

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 24 th July 2018 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Jessica Gurley, Kate Gardiner (Communications Officer), Andrea Johnson, Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair), and John Ward (Vice Chair).		Apologies: Tom Johnson, Rob Ward (Finance Officer 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 & 3 apologies.	
3. Minutes of Previous Meeting 12 th July 2018.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 12 th July 2018 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 12th July 2018.	Chair	<p><u>Mapping</u> 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. Remains Open.</p> <p><u>Communications</u> 07/06/18-06- Communications Officer to circulate the response to Andrea Johnson’s question regarding Neighbourhood Plan Face Book statistics. Remains Open</p> <p><u>Submission Plan</u> 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. Remains Open.</p>	

		<p><u>Basic Conditions Statement</u> 12/07/18-01- Sub Group meeting of Kate Gardiner, Mick Toogood & John Ward (Tuesday 17th July 2018 – 7.30pm – Black Horse) to review and verify the Basic Conditions Statement. Completed & Closed. See Agenda Item 7.</p> <p><u>Covering letter from Parish Council to HBBC</u> 12/07/18-02- Vice Chair to request Colin Wilkinson construct a draft covering letter from Parish Council to HBBC to accompany the Submission Plan, Consultation Statement and Basic Condition Statement. Closed. 12/07/18-03- Secretary to discuss with the Chair and Clerk to the Parish Council the covering letter from the Parish Council to HBBC to accompany the Submission Plan, Consultation Statement and Basic Conditions Statement. Open.</p> <p><u>Referendum Planning – HBBC Timescales</u> 12/07/18-04- Vice Chair to liaise with HBBC regarding our concerns over the possible timescale and process post submission until referendum. Closed. See Agenda Item 8.</p> <p><u>Evidence Database</u> 12/07/18-06- Secretary to send the Steering Group Skills Matrix to Deborah Roberts and the Chair. Completed & Closed. It was agreed that this was a valuable exercise during the formation of the Steering Group.</p> <p><u>Raid Log</u> 07/06/18-10- Andrea Johnson to update the Raid Log and circulate to Steering Group members in advance of the next Steering Group meeting. Remains Open. 12/07/18-05- Andrea Johnson to add to the Raid Log the Title/ Summary – ‘Time scale Not Deliverable’ and to give it Red Status. Open 12/07/18-07- Raid Log R03 - Finance- to change to Amber Status Open.</p>		
5. Finance	Chair	<p>The Finance Officer has received a letter from Groundwork formally offering the Locality Grant application. 24/07/18-01- Finance officer to formally accept the Locality Grant. He has already informed the Clerk to the Parish Council as the grant is paid direct to the Parish Council.</p>		
6. SEA/HRA Statutory Consultation Update.	Vice Chair	<p>The SEA/HRA Screening Statutory Consultation finished yesterday (23rd July 2018). We are waiting for a response to the consultation process from HBBC. 24/07/18-02- Vice Chair to contact HBBC for SEA/HRA screening update. 24/07/18-03- Vice Chair to contact Colin Wilkinson requesting the ‘final agreed’ Consultation Statement. (See Agenda Item 8 – Neighbourhood Plan Steering Group meeting minutes 12 July 2018)</p>		
7. Basic Conditions Statement.	Vice Chair	<p>A sub group (Kate Gardiner, Mick Toogood & John Ward) met on 12th July 2018 in the Black Horse. Agreed changes were made to the Basic Conditions Statement. These agreed changes have now been sent to Colin Wilkinson to update the document.</p>		

		<p>24/07/18-04- Following a review, by the Steering Group, of the new NPPF and its implications on the Sheepy Neighbourhood Plan, Deborah Roberts to validate any NPPF cross references to polices in the Plan. See Agenda Item 9.</p>		
8. HBBC Timeline to referendum update	Vice Chair	<p>HBBC has sent it's draft Sheepy Parish Neighbourhood Plan time line to referendum, to its Legal Services for comment.</p> <p>24/07/18-05- Vice Chair to contact HBBC requesting a copy of the draft Sheepy Parish Neighbourhood Plan time line to referendum, once it have been reviewed and verified by HBBC Legal Services.</p> <p>24/07/18-06- Vice Chair to request a meeting with HBBC Planning Policy Team (accompanied by Deborah Roberts & Colin Wilkinson) to discuss the draft Sheepy Parish Neighbourhood Plan time line to referendum.</p>		
9. Current Status of the NPPF Review.	Vice Chair	<p>The new NPPF has been released today.</p> <p>24/07/18-07- Vice Chair to circulate the new NPPF document to Steering Group members.</p> <p>Before sending our Submission Plan version to HBBC, the Steering Group will have to review it against the new NPPF to ensure we are compliant.</p>		
10. Covering Letter from Parish Council to HBBC to accompany the Submission Plan, Consultation Statement and Basic Condition Statement.	Vice Chair	<p>24/07/18-08-Vice Chair to request Colin Wilkinson, forward the draft covering letter, from Parish Council to HBBC, to accompany the Submission Plan, Consultation Statement and Basic Condition Statement, and circulate to the Steering Group</p> <p>24/07/18-09-Steering Group members to validate the draft covering letter from Parish Council to HBBC, to accompany the Submission Plan, Consultation Statement and Basic Condition Statement.</p>		
11. Communications	Communications Officer	The recent minutes need to be added to the website. Otherwise the Communications are up to date.		
12. Evidence Database	Deborah Roberts	<p>Some minor amendments have been made and the Evidence Database it up to date.</p> <p>24/07/18-10-Chair to cross reference the reports to the Parish Council against the Evidence Database.</p>		
13. Raid Log	Andrea Johnson	See Agenda Item 4		
14. Project Plan	Vice Chair	The Project Plan cannot be updated until the Steering Group have finalized the Sheepy Parish Neighbourhood Plan time line to referendum, with HBBC. See agenda item 8.		

15. AOB	Chair	None			
16. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 9 th August 2018 at 7.30pm. The Cock Inn Sibson			
		Meeting Closed 8.45pm			

Ref No.	Open Actions – 24 th July 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	Remains Open
07/06/18-06	Communications Officer to circulate the response to Andrea Johnson's question regarding Neighbourhood Plan Face Book statistics.	Kate Gardiner	Now 9 August 2018
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
12/07/18-03	Secretary to discuss with the Chair and Clerk to the Parish Council the covering letter from the Parish Council to HBBC to accompany the Submission Plan, Consultation Statement and Basic Conditions Statement.	Clive Stretton	Now 9 August 2018
12/07/18-05	Andrea Johnson to add to the Raid Log the Title/ Summary – 'Time Scale Not Deliverable' and to give it Red Status.	Andrea Johnson	Now 9 August 2018
12/07/18-07	Raid Log R03 - Finance- to change to Amber Status	Andrea Johnson	Now 9 August 2018
07/06/18-10	Andrea Johnson to update the Raid Log and circulate to Steering Group members in advance of the next Steering Group meeting.	Andrea Johnson	Now 9 August 2018
24/07/18-01	Finance officer to formally accept the Locality Grant.	Rob Ward	9 August 2018
24/07/18-02	Vice Chair to contact HBBC for SEA/HRA screening update.	John Ward	26 July 2018
24/07/18-03	Vice Chair to contact Colin Wilkinson requesting the 'final agreed' Consultation Statement.	John Ward	9 August 2018
24/07/18-04	Following a review, by the Steering Group, of the new NPPF and its implications on the Sheepy Neighbourhood Plan, Deborah Roberts to validate any NPPF cross references to polices in the Plan.	Deborah Roberts	September 2018
24/07/18-05	Vice Chair to contact HBBC requesting a copy of the draft Sheepy Parish Neighbourhood Plan time line to referendum, once it have been reviewed and verified by HBBC Legal Services.	John Ward	August 2018

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24/07/18-06	Vice Chair to request a meeting with HBBC Planning Policy Team (accompanied by Deborah Roberts & Colin Wilkinson) to discuss the draft Sheepy Parish Neighbourhood Plan time line to referendum.	John Ward	August 2018
24/07/18-07	Vice Chair to circulate the new NPPF document to Steering Group members.	John Ward	ASAP
24/07/18-08	Vice Chair to request Colin Wilkinson, forward the draft covering letter, from Parish Council to HBBC, to accompany the Submission Plan, Consultation Statement and Basic Condition Statement, and circulate to the Steering Group	John Ward	ASAP
24/07/18-09	Steering Group members to validate the draft covering letter from Parish Council to HBBC, to accompany the Submission Plan, Consultation Statement and Basic Condition Statement.	Steering Group	9 August 2018
24/07/18-10	Chair to cross reference the reports to the Parish Council against the Evidence Database.	Mick Toogood	9 August 2018
Ref No.	Closed Actions	Responsible	Date
12/07/18-01	Sub Group meeting of Kate Gardiner, Mick Toogood & John Ward (Tuesday 17 th July 2018 – 7.30pm – Black Horse) to review and verify the Basic Conditions Statement.	Kate Gardiner, Mick Toogood John Ward	17 July 2018
12/07/18-02	Vice Chair to request Colin Wilkinson construct a draft covering letter from Parish Council to HBBC to accompany the Submission Plan, Consultation Statement and Basic Condition Statement.	John Ward	24 July 2018
12/07/18-04	Vice Chair to liaise with HBBC regarding our concerns over the possible timescale and process post submission until referendum.	John Ward	24 July 2018
12/07/18-06	Secretary to send the Steering Group Skills Matrix to Deborah Roberts and the Chair.	Clive Stretton	24 July 2018