Shiplake Neighbourhood Development Plan Steering Committee

Meeting No 9 – 20 09 2017

Draft Minutes

Present: P Boros, Cllr D Pheasent, G Evans, Cllr D Bartholomew, M Reid, Dr S Mann, E Bollinghaus, J Walker.

Apologies: M McKendrick, W Stevens, J Dalzell

1.	Minutes of last meeting of 16 08 2017 & any arisings Also outstanding minutes for 21 June if available? *Minutes of the meeting of 16 August approved, June minutes awaited*	PB/ALL MM *MM*
2.	Boundary Changes with Harpsden. *In the hands of S of S and John Howell MP*	No Report
3.	Funding Application Submitted to SODC, Government and Locality Applications may follow.	No Report
4.	Score Cards and New Village Envelope Guide - Recommendation to PC *The draft plan for the development boundary was heavily discussed and ultimately unanimously approved.* *The sites recommendation list was also discussed at great length and was approved apart from Sports ground item as team scores not recorded and site 12 The TPO site. PB to review site 12, team to score Sportsground site*	PB/ALL One hour max. PB/ALL
5.	Update on Report Writing/Content Assembly, CAD and other illustrations Timing for second workshop. - Status of the report - Intentions for revisions/updates - Capture suggestions / comments on existing content and confirm or revise report structure/sections - Changes/impact as result of ongoing discussions on boundaries etc - How best to take the report forward in parallel with landowner discussions and exhibition prep - Approach/requirements for section 6 *GE took the team through the various elements of the report and there remains much work to be done.* *Target date for all Drafting now 7 October.* *Section 6, each 'writer' to summarise what evidence has been utilised/process adopted and to confirm to team dealing with s 6.* *Appendices to be reviewed urgently for remaining content not yet analysed* *DP to issue Management report ASAP.*	GE One hour max *SM/EB/MR* *All Writers* *DP*
6.	The Exhibition Nov 3 and 4 PM See attached Project Plan. Volunteers needed all areas. *See attached Planner for updates.*	PB Half hour max *ALL*

	WS/JD/MM to identify activity areas, and non committee volunteers to be approached for assistance re presentation days and generally as needed/able	
7.	Village Centre – Meeting with Local Businesses *PB reported that the meeting with the Baskerville, Corner Shop and Butcher went very well all welcoming the initiative*	PB/DP
8.	Management report re Questionnaire *DP to circulate final draft of management report*	SM/EB/DB/MM DP/JW *DP*
9.	Progress re Meetings with major landowners. Shiplake Motors; Urs Schwarzenbach; College: S Doble; Phillimore/Gamble; Hersham (Wyevale); Memorial Hall Trustees; Kingsley Hs, Primary School anyone else	No Report
10.	Landscape Character Assessment /Green Gap Report – 3 quotes obtained proceeding with lowest in principle from Kirkham Landscape Planning	No Report
11.	Do we need Character Assessment of Village built environment *Agreed that in principle no report required and the matter would be dealt with by policy in the draft NP within the section on Housing.*	PB/DP *PB*
12.	Do we want to identify any community assets? Pubs, Mem Hall??, Retail units, *DP confirmed a number of assets are so listed. DP to provide detail for the report draft.*	Discuss PC *DP*
13.	Timings and Project Plan update. New SODC requirements of SEA Screening, SEA itself and Character Assessment may add to programme. *Screening App for SEA to be submitted asap SM dealing*.	JW *SM*
14.	Rugby Pitches proposal update if any	DP
15.	Next Meeting	ALL