

# 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> Thursday 17 <sup>th</sup> October 2019 – 7.30pm		<b>Venue:</b> Cock Inn - Sibson	
<b>Attendance:</b> Kate Gardiner (Communications Officer), Andrea Johnson ,Deborah Roberts, Mick Toogood (Chair), Clive Stretton (Secretary) and John Ward (Vice Chair)		<b>Apologies:</b> Jessica Gurley Tom Johnson and Rob Ward (Finance Officer).	
<b>Minutes taken by:</b> Clive Stretton			
<b>Declaration of Interest:</b> Item 2- None			
<b>Item</b>	<b>Raised by</b>	<b>Discussion &amp; Decision</b>	
1.Attendance & Apologies	Chair	6 present. Apologies from Jessica Gurley, Tom Johnson and Rob Ward (Finance Officer).	
3. Minutes of Previous Meeting 17 <sup>th</sup> June 2019.	Chair	All decisions made during the previous inquorate meeting, (17 June 2019) were ratified. The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 17 <sup>th</sup> June 2019 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 17 <sup>th</sup> June 2019.	Chair	<b>Finance</b> <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. Completed and Closed. <b>17/06/19-01-</b> Following action 27/03/19-01, Finance Officer to forward the Expenditure Report / Financial Statement for Locality to the Clerk to the Parish Council. <b>Remains Open</b> <b>17/06/19-04-</b> Upon receipt of Locality’s response to the Expenditure Report / Financial Statement, the Finance Officer to circulate to members of the Steering Group. <b>Remains Open.</b>	

	<p><b><u>Future Role of the Steering Group</u></b></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. Closed and replaced by actions 17/10/19-01 &amp; 02. The draft update Terms of Reference was discussed at the Steering Group meeting 17 June 2019, minor amendments made by Deborah Roberts and circulated to Steering Group members on 20<sup>th</sup> June 2019.</p> <p><b>17/10/19-01-</b> With reference to action 27/03/19-04, Steering Group members to approve/reject, by 20<sup>th</sup> October 2019 by email, the amended Terms of Reference, circulated to Steering Group members on 20<sup>th</sup> June 2019.</p> <p><b>17/10/19-02-</b> If Steering Group members approve the amended Terms of Reference, see action 17/10/19-01, Chair to forward the amended Terms of Reference to the Clerk to the Parish Council for approval at the November 2019 meeting of Sheepy Parish Council.</p> <p><b><u>Neighbourhood Plan Data Storage/Archive</u></b></p> <p><b>27/03/19-05-</b> Finance Officer to investigate exporting the Neighbourhood Plan mapping data from Parish On Line. Remains Open.</p> <p><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. Remains Open.</p> <p><b>17/06/19-02-</b> Vice Chair to investigate the electronic data storage/archive options. Remains Open.</p> <p><b>17/10/19-03-</b> Vice Chair to discuss with ‘Expand Digital’ the possibility of hosting all Sheepy Parish Neighbourhood Plan electronic data on a secure server.</p> <p><b>17/06/19-03-</b> Secretary to add to the agenda of the next Steering Group meeting, the destruction of the completed hard copies of the Questionnaire. Completed and Closed. The Vice Chair has discussed with Genus Printers the cost of destruction of the Questionnaires. (£25.)</p> <p><b>17/10/19-04-</b> Deborah Roberts and Vice Chair to check that the DVD containing the Questionnaire data can still be read.</p> <p><b><u>Scanning the paper copies of the Steering Group minutes.</u></b></p> <p><b>17/06/19-05-</b> Secretary to give all of the signed paper copies of Steering Group minutes to the Communications Officer. Closed. Replaced by action 17/10/19-06 It was decided that the paper copies of the Steering Group minutes be divided into calendar years, and a certificate be produced, indicating that it is sufficient for only the first page of each set of minutes requires the Chair’s signature.</p> <p><b>17/10/19-05-</b> Deborah Roberts to produce certificates for years 2015, 2016,2017,2018 and 2019 , indicating that it is sufficient for only the first page of each set of minutes requires the Chair’s signature.</p> <p><b>17/10/19-06-</b> Secretary to divide the paper copies of the Steering Group minutes into calendar years, with the appropriate certificate from action 17/10/19-05, and give to the Communications Officer for scanning.</p>	
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5. Finance	Chair	<p><b>17/10/19-09-</b> Chair to make a request to Sheepy Parish Council for a contingency budget, for the Steering Group of £1,000, for any commercial advice required to support the 'Monitoring the implementation of the Neighbourhood Plan'.</p> <p>See also Agenda Item 4.</p>		
6. Communications	Communications Officer	<p>The website has been updated – Steering Group minutes and news articles regarding the Vice Chair's presentation at HBBC's Neighbourhood Plan Workshop in June at the Atkins Building in Hinckley, and HBBC's 'Making A Difference Award' to the Steering Group for Protecting, Improving and Supporting our Environment held at Hinckley Rugby Club.</p>		
7. Evidence Database	Deborah Roberts	<p>Up to date.</p> <p>See also Agenda Item 4.</p>		

8. Review of the current status of the implementation of the Neighbourhood Plan by the Parish Council and HBBC	Chair	<p>As the Parish Council only has 21 days to respond to planning applications, the Steering Group have Identified a potential risk with the communication of such planning applications should the Clerk to the Parish Council be unavailable such as on holiday etc.</p> <p><b>17/10/19-10</b> - Chair to inform the Chair and Clerk of the Parish Council of the potential risk with the communication of planning applications should the Clerk to the Parish Council be unavailable such as on holiday etc.</p> <p>It was agreed that, we request that draft responses to planning applications be circulated to Steering Group members for comment and possible amendment before the Clerk circulates to Parish Councillors for approval.</p> <p><b>17/10/19-11</b> - Chair to request the Parish Council allows responses to planning applications be circulated to Steering Group members for comment and possible amendment before the Clerk circulates to Parish Councillors for approval.</p> <p><b>17/10/19-12</b> - Chair to request that when the Clerk to the Parish Council acknowledges the receipt of a planning application from HBBC he mentions that Sheepy Parish Council has a Neighbourhood Plan made March 2019. It was noted that ‘ground work activity’ has begun at the Hornsey Rise site.</p> <p><b>17/10/19-13</b> – Deborah Roberts to contact HBBC to request the current status of the Hornsey Rise planning application and whether the Neighbourhood Plan Policies are being applied.</p> <p>The Parish Council has received ‘Notification of Publicity of the Burbage Neighbourhood Plan - Regulation 16 of the Neighbourhood Planning (General) Regulations 2012’ and Representations are invited on the final plan between Monday, 16th September 2019 and 17:00 on Monday 28th October 2019. It is the recommendation of the Steering Group that the Parish Council makes no representation.</p> <p><b>17/10/19-14</b> – Secretary to add to future Steering Group meetings agenda a standing item ‘Monitoring any local Neighbourhood Plans that might impact on the Sheepy Parish Neighbourhood Plan’.</p>			
9. AOB	Chair	None			
10. Date & Location of Next Meeting	Secretary	Next Meeting: To be arranged for January 2020			
		Meeting Closed 9.45pm			

Ref No.	Open Actions – 17 October 2019	Responsible	Deadline
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	ASAP
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	ASAP
17/10/19-01	With reference to action 27/03/19-04, Steering Group members to approve/reject, by 20 <sup>th</sup> October 2019 by email, the amended Terms of Reference, circulated to Steering Group members on 20 <sup>th</sup> June 2019.	Steering Group members	20 October 2019
17/10/19-02	If Steering Group members approve the amended Terms of Reference, see action 17/10/19-01, Chair to forward the amended Terms of Reference to the Clerk to the Parish Council for approval at the November 2019 meeting of Sheepy Parish Council.	Mick Toogood	25 October 2019
27/03/19-05	Finance Officer to investigate exporting the Neighbourhood Plan mapping data from Parish On Line.	Rob Ward	ASAP
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	ASAP
17/06/19-02	Vice Chair to investigate the electronic data storage/archive options.	John Ward	ASAP
17/10/19-03	Vice Chair to discuss with 'Expand Digital' the possibility of hosting all Sheepy Parish Neighbourhood Plan electronic data on a secure server.	John Ward	January 2020
17/10/19-04	Deborah Roberts and Vice Chair to check that the DVD containing the Questionnaire data can still be read.	Deborah Roberts & John Ward	January 2020
17/10/19-05	Deborah Roberts to produce certificates for years 2015, 2016, 2017, 2018 and 2019, indicating that it is sufficient for only the first page of each set of minutes requires the Chair's signature.	Deborah Roberts	January 2020
17/10/19-06	Secretary to divide the paper copies of the Steering Group minutes into calendar years, with the appropriate certificate from action 17/10/19-05, and give to the Communications Officer for scanning.	Clive Stretton	January 2020
17/10/19-07	Following action 17/10/19-06, Communications Officer to scan the paper copies of Steering Group minutes along with the appropriate certificate from action 17/10/19-05, ready to be added to the Evidence Database.	Kate Gardiner	January 2020
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	ASAP
17/10/19-08	Secretary to add 'Review the current status of the implementation of the Neighbourhood Plan' as a standing item for future Steering Group meetings.	Clive Stretton	January 2020

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<b>17/10/19-09</b>	Chair to make a request to Sheepy Parish Council for a contingency budget, for the Steering Group of £1,000, for any commercial advice required to support the 'Monitoring the implementation of the Neighbourhood Plan'.	Mick Toogood	Decemeber 2019
<b>17/10/19-10</b>	Chair to inform the Chair and Clerk of the Parish Council of the potential risk with the communication of planning applications should the Clerk to the Parish Council be unavailable such as on holiday etc.	Mick Toogood	Decemeber 2019
<b>17/10/19-11</b>	Chair to request the Parish Council allows responses to planning applications be circulated to Steering Group members for comment and possible amendment before the Clerk circulates to Parish Councillors for approval.	Mick Toogood	5 November 2019
<b>17/10/19-12</b>	Chair to request that when the Clerk to the Parish Council acknowledges the receipt of a planning application from HBBC he mentions that Sheepy Parish Council has a Neighbourhood Plan made March 2019.	Mick Toogood	Decemeber 2019
<b>17/10/19-13</b>	Deborah Roberts to contact HBBC to request the current status of the Hornsey Rise planning application and whether the Neighbourhood Plan Policies are being applied.	Deborah Roberts	ASAP
<b>17/10/19-14</b>	Secretary to add to future Steering Group meetings agenda a standing item 'Monitoring any local Neighbourhood Plans that might impact on the Sheepy Parish Neighbourhood Plan'.	Clive Stretton	January 2020
<b>Ref No.</b>	<b>Closed Actions</b>	<b>Responsible</b>	<b>Date</b>
<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.	Rob Ward & Deborah Roberts	29 April 2019
<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.	Deborah Roberts	29 April 2019
<b>17/06/19-03</b>	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
<b>17/06/19-05</b>	Secretary to give all of the signed paper copies of Steering Group minutes to the Communications Officer.	Clive Stretton	ASAP
<b>17/06/19-06</b>	Following action <b>17/06/19-05</b> , 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
<b>17/06/19-07</b>	Secretary to keep a log of planning applications, actions and outcomes for all planning applications in the parish since 19 <sup>th</sup> March 2019.	Clive Stretton	2 July 2019
<b>17/06/19-08</b>	Chair and Finance Officer to make arrangements to meet members of Witherley Parish Council to discuss Ecology and Biodiversity.	Mick Toogood & Rob Ward	ASAP

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