

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 26 th April 2018 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Jessica Gurley, Kate Gardiner (Communications Officer), Clive Stretton (Secretary), Mick Toogood (Chair) John Ward (Vice Chair) and Rob Ward (Finance Officer). Also Colin Wilkinson Planit-X.		Apologies: Andrea Johnson, Tom Johnson Deborah Roberts, 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 11 th April 2018.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 11 April 2018 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 11 April 2018.	Chair	<p><u>Mapping</u> 11/04/18-01-Finance Officer to see if data from Parish On Line mapping can be exported by use of an Interchange Format. Completed. The Finance Officer has investigated this and found that at present data from Parish On Line mapping cannot be exported by use of an Interchange Format. However, it was decided that at the completion of the Neighbourhood Plan, the Steering Group should request a copy of the data from Parish On Line. 26/04/18-01- Finance Officer to contact Parish On Line asking them to confirm that they can give the Steering Group a copy of all data at the completion of the plan.</p> <p><u>Locality Grant Application.</u> 11/04/18-02- Finance Officer to complete where possible the Locality Grant Application Form and to circulate to Steering Group members to review. Closed. It was noted that the Locality Grant now runs for 12 months instead of 6.</p>	

	<p>26/04/18-02- Finance Officer to produce an expression of interest for a Locality Grant.</p> <p>26/04/18-03- Finance Officer to continue to proceed with the Locality Grant application.</p> <p>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. Closed</p> <p>26/04/18-04- Finance Officer to forward the invoice from Colin Wilkinson, action 11/04/18-09, to the Clerk to the Parish Council.</p> <p><u>Pre- Submission Consultation and Submission Plan</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. Closed.</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. Completed & Closed.</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. Completed & Closed.</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. Completed & Closed.</p> <p>11/04/18-07- Following action 11/04/18-06, Vice Chair to forward the updated 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. Completed & Closed.</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. Completed & Closed.</p> <p><u>HRA Screening</u></p> <p>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. Closed.</p> <p>The Communications Officer had not had received any recommendations on improving HBBC's -SEA template.</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. Closed. This has been checked and it is functioning satisfactorily.</p> <p><u>Landscape Character Assessment</u></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. Closed.</p>			
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5. Finance	Finance officer	Covered in Agenda Item 4 Matters Arising - Finance		
6. Draft Submission Plan v1a	Vice Chair	<p>The Draft Submission Plan v1a had been circulated in advance of this meeting for review by Steering Group members. The Draft Submission Plan v1a document was discussed in great detail and any agreed changes were noted by the Communications Officer.</p> <p>26/04/18-05- Communications Officer to forward to Colin Wilkinson the agreed changes to the Draft Submission Plan v1a document made at the Steering Group meeting –Thursday 26th April 2018. 26/04/18-06- Following action 26/04/18-05, Vice Chair to request Colin Wilkinson make the agreed changes to the Draft Submission Plan v1a document. 26/04/18-07- Vice Chair to check that in the printing of the final version of the Neighbourhood Plan, the page ‘Sheepy Parish in 2036’ is in landscape format. 26/04/18-08- Chair to check, using OS mapping, the correct spelling of ‘New House Grange’. 26/04/18-09- Vice Chair to request Colin Wilkinson investigate the possibility of introducing a statement ‘Street scene’ into the ‘Design’ section of the Neighbourhood Plan. 26/04/18-10- Deborah Roberts to circulate an updated version of the ‘Evidence Data Base’ to Steering Group members 26/04/18-11- Secretary to forward the Local Green Space Designation Form for ‘Land to the Front of 15-19 Meadow Close – Sheepy Magna’ to Colin Wilkinson. 26/04/18-12-Secretary to produce current figures for dwellings either built (net of demolitions) or have planning permission since 2006. 26/04/18-13- Jessica Gurley to take new photographs showing the view from Wellsborough and forward to the Vice Chair.</p>		

		<p>26/04/18-14- Chair to check the Glossary in current version of the Draft Submission Plan v1a for inaccuracies.</p> <p>26/04/18-15- Secretary to discuss with Colin Wilkinson any further information that is required by Planit-x regarding Information Evenings, Drop in Events etc.</p>			
7. SEA/HRA Screening	Vice Chair	<p>RCC are aiming to produce a new SEA template by the middle of May, incorporating the one they have already been compiling for us and populated with our data. The Steering Group can then review this document ready to submit to HBBC.</p> <p>It was noted that the SEA/HRA screening process could result in a possible delay to the production of the Neighbourhood Plan.</p> <p>The Secretary has contacted HBBC asking whether we should now send the official letter from the Parish Council requesting HBBC begin preparing the HRA document and hence expediting the time as both SAE and HRA documents can be produced by HBBC simultaneously.</p>			
8. Project Plan	Vice Chair	<p>Colin Wilkinson is currently compiling the Basic Condition Statement.</p> <p>It was noted that once the Neighbourhood Plan is submitted to HBBC, the timeframe becomes dependent upon external agencies.</p> <p>26/04/18-16- Vice Chair to produce an updated Project Plan and forward to the Communications Officer to update the timeline on the website.</p>			
9. HBBC Engagement	Secretary	See Agenda Item 7 – SEA/HRA Screening			
10. Communications	Communications Officer	<p>26/04/18-17- Communications Officer and Deborah Roberts to update the evidence on the website.</p> <p>Discussion took place regarding submitting an article for the June edition of the Gazette. It was suggested that it includes the information that we have considered all representations from the Pre-Submission Consultation and updated the plan.</p> <p>26/04/18-18- Communications Officer to submit an article for the June 2018 edition of the Gazette.</p>			
11. Evidence Database	Chair	See Item 10 of the Agenda			
12. Raid Log	Chair	<p>Deferred to next meeting.</p> <p>It was noted that the National Planning Policy Framework is being updated and a draft document is due July 2018.</p>			
13. AOB	Chair	The Sheepy Parish Council AGM will take place on Tuesday 1 st May 2018, when the re-election of officers will take place.			
15. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 17 th May 2018 at 7.30pm. The Cock Inn Sibson			
		Meeting Closed 10.05pm			

Ref No.	Open Actions – 26 th April 2018	Responsible	Deadline
26/04/18-01	Finance Officer to contact Parish On Line asking them to confirm that they can give the Steering Group a copy of all data at the completion of the plan.	Rob Ward	17 May 2018
26/04/18-02	Finance Officer to produce an expression of interest for a Locality Grant.	Rob Ward	17 May 2018
26/04/18-03	Finance Officer to continue to proceed with the Locality Grant application.	Rob Ward	17 May 2018
26/04/18-04	Finance Officer to forward the invoice from Colin Wilkinson, action 11/04/18-09, to the Clerk to the Parish Council.	Rob Ward	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
11/04/18-13	Andrea Johnson to update the Raid Log indicating finances as an issue.	Andrea Johnson	26 April 2018
26/04/18-05	Communications Officer to forward to Colin Wilkinson the agreed changes to the Draft Submission Plan v1a document made at the Steering Group meeting –Thursday 26 th April 2018.	Kate Gardiner	ASAP
26/04/18-06	Following action 26/04/18-05, Vice Chair to request Colin Wilkinson make the agreed changes to the Draft Submission Plan v1a document.	John Ward	ASAP
26/04/18-07	Vice Chair to check that in the printing of the final version of the Neighbourhood Plan, the page ‘Sheepy Parish in 2036’ is in landscape format.	John Ward	Remains Open
26/04/18-08	Chair to check, using OS mapping, the correct spelling of ‘New House Grange’.	Mick Toogood	17 May 2018
26/04/18-09	Vice Chair to request Colin Wilkinson investigate the possibility of introducing a statement ‘Street scene’ into the ‘Design’ section of the Neighbourhood Plan.	John Ward	ASAP
26/04/18-10	Deborah Roberts to circulate an updated version of the ‘Evidence Data Base’ to Steering Group members	Deborah Roberts	17 May 2018
26/04/18-11	Secretary to forward the Local Green Space Designation Form for ‘Land to the Front of 15-19 Meadow Close – Sheepy Magna’ to Colin Wilkinson.	Clive Stretton	ASAP
26/04/18-12	Secretary to produce current figures for dwellings either built (net of demolitions) or have planning permission since 2006.	Clive Stretton	21May 2018
26/04/18-13	Jessica Gurley to take new photographs showing the view from Wellsborough and forward to the Vice Chair.	Jessica Gurley	ASAP
26/04/18-14	Chair to check the Glossary in current version of the Draft Submission Plan v1a for inaccuracies.	Mick Toogood	17 May 2018
26/04/18-15	Secretary to discuss with Colin Wilkinson any further information that is required by Planit-x regarding Information Evenings, Drop in Events etc.	Clive Stretton	ASAP
26/04/18-16	Vice Chair to produce an updated Project Plan and forward to the Communications Officer to update the timeline on the website.	John Ward	ASAP

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26/04/18-17	Communications Officer and Deborah Roberts to update the evidence on the website.	Kate Gardiner & Deborah Roberts	17 May 2018
26/04/18-18	Communications Officer to submit an article for the June 2018 edition of the Gazette.	Kate Gardiner	12 May 2018
Ref No.	Closed Actions	Responsible	Date
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
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 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	John Ward	ASAP

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	the Finance Officer with regards to the Locality Grant Application form.		
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