

# 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

<b>Date:</b> Tuesday 30 <sup>th</sup> January 2018 – 7.30pm		<b>Venue:</b> Cock Inn - Sibson	
<b>Attendance:</b> Jessica Gurley, Andrea Johnson, Tom Johnson, Deborah Roberts Clive Stretton (Secretary), Rob Ward (Finance Officer), John Ward (Vice Chair) and Colin Wilkinson (Planit-X).		<b>Apologies:</b> Kate Gardiner (Communications Officer), Mick Toogood (Chair), and Anne Parkinson.	
<b>Minutes taken by:</b> Clive Stretton			
<b>Declaration of Interest:</b> Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Vice Chair	8 present including Colin Wilkinson (Planit-X) & 3 apologies. Due to work commitments the Chair sent his apologies and the Vice Chair chaired the meeting.	
3. Minutes of Previous Meeting 10 <sup>th</sup> January 2018.	Vice Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 10 <sup>th</sup> January 2018 were signed by the Vice Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 10 <sup>th</sup> January 2018.	Vice Chair	<p><b><u>Mapping</u></b>  <b>28/09/17-05-</b> Vice Chair to assess the new views icon on Parish Online for possible use on the Important Views Maps. <b>Remains Open.</b></p> <p><b><u>Landscape Character Assessment</u></b>  <b>08/11/17-01-</b> Following action 12/10/17-06, Steering Group members to review the HBBC Landscape Character Assessment (September 2017 Parts 1-5) and Landscape Sensitivity Assessment (September 2017 Parts 1-3), with a view to replacing the Landscape Character Assessment (2006) link, following the Pre Submission Consultation period, but before completing the Pre Submission stage. <b>Remains Open</b></p> <p><b>30/10/18-01-</b> Secretary to re-circulate to Steering Group members, the links to HBBC Landscape Character Assessment (September 2017 Parts 1-5) and Landscape Sensitivity Assessment (September 2017 Parts 1-3), to assist with action 08/11/17-01.</p>	

	<p><b><u>Pre Submission Consultation</u></b></p> <p><b>10/01/18-01-</b> Communications Officer to remove the 'Pre Submission Consultation Representation Form' from the consultation section of the website and add it to the evidence database on the website. Completed &amp; Closed.</p> <p><b>10/01/18-10-</b> Secretary to produce a summary of the Pre Submission Consultation Drop In Events for the Evidence Database. <a href="#">Open</a></p> <p><b>10/01/18-11-</b> Communications Officer to send a copy of the scanned representation forms to members of the Steering Group. Completed &amp; Closed.</p> <p><b>10/01/18-12-</b> Vice Chair to construct and circulate a Pre Submission Consultation Response Feedback Table to Steering Group members. Completed &amp; Closed</p> <p><b>10/01/18-13-</b> Vice Chair to divide up the list of representation response forms and allocate, from the list, response forms to Steering Group Members, for review. Completed &amp; Closed</p> <p><b>10/01/18-14-</b> Steering Group members to transfer the information from the response forms to the Pre Submission Consultation Response Feedback Table and return to the Vice Chair to coordinate. Completed &amp; Closed</p> <p><b>10/01/18-15-</b> Secretary to allocate Steering Group members to validate action 10/01/18-14. Completed &amp; Closed</p> <p><b>10/01/18-16-</b> Steering Group members to validate action 10/01/18-14. Closed</p> <p><b><u>Sustainability Appraisal (SEA/HRA Screening)</u></b></p> <p><b>08/11/17-10-</b> Vice Chair to discuss the possibility of a 'Sustainability Appraisal' with Colin Wilkinson (Plantit-X). Closed. <a href="#">Replaced by action 30/01/18-02</a></p> <p><b>10/01/18-09-</b> Secretary to contact HBBC to request they carry out the SEA/HRA Screening on our behalf. Closed. <a href="#">Replaced by action 30/01/18-02</a></p> <p>Colin Wilkinson has contacted HBBC Planning Policy Development Services requesting they reconsider their previous decision, and carry out the SEA/HRA screening on our behalf. He was informed that Kirstie Rea has arranged a meeting with RCC to discuss this matter.</p> <p><b>30/01/18-02 –</b> Vice Chair to request Colin Wilkinson contacts HBBC for information regarding requesting HBBC carry out the SEA/HRA Screening on our behalf.</p> <p><b><u>HBBC Rural Conference- 30<sup>th</sup> November 2017.</u></b></p> <p><b>10/01/18-02-</b> Communications Officer to add to the evidence database on the website a PDF version of the presentation, prepared and presented by the Vice Chair, for the HBBC Rural Conference- 30<sup>th</sup> November 2017. Completed &amp; Closed.</p> <p><b><u>Communications</u></b></p> <p><b>10/01/18-03-</b> Communications Officer to supply a Gazette article indicating that the Pre Submission Consultation Process is now closed and responses will be reviewed and considered. Completed &amp; Closed.</p>			
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5. Finance	Finance Officer	<p>No further expenditure since the last Steering Group Meeting.  <b>Locality Grant Application.</b>  Due to time constraints, it has been decided to withdraw the current grant application and re-apply for a grant during the next financial year. (2018-19).  <b>30/01/18-03-</b> Finance Officer to liaise with Colin Wilkinson (Planit-X) and prepare a new Locality Grant Application.</p>			

6. Raid Log	Andrea Johnson	<p>An updated NDP Raid Log (30 January 2018), has been circulated on 23rd January 2018 in advance of this meeting. It was noted that the two categories below remain at an Amber Status</p> <ul style="list-style-type: none"> <li>• The Steering Group members may not have the time necessary to devote to the delivery of the plan as they are unpaid volunteers.</li> <li>• There is a key man dependency on the planning consultant</li> </ul> <p>In a reply to point two above, Colin Wilkinson has engaged the services of an assistant.</p>			
7. Project Plan	Vice Chair.	<p>Following action 10/01/18-08, the project plan has been updated (11<sup>th</sup> January 2018) and been circulated on 20<sup>th</sup> January 2018 in advance of this meeting.</p> <p>Members of the Steering Group agreed with the updated project plan.</p> <p>It was noted, that following finalising the submission document and submitting to HBBC, a significant proportion of the time frame to completion becomes dependent on other agencies.</p>			
8.HBBC Engagement	Secretary	<p>Colin Wilkinson has contacted HBBC regarding the SEA/HRA Screening. See Agenda Item 4 above.</p>			
9. Analysis of the Pre Submission Consultation Responses.	Vice Chair	<p>Steering Group members have transferred the information from the response forms to the Pre Submission Consultation Response Feedback spreadsheet. Furthermore, this has been validated. See Agenda Item 4 above.</p> <p>The Vice Chair has sorted the Pre Submission Consultation Response Feedback Spreadsheet by Policy/Paragraph reference, hence consolidating the information gained from the consultation, ready for further analysis.</p> <p><b>30/01/18-04- Vice Chair to circulate the consolidated Pre Submission Consultation Response Feedback Spreadsheet to Steering Group Members.</b></p> <p><b>30/01/18-05- Vice Chair to send the consolidated Pre Submission Consultation Response Feedback Spreadsheet to Colin Wilkinson requesting his feedback, observations and recommendations.</b></p>			
10. HBBC Local Plan Review: Scope, Issues and Options Consultation and LCC Strategic Growth Plan Consultation Draft.	Vice Chair	<p>It was noted that the LCC Strategic Growth Plan Consultation response deadline is Thursday 5<sup>th</sup> April 2018 and although an integral part of the HBBC Local Plan, it was decided to concentrate on preparing a response to the latter in order to meet the Parish Council information circulation deadline.</p> <p>Furthermore, although HBBC are inviting comments on a Local Plan for possible adoption during the winter of 2021, our Neighbourhood Plan has been governed by the HBBC Core Strategy adopted on 15 December 2009.</p> <p>In preparation for this meeting, much time has been spent on by Steering Group members on the draft HBBC Local Plan and consultation information. Nevertheless, following much discussion, it was decided to recommend, to the Parish Council, a blanket response emphasising there should be minimal conflict and no duplication between the Sheepy Parish Neighbourhood Plan and the emerging HBBC Local Plan.</p> <p><b>30/01/18-06- Vice Chair to request Colin Wilkinson prepare a draft blanket statement, in reply to HBBC Local Plan Review Consultation, and forward to the Steering Group Secretary.</b></p>			

		<p><b>30/01/18-07-</b> Following action 30/01/18-06, Deborah Roberts to make any necessary amendments to the draft blanket statement, (prepared by Colin Wilkinson), ready for consideration at the Parish Council meeting on Tuesday 6<sup>th</sup> February 2018, as the Parish Council's response to the HBBC Local Plan Review Consultation.</p> <p><b>30/01/18-08-</b> Secretary to verify action 30/01/18-07.</p> <p><b>30/01/18-09-</b> Following action 30/01/18-08, Secretary to circulate to Steering Group members, the Steering Group's suggested response to HBBC Local Plan Review Consultation for comment.</p> <p><b>30/01/18-10-</b> Following action 30/01/18-08, Secretary to forward to the Clerk to the Parish Council, the Steering Group's suggested response to HBBC Local Plan Review Consultation, in order for it to be circulated to Parish Councillors for consideration at the Parish Council meeting on Tuesday 6<sup>th</sup> February 2018.</p>		
11. AOB	Vice Chair	None		
12. Date & Location of Next Meeting	Secretary	<p>Next Meeting: Thursday 22<sup>nd</sup> February 2018 at 7.30pm. Suggestion of using the meeting room at Sheepy Memorial Hall.</p> <p><b>30/01/18-11-</b> Secretary to confirm the venue for the next Steering Group Meeting on Thursday 22<sup>nd</sup> February 2018 at 7.30pm</p> <p><b>30/01/18-12-</b> Vice Chair to take responsibility for organising a projector and screen for the next Steering Group Meeting on Thursday 22<sup>nd</sup> February 2018 at 7.30pm</p>		
		Meeting Closed- 9.45pm		

Ref No.	Open Actions – 30 <sup>th</sup> January 2018	Responsible	Deadline
<b>28/09/17-05</b>	Vice Chair to assess the new views icon on Parish Online for possible use on the Important Views Maps	John Ward	Now 22 February 2018
<b>08/11/17-01</b>	<b>Following action 12/10/17-06, Steering Group members to review the HBBC Landscape Character Assessment (September 2017 Parts 1-5) and Landscape Sensitivity Assessment (September 2017 Parts 1-3), with a view to replacing the Landscape Character Assessment (2006) link, following the Pre Submission Consultation period, but before completing the Pre Submission stage.</b>	<b>Steering Group</b>	Now 22 February 2018
<b>30/10/18-01</b>	Secretary to re-circulate to Steering Group members, the links to HBBC Landscape Character Assessment (September 2017 Parts 1-5) and Landscape Sensitivity Assessment (September 2017 Parts 1-3), to assist with action 08/11/17-01.	Clive Stretton	ASAP
<b>10/01/18-10</b>	Secretary to produce a summary of the Pre Submission Consultation Drop In Events for the Evidence Database.	Clive Stretton	Now 22 February 2018

<b>30/01/18-02</b>	Vice Chair to request Colin Wilkinson contacts HBBC for information regarding requesting HBBC carry out the SEA/HRA Screening on our behalf.	John Ward	ASAP
<b>10/01/18-04</b>	Vice Chair to request that the Evidence Database log is up to date and indicates which items are on the evidence database section of the website.	John Ward	Now 22 February 2018
<b>10/01/18-05</b>	Vice Chair to ask Deborah Roberts if there are any outstanding documents required for the evidence database.	John Ward	Now 22 February 2018
<b>10/01/18-07</b>	Chair to review the Terms of Reference.	Mick Toogood	Now 22 February 2018
<b>30/01/18-03</b>	Finance Officer to liaise with Colin Wilkinson (Planit-X) and prepare a new Locality Grant Application.	Rob Ward	28 February 2018
<b>30/01/18-04</b>	Vice Chair to circulate the consolidated Pre Submission Consultation Response Feedback Spreadsheet to Steering Group Members.	John Ward	ASAP
<b>30/01/18-05</b>	Vice Chair to send the consolidated Pre Submission Consultation Response Feedback Spreadsheet to Colin Wilkinson requesting his feedback, observations and recommendations.	John Ward	22 February 2018
<b>30/01/18-06</b>	Vice Chair to request Colin Wilkinson prepare a draft blanket statement, in reply to HBBC Local Plan Review Consultation, and forward to the Steering Group Secretary.	John Ward	31 January 2018
<b>30/01/18-07</b>	Following action 30/01/18-06, Deborah Roberts to make any necessary amendments to the draft blanket statement, (prepared by Colin Wilkinson), ready for consideration at the Parish Council meeting on Tuesday 6 <sup>th</sup> February 2018, as the Parish Council's response to the HBBC Local Plan Review Consultation.	Deborah Roberts	1 February 2018
<b>30/01/18-08</b>	Secretary to verify action 30/01/18-07.	Clive Stretton	1 February 2018
<b>30/01/18-09</b>	Following action 30/01/18-08, Secretary to circulate to Steering Group members, the Steering Group's suggested response to HBBC Local Plan Review Consultation for comment.	Clive Stretton	1 February 2018
<b>30/01/18-10</b>	Following action 30/01/18-08, Secretary to forward to the Clerk to the Parish Council, the Steering Group's suggested response to HBBC Local Plan Review Consultation, in order for it to be circulated to Parish Councillors for consideration at the Parish Council meeting on Tuesday 6 <sup>th</sup> February 2018.	Clive Stretton	1 February 2018
<b>30/01/18-11</b>	Secretary to confirm the venue for the next Steering Group Meeting on Thursday 22 <sup>nd</sup> February 2018 at 7.30pm	Clive Stretton	22 February 2018
<b>30/01/18-12</b>	Vice Chair to take responsibility for organising a projector and screen for the next Steering Group Meeting on Thursday 22 <sup>nd</sup> February 2018 at 7.30pm	John Ward	22 February 2018

<b>Ref No.</b>	<b>Closed Actions</b>	<b>Responsible</b>	<b>Date</b>
10/01/18-01	Communications Officer to remove the 'Pre Submission Consultation Representation Form' from the consultation section of the website and add it to the evidence database on the website.	Kate Gardiner	ASAP
08/11/17-10	Vice Chair to discuss the possibility of a 'Sustainability Appraisal' with Colin Wilkinson (Plantit-X).	John Ward	Now 30 January 2018
10/01/18-02	Communications Officer to add to the evidence database on the website a PDF version of the presentation, prepared and presented by the Vice Chair, for the HBBC Rural Conference- 30 <sup>th</sup> November 2017.	Kate Gardiner	30 <sup>th</sup> January 2018
10/01/18-03	Communications Officer to supply a Gazette article indicating that the Pre Submission Consultation Process is now closed and responses will be reviewed and considered.	Kate Gardiner	15 <sup>th</sup> January 2018
10/01/18-06	Andrea Johnson to update the Raid Log.	Andrea Johnson	30 January 2018
10/01/18-08	Vice Chair to update the project plan.	John Ward	30 January 2018
10/01/18-09	Secretary to contact HBBC to request they carry out the SEA/HRA Screening on our behalf.	Clive Stretton	ASAP
10/01/18-11	Communications Officer to send a copy of the scanned representation forms to members of the Steering Group.	Kate Gardiner	ASAP
10/01/18-12	Vice Chair to construct and circulate a Pre Submission Consultation Response Feedback Table to Steering Group members.	John Ward	ASAP
10/01/18-13	Vice Chair to divide up the list of representation response forms and allocate, from the list response forms to Steering Group Members, for review.	John Ward	ASAP
10/01/18-14	Steering Group members to transfer the information from the response forms to the Pre Submission Consultation Response Feedback Table and return to the Vice Chair to coordinate.	Steering Group	21 <sup>st</sup> January 2018
10/01/18-15	Secretary to allocate Steering Group members to validate action 10/01/18-14.	Clive Stretton	ASAP
10/01/18-16	Steering Group members to validate action 10/01/18-14.	Steering Group	29 January 2018
10/01/18-17	Secretary to send a copy of the North Warwickshire & HBBC 'Destination Management Plan 2017-2022' to Colin Wilkinson for possible incorporation into our Neighbourhood Plan.	Clive Stretton	ASAP
10/01/18-18	Secretary to circulate the email from HBBC regarding the Local Plan Review: Scope, Issues and Options Consultation (Monday, 8 January 2018 until 23:59 on Sunday 4 March 2018) and Strategic Growth Plan Consultation Draft (Thursday, 11 January 2018 until 17:00 on Thursday 5 April 2018) to Steering Group Members.	Clive Stretton	ASAP

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Tuesday 30<sup>th</sup> January 2018.

10/01/18-19	Steering Group Members to review HBBC Local Plan Review: Scope, Issues and Options Consultation and Strategic Growth Plan Consultation Draft in advance of the next Steering Group meeting, with a view to giving a response to the Clerk to the Parish Council ready for the Parish Council meeting on Tuesday 6 <sup>th</sup> February 2018.	Steering Group	30 January 2018
10/01/18-20	Secretary to add to the agenda for the next Steering Group meeting, the Steering Group's response to HBBC Local Plan Review: Scope, Issues and Options Consultation and Strategic Growth Plan Consultation Draft.	Clive Stretton	30 January 2018