

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 23rd August 2018 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Jessica Gurley , Kate Gardiner (Communications Officer), Andrea Johnson, Tom Johnson Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair), John Ward (Vice Chair), Rob Ward (Finance Officer) and Colin Wilkinson (Planit-X).		Apologies: N/A .	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Chair	10 present (Including Colin Wilkinson (Planit –X).	
3. Minutes of Previous Meeting 9 th August 2018.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 9 th August 2018 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 9th August 2018.	Chair	<p>Mapping 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. Completed and Closed. Providing that the Parish Council continues to pay the license, Parish On Line will supply a copy of the data.</p> <p>Finance 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. Completed & Closed. 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. Remains Open</p>	

	<p><u>SEA/HRA Screening</u> 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. 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</p> <p><u>Submission of Plan & Documentation 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. Completed & Closed. 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 Completed & Closed <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. Completed & Closed. 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. Completed & Closed 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. Completed & Closed 09/08/18-10- Vice Chair to check with HBBC the email attachment limitation size. Completed & Closed 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),</p>			
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	<p>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. Completed & Closed</p> <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. Completed & Closed</p> <p><u>Referendum Planning – HBBC Timetable</u></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. Completed & Closed.</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. Completed & Closed</p> <p><u>Communications</u></p> <p>09/08/18-01- Andrea Johnson to investigate and provide assurance on ‘Face Book Cookie Consent’. Remains Open</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. Closed. Replaced by Action 23/08/18-01.</p> <p>23/08/18-01- Finance Officer to forward our current contract with our website host 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. Remains Open</p> <p>Following Concerns raised (Steering Group Meeting 9th August 2018) that our data may be at risk, it was decided to take the following actions.</p> <p>23/08/18-02- Communications Officer to screenshot each page of the website, so as to provide a basic template to rebuild the website, should the data become corrupted.</p> <p>23/08/18-03- Following action 23/08/18-02, Communications Officer to forward to Deborah Roberts to store.</p> <p><u>Evidence Database</u></p> <p>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. Remains Open</p> <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. Remains Open</p> <p>23/08/18-04- Communications Officer to request, from the Clerk to the Parish Council, copies of Parish Council minutes where key approvals have been made in relation to the Neighbourhood Plan</p>			
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5. Finance	Finance Officer	<p>Locality Grant – Due diligence has been completed and the grant should now have be paid into the Parish Council account.</p> <p>23/08/18-05- Finance Officer to confirm the Locality grant has been paid into the Parish Council account.</p> <p>The Clerk to the Parish Council has paid the Parish On Line License. See 26/04/18-01- above</p> <p>See also Item 4 above.</p>		
<p>6. HBBC Consultation</p> <p>7. HBBC Timeline to referendum update</p> <p>8. HBBC Engagement</p>	Vice Chair	<p>It was agreed to discuss Items 6, 7 and 8 as one item.</p> <p>HBBC has checked our submission and will issue a letter regarding the acceptance of our submission of Regulation 15.</p> <p>Furthermore, (Regulation 16) consultation will run from Wednesday 5 September 2018, and will end at 5pm Wednesday 17 October 2018.</p> <p>HBBC has confirmed that it has all the information required to proceed with the consultation process.</p> <p>The meeting between Deborah Roberts, Colin Wilkinson, John Ward and members of HBBC took place as arranged on Wednesday 15th August 2018. Deborah Roberts had sent an email in advance of the meeting. (See action 09/08/18-13 above). Deborah, Colin and John expressed concerns and presented a case of how time can be ‘shaved off’ the proposed HBBC time line to referendum.</p> <p>A follow up internal meeting in HBBC was arranged for today, Thursday 23rd August 2018.</p> <p>Late this afternoon, the Vice Chair received an email from HBBC stating that Sheepy Parish Council’s desire to reach referendum stage by February 2019 could not be achieved.</p> <p>Much discussion took place regarding this email.</p> <p>It was agreed that we should seek further meetings with HBBC.</p> <p>23/08/18-06- Vice Chair to contact the Planning Manager (Policy) at HBBC to request a meeting, as soon as possible, with the Planning Manager (Policy), Interim Head Of Planning, members of Planning (Policy) and members of Legal Services.</p> <p>Following Action 23/08/18-06, it was suggested that Deborah Roberts, Colin Wilkinson and John Ward attend the meeting. John Ward and Deborah Roberts would email HBBC in advance of a further meeting, expressing the steering group’s continued concerns, their interpretation of the issues and possible solutions and indicate that, they had to report on the current situation and its impact, at the September PC meeting.</p>		
9.Communications Report.	Communications Officer	<p>The submission documents (see actions 09/08/18 -11 &12 above) are now on the website.</p> <p>The updated Local Green Spaces documents have also been added to the website.</p> <p>Agenda and minutes for Steering Group Meetings are also up to date on the website.</p> <p>The website has also been update to say the Neighbourhood Plan has been submitted to HBBC.</p> <p>23/08/18-07- Communications Officer to add to the website that following validation, HBBC has accepted our Neighbourhood Plan and will proceed to Consultation starting on Wednesday 5th September 2018 for 6 weeks.</p>		

		<p>23/08/18-08- Vice Chair to contact HBBC requesting 10 printed copies of the Sheepy Neighbourhood Plan for display throughout the Parish during the HBBC Consultation and a copy for the Clerk to the Parish Council.</p> <p>23/08/18-09- Vice Chair to discuss with HBBC the location of the copies of the Sheepy Neighbourhood Plan for display throughout the Parish during the HBBC Consultation.</p> <p>It was suggested that the location of the copies of the Sheepy Neighbourhood Plan Submission version for display throughout the Parish during the HBBC Consultation should be the same as for the Pre Submission Consultation along with two additional locations, the public houses; The Cock Inn Sibson and The Black Horse Sheepy Magna. It was noted that that All Saints Church Sheepy Magna would not be available as a venue for the display of the Neighbourhood Plan at present, due to it being inaccessible because of restoration work. Should the restoration work be completed prior to the HBBC consultation period, All Saint’s Church could be added to actions 23/08/18-09 & 10.</p> <p>23/08/18-10- Following Action 23/08/18-09- Secretary to contact and distribute copies of the Sheepy Parish Neighbourhood Plan Submission version to the agreed locations.</p> <p>23/08/18-11- Communications Officer to supply an article, for the October Edition of the Gazette, giving a current update of the Sheepy Neighbourhood Plan.</p>			
10. Evidence Database	Deborah Roberts	Covered by Agenda Items above.			
11. Raid Log	Andrea Johnson	The Raid Log has been updated and sent to members of the Steering Group in advance of this meeting. Updates relate to the updated NPPF and Website support.			
12. Project Plan	Vice Chair	The Project Plan has been updated. However, critical issues (See agenda Item 7) need to be addressed before making further updates.			
13. AOB	Chair	None			
14. Date & Location of Next Meeting	Secretary	Next Meeting: Wednesday 5 th September 2018 at 7.30pm. The Cock Inn Sibson			
		Meeting Closed 9.30pm			

Ref No.	Open Actions – 23th August 2018	Responsible	Deadline
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
09/08/18-04	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
09/08/18-16	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
23/08/18-01	Finance Officer to forward our current contract with our website host to Andrea Johnson and the Vice Chair.	Rob Ward	4 September 2018
23/08/18-02	Communications Officer to screenshot each page of the website, so as to provide a basic template to rebuild the website, should the data become corrupted.	Kate Gardiner	5 September 2018
23/08/18-03	Following action 23/08/18-02, Communications Officer to forward to Deborah Roberts to store.	Deborah Roberts	October 2018
23/08/18-04	Communications Officer to request, from the Clerk to the Parish Council, copies of Parish Council minutes where key approvals have been made in relation to the Neighbourhood Plan	Kate Gardiner	5 September 2018
23/08/18-05	Finance Officer to confirm the Locality grant has been paid into the Parish Council account.	Rob Ward	5 September 2018
23/08/18-06	Vice Chair to contact the Planning Manager (Policy) at HBBC to request a meeting, as soon as possible, with the Planning Manager (Policy), Interim Head Of Planning, members of Planning (Policy) and members of Legal Services.	John Ward	ASAP
23/08/18-07	Communications Officer to add to the website that following validation, HBBC has accepted our Neighbourhood Plan and will proceed to Consultation starting on Wednesday 5 th September 2018 for 6 weeks.	Kate Gardiner	5 September 2018
23/08/18-08	Vice Chair to contact HBBC requesting 10 printed copies of the Sheepy Neighbourhood Plan for display throughout the Parish during the HBBC Consultation and a copy for the Clerk to the Parish Council.	John Ward	ASAP

23/08/18-09	Vice Chair to discuss with HBBC the location of the copies of the Sheepy Neighbourhood Plan for display throughout the Parish during the HBBC Consultation.	John Ward	4 September 2018
23/08/18-10	Following Action 23/08/18-09- Secretary to contact and distribute copies of the Sheepy Parish Neighbourhood Plan Submission version to the agreed locations.	Clive Stretton	5 September 2018
23/08/18-11	Communications Officer to supply an article, for the October Edition of the Gazette, giving a current update of the Sheepy Neighbourhood Plan.	Kate Gardiner	Gazette deadline
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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	
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
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
09/08/18-05	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

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Thursday 23rd August 2018.

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	Following actions 09/08/18- 6 to 10, Vice Chair to forward to the Clerk to the Parish Council <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, 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.	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