

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 25 th May 2017 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Jessica Gurley, Andrea Johnson, Tom Johnson), Deborah Roberts, Clive Stretton (Secretary) , Mick Toogood (Chair) and John Ward(Vice Chair).		Apologies: Kate Gardiner(Communications Officer , 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	7 present & 4 apologies.	
3.Minutes of Previous Meeting	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 16 th May 2017 were agreed and signed by the Chair as a true record.	
6. Matters Arising. (Open Actions -Minutes 16 th May 2017)	Chair	<p>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. Open. See actions 16/05/17-01 & 16/05/17-02</p> <p>16/05/17-01- Vice Chair to discuss with Colin Wilkinson the criteria of a ‘Heritage Asset’. Completed.</p> <p>25/05/17-01-Vice Chair to list the criteria of a ‘Heritage Asset.’</p> <p>16/05/17-02- Steering Group Members to place suggestions of Heritage Assets on the secure area of the website. Open</p> <p>23/03/17-09- Steering Group to further discuss policies on Housing Mix and Affordable Housing. Open.</p> <p>11/04/17-07-Vice Chair to amend the wording in the section of ‘Sheepy NP Draft v6-April 2017’ on Superfast Broadband. Completed & Closed.</p> <p>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. On-going.</p> <p>27/04/17-02-Secretary to send collated photographic evidence of flooding in the Parish (see action 23/03/17-02)</p>	

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	<p>to Deborah Roberts. Open. Sibson photographic evidence still outstanding.</p> <p>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. Open. Records for the 2012 Floods still outstanding.</p> <p>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. Open. Records for the 2012 Floods still outstanding.</p> <p>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. Open</p> <p>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). Open. A copy of the report to Colin Wilkinson still outstanding.</p> <p>27/04/17-15- Secretary to present the current project plan to HBBC. Open.</p> <p>27/04/17-18- Finance Officer to send a copy of the end of year Locality report to Deborah Roberts. Open.</p> <p>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. Open.</p> <p>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. Open. Vice Chair has produced a printing estimate.</p> <p>27/04/17-22-Discuss at a later meeting about the inclusion of Data Information on the Website. On going.</p> <p>16/05/17-03-Secretary to circulate reports produced for action 27/04/17-10 to members of the Steering Group. Completed & Closed</p> <p>16/05/17-04-Secretary to supply further mapping lists to HBBC for to support the Neighbourhood Plan. Open.</p> <p>16/05/17-05- Secretary to send a list of 'Important Views' as identified in the Questionnaire to members of the Steering Group. Completed & Closed</p> <p>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. Open</p> <p>16/05/17-07- Communications Officer to send the link to the secure area on the website to members of the Steering Group. Open</p> <p>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'. Open. Much discussion took place as whether a 'Village Design Statement' is required and if so, the cost and time involved in its production. It is believed that Village Design Statements were produced some 30years ago and if Sheepy Parish does not have any, then there is</p>			
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		<p>little benefit of producing one at this stage.</p> <p>25/05/17-02- Vice Chair to check with Colin Wilkinson on the requirement for a 'Village Design Statement, in the Neighbourhood Plan.</p> <p>25/05/17-03- Feedback for action 16/05/17-08 to be sent to the Vice Chair by Tuesday 30th May 2017.</p> <p>16/05/17-09- (Parish Council Extraordinary meeting -13 June 2017) Communications Officer to produce the powerpoint for presentation at this meeting. Closed. Replaced by Action 25/05/17-04. Much work has been done on this powerpoint and steering group members agreed on its' excellent layout.</p> <p>16/05/17-10- Deborah Roberts to place the 'Index to the data base' on the secure area of the website. Open</p>			
5. Parish Council Extraordinary Meeting (13 th June 2017) to Review the NP Pre-Submission Document Draft.	Vice Chair	<p>See comments to action 16/05/17-09 above.</p> <p>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.</p> <p>It was agreed that the Steering Group should meet before the Parish Council Extraordinary Meeting – 13th June 2017 to final its arrangements. A date was set for Thursday 8th June 2017 – 7.30 Cock Inn – Sibson.</p>			
4. NP Pre-Submission Document Draft.	Chair	Deferred to a future meeting.			
7.AOB	Chair	None			
8. Meeting Dates	Secretary	<p>Next Meeting: Thursday 8th June 2017 – Cock Inn Sibson. 7.30pm- Main item: Final arrangements for the Parish Council Extraordinary Meeting (13th June 2017)</p> <p>Future Meetings: Thursday 15th June 2017 – Cock Inn Sibson. 7.30pm Thursday 13th July 2017 – Cock Inn Sibson. 7.30pm</p>			

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

Ref No.	Closed Actions	Responsible	Date
11/04/17-07	Vice Chair to amend the wording in the section of 'Sheepy NP Draft v6-April 2017' on Superfast Broadband.	John Ward	27 April 2017
16/05/17-01	Vice Chair to discuss with Colin Wilkinson the criteria of a 'Heritage Asset'.	John Ward	25 May 2017
16/05/17-03	Secretary to circulate reports produced for action 27/04/17-10 to members of the Steering Group.	Clive Stretton	ASAP
16/05/17-05	Secretary to send a list of 'Important Views' as identified in the Questionnaire to members of the Steering Group.	Clive Stretton	ASAP
16/05/17-09	(Parish Council Extraordinary meeting -13 June 2017) Communications Officer to produce the powerpoint for presentation at this meeting. Replaced by Action 25/05/17-04.	Kate Gardiner	25 May 2017

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