

SHIPLEY NEIGHBOURHOOD PLAN

Steering Group Meeting

Monday 5th June 2017

Minutes (draft)

Those Present

Nicky Wiltshire (Chair - NW)	Sarah Bulmer (SB)	Gill Hood (GH)
Amanda Jupp (AJ)	Lee Lovett (LL)	Nigel Jupp (NJ)
Stephen Roggendorff (SR)	Gordon Lindsay (GL)	
Ginny de Zoete (GdZ)	Charles Coombe-Tenant (CC)	
Nigel King-Tours, (NK)	Paul Richards (Secretary - PR)	

1. **Apologies** - Mark Beckett, Thomas Hayes, Jo Nunn
2. **The minutes of the last meeting** were read and approved by the committee.
3. **Review of outstanding actions**
 - PR confirmed that the action to email Norman Kwan (NHP Planning Officer HDC) in relation to the higher than expected fee proposal from Troy Planning remained outstanding. **ACTION:** LL and PR to take matter forward at next Parish Council meeting on 7th June 2017.
 - PR confirmed that he would update both the Parish website and Community Facebook page with Survey and Call for Sites (CFS) publications details. The Surveys and CFS letter would also be published. **ACTION:** PR to update.
4. **Survey dispatch and next steps** - NW suggested dispatch allocations and the Surveys were distributed for delivery by the various Steering Group members.

It was agreed to deliver the Surveys as from week commencing 19th June 2017 with a deadline of 25th June for completion. Surveys will be returned via a stamped addressed envelope to PR by 11th July 2017.

AJ suggested that suggested that the Parish website, and community Facebook page be updated with the latest timescales and delivery/return dates. NJ suggested that a copy of the Survey be put up in the Parish noticeboards. AJ also suggested that a copy of the Survey should be in place in both Polling Stations (Coolham Village Hall and Andrew Hall, Shipley) on the General Election day (8th June 2017) for residents to note. **ACTION:** PR to update noticeboards, social media and Parish Website.

5. **Review of Budget and Finance position** – PR updated the Group on the latest position. A refund on the first Locality Grant would need to be repaid however this sum would be added back to the next Grant. PR will arrange for the next Grant to be applied for. **ACTION:** PR to apply for next Locality Grant.
6. **Committee vacancies** – PR was confirmed in the role of Secretary. It was agreed to leave the role of Vice-Chair vacant however, new members are still

needed to join the Group. It was agreed to advertise for new members with the Survey reminder in early July. **ACTION:** PR to include a request for new members with the Survey reminder.

7. **Meeting dates for the next quarter** – agreed to be at Coolham Village Hall at 7.30pm (subject to Hall availability) on:-

JULY	Monday 17 th July
AUG	No meeting (holidays)
SEPT	Tuesday 5 th September

8. **A.O.B.** – PR advised that a letter had been received from HDC regarding Housing Need Assessments to be taken into consideration when creating a Neighbourhood Plan. It was agreed that PR get advice from Norman Kwan at HDC. **ACTION:** PR and NW to review and report back at the next meeting.
9. **NEXT MEETING:** Monday 17th July 2017 at 7:30pm Coolham Village Hall (subject to confirmation).