

# 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> Thursday 7 <sup>th</sup> June 2018 – 7.30pm		<b>Venue:</b> Cock Inn - Sibson	
<b>Attendance:</b> Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair), John Ward (Vice Chair) and Rob Ward (Finance Officer).		<b>Apologies:</b> Jessica Gurley, Kate Gardiner (Communications Officer), Andrea Johnson, Tom Johnson, and Anne Parkinson.	
<b>Minutes taken by:</b> Clive Stretton			
<b>Declaration of Interest:</b> Item 2- None			
<b>Item</b>	<b>Raised by</b>	<b>Discussion &amp; Decision</b>	
1.Attendance & Apologies	Chair	5 present & 5 apologies.	
3. Minutes of Previous Meeting 17 <sup>th</sup> May 2018.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 17 <sup>th</sup> May 2018 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 17th May 2018.	Chair	<p><b><u>Mapping</u></b>  <b>26/04/18-01-</b> 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. Remains Open.</p> <p><b><u>Locality Grant Application.</u></b>  <b>26/04/18-04-</b> Finance Officer to forward the invoice from Colin Wilkinson, action 11/04/18-09, to the Clerk to the Parish Council. Closed.</p> <p><b><u>Communications</u></b>  <b>22/03/18-11-</b> Communications Officer to upload on to the website an up to date copy of the project plan. Remains Open.  <b>07/06/18-01-</b> Vice Chair to contact communications officer to discuss the possibility of making the Neighbourhood Plan Submission Document easier to locate on the website.</p>	

	<p><b>17/05/18-01</b>-Deborah Roberts to check that all evidence is aligned with the current version of the Neighbourhood Plan. Completed and Closed.</p> <p><b>26/04/18-17</b>- Communications Officer and Deborah Roberts to update the evidence on the website. Completed and Closed.</p> <p><b><u>Draft Submission Plan</u></b></p> <p><b>26/04/18-07</b>- 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. <a href="#">Remains Open.</a></p> <p><b>26/04/18-10</b>- Deborah Roberts to circulate an updated version of the 'Evidence Data Base' to Steering Group members. <a href="#">Open.</a></p> <p><b>17/05/18-02</b>-Secretary to contact Ian Papworth, as the new Chair of Sheepy Parish Council, seeking his consent to add his name to the 'Forward' to the Sheepy Parish Neighbourhood Plan. Completed and Closed.</p> <p><b>17/05/18-03</b>-Secretary to forward the photograph, supplied by Market Bosworth Parish Council as part of a representation from the Pre-submission Consultation on the Draft Sheepy Parish Neighbourhood Plan, to Colin Wilkinson in order to replace the left hand photograph of (Appendix 2: Important Views) 14. View from the footpaths at the rear of Temple Hall across the fields, Wellsborough. Completed and Closed.</p> <p><b>17/05/18-04</b>-Vice Chair to create a pdf version of Pre-submission Consultation on the Draft Sheepy Parish Neighbourhood Plan representations and forward to Deborah Roberts for evidence. Completed and Closed. <a href="#">On website.</a></p> <p><b>17/05/18-05</b>- Vice Chair to request Colin Wilkinson draft a Resolution for the Agenda for the Parish Council Meeting on Tuesday 5<sup>th</sup> June 2018 for the Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC. Completed and Closed</p> <p><b>17/05/18-06</b>-Secretary to send a copy of a Resolution for the Agenda for the Parish Council Meeting on Tuesday 5<sup>th</sup> June 2018 for the Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC to the Clerk to Parish Council. Completed and Closed.</p> <p><b>17/05/18-07</b>-Secretary to send a copy of 'Resolution and Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC', the link to the Neighbourhood Plan and any queries addressed to Steering Group members as soon as possible, to the Clerk to the Parish Council for circulation to Parish Councillors. Completed and Closed.</p> <p><b><u>SEA/HRA Screening</u></b></p> <p><b>17/05/18-08</b>-Vice Chair to contact RCC to request the final version of the Sheepy Parish Neighbourhood Plan 'Strategic Environmental Assessment Screening Statement' by Wednesday 23<sup>rd</sup> May 2018. Completed and Closed.</p> <p><b>17/05/18-09</b>- Steering Group Sub Group to meet on Thursday 24<sup>th</sup> May 2018 to review the final version of the Sheepy Parish Neighbourhood Plan 'Strategic Environmental Assessment Screening Statement'. Completed and Closed.</p>	
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5. Finance	Finance Officer	The Locality Grant application is ongoing.			
6. Decision of Resolution and Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC at the Parish Council Meeting 5 <sup>th</sup> June 2018 and next steps.	Chair	The resolution was approved by the Parish Council on Tuesday 5 <sup>th</sup> June 2018. This outcome has now been included in the 'Consultation Statement'.			
7. Report to the Parish Council.	Chair	A copy of the report to the Parish Council for the Parish Council meeting 5th June 2018 has been sent to the Clerk of the Parish Council.			
8. SEA/HRA Screening	Vice Chair	<p>The sub group (Deborah Roberts, John Ward, Rob Ward &amp; Clive Stretton) met on 24<sup>th</sup> May 2018 (Cock Inn) and approved the SEA/HRA document. We are now waiting for final approval by HBBC before they circulate it to the relevant statutory bodies.</p> <p>Colin Wilkinson has sent the draft 'Consultation Statement' to the Vice Chair.</p> <p><b>07/06/18-02-</b> Vice Chair to circulate draft Consultation Statement to Deborah Roberts, Rob Ward &amp; Clive Stretton to review.</p> <p><b>07/06/18-03-</b> Sub Group meeting Tuesday 12<sup>th</sup> June – 7.30pm (Black Horse) to discuss their review of the draft Consultation Statement.</p>			
9. Project Plan	Vice Chair	<b>07/06/18-04-</b> Vice Chair to update project plan and circulate to the Steering Group.			
10. HBBC Engagement	Secretary	See Agenda Item 8 – SEA/HRA Screening			
11. Communications	Deborah Roberts	<p>An article has been included in the June edition of the Gazette.</p> <p><b>07/06/18-05-</b> Vice Chair to produce a summary document of Neighbourhood Plan Polices for the Parish Council to use as a standard response to planning applications from HBBC.</p> <p><b>07/06/18-06-</b> Communications Officer to circulate the response to Andrea Johnson's question regarding Neighbourhood Plan Face Book statistics.</p>			

		<p><b>07/06/18-07-</b> Secretary to add to the agenda for the next Steering Group meeting 'Referendum Planning'.</p> <p><b>07/06/18-08-</b> Secretary to add to the agenda for the next Steering Group meeting 'Referendum Communication'.</p>		
12. Evidence Database	Deborah Roberts	All documents are stored and indexed.		
13. Raid Log	Chair	<p>The following were discussed and agreed.</p> <p>The Locality Grant application is ongoing and the Raid Log R03 - Finance- remains at red status</p> <p>With the Proposed updated and a draft National Planning Policy Framework, Raid Log R11 – Dependency- to now be changed to red status.</p> <p><b>07/06/18-09-</b> Chair to contact Andrea Johnson requesting that she changes Raid Log R11 – Dependency- to red status.</p> <p><b>07/06/18-10-</b> Andrea Johnson to update the Raid Log and circulate to Steering Group members in advance of the next Steering Group meeting.</p>		
14. AOB	Chair	None		
15. Date & Location of Next Meeting	Secretary	<p>Next Meeting: Thursday 12<sup>th</sup> July 2018 at 7.30pm. The Cock Inn Sibson</p> <p>(Sub Group Meeting – Tuesday 12<sup>th</sup> June 2018 at 7.30pm The Black Horse Sheepy Magna.)</p>		
		Meeting Closed 9.00pm		

Ref No.	Open Actions – 7 <sup>th</sup> June 2018	Responsible	Deadline
<b>26/04/18-01</b>	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
<b>22/03/18-11</b>	Communications Officer to upload on to the website an up to date copy of the project plan	Kate Gardiner	Prior to April meeting
<b>07/06/18-01</b>	Vice Chair to contact communications officer to discuss the possibility of making the Neighbourhood Plan Submission Document easier to locate on the website.	John Ward	12 July 2018
<b>26/04/18-07</b>	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
<b>26/04/18-10</b>	Deborah Roberts to circulate an updated version of the 'Evidence Data Base' to Steering Group members	Deborah Roberts	17 May 2018
<b>07/06/18-02-</b>	Vice Chair to circulate draft Consultation Statement to Deborah Roberts, Rob Ward & Clive Stretton to review.	John Ward	ASAP

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<b>07/06/18-03</b>	Sub Group meeting Tuesday 12 <sup>th</sup> June – 7.30pm (Black Horse) to discuss their review of the draft Consultation Statement.	Deborah Roberts, Rob Ward, John Ward & Clive Stretton	12 June 2018
<b>07/06/18-04</b>	Vice Chair to update project plan and circulate to the Steering Group.	John Ward	12 July 2018
<b>07/06/18-05</b>	Vice Chair to produce a summary document of Neighbourhood Plan Policies for the Parish Council to use as a standard response to planning applications from HBBC.	John Ward	3 July 2018
<b>07/06/18-06</b>	Communications Officer to circulate the response to Andrea Johnson’s question regarding Neighbourhood Plan Face Book statistics.	Kate Gardiner	12 July 2018
<b>07/06/18-07</b>	Secretary to add to the agenda for the next Steering Group meeting ‘Referendum Planning’.	Clive Stretton	12 July 2018
<b>07/06/18-08</b>	Secretary to add to the agenda for the next Steering Group meeting ‘Referendum Communication’.	Clive Stretton	12 July 2018
<b>07/06/18-09</b>	Chair to contact Andrea Johnson requesting that she changes Raid Log R11 – Dependency- to red status.	Mick Toogood	5 July 2018
<b>07/06/18-10</b>	Andrea Johnson to update the Raid Log and circulate to Steering Group members in advance of the next Steering Group meeting.7	Andrea Johnson	12 July 2018
<b>Ref No.</b>	<b>Closed Actions</b>	<b>Responsible</b>	<b>Date</b>
<b>26/04/18-04</b>	Finance Officer to forward the invoice from Colin Wilkinson, action 11/04/18-09, to the Clerk to the Parish Council.	Rob Ward	ASAP
<b>17/05/18-01</b>	Deborah Roberts to check that all evidence is aligned with the current version of the Neighbourhood Plan.	Deborah Roberts	Prior to Parish Council meeting
<b>26/04/18-17</b>	Communications Officer and Deborah Roberts to update the evidence on the website.	Kate Gardiner & Deborah Roberts	17 May 2018

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<b>17/05/18-02</b>	Secretary to contact Ian Papworth, as the new Chair of Sheepy Parish Council, seeking his consent to add his name to the 'Forward' to the Sheepy Parish Neighbourhood Plan.	Clive Stretton	ASAP
<b>17/05/18-03</b>	Secretary to forward the photograph, supplied by Market Bosworth Parish Council as part of a representation from the Pre-submission Consultation on the Draft Sheepy Parish Neighbourhood Plan, to Colin Wilkinson in order to replace the left hand photograph of (Appendix 2: Important Views) 14. View from the footpaths at the rear of Temple Hall across the fields, Wellsborough.	Clive Stretton	ASAP
<b>17/05/18-04</b>	Vice Chair to create a pdf version of Pre-submission Consultation on the Draft Sheepy Parish Neighbourhood Plan representations and forward to Deborah Roberts for evidence.	John Ward	Prior to Parish Council meeting
<b>17/05/18-05</b>	Vice Chair to request Colin Wilkinson draft a Resolution for the Agenda for the Parish Council Meeting on Tuesday 5 <sup>th</sup> June 2018 for the Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC.	John Ward	29 May 2018
<b>17/05/18-06</b>	Secretary to send a copy of a Resolution for the Agenda for the Parish Council Meeting on Tuesday 5 <sup>th</sup> June 2018 for the Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC to the Clerk to Parish Council.	Clive Stretton	29 May 2018
<b>17/05/18-07</b>	Secretary to send a copy of 'Resolution and Approval of the Sheepy Parish Neighbourhood Plan for Submission to HBBC', the link to the Neighbourhood Plan and any queries addressed to Steering Group members as soon as possible, to the Clerk to the Parish Council for circulation to Parish Councillors.	Clive Stretton	29 May 2018
<b>17/05/18-08</b>	Vice Chair to contact RCC to request the final version of the Sheepy Parish Neighbourhood Plan 'Strategic Environmental Assessment Screening Statement' by Wednesday 23 <sup>rd</sup> May 2018.	John Ward	23 May 2018
<b>17/05/18-09</b>	Steering Group Sub Group to meet on Thursday 24 <sup>th</sup> May 2018 to review the final version of the Sheepy Parish Neighbourhood Plan 'Strategic Environmental Assessment Screening Statement'.	Sub Group	24 May 2018