

# 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

| <b>Date:</b> Wednesday 27 <sup>th</sup> March 2019 – 7.30pm  |           | <b>Venue:</b> Cock Inn - Sibson  |  |
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| <b>Attendance:</b> Jessica Gurley, Kate Gardiner (Communications Officer), Andrea Johnson, Tom Johnson, Deborah Roberts, Mick Toogood (Chair) Clive Stretton (Secretary), John Ward (Vice Chair) and Rob Ward (Finance Officer). |           | <b>Apologies:</b> None - All Steering Group Members Present  |  |
| <b>Minutes taken by:</b> Clive Stretton  |           |  |  |
| <b>Declaration of Interest:</b> Item 2- None   |           |  |  |
| Item   | Raised by | Discussion & Decision  |  |
| 1.Attendance & Apologies   | Chair     | 9 present. No Apologies - All Steering Group Members Present   |  |
| 3. Minutes of Previous Meeting 1 <sup>st</sup> February 2019.  | Chair     | The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 1 <sup>st</sup> February 2019 were signed by the Vice Chair as a true record. (The Chair had given apologies for the meeting 1 <sup>st</sup> February 2019)<br><b>The Chair thanked members of the Steering Group for their hard work over the past 4 years culminating in success at the Referendum on Thursday 14<sup>th</sup> March 2019 with 90% supporting the Sheepy Parish Neighbourhood Plan.</b><br>Ballot Papers Issued -318.<br>Number cast in favour of a ‘Yes’ -288 – 90.56%.<br>Number cast in favour of a ‘No’ -28 – 8.80%.<br>Number rejected -2 – Being unmarked or wholly void for uncertainty. 0.62%<br>Turnout – 31.33% |  |
| 4. Matters Arising from Steering Group Meeting – 1 <sup>st</sup> February 2019.  | Chair     | <b>Referendum</b><br><b>01/02/19-01-</b> Vice Chair to contact HBBC to discuss making the Referendum documentation available in All Saints Church Sheepy Magna, St Botolph Church (Sibson), The Black Horse (Sheepy Magna) and The Cock Inn (Sibson). Completed & Closed. HBBC supplied two copies of the documentation and requested they be placed in Sibson Village Hall and Sheepy Memorial Hall. The Secretary carried out this request.  |  |

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|  | <p><b>01/02/19-02-</b> Secretary to contact the Clerk to the Parish Council to request that the Sheepy Parish Council website makes reference to the Sheepy Parish Council Neighbourhood Plan Referendum and includes a link to the Sheepy Parish Neighbourhood Plan website for further information. Completed &amp; Closed.</p> <p><b>01/02/19-04-</b> Chair and Vice Chair to discuss with the Chair of Sheepy Parish Council and nominate two persons to attend the count of the Sheepy Parish Neighbourhood Plan Referendum at Sibson Village Hall on Thursday 14<sup>th</sup> March 2019 at 10pm. Completed &amp; Closed. The two persons nominated and attended. Chair of the Parish Council and Vice Chair of Sheepy Parish Council Neighbourhood Plan Steering Group.</p> <p><b>01/02/19-07-</b> Vice Chair to supply the Clerk to the Parish Council Electoral Services Referendum Guidelines and Timetable for the Sheepy NP Referendum for distribution to Parish Councillors. Completed &amp; Closed. Sheepy Parish Council Meeting 5<sup>th</sup> February 2019.</p> <p><b>Communications</b></p> <p><b>01/02/19-03-</b> Communications Officer to add a link to Sheepy Parish Neighbourhood Plan pages on the HBBC website from the Sheepy Parish Neighbourhood Plan website. Completed &amp; Closed</p> <p><b>01/02/19-05-</b> Communications Officer to draft an article for the Gazette regarding the Referendum and forward to the Vice Chair. Completed &amp; Closed</p> <p><b>01/02/19-06-</b> Following action 01/02/19-05, the Vice Chair to contact HBBC Electoral Services to check that the Gazette Article is compliant with Electoral Services Referendum Guidelines. Completed &amp; Closed. Approved by HBBC Electoral Services on 15 February 2019.</p> <p><b>01/02/19-08-</b> Communications Officer to upload the Referendum Version of the Neighbourhood Plan and also the updated timeline on the Sheepy Neighbourhood Plan website. Completed &amp; Closed.</p> <p><b>01/02/19-09</b> Communications Officer to update the 'News' section and front page of the Sheepy Parish Neighbourhood Plan website to clearly promote the Referendum date. Completed &amp; Closed.</p> <p><b>01/02/19-10-</b> Deborah Roberts and Communications Officer to store on the Sheepy Parish Neighbourhood Plan website supporting evidence of the Independent Examination. This evidence to include the Examiner's Report, the HBBC 'Checklist' and Approval of the Sheepy Parish Neighbourhood Plan. Completed &amp; Closed.</p> <p><b>Independent Examination</b></p> <p><b>01/02/19-11-</b> Vice Chair to communicate to Sheepy Parish Council via the monthly report that, since the Sheepy Parish Neighbourhood Plan had passed Independent Examination, HBBC Planning matters for Sheepy Parish now have to take into account the Policies set out in the Referendum Version of the Sheepy Parish Neighbourhood Plan. Completed &amp; Closed. Sheepy Parish Council Meeting 5<sup>th</sup> February 2019.</p> |  |  |  |
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| 5. Finance  | Finance Officer | No further expenditure incurred or planned.<br><b>27/03/19-01-</b> Finance Officer to produce an Expenditure Report / Financial Statement for Locality. This report to be forwarded to Deborah Roberts to add to the Evidence Data Base and to the Clerk to the Parish Council.  |  |  |
| 6. HBBC Engagement.   | Vice Chair      | Following the success at referendum and authorisation from HBBC (Decision Statement - Regulation 19), Planit-X have produced a new front page for the Neighbourhood Plan - 2018-2036 Sheepy Parish Neighbourhood Plan: Made March 2019. The 'Made' Plan will be added to the HBBC website.   |  |  |
| 7. Project Plan   | Vice Chair      | This had been circulated in advance of this meeting. Archive Project Data marked as 'On Track'.  |  |  |
| 8. Completion of current Neighbourhood Plan Project and Outstanding Tasks . | Chair           | Outstanding Tasks. <ul style="list-style-type: none"> <li>• Financial Statement – See Item 5 above.</li> <li>• The 'Made' Plan will be added to the HBBC website. – See Item 6 above.</li> <li>• Communication – See Item 11 Below.</li> </ul>   |  |  |
| 9. Steering Group's Future Role.  | Chair           | The Dissolving of the Steering Group in the Terms of Reference was discussed. It was agreed that, subject to approval by the Parish Council, the Steering Group should continue at present for the following reasons: <ul style="list-style-type: none"> <li>• To discuss with the Parish Council the storage/archiving of electronic and hard copy data e.g. the Neighbourhood Plan</li> <li>• To agree with the Parish Council about the future of the Neighbourhood Plan website and email management</li> <li>• To discuss with the Parish Council any further role for the Steering Group that might be required by the Parish Council.</li> </ul> <p>The Chair proposed that the Steering Group is not Dissolved. Seconded by the Vice Chair and carried unanimously.</p> <p><b>27/03/19-02-</b> Chair to raise the storage/archiving of electronic and hard copy Neighbourhood Plan data by the Parish Council at the Parish Council Meeting, Tuesday 2<sup>nd</sup> April 2019.</p> <p><b>27/03/19-03-</b> Chair to request that the Parish Council does not dissolve the Steering Group at present and discuss its future role at the Parish Council Meeting, Tuesday 2<sup>nd</sup> April 2019.</p> <p>In light of the decision, by the Steering Group not to dissolve at present, it was agreed to supplement the Terms of Reference.</p> <p><b>27/03/19-04-</b> Following action 27/03/19-03 Deborah Roberts to supplement the Terms of Reference to be presented at the Parish Council meeting in May 2019.</p> |  |  |
| 10. Archiving and securing project  | Vice Chair      | It was agreed that, following the decision made and actions minuted in Item 10 above, archiving etc. as set out below will not be carried out immediately but done over the next 3 months.   |  |  |

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| information:                        |                        | <p>Archiving and securing project information including but not exclusively:</p> <ol style="list-style-type: none"> <li>1. Website - access, backup &amp; retention, role of PC/Expand Digital</li> <li>2. np email - setting out of office and redirect</li> <li>3. Evidence db -ownership, location, protection etc</li> <li>4. Master WORD version of 'made' plan - location, access, ownership</li> <li>5. Parish On Line data - export, storage &amp; retention</li> <li>6. Questionnaire - relocation, paper copy, digital archive, location &amp; retention</li> <li>7. Data Protection requirements</li> <li>8. Any other information</li> <li>9. Future access to data - control &amp; authorisation.</li> </ol> <p><b>27/03/19-05-</b> Finance Officer to investigate exporting the Neighbourhood Plan mapping data from Parish On Line.<br/> <b>27/03/19-06-</b> Following action 27/03/19-02, Andrea Johnson to look at any data protection issues regarding the storage/archiving of electronic and hard copy Neighbourhood Plan data.</p> |  |  |
| 11. Communications                  | Communications Officer | <p>The Neighbourhood Plan website is up to date.</p> <p><b>27/03/19-07-</b> Communications Officer to produce an A4 Newsletter, for distribution throughout the parish, conveying the following.</p> <ul style="list-style-type: none"> <li>• The Referendum result</li> <li>• What does the outcome mean going forward</li> <li>• How will the Parish Council use the Neighbourhood Plan (and link to the website)</li> <li>• The vision statement which forms the basis of the policies within the Neighbourhood Plan</li> <li>• A thank you to Parishioners and Stakeholders for input, support and patience over 4 years in the creation of the Neighbourhood Plan.</li> </ul> <p><b>27/03/19-08-</b> Following action 27/03/19-07, Secretary to facilitate the distribution of the newsletter.</p>   |  |  |
| 12. Raid Log                        | Andrea Johnson         | <p>Up to date. All sections are now coded green and closed.</p> <p><b>27/03/19-09-</b> Andrea Johnson to forward the closed version of the Raid Log to Deborah Roberts which can then be added to the Evidence Data Base.</p>   |  |  |
| 13. Evidence Data base              | Deborah Roberts        | <p>See action 27/03/19-01 in item 5 above.</p> <p>See action 27/03/19-09 in item 12 above.</p>  |  |  |
| 14. AOB                             | Chair                  | None  |  |  |
| 15. Date & Location of Next Meeting | Secretary              | Next Meeting: To be arranged.   |  |  |

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|  | Meeting Closed 9.30pm |  |  |
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| Ref No.     | Open Actions – 27 March 2019   | Responsible                      | Deadline      |
|-------------|--|----------------------------------|---------------|
| 27/03/19-01 | Finance Officer to produce an Expenditure Report / Financial Statement for Locality. This report to be forwarded to Deborah Roberts to add to the Evidence Data Base and to the Clerk to the Parish Council.   | Rob Ward & Deborah Roberts       | 29 April 2019 |
| 27/03/19-02 | Chair to raise the storage/archiving of electronic and hard copy Neighbourhood Plan data by the Parish Council at the Parish Council Meeting, Tuesday 2 <sup>nd</sup> April 2019.  | Mick Toogood                     | 2 April 2019  |
| 27/03/19-03 | Chair to request that the Parish Council does not dissolve the Steering Group at present and discuss its future role at the Parish Council Meeting, Tuesday 2 <sup>nd</sup> April 2019.  | Mick Toogood                     | 2 April 2019  |
| 27/03/19-04 | Following action 27/03/19-03 Deborah Roberts to supplement the Terms of Reference to be presented at the Parish Council meeting in May 2019.   | Deborah Roberts                  | 29 April 2019 |
| 27/03/19-05 | Finance Officer to investigate exporting the Neighbourhood Plan mapping data from Parish On Line.  | Rob Ward                         | 29 April 2019 |
| 27/03/19-06 | Following action 27/03/19-02, Andrea Johnson to look at any data protection issues regarding the storage/archiving of electronic and hard copy Neighbourhood Plan data.  | Andrea Johnson                   | 29 April 2019 |
| 27/03/19-07 | Communications Officer to produce an A4 Newsletter, for distribution throughout the parish, conveying the following. <ul style="list-style-type: none"> <li>• The Referendum result</li> <li>• What does the outcome mean going forward</li> <li>• How will the Parish Council use the Neighbourhood Plan (and link to the website)</li> <li>• The vision statement which forms the basis of the policies within the Neighbourhood Plan</li> <li>• A thank you to Parishioners and Stakeholders for input, support and patience over 4 years in the creation of the Neighbourhood Plan.</li> </ul> | Kate Gardiner                    | ASAP          |
| 27/03/19-08 | Following action 27/03/19-07, Secretary to facilitate the distribution of the newsletter.  | Clive Stretton                   | ASAP          |
| 27/03/19-09 | Andrea Johnson to forward the closed version of the Raid Log to Deborah Roberts which can then be added to the Evidence Data Base.   | Andrea Johnson & Deborah Roberts | 29 April 2019 |
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| <b>Ref No.</b>     | <b>Closed Actions</b>  | <b>Responsible</b>              | <b>Date</b>      |
|--------------------|--|---------------------------------|------------------|
| <b>01/02/19-01</b> | Vice Chair to contact HBBC to discuss making the Referendum documentation available in All Saints Church Sheepy Magna, St Botolph Church (Sibson), The Black Horse (Sheepy Magna) and The Cock Inn (Sibson).   | John Ward                       | 4 February 2019  |
| <b>01/02/19-02</b> | Secretary to contact the Clerk to the Parish Council to request that the Sheepy Parish Council website makes reference to the Sheepy Parish Council Neighbourhood Plan Referendum and includes a link to the Sheepy Parish Neighbourhood Plan website for further information.   | Clive Stretton                  | ASAP             |
| <b>01/02/19-03</b> | Communications Officer to add a link to Sheepy Parish Neighbourhood Plan pages on the HBBC website from the Sheepy Parish Neighbourhood Plan website.  | Kate Gardiner                   | ASAP             |
| <b>01/02/19-04</b> | Chair and Vice Chair to discuss with the Chair of Sheepy Parish Council and nominate two persons to attend the count of the Sheepy Parish Neighbourhood Plan Referendum at Sibson Village Hall on Thursday 14 <sup>th</sup> March 2019 at 10pm.  | Mick Toogood & John Ward        | 25 February 2019 |
| <b>01/02/19-05</b> | Communications Officer to draft an article for the Gazette regarding the Referendum and forward to the Vice Chair.   | Kate Gardiner                   | 8 February 2019  |
| <b>01/02/19-06</b> | Following action 01/02/19-05, the Vice Chair to contact HBBC Electoral Services to check that the Gazette Article is compliant with Electoral Services Referendum Guidelines.  | John Ward                       | 13 February 2019 |
| <b>01/02/19-07</b> | Vice Chair to supply the Clerk to the Parish Council Electoral Services Referendum Guidelines and Timetable for the Sheepy NP Referendum for distribution to Parish Councillors.   | John Ward                       | 6 February 2019  |
| <b>01/02/19-08</b> | Communications Officer to upload the Referendum Version of the Neighbourhood Plan and also the updated timeline on the Sheepy Neighbourhood Plan website.  | Kate Gardiner                   | ASAP             |
| <b>01/02/19-09</b> | Communications Officer to update the 'News' section and front page of the Sheepy Parish Neighbourhood Plan website to clearly promote the Referendum date.   | Kate Gardiner                   | ASAP             |
| <b>01/02/19-10</b> | Deborah Roberts and Communications Officer to store on the Sheepy Parish Neighbourhood Plan website supporting evidence of the Independent Examination. This evidence to include the Examiner's Report, the HBBC 'Checklist' and Approval of the Sheepy Parish Neighbourhood Plan  | Deborah Roberts & Kate Gardiner | ASAP             |
| <b>01/02/19-11</b> | Vice Chair to communicate to Sheepy Parish Council via the monthly report that, since the Sheepy Parish Neighbourhood Plan had passed Independent Examination, HBBC Planning matters for Sheepy Parish now have to take into account the Policies set out in the Referendum Version of the Sheepy Parish Neighbourhood Plan. | John Ward                       | 6 February 2019  |
|                    |  |                                 |                  |