at 21 <sup>st</sup> May meeting, the financial profit of including the York House land for housing would not generate enough money to enable a new purpose-built facility, therefore York House will remain in situ and this will be reflected in the outline planning application when submitted.	
6.	<b>Planning brief update</b>	
	<p>JK finalising the brief and will circulate the summary for comment. She will also instruct Jeremy Ward to begin work on the design and access statement and prepare 2 outline planning applications for the site from both landowners.</p> <p>Discussions followed around the requirement for 2 planning permissions with an overarching master plan to bring the site together.</p> <p><b>Following the meeting, JK and CE discussed this with planning colleagues and it was agreed that 2 separate planning applications were required to protect each landowners' interests; this is normal practice.</b></p>	JK
7.	<b>Community update</b>	
	<p>DF and LR have produced a community hub requirements document which summarises the aspirations of the community, parish council and library for the hub building, which will also be useful to inform a capital appraisal. A ballpark figure for this new build is between £460K to £500K, excluding car park and access road. DF to check if this includes fees.</p> <p>At a previous meeting, it was suggested that the entrance to the hub faced the development and not the road, but on reflection it would be more natural to have the entrance and access on the road side by parking area, but also a rear access entrance would be beneficial. DF will send these suggestions to Jeremy Ward, Architect to do an interior design.</p> <p>There was a general discussion on the financing of the Community Hub and it was agreed that an initial Capital Bid Appraisal Form would need to be started and brought back to a future meeting of the Steering Group. DF to draft.</p> <p>LR has received a request from a resident to view the notes from this Steering Group. This was agreed by all as perfectly reasonable as long as no commercially sensitive information is contained. LR/DF to check, clear with the Chair and publish on the Parish Council website in due course.</p>	<p>DF</p> <p>DF</p> <p>DF</p> <p>LR/DF</p>

	<p>The future running of the library and maintenance of the play area will be discussed with the community in due course as SC moves towards becoming a commissioning authority and not the direct provider of services. The Diocese currently lease the land to the Parish Council for recreational use, but this lease will need to be relinquished. The Diocese will retain the car park but formally offer a long lease for car park access rights to the Parish Council; this does not need to happen yet.</p> <p>EK will get the matter of the lease surrender on to the next full Parish Council meeting to get this formally recorded for future reference.</p>	EK
8.	<b>Library update</b>	
	Nothing to update, service continues in existing building. New build Library aspirations included in community building summary, provided by DF/LR.	
	<b>Any other business</b>	
	<p><i>Actions confirmed:</i></p> <p>DF to find out CIL officers name  DF to remind AG to provide costings for Scout and Guide hut rebuild  JK to circulate the planning brief summary for comments and work on 2 outline planning applications  DF to check fees and instruct JW re interior hub design  LR/DF to check notes and publish on PC website  EK to agenda lease at full parish council meeting  DF to draft Capital Appraisal bid for hub  JH to book further monthly meetings from September 2015 – see below</p>	
	<b>Date of next meetings</b>	
	<p><i>All at Shirehall:</i></p> <p>17 July at 11.30am - Oswestry Room  9 September at 11am – Exec Dining Room 1  7 October at 11am – Exec DR1  12 November at 10am – Oswestry Room  10 December at 10am – Exec DR1  12 January 2016 at 1.30pm – Wenlock Room  10 February at 10am – Exec DR1  10 March at 10am – Wilfred Owen Room</p>	