

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: Wednesday 11 th April 2018 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Jessica Gurley, Andrea Johnson, Deborah Roberts, Clive Stretton, Mick Toogood (Chair) John Ward (Vice Chair) and Rob Ward (Finance Officer).		Apologies: Kate Gardiner (Communications Officer), Tom Johnson and Anne Parkinson. (Also Colin Wilkinson Planit-X).	
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 22 nd March 2018.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 22 nd March 2018 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 22 nd March 2018.	Chair	<p>Mapping</p> <p>22/03/18-01- Vice Chair to amend the Important Views Maps to give effect to feedback. Completed & Closed. Completed by the Finance Officer and verified by the Vice Chair. The Finance Officer added that he has requested a 360 degree icon be included.</p> <p>22/03/18-08- Vice Chair and Secretary to contact HBBC to take issue with their representations in relation to Appendix 3 (that all of the supporting documents be incorporated into the plan itself) and the maps. Completed. The Secretary has spoken to HBBC and it appears that, if the maps are accessibly to HBBC in digital format for the foreseeable future, then a link in the Neighbourhood Plan to these maps should suffice.</p> <p>11/04/18-01-Finance Officer to see if data from Parish On Line mapping can be exported by use of an Interchange Format.</p> <p>HBBC have requested that any further questions in relation to action 22/03/18-08 be forwarded in an email.</p>	

	<p>22/03/18-09- John Ward to update Hornsey Rise Memorial Home Map relating to Policy 13. Completed by the Finance Officer and verified by the Vice Chair to reflect the building footprint agreed following the site visit.</p> <p><u>Locality Grant Application.</u></p> <p>22/02/18-05- Finance Officer to re apply for additional Locality Grant during April 2018. Closed.</p> <p>22/03/18-02 Finance Officer to register an expression of interest for additional Locality Grant. Closed.</p> <p>The grant process has changed slightly and we must meet certain criteria to qualify for additional funding. The Finance Officer is unsure if we are eligible.</p> <p>11/04/18-02- Finance Officer to complete where possible the Locality Grant Application Form and to circulate to Steering Group members to review.</p> <p><u>Pre Submission Consultation</u></p> <p>22/03/18-03- Communications Officer to produce a summary of the comments from the Pre Submission Consultation Drop In Events for the Evidence Database. Remains Open.</p> <p><u>Pre- Submission Plan</u></p> <p>22/02/18-08- Steering Group members and Planit-X to implement any proposed revision to the Pre Submission Neighbourhood Plan as discussed and noted at the Steering Group meeting 22 February 2018. Closed. See agenda item 5.</p> <p>22/03/18-04- Vice Chair to update master version of Pre Submission Neighbourhood Plan and include Steering Group members’ revisions following action 22/02/18-08 and send to Colin Wilkinson. Closed.</p> <p>22/03/18-05- Colin Wilkinson to update Pre Submission Neighbourhood Plan following action 22/03/18-04. Closed.</p> <p><u>HRA Screening</u></p> <p>22/03/18-10- Communications Officer to speak to some of her contacts with expertise in SEA screening and ask them for their thoughts on how to improve the HBBC template as part of the Neighbourhood planning process. Closed. See agenda item 7.</p> <p><u>Website</u></p> <p>22/03/18-06 – Communications Officer to contact the website host again requesting them to investigate the concern raised that the homepage was flagging up as unsecure using “HTTPS: “as the direction into the site. Remains Open.</p>			
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<p>5. Sheepy NP Pre Sub Consultation feedback with analysis & agreed actions SG meeting 22nd March 2018 with updates 29th March 2018.</p>	<p>Vice Chair</p>	<p>The Pre Submission Consultation Feedback and Actions after the Steering Group meeting 22nd March 2018 with Updates at 29th March 2018 was discussed and further updates noted by the Vice Chair.</p> <p>11/04/18-03- Deborah Roberts and the Secretary to check the Proposed Revision to Sheepy NP for line 4 of the Pre Submission Consultation Feedback and Actions after the Steering Group meeting 22nd March 2018 with Updates at 29th March 2018 and feed back to the Vice Chair.</p> <p>11/04/18-04- Vice Chair to update the Pre Submission Consultation Feedback and Actions following the Steering Group Meeting 11 April 2018.</p> <p>11/04/18-05- Vice Chair to circulate the updated the Pre Submission Consultation Feedback and Actions following the Steering Group Meeting 11 April 2018 to members of the Steering Group.</p> <p>11/04/18-06-Following action 11/04/18-05, Steering Group members to review the updated the Pre Submission Consultation Feedback and Actions following the Steering Group Meeting 11 April 2018 and to feed back to the Vice Chair without delay.</p> <p>11/04/18-07-Following action 11/04/18-06, Vice Chair to forward the updated the Pre Submission Consultation Feedback and Actions following the Steering Group Meeting 11 April 2018 along with any feedback from Steering Group members to Colin Wilkinson.</p> <p>11/04/18-08- Following action 11/04/18-07, Vice Chair to request Colin Wilkinson produce a first version draft of the Submission Neighbourhood Plan.</p>			

6. Finance- Locality Grant Application	Finance officer	See also Agenda Item 4 Matters Arising - Locality Grant Application It was noted that the largest expense to complete the Neighbourhood Plan is expected to be the fees for the services of Planit-X. 11/04/18- 09 – Vice Chair to request Colin Wilkinson submit an invoice for his services to March 2018, a forecast of expenditures to the completion of the project and a quote for work to support the Finance Officer with regards to the Locality Grant Application form.			
7. SEA/HRA Screening	Vice Chair	11/04/18-10- Vice Chair to contact the Communications Officer to ask if she had received any recommendations on improving HBBC's -SEA template. It was noted that if HBBC's- SEA template was sufficient for the Steering Group to progress to the next stage of the process then we should consider continuing with it as soon as possible. However, it was also noted that this was a pilot scheme and mistakes at this stage could prove costly.			
8. Project Plan	Vice Chair	11/04/18-11- Vice Chair to produce an update Project Plan.			
9. HBBC Engagement	Secretary	See Agenda Item 4 - Mapping			
10. Communicatio ns	Chair	11/04/18-12- Communications Officer to produce an article for the June edition of the Gazette. (Deadline approximately 12 th May 2018)			
11. Evidence Database	Deborah Roberts	Deborah Roberts confirmed all up to date and has forwarded it to the Communications Officer to place on the website.			
12. Raid Log	Andrea Johnson	11/04/18-13- Andrea Johnson to update the Raid Log indicating finances as an issue.			
13. Report to the Parish Council	Chair	The report by the Chair to the Parish Council on Tuesday 3 rd April 2018 has been circulated to the Steering Group.			
14. AOB	Chair	None			
15. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 26 th April 2018 at 7.30pm. The Cock Inn Sibson			
		Meeting Closed 9.55pm			

Ref No.	Open Actions – 11 th April 2018	Responsible	Deadline
11/04/18-01	Finance Officer to see if data from Parish On Line mapping can be exported by use of an Interchange Format.	Rob Ward	26 April 2018
11/04/18-02	Finance Officer to complete where possible the Locality Grant Application Form and to circulate to Steering Group members to review.	Rob Ward	26 April 2018
22/03/18-03	Communications Officer to produce a summary of the comments from the Pre Submission Consultation Drop In Events for the Evidence Database.	Kate Gardiner	Prior to April meeting
22/03/18-06	Communications Officer to contact the website host again requesting them to investigate the concern raised that the homepage was flagging up as unsecure using “HTTPS: “as the direction into the site.	Kate Gardiner	ASAP
22/03/18-11	Communications Officer to upload on to the website an uptodate copy of the project plan	Kate Gardiner	Prior to April meeting
11/04/18-03	Deborah Roberts and the Secretary to check the Proposed Revision to Sheepy NP for line 4 of the Pre Submission Consultation Feedback and Actions after the Steering Group meeting 22 nd March 2018 with Updates at 29 th March 2018 and feed back to the Vice Chair.	Deborah Roberts & Clive Stretton	ASAP
11/04/18-04	Vice Chair to update the Pre Submission Consultation Feedback and Actions following the Steering Group Meeting 11 April 2018.	John Ward	ASAP
11/04/18-05	Vice Chair to circulate the updated the Pre Submission Consultation Feedback and Actions following the Steering Group Meeting 11 April 2018 to members of the Steering Group.	John Ward	ASAP
11/04/18-06	Following action 11/04/18-05, Steering Group members to review the updated the Pre Submission Consultation Feedback and Actions following the Steering Group Meeting 11 April 2018 and to feed back to the Vice Chair without delay.	Steering Group Members	14 April 2018
11/04/18-07	Following action 11/04/18-06, Vice Chair to forward the updated the Pre Submission Consultation Feedback and Actions following the Steering Group Meeting 11 April 2018 along with any feedback from Steering Group members to Colin Wilkinson.	John Ward	14 April 2018
11/04/18-08	Following action 11/04/18-07, Vice Chair to request Colin Wilkinson produce a first version draft of the Submission Neighbourhood Plan.	John Ward	14 April 2018
11/04/18- 09	Vice Chair to request Colin Wilkinson submit an invoice for his services to March 2018, a forecast of expenditures to the completion of the project and a quote for work to support the Finance Officer with regards to the Locality Grant Application form.	John Ward	ASAP

11/04/18-10	Vice Chair to contact the Communications Officer to ask if she had received any recommendations on improving HBBC's -SEA template.	John Ward	ASAP
11/04/18-11	Vice Chair to produce an update Project Plan.	John Ward	26 April 2018
11/04/18-12	Communications Officer to produce an article for the June edition of the Gazette. (Deadline approximately 12 th May 2018)	Kate Gardiner	12 May 2018
11/04/18-13	Andrea Johnson to update the Raid Log indicating finances as an issue.	Andrea Johnson	26 April 2018
Ref No.	Closed Actions	Responsible	Date
22/02/18-05	Finance Officer to re apply for additional Locality Grant during April 2018.	Rob Ward	April 2018
22/02/18-08	Steering Group members and Planit-X to implement any proposed revision to the Pre Submission Neighbourhood Plan as discussed and noted at the Steering Group meeting 22 February 2018	Steering Group & Planit-X	Each Member to indicate when he/she can deliver asap and to deliver before April meeting
22/03/18-01	Vice Chair to amend the Important Views Maps to give effect to feedback.	John Ward	31 March 2018
22/03/18-02	Finance Officer to register an expression of interest for additional Locality Grant	Rob Ward	3 April 2018
22/03/18-04	Vice Chair to update master version of Pre Submission Neighbourhood Plan and include Steering Group members' revisions following action 22/02/18-08 and send to Colin Wilkinson	John Ward	Prior to April Meeting
22/03/18-05	Colin Wilkinson master version of Pre Submission Neighbourhood Plan following action 22/03/18-04	Colin Wilkinson	Prior to April Meeting
22/03/18-07	Vice Chair to add to the master list of changes required to be made to the Pre-Submission Neighbourhood Plan that the link to the 2017 version of the Landscape Character Assessment Document should now replace the 2006 version	John Ward	April meeting
22/03/18-08	Vice Chair and Secretary to contact HBBC to take issue with their representations in relation to Appendix 3 (that all of the supporting documents be incorporated into the plan itself) and the maps.	John Ward and Clive Stretton	Prior to April meeting

22/03/18-09	Colin Wilkinson to update Hornsey Rise Memorial Home Map relating to Policy 13	Colin Wilkinson	Prior to April meeting
22/03/18-10	Communications Officer to speak to some of her contacts with expertise in SEA screening and ask them for their thoughts on how to improve the HBBC template as part of the planning process	Kate Gardiner	Prior to April meeting
22/03/18-12	Secretary to include a discussion around communications/Gazette notice in the April agenda.	Clive Stretton	Prior to April meeting
22/03/18-13	Deborah Roberts to send to the Communications Officer all documents that are required to be uploaded to the supporting evidence section of the website	Deborah Roberts	Prior to April meeting
22/03/18-14	Colin Wilkinson to send to the group some of the photographs he took at the Hornsey rise site visit.	Colin Wilkinson	Prior to April meeting