

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 9 th August 2018 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Kate Gardiner (Communications Officer), Andrea Johnson, Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair), John Ward (Vice Chair), Rob Ward (Finance Officer) and Colin Wilkinson (Planit –X).		Apologies: Jessica Gurley, Tom Johnson and Anne Parkinson.	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Chair	8 present (Including Colin Wilkinson Planit-X) & 3 apologies. Anne Parkinson has been in contact with the Secretary and has decided to step down from the Steering Group. In Anne’s absence, the Chair thanked Anne for her hard work and contribution made to the development of the Neighbourhood Plan and fully appreciated her reasons for stepping down.	
3. Minutes of Previous Meeting 24 th July 2018.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 24 th July 2018 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 24th July 2018.	Chair	<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. <u>Communications</u> 07/06/18-06- Communications Officer to circulate the response to Andrea Johnson’s question regarding Neighbourhood Plan Face Book statistics. Closed. Replaced by 09/08/18-01 09/08/18-01- Andrea Johnson to investigate and provide assurance on ‘Face Book Cookie Consent’.	

	<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. Completed & Closed. The page ‘Sheepy Parish in 2036’ in the final submission version of the Neighbourhood Plan, is in landscape format, and the A3 Polices map at the end of the document has been split into two A4 maps.</p> <p><u>Covering letter from Parish Council to HBBC</u> 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. Remains Open. The Secretary has attempted to contact the Clerk to the Parish Council but believes he is on holiday at present. It was agreed that, if the Clerk to the Parish Council and Chair to the Parish Council are unavailable at the time of submission, the Vice Chair to the Parish Council would take on the responsibility. 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. Completed & Closed. 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. Closed. Replaced by action 09/08/18-07</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. Completed & Closed. 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. Completed & Closed. 12/07/18-07- Raid Log R03 - Finance- to change to Amber Status Completed & Closed.</p> <p><u>Finance</u> 24/07/18-01- Finance officer to formally accept the Locality Grant. Completed & Closed. The Finance Officer has formally accepted the Locality grant. The Parish Council is waiting for the grant to be paid in to its account.</p> <p><u>SEA/HRA Screening</u> 24/07/18-02- Vice Chair to contact HBBC for SEA/HRA screening update. Completed & Closed.</p> <p><u>Consultation Statement</u> 24/07/18-03- Vice Chair to contact Colin Wilkinson requesting the ‘final agreed’ Consultation Statement. Completed & Closed</p>			
--	--	--	--	--

		<p><u>New NPPF</u> 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. Remains Open 24/07/18-07- Vice Chair to circulate the new NPPF document to Steering Group members. Completed & Closed.</p> <p><u>Referendum Planning – HBBC Timetable</u> 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. Completed & Closed. 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. Completed & Closed.</p> <p><u>Evidence Database</u> 24/07/18-10-Chair to cross reference the reports to the Parish Council against the Evidence Database. Completed & Closed. No report was provided for May 2017. 09/08/18-02- Communications Officer to update the evidence on the website indicating there was no Neighbourhood Plan report submitted to the Parish Council for May 2017.</p>		
5. Finance	Finance Officer	<p>There appears to be a delay in the payment of an invoice submitted by Planit-X. 09/08/18-03- Finance Officer to contact the Clerk to the Parish Council to discuss the delay in the payment of the invoice to Planit-X. The Parish Council has received an invoice from ‘Expand Digital’ our website host. The Finance Officer has requested the Clerk to the Parish Council contact the Communications Officer to confirm the payment should be made. 09/08/18-04- Communications Officer to investigate invoice from ‘Expand Digital’ and contact the Clerk to the Parish Council to confirm whether payment should be made.</p>		
6. SEA/HRA Screening Completion	Vice Chair	<p>The SEA/HRA Screening Statutory Consultation has finished resulting in a successful outcome with no full screening is required. RCC will produce the documentation for HBBC. 09/08/18-05- Vice Chair to send the final screening documentation, along with the Statutory Responses and the Determination Statement to the Communications Officer and Deborah Roberts to add to the evidence database and website.</p>		

<p>7. Submitting the Neighbourhood Plan and associated documents to HBBC .</p>	<p>Vice Chair</p>	<p>It was noted that we believe Neighbourhood Plans submitted on or before 24th January 2019 will be examined against the previous NPPF prior to 24th July 2018, not the latest NPPF published 24 July 2018. Nevertheless, it is the Steering Groups intention to look at any potential consequences the latest NPPF will have on the Neighbourhood Plan as a future phase and this is reflected in the Basic Conditions Statement. Colin Wilkinson has made some minor changes to the Neighbourhood plan, making reference to the new NPPF and replacing two photographs in appendix 2. This does not affect any polices.</p> <p>09/08/18-06- Vice Chair circulate to the Steering Group.</p> <ul style="list-style-type: none"> • The Parish Council Submission covering letter to HBBC • Consultation Statement • Sheepy Parish Neighbourhood Plan Submission version • Basic Condition Statement <p>09/08/18-07- Steering Group members to check and approve the documentation circulated by the Vice Chair (action 09/08/18-06). Any amendments should be emailed directly to Colin Wilkinson and Cc to members of the Steering Group. The deadline for this action will be 5pm on Tuesday 14th August 2018. No responses will be taken as an approval of the documentation.</p> <p>09/08/18-08- Secretary to forward the agreed 'Parish Council Submission covering letter to HBBC' (Action 09/08/18-07) to the Clerk to the Parish Council to add the Parish Council letter head to it and then to forward to the Vice Chair of the Steering Group.</p> <p>09/08/18-09- Secretary to request the Clerk to the Parish Council scan the signed Parish Council Minutes for 5th June 2018 and forward to the Vice Chair of the Steering Group.</p> <p>09/08/18-10- Vice Chair to check with HBBC the email attachment limitation size.</p> <p>09/08/18-11- Following actions 09/08/18- 6 to 10, Vice Chair to forward to the Clerk to the Parish Council</p> <ul style="list-style-type: none"> • The Parish Council Submission covering letter to HBBC • Consultation Statement • Sheepy Parish Neighbourhood Plan Submission version • Basic Condition Statement • A copy of signed Parish Council Minutes for 5th June 2018, <p>so that he can formally submit the above to Rachel Dexter – Senior Planning Officer (Policy) HBBC. Cc to Kirstie Rea- HBBC- Planning Manager (Policy), Edwina Grant - HBBC -Strategic and Community Planning Officer, Kevin Morrell – HBBC -Borough Councillor - Twycross & Witherley with Sheepy, Reg Ward – HBBC Borough Councillor – Ambien, Ian Papworth – Chair – Sheepy Parish Council.</p> <p>See Item 4 above should the Clerk to the Parish Council be unavailable to submit the above documentation.</p>			
--	-------------------	--	--	--	--

		09/08/18-12- Vice Chair to forward the documentation in action 09/08/18-11 to Deborah Roberts to add to the Evidence data base and to the Communications Officer to add to the website.		
8. HBBC Timeline to referendum update	Vice Chair	<p>A meeting with HBBC has been arranged for Wednesday 15th August to discuss with HBBC their proposed timeline to referendum. Deborah Roberts, Colin Wilkinson and John Ward have agreed to attend. Discussion took place around the HBBC timetable,(circulated in advance of this meeting), what are the legal requirements and where time can be ‘shaved off’.</p> <p>It was noted that the time taken to appoint the Independent Examiner is outside the control of both the Steering Group and HBBC and depends upon availability.</p> <p>09/08/18-13- Deborah Roberts to send an email to HBBC, in advance of the meeting arranged for Wednesday 15th August 2018, expressing our concerns and expectations regarding HBBC timeline to referendum.</p> <p>09/08/18-14- Vice Chair to contact HBBC, requesting a member of Legal Services attend the meeting arranged for Wednesday 15th August 2018.</p>		
9.Communications Report.	Communications Officer	<p>Concerns were expressed that our data may be at risk as the Steering Group and the Parish Council both use the same provider to host their websites and there is currently a possible risk to the Parish Council website. The Vice Chair has obtained a current back up of our data from the current provider.</p> <p>09/08/18-15-Communications Officer to request our current contract with our website host from the Clerk to the Parish Council and to forward to Andrea Johnson and the Vice Chair.</p> <p>09/08/18-16-Andrea Johnson and the Vice Chair to review to the current contract with our website host on behalf of the Sheepy Parish Neighbourhood Plan Steering Group.</p>		
10. Evidence Database	Deborah Roberts	<p>09/08/18-17- Communications Officer to provide links on the website to Parish Council minutes where key approvals have been made in relation to the Neighbourhood Plan.</p> <p>It was agreed that two hard copies of the Neighbourhood Plan should be printed. One for the Independent Examiner and one for the Parish Council.</p>		
11. Raid Log	Andrea Johnson	See Agenda Item 4 – Raid Log		
12. 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.		
13. AOB	Chair	None		
14. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 23 rd August 2018 at 7.30pm. The Cock Inn Sibson		
		Meeting Closed 10.05pm		

Ref No.	Open Actions – 9 th August 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
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	ASAP
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
09/08/18-01	Andrea Johnson to investigate and provide assurance on 'Face Book Cookie Consent'.	Andrea Johnson	23 August 2018
09/08/18-02	Communications Officer to update the evidence on the website indicating there was no Neighbourhood Plan report submitted to the Parish Council for May 2017.	Kate Gardiner	23 August 2018
09/08/18-03	Finance Officer to contact the Clerk to the Parish Council to discuss the delay in the payment of the invoice to Planit-X.	Rob Ward	ASAP
09/08/18-04	Communications Officer to investigate invoice from 'Expand Digital' and contact the Clerk to the Parish Council to confirm whether payment should be made.	Kate Gardiner	23 August 2018
09/08/18-05	Vice Chair to send the final screening documentation, along with the Statutory Responses and the Determination Statement to the Communications Officer and Deborah Roberts to add to the evidence database and website.	John Ward Kate Gardiner Deborah Roberts	15 August 2018
09/08/18-06	Vice Chair circulate to the Steering Group. <ul style="list-style-type: none"> • The Parish Council Submission covering letter to HBBC • Consultation Statement • Sheepy Parish Neighbourhood Plan Submission version • Basic Condition Statement 	John Ward	ASAP
09/08/18-07	Steering Group members to check and approve the documentation circulated by the Vice Chair (action 09/08/18-06). Any amendments should be emailed directly to Colin Wilkinson and Cc to members of the Steering Group. The deadline for this action will be 5pm on Tuesday 14 th August 2018. No responses will be taken as an approval of the documentation.	Steering Group	14 August 2018 at 5pm
09/08/18-08	Secretary to forward the agreed 'Parish Council Submission covering letter to HBBC' (Action 09/08/18-07) to the Clerk to the Parish Council to add the Parish Council letter head to it and then to forward to the Vice Chair of the Steering Group.	Clive Stretton	14 August 2018 ASAP after 5pm

09/08/18-09	Secretary to request the Clerk to the Parish Council scan the signed Parish Council Minutes for 5 th June 2018 and forward to the Vice Chair of the Steering Group.	Clive Stretton	14 August 2018
09/08/18-10	Vice Chair to check with HBBC the email attachment limitation size.	John Ward	14 August 2018
09/08/18-11	<p>Following actions 09/08/18- 6 to 10, Vice Chair to forward to the Clerk to the Parish Council</p> <ul style="list-style-type: none"> • The Parish Council Submission covering letter to HBBC • Consultation Statement • Sheepy Parish Neighbourhood Plan Submission version • Basic Condition Statement • A copy of signed Parish Council Minutes for 5th June 2018, <p>so that he can formally submit the above to Rachel Dexter – Senior Planning Officer (Policy) HBBC.</p> <p>Cc to Kirstie Rea- HBBC- Planning Manager (Policy), Edwina Grant - HBBC -Strategic and Community Planning Officer, Kevin Morrell – HBBC -Borough Councillor - Twycross & Witherley with Sheepy, Reg Ward – HBBC Borough Councillor – Ambien, Ian Papworth – Chair – Sheepy Parish Council.</p>	John Ward	15 August 2018
09/08/18-12	Vice Chair to forward the documentation in action 09/08/18-11 to Deborah Roberts to add to the Evidence data base and to the Communications Officer to add to the website.	John Ward Kate Gardiner Deborah Roberts	15 August 2018
09/08/18-13	Deborah Roberts to send an email to HBBC, in advance of the meeting arranged for Wednesday 15 th August 2018, expressing our concerns and expectations regarding HBBC timeline to referendum.	Deborah Roberts	14 August 2018
09/08/18-14	Vice Chair to contact HBBC, requesting a member of Legal Services attend the meeting arranged for Wednesday 15 th August 2018.	John Ward	ASAP
09/08/18-15	Communications Officer to request our current contract with our website host from the Clerk to the Parish Council and to forward to Andrea Johnson and the Vice Chair.	Kate Gardiner	23 August 2018
09/08/18-16	Andrea Johnson and the Vice Chair to review to the current contract with our website host on behalf of the Sheepy Parish Neighbourhood Plan Steering Group.	Andrea Johnson & John Ward	To follow 09/08/18-15
09/08/18-17	Communications Officer to provide links on the website to Parish Council minutes where key approvals have been made in relation to the Neighbourhood Plan.	Kate Gardiner	23 August 2018

Ref No.	Closed Actions	Responsible	Date
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	
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
24/07/18-08	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
24/07/18-01	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
24/07/18-05	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
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
24/07/18-10	Chair to cross reference the reports to the Parish Council against the Evidence Database.	Mick Toogood	9 August 2018