

SHIPLEY NEIGHBOURHOOD PLAN
Steering Group Meeting
Monday 2nd October at 7:30pm, Coolham Village Hall
Minutes

1. Those Present and Apologies

Nicky Wiltshire (Chair - NW) Mark Beckett (MB)
Charles Coombe-Tennant (CT) Gill Hood (GH) Nigel King-Tours (NKT)
Jo Nunn (JN) Lee Lovett (LL)
Stephen Roggendorff (SR) Ginny de Zoete (GdZ)
Paul Richards (Secretary - PR)

Apologies – Thomas Hayes, Gordon Lindsay.

2. **Members of the Public** – No members of the public were present.
3. **The minutes of the last meeting** of the 7th September 2017 were read and approved by the Steering Group.
4. **Review of outstanding actions**
- 2 – PR reported that the contract with Troy has not been signed. **ACTION** – PR to advise SPC to review. LL had seen scope – will check and resend;
 - 5 – NW advised that NJ will provide update;
 - 6 – NW will provide guidance on community workshop at item 6
 - 6 - PR has requested available dates from the village halls for the community workshop;
 - 6 – to be discussed at item 5; and
 - 8 – NW advised that the project plan has been updated and will be circulated.

1934 – CCT entered the room

5. **Vision and Objectives** – NW circulated a draft document which incorporated comments from the Steering Group. The list was reviewed and it was agreed to remove references to the Shipley Windmill as this was in private ownership. LL congratulated NW on the thoroughness and detail within the draft document. **ACTION** – NW to update draft with the suggested changes and circulate.
6. **Community Engagement Events** – NW had reviewed a number of sources to seek guidance on how and when community events should be planned. There was not much information on HDC, DCLG or other web sites on guidance. Other Parish Council plans were examined which outlined their process. Most did schedule a community workshop early in the process but there were no formal rules.

NW stressed the need to evidence that the community has had time to review and engage. This is vital to present as evidence to the examiner. Suggested

content for the community event included survey results & feedback, comments from the community, draft visions and objectives, project timeline and an invitation for parishioners to join the Steering Group.

The next step will be to schedule a community engagement event in November. Tasks include:-

- Book halls;
- Invites or leaflet to be sent out to the parishioners (possibly posted post given dark nights) - NKT suggested asking Sarah Bulmer to assist draft the invite;
- Posters – design needed with key messages;
- Others to attend as well (Parish Councillors etc.);
- Refreshments – budget needed for provision; and
- Children’s area;

ACTION – NW to circulate action list to the Steering Group.

ACTION – NW to ask Sarah for assistance on print and design.

ACTION - LL to ask the Parish Council for budget approval to print and post the required invites.

ACTION – PR to advertise event on the community Facebook page and Parish Council website.

7. **Review of Project Plan and Troy Schedule of Work** – no further update from last meeting
8. **Character and Local Green Space assessments**- NK suggested an approach adopted by other ‘made’ plans and that the Steering Group work on the existing list of sites. NW will review previous papers to create an updated list of local green spaces but this will need to be evidence based.
9. **Local Housing Need – to consider recent White Paper and the potential impact on the plan**– NW circulated the White Paper information. PR gave an update from Norman Kwan at HDC. Their position will probably include that Shipley remain an unclassified settlement and therefore no formal request for additional housing will be made. NW will see the HDC CEO and will ask for update.
10. **Review of Budget** – no update.
11. **AOB**– NW suggested that at the next meeting, the Steering Group appoint a Deputy Chair.
12. **Next meeting** – provisionally agreed to be on Monday 6th November 2017 at a location to be advised.

Meeting closed at 8:15 pm