

SHIPLEY NEIGHBOURHOOD PLAN
Steering Group Meeting
Monday 6th November 2017 at 7:30pm, Coolham Village Hall
Minutes

1. Those Present and Apologies

Nicky Wiltshire (Chair - NW)
Charles Coombe-Tennant (CT) Gill Hood (GH) Nigel King-Tours (NKT)
Jo Nunn (JN) Lee Lovett (LL) Gordon Lindsay (GL)
Stephen Roggendorff (SR) Ginny de Zoete (GdZ)
Paul Richards (Secretary - PR)

Apologies – Mark Beckett, Thomas Hayes, Amanda Jupp, Nigel Jupp

2. **Members of the Public** – No members of the public were present.
3. **The minutes of the last meeting** of the 2nd October 2017 were read and approved by the Steering Group.
4. **Review of outstanding actions**
- (a) Troy Contract – still not signed. **ACTION** – PR to get signed
 - (b) Southwater boundary issues – NJ was dealing. **ACTION** - GL will check
 - (c) Vision and objectives – all agreed

1934 – GdeZ entered the room

- (d) Budget approval – approved at last Parish Council meeting
 - (e) Character & local green spaces. **ACTION** – PR to check archives
 - (f) Housing needs white paper. **ACTION** – NW to prepare
 - (g) Appointment of Deputy Chair – It was unanimously **AGREED** to appoint Lee Lovett to the position
5. **Community Engagement Events** – NW reported that Sarah Bulmer had kindly produced the event flyer and can help out with banners. It was **AGREED** that the flyers be posted to parishioners. **ACTION** – GL agreed to get address labels from the HDC Compliance/Electoral team. PR to pack and post.

Arrangements for the two events were confirmed. GH described the display board contents and JN kindly agreed to provide cakes. PR to provide biscuits, tea, coffee, milk and sugar. Steering Group board members agreed to rendezvous for 6:30pm at Coolham on the 23rd November and at 9:30am at the Andrew Hall on the 25th November. NW will ask Sarah Bulmer for children's colouring sheets to be available for both events.

6. **HDC Brownfield site consultation** – PR advised that the Parish Council had requested the Steering Group note the report which stated that HDC plans contained no brownfield (or gypsy) sites to be allocated to the Shipley Parish

area. It was **AGREED** that the draft report to be prepared by Troy should reflect these aspects.

7. **Review of Project Plan and Troy Schedule of Work** – NW will update the project plan after the community events and then advise Troy on the steps needed for the draft plan.
8. **Review of Budget** – costs are within approved budget limits.
9. **Next meeting** – provisionally agreed to be on Monday 6th December 2017 at a location to be advised.

Meeting closed at 7:59 pm