

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: Monday 17 th June 2019 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Deborah Roberts, Mick Toogood (Chair) Clive Stretton (Secretary) and John Ward (Vice Chair)		Apologies: Jessica Gurley, Kate Gardiner (Communications Officer), Andrea Johnson, Tom Johnson and Rob Ward (Finance Officer).	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Chair	4 present. Apologies from Jessica Gurley, Kate Gardiner (Communications Officer), Andrea Johnson, Tom Johnson and Rob Ward (Finance Officer). It was noted that this inquorate meeting may proceed but any decisions taken will be advisory only and require future ratification by the Steering Group at the next quorate meeting	
3. Minutes of Previous Meeting 27 th March 2019.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 27 th March 2019 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 27 th March 2019.	Chair	<u>Finance</u> 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. Remains Open. 17/06/19-01- Following action 27/03/19-01, Finance Officer to forward the Expenditure Report / Financial Statement for Locality to the Clerk to the Parish Council. <u>Neighbourhood Plan Data Storage/Archive</u> 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 nd April 2019. Completed. It is the intention to store/archive the Neighbourhood Plan data electronically.	

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Monday 17th June 2019.

		<p>17/06/19-02- Vice Chair to investigate the electronic data storage/archive options.</p> <p>17/06/19-03- Secretary to add to the agenda of the next Steering Group meeting, the destruction of the completed hard copies of the Questionnaire.</p> <p>27/03/19-05- Finance Officer to investigate exporting the Neighbourhood Plan mapping data from Parish On Line. Remains Open.</p> <p>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. Remains Open.</p> <p><u>Future Role of the Steering Group</u></p> <p>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 2nd April 2019. Completed.</p> <p>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. Remains Open. The draft update Terms of Reference was discussed and following a minor amendment, will be presented at a future Parish Council meeting.</p> <p><u>Communications</u></p> <p>27/03/19-07- Communications Officer to produce an A4 Newsletter, for distribution throughout the parish, conveying the following.</p> <ul style="list-style-type: none"> • The Referendum result • What does the outcome mean going forward • How will the Parish Council use the Neighbourhood Plan (and link to the website) • The vision statement which forms the basis of the policies within the Neighbourhood Plan • A thank you to Parishioners and Stakeholders for input, support and patience over 4 years in the creation of the Neighbourhood Plan. <p>Completed.</p> <p>27/03/19-08- Following action 27/03/19-07, Secretary to facilitate the distribution of the newsletter. Completed.</p> <p><u>Raid Log</u></p> <p>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. Remains Open</p>		
5. Finance	Finance Officer	<p>The Finance Officer is waiting for the Locality response to the Expenditure Report / Financial Statement.</p> <p>17/06/19-04- Upon receipt of Locality's response to the Expenditure Report / Financial Statement, the Finance Officer to circulate to members of the Steering Group.</p>		

6. Reports to Parish Council.	Chair	Recent reports to the Parish Council have been circulated to members of the Steering Group. It was suggested that 'Neighbourhood Plan' be removed as a standing item on the Parish Council agenda but all future Steering Group meetings will continue to be reported to the Parish Council.		
7. Communications	Chair	See item 4 above.		
8. Evidence Database	Deborah Roberts	17/06/19-05- Secretary to give all of the signed paper copies of Steering Group minutes to the Communications Officer. 17/06/19-06- Following action 17/06/19-05, Communications Officer to scan the signed paper copies of Steering Group minutes ready to be added to the Evidence Database.		
9. LCC Neighbourhood Plan Meeting 21 May 2019	Vice Chair & Secretary	The Vice Chair and Secretary attended the LCC Neighbourhood Plan meeting at County Hall on 21 May 2019. See LCC minutes.		
10. HBBC Making a Difference Award. 6th June 2019.	Vice Chair & Secretary	As a result of supporting our environment and community engagement, Sheepy Parish Neighbourhood Plan Steering Group had been nominated and won the 'Protecting, Improving and Supporting Our Environment Award' at the HBBC Making A Difference Award Ceremony held at Hinckley RFC on 6 th June 2019. The Vice Chair and Secretary attended to collect the award. It is intended to display the trophy at the Sheepy History Society Room in Sheepy Memorial Hall. It was noted that this is good recognition for the Parish supporting the feelings of Sheepy parishioners in protecting, improving and supporting our environment.		
11. HBBC/RCC Neighbourhood Plan Workshop 11 June 2019	Vice Chair & Secretary	The Vice Chair and Secretary attended the HBBC/RCC Neighbourhood Plan Workshop, held at the Atkins Building on 11 June 2019, in which the Vice Chair did a 40 minute 'Experience in Neighbourhood Planning' Presentation, Question & Answer Session, to representatives from HBBC, RCC and other Hinckley and Bosworth Parish Councils.		
12. Monitoring the implementation of the Neighbourhood Plan by the Parish Council and HBBC	Chair	It was agreed that as part of the monitoring process, the Secretary should keep a log of planning applications, actions and outcomes for all planning applications since Sheepy Neighbourhood Plan was 'made' 19 th March 2019. 17/06/19-07- Secretary to keep a log of planning applications, actions and outcomes for all planning applications in the parish since 19th March 2019. It was suggested that 'Review the current status of the implementation of the Neighbourhood Plan' be a standing item on future Steering Group meeting.		
13. Celebration the Success of 'Making' the	Chair	Thursday 29 th August 2019 –Black Horse Sheepy Magna 7.30pm. The cost to be funded by Steering Group members. Approximately 50 invitations to include Steering Group Members & Spouse, Parish Council, Neighbourhood Plan		

Neighbourhood Plan.		'Helpers' and spouse and Planit-X Consultant and spouse.			
14. AOB	Chair	Witherley Parish Council has requested a meeting with Members of the Steering Group to discuss Ecology and Biodiversity. 17/06/19-08- Chair and Finance Officer to make arrangements to meet members of Witherley Parish Council to discuss Ecology and Biodiversity.			
15. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 12th September 2019. Cock Inn Sibson 7.30pm			
		Meeting Closed 9.15pm			

Ref No.	Open Actions – 17 June 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
27/03/19-04	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
27/03/19-09	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
17/06/19-01	Following action 27/03/19-01, Finance Officer to forward the Expenditure Report / Financial Statement for Locality to the Clerk to the Parish Council.	Rob Ward	3 September 2019
17/06/19-02	Vice Chair to investigate the electronic data storage/archive options.	John Ward	3 September 2019
17/06/19-03	Secretary to add to the agenda of the next Steering Group meeting, the destruction of the completed hard copies of the Questionnaire.	Clive Stretton	5 September 2019

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Monday 17th June 2019.

17/06/19-04	Upon receipt of Locality's response to the Expenditure Report / Financial Statement, the Finance Officer to circulate to members of the Steering Group.	Rob Ward	3 September 2019
17/06/19-05	Secretary to give all of the signed paper copies of Steering Group minutes to the Communications Officer.	Clive Stretton	ASAP
17/06/19-06	Following action 17/06/19-05 , Communications Officer to scan the signed paper copies of Steering Group minutes ready to be added to the Evidence Database.	Kate Gardiner	5 September 2019
17/06/19-07	Secretary to keep a log of planning applications, actions and outcomes for all planning applications in the parish since 19 th March 2019.	Clive Stretton	2 July 2019
17/06/19-08	Chair and Finance Officer to make arrangements to meet members of Witherley Parish Council to discuss Ecology and Biodiversity.	Mick Toogood & Rob Ward	ASAP
Ref No.	Closed Actions	Responsible	Date
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 nd 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 nd April 2019.	Mick Toogood	2 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"> • The Referendum result • What does the outcome mean going forward • How will the Parish Council use the Neighbourhood Plan (and link to the website) • The vision statement which forms the basis of the policies within the Neighbourhood Plan • A thank you to Parishioners and Stakeholders for input, support and patience over 4 years in the creation of the Neighbourhood Plan. 	Kate Gardiner	ASAP
27/03/19-08	Following action 27/03/19-07, Secretary to facilitate the distribution of the newsletter.	Clive Stretton	ASAP