

SHIPLEY NEIGHBOURHOOD PLAN
Steering Group Meeting
Monday 18th December 2017 at 7:30pm, Coolham Village Hall

MINUTES

1. Those Present and Apologies

Nicky Wiltshire (Chair - NW)	Paul Richards (Secretary - PR)
Gill Hood (GH)	Amanda Jupp (AJ) Nigel Jupp (NJ)
Nigel King-Tours (NKT)	Lee Lovett (LL) Jo Nunn (JN)
Stephen Roggendorff (SR)	Ginny de Zoete (GdZ)

Apologies – Mark Beckett, Charles Coombe-Tennant, 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 6th November 2017 were read and approved by the Steering Group.
4. **Review of outstanding actions**
- a) Troy Contract – with SPC Chairman to sign.
 - b) Southwater boundary issues – NJ reported that Southwater may try to subsume the 193 new houses to the North East of the parish boundary into their Parish. AJ suggested that Southwater would need to apply to the Boundary Commission for this to happen.
 - c) Character & Local green space assessment – PR awaiting access to archive.
 - d) White Paper on local housing needs – NW reported that the HDC response has now been submitted.
5. **Community Engagement Events** – NW reported that the two events were better attended than expected. The main discussion points from parishioners included traffic management, and poor broadband speed. The Group thanked GH for the excellent display boards.
6. **Policies for inclusion in the Plan** – NW advised that the next step was to engage with Troy Planning to draft the Plan. Her recent research found that the most common causes of rejected Plans were due to poorly written policies and the lack of a suitable evidence base. To that end, NW suggested that Troy Planning assist in this area as funds are available to help with this work. The Group **AGREED** to obtain a draft Plan template from Troy and use more recently made local Plans to assist with the Shipley first draft. NW and PR will contact Troy Planning to agree next steps.
7. **Review of Project Plan and Troy Schedule of Work** – NW advised that the Project Plan shows an end date of December 2018. NW and PR will review the schedule of work with Troy Planning.

NJ reported that HDS's most recent assessment of housing numbers was 654 households in Shipley Parish as of November 2017.

8. **Review of Budget** – PR advised that costs are within approved budget limits. Locality Grant 2 funds would take the Shipley Plan up to draft stage. A further grant may be required in March 2018 to include the Schedule 14 and referendum activities.
9. **AOB** – NW advised that a representative from the Knepp Estate had written to her advising that their private broadband network could be offered to the parish should suitable funds be found. NW suggested that whereas broadband is an obvious key issue for the community, the Neighbourhood Plan may not be able to address this specifically. NW will write back to Knepp accordingly.

PR advised that Mr Cowley presented to the Parish Council draft plans relating to the former Arun Feeds land in Sincox Lane.

GdZ thanked Sarah Bulmer for designing the flyers for the two community events.

10. **Next meeting** – provisionally agreed to be on 18th January 2018 at a location to be advised.

Meeting closed at 8:11 pm.