

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: Wednesday 5 th September 2018 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Jessica Gurley , Kate Gardiner (Communications Officer) Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair), John Ward (Vice Chair) and Rob Ward (Finance Officer).		Apologies: Andrea Johnson and Tom 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 23 rd August 2018.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 23 rd August 2018 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 23 rd August 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. Remains Open</p> <p><u>Finance</u> 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. Completed & Closed 23/08/18-05- Finance Officer to confirm the Locality grant has been paid into the Parish Council account. 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>23/08/18-01- Finance Officer to forward our current contract with our website host to Andrea Johnson and the Vice Chair. Completed & Closed.</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. Completed & Closed.</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. Completed & Closed.</p> <p>23/08/18-03- Following action 23/08/18-02, Communications Officer to forward to Deborah Roberts to store. Completed & Closed.</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. Completed & Closed.</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. Remains Open. Communications Officer is adding information regarding Sheepy Parish Neighbourhood Plan Submission Consultation being facilitated by HBBC to the article for the Gazette.</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. Completed & Closed</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. Completed & Closed. Updated on the website.</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. Completed & Closed.</p> <p><u>Referendum Planning – HBBC Timetable</u></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. Completed & Closed.</p>			
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5. Finance	Finance Officer	<p>The Locality grant has been paid into the Parish Council account. Payment has been made to Expand digital. Two cheques have been signed and are in the process of being sent as payment to Planit-X.</p>		
7. Parish Council Report & Feedback - Parish Council Meeting Tuesday 4 th September 2018	Chair	<p>The Chair of the Steering Group presented the Neighbourhood Plan report to the Parish Council on Tuesday 4th September. This included the current finance. (See Report).</p> <p>Concerns about HBBC's timetable to referendum and completion were expressed by the Steering Group and considered it to be unacceptable. The Chair to the Steering Group asked that the Parish Council support the Steering Group to try to expedite HBBC's timetable to referendum and completion by lobbying our Borough Councillor and if necessary, David Tredinnick our MP.</p> <p>The Parish Council minutes record that this action was proposed by Jim Aldridge and seconded by Ian Papworth and Rob Ward and the vote was unanimous.</p>		
6. HBBC Consultation 8. HBBC Timeline to referendum update 9. HBBC Engagement	Vice Chair	<p>It was agreed to discuss Items 6, 8 and 9 as one item.</p> <p>The Vice Chair is waiting for a response by HBBC regarding reducing the timetable to referendum and completion. If the feedback from HBBC is unsatisfactory, in reducing the timetable to referendum and completion, the Vice Chair will request a meeting with key members of HBBC. It is hoped that, following a previous meeting, Deborah Roberts, John Ward and Colin Wilkinson attend along with Rob Ward, as Vice Chair of the Parish Council. This may be followed by requesting a meeting with David Tredinnick MP.</p>		

10. Communications Report.	Communications Officer	Communications are up to date See also Agenda Item 4.			
11. Evidence Database	Deborah Roberts	Evidence up to date See also Agenda Item 4.			
12. Raid Log	Andrea Johnson	No actions to the Raid Log at last meeting.			
13. Project Plan	Vice Chair	Critical issues (See agenda Items 6, 8 & 9) need to be addressed before making further updates to the Project Plan.			
14. AOB	Chair	None			
15. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 18 th October 2018 at 7.30pm. The Cock Inn Sibson			
		Meeting Closed 8.55pm			

Ref No.	Open Actions – 5 th September 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	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

Ref No.	Closed Actions	Responsible	Date
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

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Wednesday 5th September 2018.

