

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: Sunday 6 th January 2019 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Deborah Roberts, Mick Toogood (Chair), Clive Stretton (Secretary), John Ward (Vice Chair) and Rob Ward (Finance Officer).		Apologies: Jessica Gurley, Kate Gardiner (Communications Officer), 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	5 present and 4 apologies.	
3. Minutes of Previous Meeting 11 th December 2018.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 11 th December 2018 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 11 th December 2018.	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. Completed & Closed.</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. Completed & Close. Deadline 16th January 2019</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. Completed & Closed.</p> <p>18/10/18-07- Communications Officer to update the Project Plan on the website. Complete & Closed.</p> <p>Raid Log</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>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. Remains Open.</p> <p>Independent Examiner</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. Completed & Closed.</p>		
5. Finance	Finance Officer	<p>All invoices to date have been paid.</p> <p>Colin Wilkinson has given an indication of approximately £1,000 inclusive of VAT for Planit-X’s services to the completion of the Neighbourhood Plan.</p> <p>06/01/19-01-Vice Chair to request Colin Wilkinson to formalise the quote for Planit-X services from completion of submission to completion of the Neighbourhood Plan.</p> <p>06/01/19-02- Following the completion of action 06/01/19-01 Vice Chair to forward, the quote for Planit-X services from completion of submission to completion of the Neighbourhood Plan, to the Finance Officer.</p> <p>06/01/19-03- Following the completion of action 06/01/19-02, Finance Officer to forward the quote for Planit-X services from completion of submission to completion of the Neighbourhood Plan to the Clerk to the Parish Council, requesting it be added to the agenda of the next Parish Council meeting (5th February 2019) .</p>		
6. To complete the response requesting the identification of any factual errors on the Independent Examiner’s Draft Report.	Chair	<p>A copy of the Independent Examiners Report Possible Factual Errors, as identified by Colin Wilkinson and Steering Group members had been circulated in advance of this meeting. This was discussed, amendments made and a final version agreed.</p> <p>06/01/19-04- Secretary to send ‘The Qualifying Body Feedback from Factual Validation Requested by our Independent Examiner’ to Rachel Dexter (HBBC).</p>		

7. To create sub groups to complete the outstanding tasks/recommendations in the Examiners Draft Report	Chair	Colin Wilkinson has already implemented many of the recommendations in the Independent Examiners report producing a draft 'Referendum' version of the Neighbourhood Plan. The outstanding ten Tasks/Recommendations Report references : 4.1, 6.2, 7.3, 9.3, 11.2, 11.3, 11.4, 13.3, 14.4 and 19.2 were discussed and assigned to members of the Steering Group and Colin Wilkinson. The tasks and to whom they were assigned was noted by the Vice Chair. 06/01/19-05- Vice Chair to forward to all members of the Steering Group and Colin Wilkinson, the list of the ten Tasks/Recommendations Report references : 4.1, 6.2, 7.3, 9.3, 11.2, 11.3, 11.4, 13.3, 14.4 and 19.2 detailing the steps to complete each and to whom they have been assigned. 06/01/19-06- Steering Group members to complete actions as set out in action 06/01/19-05.			
8. (If time permits) To verify, based on the recommendations in the Examiners Draft Report, changes made by Colin Wilkinson, to the Submission Plan to produce the Referendum Draft Plan.	Vice Chair	It was decided that this item would require considerable time and not to cover it during this meeting and instead it be carried out by a sub group coordinated by the Vice Chair.			
9. Communications Report.	Chair	See Item 4 above.			
10. Evidence Database	Deborah Roberts	Evidence is up to date.			
11. Project Plan	Vice Chair	Up to date.			
12. AOB	Chair	None			
13. Date & Location of Next Meeting	Secretary	Next Meeting: To be arranged.			
		Meeting Closed 10pm			

Ref No.	Open Actions – 6 th January 2019	Responsible	Deadline
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
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
06/01/19-01	Vice Chair to request Colin Wilkinson to formalise the quote for Planit-X services from completion of submission to completion of the Neighbourhood Plan.	John Ward	ASAP
06/01/19-02	Following the completion of action 06/01/19-01 Vice Chair to forward, the quote for Planit-X services from completion of submission to completion of the Neighbourhood Plan, to the Finance Officer.	John Ward	25 January 2019
06/01/19-03	Following the completion of action 06/01/19-02, Finance Officer to forward the quote for Planit-X services from completion of submission to completion of the Neighbourhood Plan to the Clerk to the Parish Council, requesting it be added to the agenda of the next Parish Council meeting (5 th February 2019)	Rob Ward	28 January 2019
06/01/19-04	Secretary to send 'The Qualifying Body Feedback from Factual Validation Requested by our Independent Examiner' to Rachel Dexter (HBBC).	Clive Stretton	7 January 2019
06/01/19-05	Vice Chair to forward to all members of the Steering Group and Colin Wilkinson, the list of the ten Tasks/Recommendations Report references : 4.1, 6.2, 7.3, 9.3, 11.2, 11.3, 11.4, 13.3, 14.4 and 19.2 detailing the steps to complete each and to whom they have been assigned.	John Ward	ASAP
06/01/19-06	Steering Group members to complete actions as set out in action 06/01/19-05	Steering Group	20 January 2019

Ref No.	Closed Actions	Responsible	Date
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
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
18/10/18-07	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