

SHIPLEY NEIGHBOURHOOD PLAN
Steering Group Meeting
Monday 18th January 2018 at 7:30pm, Andrew Hall, Shipley

MINUTES

1. Those Present and Apologies

Nicky Wiltshire (Chair - NW)	Paul Richards (Secretary - PR)
Ginny de Zoete (GdZ)	Nigel King-Tours (NKT)
Nigel Jupp (NJ)	Stephen Roggendorff (SR)
Charles Coombe-Tennant (CCT)	
Amanda Jupp (AJ)	Lee Lovett (LL)

Apologies – Mark Beckett, Jill Hood, Thomas Hayes, Jo Nunn

2. **Members of the Public** – No members of the public were present.
3. **The minutes of the last meeting** of the 18th December 2017 were read and approved by the Steering Group. However CCT noted that he was present.

19:37 – LL entered the room

4. Review of outstanding actions

- a) Troy Contract – with the SPC Chairman to sign but SPC did not meet on 15/1/2018. Troy remain happy to work with SPC but the terms need to be signed.
- b) Southwater boundary issues – NJ advised that 564 is the new housing number (was reported as 654 at the last meeting).
- c) Character & Local green space assessment – PR has now accessed the Parish archive. The only registered land noted is at Coolham playing fields and Church Close/Red Lane Shipley.
 - GdeZ suggested that the orchard at Shipley should be considered as it provides access for the community events including the field where cars are parked.
 - AJ suggested that the field opposite windmill which is owned by Knepp who allow parking.
 - NKT car park by vicarage could also be included.

5. **Next Steps – to include polices and drafting the Plan** – NW referred to the phone call and subsequent email from Troy Planning regarding next steps. NW confirmed that Troy will undertake policy design.

Troy suggested that the SPC decision regarding Call for Site needs to be screened by HDC. PR has spoken to Norman Kwan at HDC and has formally written to request they screen the proposal.

Troy will look at the draft Vision & Objectives and will feedback their findings in mid-February. The aim is to produce a draft plan late February/early March.

They will cross reference with the policies in the HDC Planning Framework and will report back if they need more information or evidence for policies. They will advance invoice to ensure the grant is not lost.

6. **Review of Project Plan and Troy Schedule of Work** – NW will update the project plan now that SEA/CFS decision has been made. The Schedule has been reviewed and will be updated to include any community events once the draft plan is ready.
7. **Review of Budget** – PR advised that costs are within approved budget limits and that SPC had made provision of £1,000 in the 2018/19 precept for the NHP.
8. **AOB** – None
9. **Next meeting** – provisionally agreed to be on 15th Feb 2018 at a location to be advised. To review headline policies

Meeting closed at 20:05 pm.