

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 10 th August 2017 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Kate Gardiner (Communications Officer), Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair) ,John Ward(Vice Chair), Rob Ward (Finance Officer) and Colin Wilkinson (Plantit-X).		Apologies: Jessica Gurley, Andrea Johnson, Tom Johnson and Anne Parkinson.	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Chair	7 present including Colin Wilkinson (Planit-X) & 4 apologies.	
3.Minutes of Previous Meeting 2 nd August 2017.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 2 nd August 2017 were agreed and signed by the Chair as a true record.	
5. Matters Arising from Steering Group Meeting -2 nd August 2017.	Chair	<p>The Chair decided to cover Agenda Item 5 before Item 4.</p> <p>23/03/17-09- Steering Group to further discuss policies on Housing Mix and Affordable Housing. Closed.</p> <p>It was noted that HBBC review their planning application data annually in March.</p> <p>10/08/17-01- Vice Chair to request Colin Wilkinson contacts HBBC Planning Department for the official summary of progress against plan, of housing numbers, either completed or approved within the Borough, as of 31st March 2017.</p> <p>10/08/17-02- Secretary to investigate planning applications within the Parish since March 2017.</p> <p>27/04/17-18- Finance Officer to send a copy of the end of year Locality report to Deborah Roberts. Completed & Closed.</p> <p>13/07/17-04- Vice Chair to discuss with Colin Wilkinson, what evidence needs to be available on our website, in which areas it should be stored and when it needs be available in relation to the project plan. Closed.</p>	

	<p>10/08/17-03- Communications Officer and Vice Chair to formulate how the evidence is to be hosted on the website.</p> <p>13/07/17-05- Deborah Roberts to look at the current Terms of Reference in order to initiate a formal review. Completed & Closed.</p> <p>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.</p> <p>20/07/17-07- Rob Ward to contact Neil Jones, enquiring about the use of copies of the photographs in the Millennium Book- "The Parish of Sheepy nineteen ninety nine" in the Neighbourhood Plan Submission Document. Open.</p> <p>02/08/17-01- Communications Officer to send the 'Important Views' Appendix section of the Pre Submission Document to Colin Wilkinson. Open.</p> <p>10/08/17-04- For action 02/08/17-01- Communications Officer to copy into the email members of the Steering Group.</p> <p>02/08/17-02- Secretary to forward the completed spreadsheet from action 20/07/17-09 to the Chair. Closed</p> <p>02/08/17-03- Chair to reorganise the spreadsheet from action 02/08/17-02, for compatibility with the Pre Submission Document and forward to Colin Wilkinson. Closed.</p> <p>On behalf of the Chair and Secretary, Andrea Johnson has taken the spreadsheet "Items identified from the Questionnaire that do not necessarily appear in the NP and are for possible consideration by the Sheepy Parish Council sub- committee" and cross referenced against the current Pre Submission document.</p> <p>10/08/17-05- Secretary to forward to Steering Group members and Colin Wilkinson, the updated spreadsheet "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".</p> <p>10/08/17-06- Steering Group members to review the updated spreadsheet "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" and check that no important items have been omitted from the plan, and together with any additional comments, forward to the Chair.</p> <p>10/08/17-07- Following action 10/08/17-06, Chair to review comments received, make any necessary amendments to the spreadsheet "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" and forward to the Communications Officer.</p> <p>02/08/17-04- Secretary to contact the Clerk to the Parish Council with regards to the purchase of 'Parish On Line Mapping'. Completed & Closed.</p> <p>A temporary 30 day trial license was granted on 7th August 2017 and following the confirmation of the Ordnance Survey Public Sector Mapping Agreement number, the Clerk to the Parish Council purchased the license on 10th</p>			
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		<p>August 2017. The Clerk to the Parish Council has received the invoice, a copy of which has been forwarded to the Acting Finance Officer.</p> <p>02/08/17-05-Assuming that the Parish Council purchase the 'Parish On Line Mapping', (See Action 02/08/17-04) the steering group to discuss with Colin Wilkinson, at the next Steering Group meeting, the map layers and Steering Group members input into the composition of the map layers. Completed & Closed.</p> <p>Colin Wilkinson has already set up 8 base map layers, Settlement Boundaries, Public Rights Of Way, Ecology & Habitats, Local Heritage Interests, Local Green Spaces. Hornsey Rise, Community Facilities and Sibson Conservation Area. The Important Views map has yet to be incorporated.</p> <p>10/08/17-08- Secretary to send Parish Online login details and tutorial links to members of the Steering Group.</p> <p>10/08/17-09- Vice Chair and Secretary to take responsibility for the input into the Settlement Boundaries map.</p> <p>10/08/17-10- Finance Officer to investigate the input of Public Rights Of Way into the map.</p> <p>10/08/17-11- Finance Officer to investigate the input of Ecology & Habitats into map.</p> <p>10/08/17-12- Finance Officer to investigate the input of Local Heritage Interests into the map.</p> <p>10/08/17-13- Secretary to take responsibility for the input into the Local Green Spaces map.</p> <p>10/08/17-14- Vice Chair to take responsibility for the input into the Hornsey Rise map.</p> <p>10/08/17-15- Chair to take responsibility for the input into the Community Facilities map.</p> <p>10/08/17-16- Communications Officer to take responsibility for the input into the Sibson Conservation Area map.</p> <p>10/08/17-17- Communications Officer to take responsibility for the input into the Important Views map.</p> <p>02/08/17-06-Vice Chair to contact Jessica Gurley & Deborah Roberts to ask if they are willing to produce the 'Features of Local Heritage Interest' list. Completed & Closed.</p> <p>02/08/17-07-Providing that they agree to the Vice Chair's request, (action 02/08/17-06), Jessica Gurley & Deborah Roberts produce the 'Features of Local Heritage Interest' list. Closed.</p> <p>10/08/17-18- Secretary to forward 'Sheepy Local History Society' email address to Deborah Roberts.</p> <p>02/08/17-08-Vice Chair to request Colin Wilkinson include our definition of 'Features of Local Heritage Interest' in the Pre Submission Draft Document. Closed.</p> <p>02/08/17-09- Communications Officer to forward the 'The Sibson Conservation Area Appraisal Report 2008' to Jessica Gurley and Deborah Roberts. Completed & Closed.</p> <p>02/08/17-10- Secretary to produce draft settlement boundary maps for both Sheepy Magna and Sibson. Completed & Closed.</p> <p>02/08/17-11-Secretary to add text to the photographic evidence of the flooding in Sibson December 2013 and forward to Colin Wilkinson. Completed & Closed.</p> <p>02/08/17-12-Deborah Roberts to send the 'Neighbourhood Plan Submission Document Forward' to Colin Wilkinson. Completed & Closed.</p>			
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		<p>02/08/17-13-Vice Chair to complete a review of the Pre Submission Document Draft version 12a with Colin Wilkinson, following feedback from the Sub Group Meeting, Wednesday 26th July 2017 and Steering Group meeting Wednesday 2nd August 2017. Completed & Closed.</p> <p>02/08/17-14- Following action 02/08/17-13, Steering Group to review the updated Pre Submission Document Draft at the next Steering Group meeting. Completed & Closed. See Agenda Item 4.</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. Open.</p> <p>02/08/17-16-Steering Group to discuss the design of the final version of the Pre Submission Document with Colin Wilkinson. Open.</p>			
4. NP Pre-Submission Document Draft version 14a and critical path list	Chair	<p>A significant part of this agenda item has been covered by Item 5 – Open Actions.</p> <p>Forward: Following the insertion of the ‘Forward’ it was agreed to remove the ‘Abstract’ from the title page.</p> <p>Flooding: It was agreed to remove section 2.34 from version 14a</p> <p>10/08/17-19- Finance Officer to edit section 2.33 and forward to Colin Wilkinson.</p>			
6. Project Plan	Vice Chair.	<p>Brief discussion regarding the possible production of a short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation. It was agreed to discuss further at the next Steering Group meeting.</p> <p>10/08/17-20- Secretary to add to the agenda of the next Steering Group meeting ‘Possible production of a short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’.</p>			
7. Raid Log	Chair	<p>Concerns that there is currently no permanent Finance Officer.</p> <p>The Vice Chair proposed the Acting Finance Officer take on the role of Finance Officer.</p> <p>This was seconded by the Secretary and all Steering Group members agreed.</p> <p>Rob Ward accepted the role of Finance Officer.</p>			
8. HBBC Engagement	Secretary	No engagement since the last Steering Group.			
9. AOB	Chair	None			
12. Date & Location of Next Meeting	Secretary	<p>Next Meeting: Thursday 17th August 2017 – Cock Inn Sibson. 7.30pm</p> <p>Future Meetings: Thursday 24th August 2017 – Cock Inn Sibson. 7.30pm Thursday 31th August 2017 – Cock Inn Sibson. 7.30pm</p>			
		Meeting Closed- 10.42pm			

Ref No.	Open Actions - 10 th August 2017	Responsible	Deadline
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
20/07/17-07	Rob Ward to contact Neil Jones, enquiring about the use of copies of the photographs in the Millennium Book- "The Parish of Sheepy nineteen ninety nine" in the Neighbourhood Plan Submission Document.	Rob Ward	ASAP
02/08/17-01	Communications Officer to send the 'Important Views' Appendix section of the Pre Submission Document to Colin Wilkinson.	Kate Gardiner	10 August 2017
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	17 August 2017
02/08/17-16	Steering Group to discuss the design of the final version of the Pre Submission Document with Colin Wilkinson.	Steering Group	10 th /17 th August 2017
10/08/17-01	Vice Chair to request Colin Wilkinson contacts HBBC Planning Department for the official summary of progress against plan, of housing numbers, either completed or approved within the Borough, as of 31 st March 2017.	John Ward	24 August 2017
10/08/17-02	Secretary to investigate planning applications within the Parish since March 2017.	Clive Stretton	17 August 2017
10/08/17-03	Communications Officer and Vice Chair to formulate how the evidence is to be hosted on the website.	Kate Gardiner & John Ward	24 August 2017
10/08/17-04	For action 02/08/17-01- Communications Officer to copy into the email members of the Steering Group.	Kate Gardiner	17 August 2017
10/08/17-05	Secretary to forward to Steering Group members and Colin Wilkinson, the updated spreadsheet "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".	Clive Stretton	ASAP
10/08/17-06	Steering Group members to review the updated spreadsheet "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" and check that no important items have been omitted from the plan, and together with any additional comments, forward to the Chair.	Steering Group	15 th August 2017

10/08/17-07	Following action 10/08/17-06, Chair to review comments received, make any necessary amendments to the spreadsheet <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> and forward to the Communications Officer.	Mick Toogood	17 August 2017
10/08/17-08	Secretary to send Parish Online login details and tutorial links to members of the Steering Group.	Clive Stretton	ASAP
10/08/17-09	Vice Chair and Secretary to take responsibility for the input into the Settlement Boundaries map.	John Ward & Clive Stretton	24 August 2017
10/08/17-10	Finance Officer to investigate the input of Public Rights Of Way into the map.	Rob Ward	24 August 2017
10/08/17-11	Finance Officer to investigate the input of Ecology & Habitats into map.	Rob Ward	24 August 2017
10/08/17-12	Finance Officer to investigate the input of Local Heritage Interests into the map.	Rob Ward	24 August 2017
10/08/17-13	Secretary to take responsibility for the input into the Local Green Spaces map.	Clive Stretton	24 August 2017
10/08/17-14	Vice Chair to take responsibility for the input into the Hornsey Rise map.	John Ward	24 August 2017
10/08/17-15	Chair to take responsibility for the input into the Community Facilities map.	Mick Toogood	24 August 2017
10/08/17-16	Communications Officer to take responsibility for the input into the Sibson Conservation Area map.	Kate Gardiner	24 August 2017
10/08/17-17	Communications Officer to take responsibility for the input into the Important Views map.	Kate Gardiner	24 August 2017
10/08/17-18	Secretary to forward 'Sheepy Local History Society' email address to Deborah Roberts.	Clive Stretton	ASAP
10/08/17-19	Finance Officer to edit section 2.33 and forward to Colin Wilkinson.	Rob Ward	17 August 2017
10/08/17-20	Secretary to add to the agenda of the next Steering Group meeting 'Possible production of a short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'.	Clive Stretton	17 August 2017
Ref No.	Closed Actions	Responsible	Date
23/03/17-09	Steering Group to further discuss policies on Housing Mix and Affordable Housing.	Steering Group	13 July 2017
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
13/07/17-04	Vice Chair to discuss with Colin Wilkinson, what evidence needs to be available on our website, in which areas it should be stored and when it needs be available in relation to the project plan.	John Ward	20 th July 2017
13/07/17-05	Deborah Roberts to look at the current Terms of Reference in order to initiate a formal review.	Deborah Roberts	20 th July 2017

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02/08/17-02	Secretary to forward the completed spreadsheet from action 20/07/17-09 to the Chair.	Clive Stretton	5 August 2017
02/08/17-03	Chair to reorganise the spreadsheet from action 02/08/17-02, for compatibility with the Pre Submission Document and forward to Colin Wilkinson.	Mick Toogood	6 August 2017
02/08/17-04	Secretary to contact the Clerk to the Parish Council with regards to the purchase of 'Parish On Line Mapping'.	Clive Stretton	ASAP
02/08/17-05	Assuming that the Parish Council purchase the 'Parish On Line Mapping', (See Action 02/08/17-04) the steering group to discuss with Colin Wilkinson, at the next Steering Group meeting, the map layers and Steering Group members input into the composition of the map layers.	Steering Group	10 August 2017
02/08/17-06	Vice Chair to contact Jessica Gurley & Deborah Roberts to ask if they are willing to produce the 'Features of Local Heritage Interest' list.	John Ward	ASAP
02/08/17-07	Providing that they agree to the Vice Chair's request, (action 02/08/17-06), Jessica Gurley & Deborah Roberts produce the 'Features of Local Heritage Interest' list.	Jessica Gurley & Deborah Roberts	10 August 2017
02/08/17-08	Vice Chair to request Colin Wilkinson include our definition of ' Features of Local Heritage Interest ' in the Pre Submission Draft Document.	John Ward	ASAP
02/08/17-09	Communications Officer to forward the 'The Sibson Conservation Area Appraisal Report 2008' to Jessica Gurley and Deborah Roberts.	Kate Gardiner	ASAP
02/08/17-10	Secretary to produce draft settlement boundary maps for both Sheepy Magna and Sibson.	Clive Stretton	10 August 2017
02/08/17-11	Secretary to add text to the photographic evidence of the flooding in Sibson December 2013 and forward to Colin Wilkinson.	Clive Stretton	10 August 2017
02/08/17-12	Deborah Roberts to send the 'Neighbourhood Plan Submission Document Forward' to Colin Wilkinson.	Deborah Roberts	ASAP
02/08/17-13	Vice Chair to complete a review of the Pre Submission Document Draft version 12a with Colin Wilkinson, following feedback from the Sub Group Meeting, Wednesday 26 th July 2017 and Steering Group meeting Wednesday 2 nd August 2017.	John Ward	10 August 2017
02/08/17-14	Following action 02/08/17-13, Steering Group to review the updated Pre Submission Document Draft at the next Steering Group meeting.	Steering Group	10 August 2017