

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 18 th October 2018 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Kate Gardiner (Communications Officer) ,Tom Johnson, Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair), John Ward (Vice Chair) and Rob Ward (Finance Officer).		Apologies: Jessica Gurley and Andrea Johnson	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Chair	7 present and 2 apologies.	
3. Minutes of Previous Meeting 5 th September 2018.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 5 th September 2018 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 5 th September 2018.	Chair	<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. Completed & Closed.</p> <p><u>Communications</u> 09/08/18-01- Andrea Johnson to investigate and provide assurance on ‘Face Book Cookie Consent’. Closed. Replaced by Action 18/10/18-01. 18/10/18-01- Communications Officer to change the Face book Application to a closed group adding a note to refer to the Sheepy Parish Neighbourhood Plan Website.</p>	

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		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. Completed & Closed.		
5. Finance	Finance Officer	Finance Officer confirmed that payment has been made to Planit-X.		
6. Parish Council Report & Feedback - Parish Council Meeting Tuesday 2 nd October 2018	Vice Chair	The report was presented to the Parish Council by John Ward. A copy of the report has been circulated to Steering Group members.		
7. Neighbourhood Plan Submission Consultation facilitated by HBBC.	Vice Chair	The consultation closed yesterday at 5pm. There have been 13 responses. It is believed that a summary of these responses will be placed on the HBBC consultation website.		
8. Independent Examination		The Independent Examiner is expected to be appointed early next week with a view to complete the examination before Christmas. Members of the Parish Council have looked at the CV's of the applicants and HBBC have made a recommendation which was approved by the Steering Group. The Parish Council has formally written to HBBC supporting its recommendation.		
9. HBBC Engagement and HBBC Timeline to referendum update	Vice Chair	Dialog with HBBC during the last couple of months has resulted in the expectation of a referendum, post examination, early in the new year 2019.		

10. Communications Report.	Communications Officer	The website is up to date and an article was placed in the October edition of the Gazette. See also Agenda Item 4. 18/10/18-02- Deborah Roberts to forward to the Communications Officer, HBBC's response to a recent case concerning SEA / HRA Screening. 18/10/18-03- Following action 18/10/18-02, Communications Officer to add HBBC's response to a recent case concerning SEA / HRA Screening to the evidence on the website. 18/10/18-04- Communications Officer to prepare a further update article for the February edition of the Gazette.			
11. Evidence Database	Deborah Roberts	Evidence is up to date.			
12. Raid Log	Chair	18/10/18-05 – Chair to request Andrea Johnson amend the Raid Log, R03 – Financial - The Steering Group cannot obtain sufficient funding, to Green status. 18/10/18-06 – Chair to request Andrea Johnson amend the Raid Log, R12 – Dependency -HBBC is unable to meet our timescales to progress to referendum, to Amber status.			
13. Project Plan	Vice Chair	Following recent dialog with HBBC, the Project Plan has been updated and circulated to Steering Group members in advance of this meeting. See Sheepy NDP Plan as of 18 th October 2018. 18/10/18-07- Communications Officer to update the Project Plan on the website.			
14. AOB	Chair	None			
15. Date & Location of Next Meeting	Secretary	Next Meeting: Tuesday 11 th December 2018 at 7.30pm. The Cock Inn Sibson			
		Meeting Closed 8.50pm			

Ref No.	Open Actions – 18th October 2018	Responsible	Deadline
18/10/18-01	Communications Officer to change the Face book Application to a closed group adding a note to refer to the Sheepy Parish Neighbourhood Plan Website.	Kate Gardiner	ASAP
18/10/18-02	Deborah Roberts to forward to the Communications Officer, HBBC's response to a recent case concerning SEA / HRA Screening.	Deborah Roberts	ASAP
18/10/18-03	Following action 18/10/18-02, Communications Officer to add HBBC's response to a recent case concerning SEA / HRA Screening to the evidence on the website.	Kate Gardiner	ASAP
18/10/18-04	Communications Officer to prepare a further update article for the February edition of the Gazette.	Kate Gardiner	11 December 2018
18/10/18-05	Chair to request Andrea Johnson amend the Raid Log, R03 – Financial - The Steering Group cannot obtain sufficient funding, to Green status.	Mick Toogood & Andrea Johnson	ASAP
18/10/18-06	Chair to request Andrea Johnson amend the Raid Log, R12 – Dependency -HBBC is unable to meet our timescales to progress to referendum, to Amber status.	Mick Toogood & Andrea Johnson	ASAP
18/10/18-07	Communications Officer to update the Project Plan on the website.	Kate Gardiner	ASAP
Ref No.	Closed Actions	Responsible	Date
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	Now October 2018
09/08/18-01	Andrea Johnson to investigate and provide assurance on 'Face Book Cookie Consent'.	Andrea Johnson	Now October 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