

**SHIPLEY NEIGHBOURHOOD PLAN**  
Steering Group Meeting  
Thursday 7<sup>th</sup> September 2017 at 7:30pm, Andrew Hall, Shipley

**Minutes**

**1. Those Present and Apologies**

Nicky Wiltshire (Chair - NW)	Mark Beckett (MB)	Gill Hood (GH)
Amanda Jupp (AJ)	Nigel Jupp (NJ)	
Nigel King-Tours (NKT)	Jo Nunn (JN)	Lee Lovett (LL)
Stephen Roggendorff (SR)	Paul Richards (Secretary - PR)	

**Apologies** – Charles Coombe-Tennant, Thomas Hayes, 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 17<sup>th</sup> July 2017 were read and approved by the Steering Group.
4. **Review of outstanding actions**
- 4 – Troy Planning scope document now shared with HDC;
  - 4 – PR and NW met Norman Kwan HDC on 25<sup>th</sup> July 2017;
  - 5 – PR has contacted the Arun Group re Call for Sites;
  - 6 – Locality grant now received;
  - 7 - Community survey analysis now received back from Troy Planning. Some anomalies were noted at 4.10 (Brooks Green);
  - 7 – contract with Troy Planning sent to NW by LL. **ACTION** - PR to check if the contract had been signed; and
  - 8 – NW discussed Heritage planning event with Norman Kwan.

19:36 SR entered the room

5. **Recommendations from the Shipley Parish Council meeting on 4<sup>th</sup> September 2017** – LL advised that the Parish Council had agreed to adopt a Parish Design Statement approach to site allocation. This ‘light touch’ option would lead to a swifter and more cost effective conclusion to the Call for Sites/Strategic Site Assessment process and takes into account professional advice from consultants and Norman Kwan at HDC. This approach has been adopted by similar, rural Parishes; Woodmancote being the most recent to have a ‘made’ plan with a Design Statement. NJ also advised that Nuthurst’s Plan was approved recently and they have adopted a Parish Design Statement.

NW noted that development at the Southwater boundary may impinge upon the Shipley Plan. **ACTION** - NJ agreed to look at the boundary issue and how this might impact on future development.

6. **Next Steps and mapping of the key issues** – NW reviewed the survey analysis and noted the following general themes:-
- Road Safety;
  - Green spaces;
  - Communications – poor broadband speed (both domestic and commercial) and mobile phone signal;
  - Development Criteria;
  - Maintain the countryside – hedges and bridleways; and
  - Preserve the rural character.

NW advised that the Steering Group now need to develop the key issues, vision and objectives based on the evidence now collected via the various surveys. A community workshop may then be required to share the draft vision and objectives.

SR suggested that the survey results be presented and use the workshop format to request further comment. NW suggested that a community workshop be convened at the end of November. **ACTION** – NW to review the guidance on the format of the community workshops. **ACTION** – PR to check on evening and weekend availability of the village halls

NW suggested that members of the Steering Group review the survey themes and list (by bullet points) the suggested vision and objectives for NW to assimilate ahead of the next meeting. **ACTION** – Steering Group to send bullet points to NW before the next meeting.

NJ thanked NW for her hard work in getting the Plan so well advanced and asked if the Project Plan had been updated. **ACTION** – NW to update the Project Plan.

7. **Review of Budget** – PR advised that the second locality grant has been banked. The invoice from Troy Planning relating to survey analysis had been received and was within budget. The overall budget is in line with forecast with monies set aside from the precept and previous grants.
8. **AOB** – None.
9. **Next meeting** – provisionally agreed to be on Tuesday 3<sup>rd</sup> October 2017 at a location to be advised.

Meeting closed at 8:37pm