

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 8 th June 2017 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Jessica Gurley, Kate Gardiner (Communications Officer), Tom Johnson), Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair), John Ward (Vice Chair) and Colin Wilkinson (Planit-X)		Apologies: Andrea Johnson, Anne Parkinson, Rob Ward (Finance Officer) and Chris Bailey.	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1. Attendance & Apologies	Chair	8 present (including Colin Wilkinson – Planit-X) & 4 apologies.	
5. Final arrangements for the Parish Council Extraordinary Meeting (13 th June 2017) to Review the NP Pre-Submission Document Draft.	Chair	<p>The Chair thanked the Communications Officer & Vice Chair for the production of the ‘Powerpoint’ which is to be presented at the Parish Council Extraordinary meeting.</p> <p>The above meeting, is to be Chaired by the Chair to the Parish Council and the presentation of the ‘Neighbourhood Plan Powerpoint’ is to be presented by the Rob Ward -Vice Chair to the Parish Council.</p> <p>The Steering Group agreed the format of the powerpoint and then reviewed each slide in turn.</p> <p>The slides contain the Policies as in the NP Pre-Submission Draft Document v10.</p> <p>The Communications Officer & Colin Wilkinson noted any necessary amendments to the slides.</p> <p>It was agreed, where possible, the ‘Supporting Analysis & Information’ section on the slides should contain some relevant data from the Questionnaire analysis.</p> <p>08/06/17-01-Questionnaire analysis sub-group leaders to have their Questionnaire Analysis summary available ready for any Question & Answers at the end of the presentation to the Parish Council on 13th June 2017.</p> <p>Local Heritage Assets: - Although the compilation of ‘Listed Buildings’ is complete, it was noted that actions 23/03/17-01- Steering Group to decide the composition of the ‘Local Heritage Assets’ list together with the reason why the asset is important to the Parish, and 16/05/17-02- Steering Group Members to place suggestions of Heritage Assets on the secure area of the website are both still open – and the urgent need to complete them.</p>	

		<p>Colin Wilkinson said he had discovered a website that listed approximately 200 ancient records relating to the Parish which may be of help for actions 23/03/17-01 & 16/05/17-02.</p> <p>08/06/17-02- Secretary to contact Colin Wilkinson requesting the link to the website that lists approximately 200 ancient records relating to the Parish.</p> <p>Local Green Spaces: Following closed action '16/05/17-05- Secretary to send a list of 'Important Views' as identified in the Questionnaire to members of the Steering Group', the Steering Group are still in the process of collecting photographs of the Open Green Spaces and important views within the Parish.</p> <p>08/06/17-03-Secretary to select a small sample of photographs that can be included into the powerpoint for the Parish Council Extraordinary meeting – 13 June 2017.</p> <p>The Secretary is in the process of completing the 'Local Green Space Designation Forms' for the open space, as identified in sections 5.3.1&5.3.2 of the Questionnaire, and also those identified as important by Parishioners in the 'Drop in Events' (January 2016) and section 5 of the Questionnaire.</p> <p>Housing: 08/06/17-04- Secretary to check the current housing numbers, for Sheepy Magna, that are either completed or committed.</p> <p>08/06/17-05-Vice Chair to verify the settlement boundary map for Sheepy Magna.</p> <p>08/06/17-06- Steering Group representative for Sibson to verify the settlement boundary map for Sibson.</p> <p>Rural Economy: 08/06/17-07-Deborah Roberts to look at supporting evidence to enhance the 'Rural Economy Slide' on the powerpoint for the Parish Council Extraordinary meeting – 13 June 2017.</p> <p>It was agreed that all members, where possible, should attend the Parish Council Extraordinary meeting – 13 June 2017 - All Saints Church Sheepy Magna -7.30pm.</p>			
4. NP Pre-Submission Document Draft.	Chair	The polices for 'NP Pre-Submission Document Draft v10' were addressed in item 3 above.			
	Chair	Meeting Closed			

Ref No.	Open Actions	Responsible	Deadline
23/03/17-07	Steering Group to decide the composition of the 'Local Heritage Assets' list together with the reason why the asset is important to the Parish.	Steering Group	Future Meeting
23/03/17-09	Steering Group to further discuss policies on Housing Mix and Affordable Housing.	Steering Group	Future Meeting
27/04/17-01	At a later date, the Steering Group to identify the main issues, from the data & comments from the Neighbourhood Plan Consultation Questionnaire Summer 2016, which are not appropriate to the Neighbourhood Plan, but a matter of future consideration by Sheepy Parish Council and other relevant bodies.	Steering Group	On Going
27/04/17-02	Secretary to send collated photographic evidence of flooding in the Parish (see action 23/03/17-02) to Deborah Roberts.	Clive Stretton	16 May 2017
27/04/17-03	Secretary to send extracts from Sheepy Parish Council minutes regarding flooding in the Parish (see action 23/03/17-03) to Deborah Roberts so as to be included in the evidence data base.	Clive Stretton	16 May 2017
27/04/17-04	Secretary to send extracts from Sheepy Parish Council minutes regarding flooding in the Parish (see action 23/03/17-03) to Colin Wilkinson.	Clive Stretton	16 May 2017
27/04/17-05	Finance Officer to send the HBBC document Re: Micro-scale hydro power generation installations at Sheepy Magna Mill to Deborah Roberts so as to be included in the evidence data base.	Rob Ward	16 May 2017
27/04/17-11	Andrea Johnson to send a copy of the Flooding report for Sheepy to both Deborah Roberts and Colin Wilkinson. (See also actions 27/04/17-03 and 27/04/17-04)	Andrea Johnson	16 May 2017
27/04/17-15	Secretary to present the current project plan to HBBC.	Clive Stretton	ASAP
27/04/17-18	Finance Officer to send a copy of the end of year Locality report to Deborah Roberts.	Rob Ward	16 May 2017
27/04/17-19	Finance Officer to ask Locality if the Parish Council can continue with the services of Planit-X as it previously met the Parish Council's 'Planning Consultant Vetting Criteria' and in the Parish Council's opinion, offered the best value for money.	Rob Ward	16 May 2017
27/04/17-20	Steering Group to supply relevant information in order for the Finance Officer to estimate all expenditure for the remainder of the preparation of the Neighbourhood Plan.	Steering Group	25 May 2017
27/04/17-22	Discuss at a later meeting about the inclusion of Data Information on the Website.	Kate Gardiner	On Going
16/05/17-02	Steering Group Members to place suggestions of Heritage Assets on the secure area of the website.	Steering Group	8 June 2017
16/05/17-04	Secretary to supply further mapping lists to HBBC for to support the Neighbourhood Plan.	Clive Stretton	15 June 2017

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16/05/17-06	Members of the Steering Group Secretary to photograph a selection of the 'Important Views' from action 16/05/17-05. Photographs to be taken from a public area, dated and stored on the secure area of the website.	Steering Group	15 June 2017
16/05/17-07	Communications Officer to send the link to the secure area on the website to members of the Steering Group.	Kate Gardiner	ASAP
16/05/17-08	Steering Group members to reform the Questionnaire Sub Groups and look at their section to see if they can contribute to strengthening the Design Statement'.	Steering Group	30 May 2017
16/05/17-10	Deborah Roberts to place the 'Index to the data base' on the secure area of the website.	Deborah Roberts	15 June 2017
25/05/17-01	Vice Chair to list the criteria of a 'Heritage Asset.'	John Ward	8 June 2017
25/05/17-02	Vice Chair to check with Colin Wilkinson on the requirement for a 'Village Design Statement, in the Neighbourhood Plan.	John Ward	8 June 2017
25/05/17-03	Feedback for action 16/05/17-08 to be sent to the Vice Chair by Tuesday 30 th May 2017.	Deborah Roberts Jessica Gurley Clive Stretton Mick Toogood	30 May 2017
25/05/17-04	Vice Chair to liaise with Communications Officer regarding imputing the policies and completing the powerpoint for the Parish Council Extraordinary meeting -13 June 2017.	Kate Gardiner & John Ward	8 June 2017
08/06/17-01	Questionnaire analysis sub-group leaders to have their Questionnaire Analysis summary available ready for any Question & Answers at the end of the presentation to the Parish Council on 13 th June 2017.	Deborah Roberts Jessica Gurley Clive Stretton Mick Toogood	13 June 2017
08/06/17-02	Secretary to contact Colin Wilkinson requesting the link to the website that lists approximately 200 ancient records relating to the Parish.	Clive Stretton	ASAP
08/06/17-03	Secretary to select a small sample of photographs that can be included into the powerpoint for the Parish Council Extraordinary meeting – 13 June 2017.	Clive Stretton	11 June 2017
08/06/17-04	Secretary to check the current housing numbers, for Sheepy Magna, that are either completed or committed.	Clive Stretton	13 June 2017
08/06/17-05	Vice Chair to verify the settlement boundary map for Sheepy Magna.	John Ward	15 June 2017
08/06/17-06	Steering Group representative for Sibson to verify the settlement boundary map for Sibson.	Tom Johnson	15 June 2017
08/06/17-07	Deborah Roberts to look at supporting evidence to enhance the 'Rural Economy Slide' on the powerpoint for the Parish Council Extraordinary meeting – 13 June 2017.	Deborah Roberts	11 June 2017

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Ref No.	Closed Actions	Responsible	Date