

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: Tuesday 11 th December 2018 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Jessica Gurley, Tom Johnson, Deborah Roberts, Clive Stretton (Secretary) and John Ward (Vice Chair).		Apologies: Kate Gardiner (Communications Officer) , Andrea Johnson, Mick Toogood (Chair), and Rob Ward (Finance Officer)	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Vice Chair	5 present and 4 apologies.	
3. Minutes of Previous Meeting 18 th October 2018.	Vice Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 18 th October 2018 were signed by the Vice Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 18 th October 2018.	Vice Chair	<p><u>Communications</u></p> <p>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. Remains Open.</p> <p>18/10/18-02- Deborah Roberts to forward to the Communications Officer, HBBC’s response to a recent case concerning SEA / HRA Screening. Remains Open.</p> <p>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. Remains Open.</p> <p>18/10/18-04- Communications Officer to prepare a further update article for the February edition of the Gazette. Remains Open.</p> <p>11/12/18/-01- Vice Chair to find out the deadline for the February 2019 edition of the Gazette.</p> <p>11/12/18/-02- Vice Chair to check with the Communications Officer that she will be able to complete action 18/1018-04-by the Gazette deadline.</p>	

		<p>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. Remains Open.</p> <p>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. Closed. Replaced by 11/12/18-03</p> <p>11/12/18-03 – Chair to request Andrea Johnson amend the Raid Log, R12 – Dependency -HBBC is unable to meet our timescales to progress to referendum, to Green status.</p> <p>18/10/18-07- Communications Officer to update the Project Plan on the website. Remains Open.</p>		
5. Finance	Vice Chair	<p>All invoices to date from Planit-X have been paid.</p> <p>The Vice Chair has asked Colin Wilkinson to supply a quote for work from the start of the Independent Examination to completion, based on the assumption that the Independent Examination is successful.</p>		
6. Parish Council Report & Feedback - Parish Council Meeting Tuesday 4 th December 2018	Vice Chair	<p>A copy of the report presented to the Parish Council on the 4th December 2018 has been circulated to Steering Group members.</p> <p>It is worth noting that we have gained HBBC's commitment to support our referendum for early 2019. Our thanks to Nicola Smith, Miriam Surtees and Kevin Morrell for their support.</p>		
7. Finalising our Response to the Outstanding Enquiry from the Independent Examiner: 'Employment'.	Vice Chair	<p>It was agreed that Agenda Items 7 and 8 be discussed together.</p>		
8. Finalising our comments /reponse regarding HBBC's response to the Independent Examiner's Opening Comments and Enquiries.	Vice Chair	<p>A sub group met on 2nd December 2018 to discuss the draft response to the Independent Examiner's Outstanding Enquiry regarding 'Employment' and HBBC's response to the Independent Examiner's Opening Comments and Enquiries. This was followed by a conference call with Colin Wilkinson on 10th December 2018 and a response prepared.</p> <p>The response was discussed and approved.</p> <p>11/12/18-04 – Secretary to send the agreed response with regard to the 'Employment' points raised by the Independent Examiner and observations on the response of Hinckley and Bosworth Borough Council (5th December 2018) to the Independent Examiner.</p>		

9. Communicatio ns Report.	Vice Chair	It was noted that the News section on the website requires updating to reflect the current state of the independent examination in progress.			
10. Evidence Database	Deborah Roberts	Evidence is up to date.			
11. Project Plan	Vice Chair	Up to date.			
12.	Chair	None			
13. Date & Location of Next Meeting	Secretary	Next Meeting: To be arranged. This may be dependent upon further enquiries by the Independent Examiner.			
		Meeting Closed 9pm			

Ref No.	Open Actions – 11th December 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
11/12/18/-01	Vice Chair to find out the deadline for the February 2019 edition of the Gazette.	John Ward	End December 2018
11/12/18/-02	Vice Chair to check with the Communications Officer that she will be able to complete action 18/1018-04-by the Gazette deadline.	John Ward	End 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
11/12/18-03	Chair to request Andrea Johnson amend the Raid Log, R12 – Dependency -HBBC is unable to meet our timescales to progress to referendum, to Green status.	Mick Toogood & Andrea Johnson	ASAP
18/10/18-07	Communications Officer to update the Project Plan on the website.	Kate Gardiner	ASAP
11/12/18-04	Secretary to send the agreed response with regard to the 'Employment' points raised by the Independent Examiner and observations on the response of Hinckley and Bosworth Borough Council (5 th December 2018) to the Independent Examiner.	Clive Stretton	12 December 2018
Ref No.	Closed Actions	Responsible	Date
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. Replaced by 11/12/18-03	Mick Toogood & Andrea Johnson	ASAP