

SHIPLEY NEIGHBOURHOOD PLAN
Steering Group Meeting
Monday 5th March 2018 at 7:30pm, Coolham Village Hall

MINUTES

NOTE – Minutes amended at the meeting on 25th March 2018 as highlighted in yellow

1. Those Present and Apologies

Nicky Wiltshire (Chair - NW)	Paul Richards (Secretary - PR)
Nigel Jupp (NJ)	Amanda Jupp (AJ)
Stephen Roggendorff (SR)	Lee Lovett (LL)
Jo Nunn (JN)	Gordon Lindsay (GL)
Gill Hood (GH)	Charles Coombe-Tennant (CCT)
Nigel King-Tours (NKT)	

Apologies – Mark Beckett, Thomas Hayes, Ginny De Zoete

2. **Members of the Public** – Three members of the public were present two of whom put themselves forward for co-option onto the Steering Group. Their applications were accepted. Marilyn Osbourne and Charlie Eustace took their seats as Members and were welcomed to the Steering Group by NW.
3. **The minutes of the last meeting** of the 18th January 2018 were read and approved by the Steering Group after an amendment to item 4(c) was agreed.
4. **Review of outstanding actions**
- a) Troy Planning Contract – with the SPC Chairman to sign but Troy remain happy to work with SPC. NW asked PR to ensure the terms were signed.
 - b) Character & Local green space assessment – NW updated the Group on the registered local green spaces at Coolham Playing Field and Church Close/Red Lane, Shipley. NW and the Clerk will check with Troy and HDC regarding permission of private landowners should their land be identified as a local green space. Group Members suggested a number of additions to the list which included
 - Shipley Football Ground
 - Coolham Airfield
 - Water Meadow to the south Church by the permissive path (owned by Knepp Estate)
 - Green Lane Observation Post ((owned by Knepp Estate)
 - Rachel’s Wood at Dragon Green
 - Wilfred Blunt memorial at New Buildings
 - Scout Hut recreation area in Dragons Green
 - Jacobs Well in Dragons Lane

NW will review the list and check if these local green spaces have evidence to prove they are maintained. NW will assess with Troy on how the Group needs to proceed and what information is required.

5. **Suggested revised Objectives and Policy Headlines from Troy**- NW reviewed the schedule provided by Troy Planning. Comments from Group Members were discussed. The Group agreed that Troy Planning may have over simplified the local context wording in the objectives and policy. NW will share with Troy Planning the suggested updates to the draft and include the local nuances that are important to the community. Other considerations included:-
- Barn conversions – include in the Parish Design Statement
 - Brownfield sites – include references to HDC policy
 - Gypsy sites- include references to HDC policy
 - Transport and infrastructure – include the key community issue of speeding and traffic management
 - Broadband – widen to include mobile phone network coverage
 - Windmill – include as an iconic building
 - Village Halls – include as community assets

NW will collate all comments and circulate to Group Members.

6. **Strategic Environmental Assessment (SEA) Screening** – NW updated the Group on the recent HDC letter requesting a formal screening of the Parish Council decision to produce a Parish Design Statement and not Call for Sites. This has been discussed with Troy Planning who will produce a first draft of the plan which may address many of the questions HDC raise.

NW also advised that recent EU conservation and environmental requirements may require the plan to screen out the requirements of this Directive. NW will advise on future developments.

7. **Review of Project Plan and Troy Schedule of Work** – NW advised that the first draft of the plan will be produced by the end of the month. The SEA screening report for HDC may require additional work.

8. **Review of Budget** – PR advised that costs are within approved budget limits. However an underspend on the last locality grant was reported which will see £1,600 returned as the SEA process was not required. PR will request an additional grant, estimated at £3,500, to complete the plan. LL advised that the Parish Council are holding additional sums from the solar farm community benefit that the Parish Council added a provision in the 2018/19 precept application for the Neighbourhood Plan.

9. **AOB** – NJ asked that NW include the latest Project Plan with the next agenda.

10. **Next meeting** – provisionally agreed to be on 16th April 2018 at a location to be advised.

Meeting closed at 20:24 pm.