

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 14 th July 2020 – 7.30pm		Venue: By Zoom.	
Attendance: Kate Gardiner (Communications Officer), Tom Johnson, Deborah Roberts, Mick Toogood (Chair), Clive Stretton (Secretary), John Ward (Vice Chair) and Rob Ward (Finance Officer).		Apologies: Jessica Gurley	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- Tom Johnson – Item 8 (Any discussion that may arise regarding Village Farmhouse Sibson Planning Applications)			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Chair	7 present. Apologies from Jessica Gurley.	
3. Minutes of Previous Meeting 28 th January 2020.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 28 th January 2020 were agreed as a true record. 14/07/20-01- Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 28 th January 2020 and deliver to the Secretary.	
4. Matters Arising from Steering Group Meeting – 28 th January 2020.	Chair	<u>Future Role of the Steering Group</u> 28/01/20-01- If Steering Group members approve the amended Terms of Reference, see action 17/10/19-01, Secretary to forward the amended Terms of Reference to the Clerk to the Parish Council, requesting he adds it to the Agenda of the February 2020 meeting of Sheepy Parish Council. Completed and Close. See Parish Council Minutes. <u>Neighbourhood Plan Data Storage/Archive</u> 27/03/19-05- Finance Officer to investigate exporting the Neighbourhood Plan mapping data from Parish On Line. Remains Open. 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>28/01/20-02- Vice Chair to discuss action 27/03/19-06 with Andrea Johnson. Remains Open</p> <p>17/06/19-02- Vice Chair to investigate the electronic data storage/archive options. Remains Open.</p> <p>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. Remains Open.</p> <p><u>Scanning the paper copies of the Steering Group minutes.</u></p> <p>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. Completed & Closed</p> <p>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. Remains Open.</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. Closed. Replaced by action 14/07/20-02.</p> <p>14/07/20-02-Following the Neighbourhood Plan being made in March 2019, Chair to locate the last version of the Raid Log and clarify it can be closed off.</p> <p>28/01/20-03- Vice Chair to discuss action 27/03/19-09 with Andrea Johnson. Closed. Replaced by action 14/07/20-02</p> <p><u>Evidence Database</u></p> <p>28/01/20-04- Deborah Roberts to close the Evidence Database by 31st March 2020. Remains Open. Awaiting completion of Actions 17/10/19-07 and 14/07/20-02.</p> <p><u>Monitoring any local Neighbourhood Plans that might impact on the Sheepy Parish Neighbourhood Plan.</u></p> <p>28/01/20-05- Vice Chair to coordinate responses made by members of the Steering Group on any Neighbourhood Plans, at Consultation Stage, that might impact on the Sheepy Parish Neighbourhood Plan. Closed. See Agenda Item 9</p> <p>28/01/20-06- Steering Group members to read the policies of both Newbold Verdon and Desford Neighbourhood Plans and forward any suggested response/representation to the Vice Chair by 21 February 2020. Closed</p> <p>28/01/20-07- Following action 28/01/06, Vice Chair to coordinate any suggested responses made by members of the Steering Group on either Newbold Verdon or Desford Neighbourhood Plans, and where necessary draft a representation for discussion at the next Parish Council meeting on 3rd March 2020. Closed</p>	
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		<p><u>Neighbourhood Plan Minor Review</u></p> <p>28/01/20-08- Steering Group to carry out an annual review of the Sheepy Parish Neighbourhood Plan for any minor modifications that may be required. Closed. See Agenda Item 11</p> <p>It was noted that a number of actions were unable to be carried out due to the current circumstance caused by Covid-19.</p>																																																					
5. Finance	Chair	The Parish Council has agreed a budget of £1,000 for any expenses incurred during this financial year by the Steering Group.																																																					
6. Communications	Communications Officer	14/07/20-03- Communications Officer to add agenda and minutes to the website.																																																					
7. Evidence Database	Chair	See Item 4 -matters arising.																																																					
8. Review of the current status of the implementation of the Neighbourhood Plan by the Parish Council and HBBC	Secretary	The Secretary reported on the outcome, to date, of the planning applications submitted since the Neighbourhood Plan was made.																																																					
		Planning Applications Analysis since the NP was made 19 March 2019.																																																					
		45 planning applications to date (13 July 2020)																																																					
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		Unable to respond		1		HBBC portal not open to accept a response (An application for work on some trees)			
		Total		45					
9. Monitoring any local Neighbourhood Plans that might impact on the Sheepy Parish Neighbourhood Plan.	Chair	<p>It was noted that, as the Examiner was unable to continue, Newbold Verdon Parish Council on 7 May 2020, had agreed to withdraw its NP from examination in order to repeat the Regulation 14 process.</p> <p>Following telephone conversations with Market Bosworth Parish Council, Sheepy Parish Council submitted a response to HBBC regarding planning application 20/00026/FUL - Bosworth Water Trust, Wellsborough Road, Market Bosworth. It was also noted that Market Bosworth Parish Council were currently dealing with a large number of planning applications.</p>							
10. HBBC Local Plan review project 2020	Vice Chair	<p>The HBBC Local Plan is behind schedule, and it is believed that no consultation will take place until the second quarter of 2021.</p>							
11. NP Minor Review.	Chair	<p>The Parish Council had agreed on 7th July 2020 for the Steering Group to conduct a minor review of the Neighbourhood Plan. See Parish Council Minutes.</p> <p>Both 'HBBC Reviewing and Monitoring a Neighbourhood Plan Guidelines' and 'UK Government Guidelines' have been circulated to the Steering Group and discussion took place regarding these documents.</p> <p>It was agreed to involve Planit-X at an early stage of this minor review.</p> <p>14/07/20-04- Vice Chair to request Planit-X for current consultation rates.</p> <p>14/07/20-05- Chair to ask the Parish Council for authorisation to spend its £1,000 budget as necessary on the Minor Review and specifically, to employ the consultancy services of Planit-X for the minor review.</p> <p>14/07/20-06- Vice Chair to investigate the 'Monitoring of a Neighbourhood Plan' process.</p> <p>14/07/20-07- Deborah Roberts to look at other parishes who have carried out a NP Minor Review.</p> <p>14/07/20-08- Steering Group to look for any possible minor amendments that could be made to the Neighbourhood Plan and forward this information to the Vice Chair by 30th July 2020, ready for a sub group working party to discuss.</p> <p>14/07/20-09- Vice Chair to contact Planit –X, to check availability of attending a subgroup working party.</p> <p>It was agreed that a New Evidence Database be opened by Deborah Roberts for a Minor Review.</p>							

12. Planit-X ongoing engagement	Vice Chair	See Agenda Item 11.			
13. AOB	Chair	<p>Following Luke Evans MP's article in a Conservative Magazine, our Borough Councillor convened a meeting with the MP and representatives from local parish councils to discuss the current HBBC 'land supply'. Apparently, HBBC have a 7 year land supply of approved planning applications, but developers are not progressing with their permitted plans. Our Borough Councillor requested that the Government addresses this problem. On the subject of Neighbourhood Plans, our Borough Councillor pointed out the Sheepy Parish had a good example of a Neighbourhood Plan, and the Vice Chair of Sheepy Parish Council, who was present at the meeting, gave a brief history of the making of the plan.</p> <p>The Vice Chair of Sheepy Parish Council suggested that the MP joins a combined meeting of the Parish Council and Steering Group, and this suggestion was discussed at the Parish Council meeting on 7th July 2020.</p>			
14. Date & Location of Next Meeting	Secretary	Next Meeting: Sub Group Working Party – Suggested Date Wednesday 5 th August 2020. By Zoom			
		Meeting Closed 9.35pm			

Ref No.	Open Actions – 14 July 2020	Responsible	Deadline
14/07/20-01	Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 28 th January 2020 and deliver to the Secretary.	Mick Toogood	14 August 2020
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
28/01/20-02	Vice Chair to discuss action 27/03/19-06 with Andrea Johnson.	John Ward	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	30 September 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	30 September 2020
14/07/20-02	Following the Neighbourhood Plan being made in March 2019, Chair to locate the last version of the Raid Log and clarify it can be closed off.	Mick Toogood	31 August 2020
28/01/20-04	Deborah Roberts to close the Evidence Database by 31st March 2020.	Deborah Roberts	31 October 2020
14/07/20-03	Communications Officer to add agenda and minutes to the website.	Kate Gardiner	31 August 2020
14/07/20-04	Vice Chair to request Planit-X for current consultation rates.	John Ward	28 July 2020
14/07/20-05	Chair to ask the Parish Council for authorisation to spend its £1,000 budget as necessary on the Minor Review and specifically, to employ the consultancy services of Planit-X for the minor review.	Mick Toogood	28 July 2020
14/07/20-06	Vice Chair to investigate the 'Monitoring of a Neighbourhood Plan' process.	John Ward	30 July 2020
14/07/20-07	Deborah Roberts to look at other parishes who have carried out a NP Minor Review.	Deborah Roberts	30 July 2020
14/07/20-08	Steering Group to look for any possible minor amendments that could be made to the Neighbourhood Plan and forward this information to the Vice Chair by 30 th July 2020, ready for a sub group working party to discuss.	Steering Group	30 July 2020
14/07/20-09	Vice Chair to contact Planit –X , to check availability of attending a sub group working party.	John Ward	28 July 2020

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Tuesday 14 July 2020.

Ref No.	Closed Actions	Responsible	Date
28/01/20-01	If Steering Group members approve the amended Terms of Reference, see action 17/10/19-01, Secretary to forward the amended Terms of Reference to the Clerk to the Parish Council, requesting he adds it to the Agenda of the February 2020 meeting of Sheepy Parish Council.	Clive Stretton	29 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
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
28/01/20-03	Vice Chair to discuss action 27/03/19-09 with Andrea Johnson.	John Ward	28 February 2020
28/01/20-05	Vice Chair to coordinate responses made by members of the Steering Group on any Neighbourhood Plans, at Consultation Stage, that might impact on the Sheepy Parish Neighbourhood Plan.	John Ward	On-going. (Part of Agenda standing item)
28/01/20-06	Steering Group members to read the policies of both Newbold Verdon and Desford Neighbourhood Plans and forward any suggested response/representation to the Vice Chair by 21 February 2020.	Steering Group	21 February 2020
28/01/20-07	Following action 28/01/06, Vice Chair to coordinate any suggested responses made by members of the Steering Group on either Newbold Verdon or Desford Neighbourhood Plans, and where necessary draft a representation for discussion at the next Parish Council meeting on 3 rd March 2020.	John Ward	26 February 2020
28/01/20-08	Steering Group to carry out an annual review of the Sheepy Parish Neighbourhood Plan for any minor modifications that may be required.	Steering Group	31 August 2020