

SHEEPY PARISH COUNCIL

THE VILLAGES OF

Sheepy Magna, Sheepy Parva, Sibson, Wellsborough, Upton, Pinwall and Cross Hands

Minutes of Sheepy Parish Neighbourhood Plan Steering Group

Date: Thursday 28th September – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Jessica Gurley, Clive Stretton (Secretary), Mick Toogood (Chair), John Ward (Vice Chair) and Colin Wilkinson (Planit-X)		Apologies: Kate Gardiner (Communications Officer), Andrea Johnson, Tom Johnson, Deborah Roberts, Rob Ward (Finance Officer) and Anne Parkinson.	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Chair	5 present (including Colin Wilkinson (Planit-X) & 6 apologies. Under the Terms Of Reference, this meeting is not quorate and recommendations from this meeting will need to be ratified at the next quorate Neighbourhood Plan Steering Group meeting. 28/09/17-01-Secretary to place on the agenda for the next Neighbourhood Plan Steering Group meeting, “ Discuss and approve recommendations made at the non quorate Steering Group meeting of Thursday 28th September 2017.	
3.Minutes of Previous Meeting 21 st September 2017.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 21st September 2017 were signed as a true record.	
4. Matters Arising from Steering Group Meeting – 21 st September 2017.	Chair	13/07/17-12-Vice Chair to discuss with Colin Wilkinson the production of a ‘Neighbourhood Plan Definitions List’ Open. Remains open until the final draft document. Although this action remains open until the final draft document, Colin Wilkinson has agreed to help compile a Neighbourhood Plan Definitions List.	

	<p><u>Pre-Submission Document</u></p> <p>02/08/17-15-Following action 02/08/17-14, being completed at the next Steering Group meeting, Secretary to share the updated Pre submission document draft with HBBC Planning Department. Remains Open.See Agenda Item 6</p> <p>21/09/17-19- Secretary to add to the agenda of the next Steering Group meeting, discussion as to when to share the Draft Pre Submission document with HBBC. Completed & Closed. See Agenda Item 6.</p> <p><u>Mapping</u></p> <p>21/09/17-01- Finance officer to ask Colin Wilkinson for the source of Planit-X's Ecology & Habitat data. Completed & Closed. Colin Wilkinson has sent a copy of the Ecology & Habitat report to the Finance Officer.</p> <p>21/09/17-02- Following action 21/09/17-01-, Finance Officer to input Ecology & Habitat data into our mapping system. Closed. It was agreed that this action is duplicated by action 17/08/17-12.</p> <p>17/08/17-12- Finance Office to take responsibility for the production of the Ecology & Habitats map. Open</p> <p>14/09/17-04- Vice Chair to take responsibility for the production of the Important Views maps. Completed & Closed.</p> <p>21/09/17-06- Communications Officer to verify Important Views Map. Completed And Closed.</p> <p>28/09/17-02- Vice Chair to discuss with Colin Wilkinson inserting the Important Views map into the Pre Submission draft document.</p> <p>21/09/17-03- Finance Officer to verify the Settlement Boundaries map. Completed & Closed.</p> <p>28/09/17-03- Vice Chair to discuss with Colin Wilkinson inserting the Settlement Boundaries map into the Pre Submission draft document.</p> <p>28/09/17-04- Vice Chair to discuss with Colin Wilkinson inserting the Sibson Conservation Area map into the Pre Submission draft document.</p> <p>21/09/17-04- Chair to verify the Public Rights Of Way map . Open.</p> <p>17/08/17-13- Members of the Steering Group to verify the Ecology & Habitats map. Open.</p> <p>21-09-17-05- Due to the high number of Local Heritage Interests, Jessica Gurley to verify the Local Heritage Maps by taking a selected sample. Open.</p> <p>21/09/17-07- Finance Officer to verify Local Green Spaces Maps. Open</p> <p>14/09/17-05- Finance Officer to liaise with Parish Online regarding the time scale for uploading the 'Views Icon' and the information on how to 'Mask out Neighbouring Parishes'. Completed & Closed. Parish online have now uploaded the new views icon and the Finance officer has received a method for 'Masking out Neighbouring Parishes'.</p> <p>28/09/17-05- Vice Chair to assess the new views icon on Parish Online for possible use on the Important Views Maps.</p> <p>28/09/17-06- Finance Officer to 'mask out Neighbouring Parishes' on the Parish Online Maps.</p>			
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	<p><u>Local Green Spaces</u></p> <p>14/09/17-06-Secretary to complete Draft Local Green Space Designation forms for ‘Sheepy Magna Playing Field’, ‘Sheepy Glade’, ‘All Saints Churchyard’, ‘St Botolph Churchyard’ and ‘Sheepy Cemetery’. Open.</p> <p>21/09/17-08-Secretary to send some draft Local Green Space Designation Forms to Colin Wilkinson for him to review. Completed & Closed. All Saints Churchyard and Sheepy Playing Field Designation forms were chosen as a sample of the Local Green Space Designation Forms for Colin Wilkinson to review. This he did and fed back prior to this meeting.</p> <p>21/09/17-09- Secretary to send completed draft Local Green Space Designation Forms to Steering Group members to verify. Open.</p> <p>28/09/17-07- Once the Local Green Space Designation forms have been completed and verified, Secretary to send to Deborah Roberts to add to the evidence database and website.</p> <p><u>Items identified for possible consideration by the Sheepy Parish Council Sub- Committee</u></p> <p>21/09/17-10- Chair to verify the appendix, <i>“Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee”</i>. in draft Pre Submission Document v16c. Completed & Closed.</p> <p><u>Pre Submission Consultation</u></p> <p>17/08/17-29-Communications Officer to produce a draft of ‘a short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’. Completed and Closed.</p> <p>21/09/17-11- Following the completion of action 17/08/17-29, Communications Officer to send the ‘Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’, to Steering Group Members to review. Completed & Closed. This had been circulated prior to this meeting for Steering Group Members to review.</p> <p>21/09/17-12 – Upon receipt, Steering Group members to review the ‘Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’. Completed and Closed. Steering Group members had reviewed this document and this was discussed. It was noted that this is just a summary and the full version of the Pre Submission document will be available on line.</p> <p>28/09/17-08- Vice Chair to give feedback to the Communications Officer, following the Steering Group review of the ‘Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’.</p> <p>28/09/17-09- Vice Chair to liaise with the Communications Officer, regarding the completion of the ‘Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’ in view of the Communication Officer’s imminent holiday absence.</p>			
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	<p>21/09/17-13-Secretary to discuss with the Clerk to the Parish Council the process of setting up a separate Parish Council email address for the Neighbourhood Plan. Closed. Both the Chair and the Clerk to the Parish Council have agreed that a Parish Council Neighbourhood Plan email address would be a good idea.</p> <p>28/09/17-10- Finance Officer to discuss with the Clerk to the Parish Council and the Parish Council's email host, to set up a Parish Council Neighbourhood Plan email address. The suggestion being np@sheepparish.com.</p> <p>28/09/17-11- Following action 28/09/17-10, the Finance Officer to discuss with the Parish Council's email host, if there will be any limitations on the size of files that this new email address will accept.</p> <p><u>HBBC Housing Information</u></p> <p>24/08/17-05- Secretary to discuss with HBBC the forthcoming release of the official summary of housing numbers, either completed or approved within the Borough, as of 31st March 2017. Closed. This information has now been released.</p> <p>28/09/17-12- Secretary to incorporate HBBC 's official summary of housing numbers, either completed or approved within the Borough, as of 31st March 2017, together with additional Parish Council information, into the Pre Submission Draft document and evidence database.</p> <p><u>Local Heritage Interests</u></p> <p>14/09/17-08- Finance Officer to add 'Sibson Telephone Box' and 'Sheepy Magna Village Pump and Horse Trough' to the Local Heritage Interests mapping data. Open</p> <p><u>Draft Pre Submission Document Version 16c</u></p> <p>14/09/17-10 -Steering Group members to review the Pre Submission Document Version 16, and any grammatical errors and suggested amendments to be forwarded to the Vice Chair. Open.</p> <p>See Agenda Item 5</p> <p><u>Definitions</u></p> <p>14/09/17-11- Steering Group members to identify any items on Draft Pre Submission document version 16 which are not defined on the list supplied by the Department for Communities and Local Government and forward to the Vice Chair. Open</p> <p><u>Evidence Database</u></p> <p>31/08/17-15-Deborah Roberts to liaise with the Communications Officer regarding which documents are to be uploaded onto the website and how to maintain continuity during the Communication Officer's holiday absence. Open.</p> <p>21/09/17-14- Secretary to add to the Agenda for the next Steering Group meeting, to ask Colin Wilkinson which documents are required to be uploaded to the website and at what stage in the process .(ie. Before, during or after Pre Submission etc). Closed. See Agenda Item 8</p> <p>21/09/17-15- Communications Officer to discuss with the website provider, the possibility of linking the evidence database index to the appropriate web page. Open</p>	
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	<p>31/08/17-16- Deborah Roberts to circulate the updated evidence database list to members of the Steering Group. Completed & Closed. This list contains suggestions of possible documents that are required to be uploaded to the website at pre submission stage.</p> <p><u>Additional Photographs for the Pre Submission Document</u></p> <p>21/09/17-16- Communications Officer to forward the folder of Neighbourhood Plan photographs to the Chair. Closed.</p> <p>21/09/17-17- Chair and Secretary to meet to select photographs for inclusion in the pre submission document. Completed & Closed. Meeting took place on Monday 18th September 2017 – Black Horse – Sheepy Magna.</p> <p>21/09/17-18- Chair to circulate the photographs selected in action 21/09/17-17, along with a note of the appropriate section of the pre submission document, to members of the Steering Group to review. Closed. Steering Group members had reviewed the photographs circulated by the Chair (action 21/09/17-18) and discussion took place looking at sections in the Pre Submission draft document along with the appropriate photographs.</p> <p>Forward: The Cock Inn – Millennium Book – Page 38 (Top picture). Two further photographs to be also included.</p> <p>Parish Descriptions:</p> <p><u>Cross Hands</u> – View from Watery Lane. Photograph taken by the Secretary – Taken 7th June 2017. See circulated document 21/09/17-18.</p> <p><u>Pinwall</u> – New photograph required. Suggestion of one taken from the crossroads looking up the hill.</p> <p>28/09/17-13- Chair to take a photograph of Pinwall for possible inclusion in the Parish Descriptions of the Pre Submission draft document.</p> <p><u>Sheepy Magna</u> - A new photograph to be supplied.</p> <p><u>Sheepy Parva</u>- Autumn scene across the Mill Lake - Millennium Book – Page 22 (Bottom picture).</p> <p><u>Sibson</u>- Long Row Cottages – Millennium Book – Page 36 (Top picture).</p> <p><u>Upton</u> – View of Upton Sign – Finance Officer’s Parish Council Presentation page 3. . See circulated document 21/09/17-18.</p> <p>Wellsborough- New photograph required.</p> <p>28/09/17-14- Jessica Gurley to take a photograph of Wellsborough for possible inclusion in the Parish Descriptions of the Pre Submission draft document.</p> <p>Consultation – Stakeholders Meeting – Sheepy Magna Primary School – RCC Report 03/03/16. Page 1. . See circulated document 21/09/17-18.</p> <p>Rural Character – Harvest Time - Millennium Book – Inside back cover (Top picture).</p> <p>Rights Of Way – Footbridge/Footpath - Millennium Book – Page 4 (Bottom picture).</p> <p>Housing – After discussion, it was decided not to include a photograph in this section. However, it was suggested that a photograph is taken of Trout Ponds, one of the new housing developments taking place in Sheepy Magna at</p>	
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		present.		
5. Updated NP Pre-Submission Document Draft V16c	Vice Chair	<p>Still awaiting further feedback from Steering Group members. See Item 4 – Matters Arising -Open Actions 21st September 2017 Action 14/09/17-10 above. Steering Group members are asked to feedback prior to the next Steering Group meeting.</p> <p>28/09/17-15- Vice Chair to circulate the latest version of the Draft Pre Submission document.</p> <p>28/09/17-16-Vice chair to request Colin Wilkinson revises the wording in Policy S13, so as to clarify the scale of development for this site.</p> <p>Critical Path Items to be completed:</p> <ul style="list-style-type: none"> • Maps • Website Content • Finalising Housing numbers both completed or committed. 		
6. When to share Pre Submission document with HBBC	Chair	<p>Colin Wilkinson pointed out that once the maps and housing numbers are complete, the pre submission could be shared with HBBC.</p> <p>28/09/17-17-Vice chair to request Colin Wilkinson contact HBBC with a view to meeting and discussing the draft pre submission document.</p> <p>28/09/17-18-Secretary to add ‘Approval of the Latest Pre Submission draft document for sharing with HBBC’ as an agenda item for the next Steering Group meeting.</p>		
7. Evidence Data base	Chair	See action 31/08/17-16 on Item 4 Matters Arising from the Open Actions 21 st September 2017.		
8. Which Evidence Documents are required to be uploaded onto the website and when?	Chair.	<p>It was noted that the evidence on the website should take the following format of four pages.</p> <p>Page 1: The Pre Submission Document. A copy of the short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’. The Pre Submission Consultation Response Form.</p> <p>Page 2: – Consultation All consultation information. Ie. Consultation events, a copy of the Questionnaire, the 4 page Questionnaire feedback, posters, flyers,etc.</p> <p>Page 3: Evidence. This can be done in Chapter/Policy order. Examples - Heritage Interests Data, Flooding information, HBBC Core Strategy, etc. These can be simply links to this information.</p> <p>Page 4: - Minutes of Meetings.</p>		

9. Project Plan	Vice Chair.	Colin Wilkinson was in agreement with the decision taken at the previous Steering Group meeting to attempt to present the Pre Submission Document to the Parish Council in November (Tuesday 7 th November 2017) ready to proceed to the next stage of Public Consultation. 28/09/17-19- Vice Chair to update and circulate the Project Plan to members of the Steering Group and Colin Wilkinson. The remainder of the agenda item was covered in item 5.			
10. Communications Report	Communications Officer	Deferred to a future meeting. 28/09/17-20- Vice Chair to liaise with Communications Officer regarding Communications activities during her holiday absence.			
11. HBBC Engagement	Secretary	None since the last Steering Group meeting.			
12. AOB	Chair	The Clerk to the Parish Council is attending a meeting to discuss funding for a Village Shop in the Black Horse – Sheepy Magna, and has requested information gained by the Steering Group to take to the meeting. 28/09/17-21- Secretary to supply the Clerk to the Parish Council with the ‘Services and Facilities Questionnaire Feedback Report’.			
13. Date & Location of Next Meeting	Secretary	Next Meeting: Wednesday 4 th October 2017 – Cock Inn Sibson. 7.30pm Colin Wilkinson available to attend. Future Meetings: Thursday 12 th October 2017- Cock Inn Sibson. 7.30pm. Colin Wilkinson available to attend. Thursday 19 th October 2017- Cock Inn Sibson. 7.30pm Wednesday 25 th October 2017- Cock Inn Sibson. 7.30pm. Colin Wilkinson available to attend. These meetings may be supplemented by sub group meetings during October.			
		Meeting Closed- 9.50pm			

Ref No.	Open Actions – 28th September 2017	Responsible	Deadline
28/09/17-01	Secretary to place on the agenda for the next Neighbourhood Plan Steering Group meeting, “ Discuss and approve recommendations made at the non quorate Steering Group meeting of Thursday 28 th September 2017.	Clive Stretton	4 October 2017
13/07/17-12	Vice Chair to discuss with Colin Wilkinson the production of a ‘Neighbourhood Plan Definitions List’ (Remains open until the final draft document.)	John Ward	On Going 2017

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02/08/17-15	Following action 02/08/17-14, being completed at the next Steering Group meeting, Secretary to share the updated Pre submission document draft with HBBC Planning Department.	Clive Stretton	Now 14 th September 2017
17/08/17-12	Finance Office to take responsibility for the production of the Ecology & Habitats map.	Rob Ward	Now 14 th September 2017
28/09/17-02	Vice Chair to discuss with Colin Wilkinson inserting the Important Views map into the Pre Submission draft document.	John Ward	ASAP
28/09/17-03	Vice Chair to discuss with Colin Wilkinson inserting the Settlement Boundaries map into the Pre Submission draft document.	John Ward	ASAP
28/09/17-04	Vice Chair to discuss with Colin Wilkinson inserting the Sibson Conservation Area map into the Pre Submission draft document.	John Ward	ASAP
21/09/17-04	Chair to verify the Public Rights Of Way map .	Mick Toogood	28 September 2017
17/08/17-13	Members of the Steering Group to verify the Ecology & Habitats map.	Steering Group	Now 14 th September 2017
21-09-17-05	Due to the high number of Local Heritage Interests, Jessica Gurley to verify the Local Heritage Maps by taking a selected sample.	Jessica Gurley	4 th October 2017
21/09/17-07	Finance Officer to verify Local Green Spaces Maps.	Rob Ward	28 September 2017
28/09/17-05	Vice Chair to assess the new views icon on Parish Online for possible use on the Important Views Maps	John Ward	4 th October 2017
28/09/17-06	Finance Officer to 'mask out Neighbouring Parishes' on the Parish Online Maps.	Rob Ward	4 th October 2017
14/09/17-06	Secretary to complete Draft Local Green Space Designation forms for 'Sheepy Magna Playing Field', 'Sheepy Glade', 'All Saints Churchyard', 'St Botolph Churchyard' and 'Sheepy Cemetery'.	Clive Stretton	21 st September 2017
21/09/17-09	Secretary to send completed draft Local Green Space Designation Forms to Steering Group members to verify.	Clive Stretton	28 September 2017
28/09/17-07	Once the Local Green Space Designation forms have been completed and verified, Secretary to send to Deborah Roberts to add to the evidence database and website.	Clive Stretton	12 th October 2017
28/09/17-08	Vice Chair to give feedback to the Communications Officer, following the Steering Group review of the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'.	John Ward	ASAP

28/09/17-09	Vice Chair to liaise with the Communications Officer, regarding the completion of the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation' in view of the Communication Officer's imminent holiday absence.	John Ward	ASAP
28/09/17-10	Finance Officer to discuss with the Clerk to the Parish Council and the Parish Council's email host, to set up a Parish Council Neighbourhood Plan email address. The suggestion being np@sheepparish.com .	Rob Ward	12 October 2017
28/09/17-11	Following action 28/09/17-10, the Finance Officer to discuss with the Parish Council's email host, if there will be any limitations on the size of files that this new email address will accept.	Rob Ward	12 October 2017
28/09/17-12	Secretary to incorporate HBBC 's official summary of housing numbers, either completed or approved within the Borough, as of 31 st March 2017, together with additional Parish Council information, into the Pre Submission Draft document and evidence database.	Clive Stretton	4 th October 2017
14/09/17-08	Finance Officer to add 'Sibson Telephone Box' and 'Sheepy Magna Village Pump and Horse Trough' to the Local Heritage Interests mapping data.	Rob Ward	21 st September 2017
14/09/17-10	Steering Group members to review the Pre Submission Document Version 16, and any grammatical errors and suggested amendments to be forwarded to the Vice Chair.	Steering Group Members	ASAP
14/09/17-11	Steering Group members to identify any items on Draft Pre Submission document version 16 which are not defined on the list supplied by the Department for Communities and Local Government and forward to the Vice Chair	Steering Group Members	21 st September 2017
31/08/17-15	Deborah Roberts to liaise with the Communications Officer regarding which documents are to be uploaded onto the website and how to maintain continuity during the Communication Officer's holiday absence.	Deborah Roberts	14 th September 2017
21/09/17-15	Communications Officer to discuss with the website provider, the possibility of linking the evidence database index to the appropriate web page.	Kate Gardiner	28 September 2017
28/09/17-13	Chair to take a photograph of Pinwall for possible inclusion in the Parish Descriptions of the Pre Submission draft document.	Mick Toogood	4 th October 2017
28/09/17-14	Jessica Gurley to take a photograph of Wellsborough for possible inclusion in the Parish Descriptions of the Pre Submission draft document.	Jessica Gurley	4 th October 2017
28/09/17-15	Vice Chair to circulate the latest version of the Draft Pre Submission document.	John Ward	ASAP
28/09/17-16	Vice chair to request Colin Wilkinson revises the wording in Policy S13, so as to clarify the scale of development for this site.	John Ward	ASAP

28/09/17-17	Vice chair to request Colin Wilkinson contact HBBC with a view to meeting and discussing the draft pre submission document	John Ward	4 th October 2017
28/09/17-18	Secretary to add 'Approval of the Latest Pre Submission draft document for sharing with HBBC' as an agenda item for the next Steering Group meeting.	Clive Stretton	4 th October 2017
28/09/17-19	Vice Chair to update and circulate the Project Plan to members of the Steering Group and Colin Wilkinson.	John Ward	4 th October 2017
28/09/17-20	Vice Chair to liaise with Communications Officer regarding Communications activities during her holiday absence.	John Ward	ASAP
28/09/17-21	Secretary to supply the Clerk to the Parish Council with the 'Services and Facilities Questionnaire Feedback Report'.	Clive Stretton	2 nd October 2017
Ref No.	Closed Actions	Responsible	Date
21/09/17-01	Finance officer to ask Colin Wilkinson for the source of Planit-X's Ecology & Habitat data.	Rob Ward	28 September 2017
21/09/17-02	Following action 21/09/17-01-, Finance Officer to input Ecology & Habitat data into our mapping	Rob Ward	28 September 2017
14/09/17-04	Vice Chair to take responsibility for the production of the Important Views maps.	John Ward	21 st September 2017
21/09/17-03	Finance Officer to verify the Settlement Boundaries map.	Rob Ward	28 September 2017
21/09/17-06	Communications Officer to verify Important Views Map.	Kate Gardiner	28 September 2017
14/09/17-05	Finance Officer to liaise with Parish Online regarding the time scale for uploading the 'Views Icon' and the information on how to 'Mask out Neighbouring Parishes'.	Rob Ward	21 st September 2017
21/09/17-08	Secretary to send some draft Local Green Space Designation Forms to Colin Wilkinson for him to review.	Clive Stretton	ASAP
21/09/17-10	Chair to verify the appendix, " <i>Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the</i>	Mick Toogood	28 September 2017

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	<i>Sheepy Parish Council sub- committee</i> ". in draft Pre Submission Document v16c.		
17/08/17-29	Communications Officer to produce a draft of 'a short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'.	Kate Gardiner	Now 14 th September 2017
21/09/17-11	Following the completion of action 17/08/17-29, Communications Officer to send the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation', to Steering Group Members to review.	Kate Gardiner	ASAP
21/09/17-12	Upon receipt, Steering Group members to review the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'.	Steering Group	28 September 2017
21/09/17-13	Secretary to discuss with the Clerk to the Parish Council the process of setting up a separate Parish Council email address for the Neighbourhood Plan.	Clive Stretton	4 th October 2017
24/08/17-05	Secretary to discuss with HBBC the forthcoming release of the official summary of housing numbers, either completed or approved within the Borough, as of 31 st March 2017.	Clive Stretton	Now 14 th September 2017
21/09/17-14	Secretary to add to the Agenda for the next Steering Group meeting, to ask Colin Wilkinson which documents are required to be uploaded to the website and at what stage in the process .(ie. Before, during or after Pre Submission etc).	Clive Stretton	28 September 2017
31/08/17-16	Deborah Roberts to circulate the updated evidence database list to members of the Steering Group.	Deborah Roberts	14 th September 2017
21/09/17-16	Communications Officer to forward the folder of Neighbourhood Plan photographs to the Chair.	Kate Gardiner	ASAP
21/09/17-17	Chair and Secretary to meet to select photographs for inclusion in the pre submission document.	Mick Toogood & Clive Stretton	25 September 2017
21/09/17-18	Chair to circulate the photographs selected in action 21/09/17-17, along with a note of the appropriate section of the pre submission document, to members of the Steering Group to review.	Mick Toogood	26 September 2017
21/09/17-19	Secretary to add to the agenda of the next Steering Group meeting, discussion as to when to share the Draft Pre Submission document with HBBC.	Clive Stretton	28 September 2017