

SHIPLEY NEIGHBOURHOOD PLAN
Steering Group Meeting
Wednesday 23rd May 2018 at 7:30pm, Andrew Hall, Shipley

MINUTES

1. Those Present and Apologies

Nicky Wiltshire (Chair - NW)	Paul Richards (Secretary – PR)
Lee Lovett (LL)	Stephen Roggendorff (SR)
Marilyn Osbourne (MO)	Charlie Eustace (CE)
Charles Coombe-Tennant (CCT)	Nigel King-Tours (NKT)
Jo Nunn (JN)	

Apologies – Mark Beckett, Gill Hood, Gordon Lindsay, Ginny de Zoete.

2. **Members of the Public** – no members of the public were present.
3. **The minutes of the last meeting** of the 23rd April 2018 were read and approved.
4. **Review of outstanding actions**
- **Meeting with HDC** – tentatively arranged for 30th May 2018 with NW and PR;
 - **Design Statement** – now uploaded onto the website and sent to HDC;
 - **Green Spaces** – on agenda;
 - **Bus service** – consultation document circulated by HDC. For the Parish Council to respond;
 - **Foreword to Plan** – NW thanked Members of the Steering Group (SG) for their comments and these have been sent to Troy Planning for inclusion;
 - **Iconic Buildings** – list sent to Troy Planning;
 - **Local Plan Review** – on agenda. NW advised that the Shipley Parish Council (SPC) had requested that the SG respond on behalf of the Council and that she had sent a response to HDC;
 - **Project Plan** – circulated; and
 - **NPPF** – NJ to get more information.
5. **Update on the draft Plan from Troy Planning** – NW advised that Troy Planning are awaiting information from the SG relating to local green spaces. The rest of the Plan has been reviewed and now includes the secondary settlement amendments. Also to be included are the list of definitions. NW confirmed that the Plan review would be every five years and not two as indicated previously.
6. **Local Green Spaces** – NW advised that this matter was debated at length at the SPC meeting on 17th May 2018. Objections had been received by a local landowner regarding the process. NW reported that she had discussed the matter with the land owner’s representative and explained the draft and preliminary process in detail.

NW updated the SG with her findings from a review of other parish Local Green Space submissions. It is clear from the information received that there must be a high level of evidence to support the inclusion of any suggested sites. PR reminded the SG that many of the site suggestions had come from parishioners via the recent Community Survey.

NW suggested that the SG review progress to date and pause to ensure all landowners are contacted with regard to the planned process. It was **AGREED** that the SG:-

- Rework the proposed process;
- Identify relevant local landowners and that GL contact them informally to discuss any potential issues;
- Send a letter to those relevant local landowners confirming the SG's approach; and
- Review each proposed site to ensure sufficient evidence can be obtained to support their inclusion.

ACTION - LL agreed to assist with these actions whilst NW was away.

7. **HDC Health Check** – NW reported that HDC had offered a free health check on the status of the SG's finalised draft plan. HDC would review the draft plan before formal consultation but it could, however, take up to six weeks for them to complete the review. SG Members **AGREED** that it was worth the extra time to ensure the draft plan was ready for formal submission. **ACTION** – NW to discuss with HDC at the planned meeting.
8. **Review of Project Plan and Troy Schedule of Work** – NW advised that the project plan needs to be updated before the next SG meeting and that the project was on course for a completion by the end of 2018.
9. **Review of Budget** – PR provided an update on the recent Locality Grant and Parish Council precept amounts.
10. **AOB** – CE asked if there was any downside to any potential delays in completing the Neighbourhood Plan. NW advised that HDC are reviewing their Planning Framework and that it would be prudent to complete the Shipley plan prior to any possible changes to HDC's new Framework.
11. **Next meeting** – **ACTION** – PR to arrange for the end of June 2018

Meeting closed at 20.32.