

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 28 th January 2020 – 7.30pm		Venue: Squirrel at Wellsborough – Wellsborough.		
Attendance: Jessica Gurley Kate Gardiner (Communications Officer), Tom Johnson, Mick Toogood (Chair), Clive Stretton (Secretary), John Ward (Vice Chair) and Rob Ward (Finance Officer).		Apologies: Andrea Johnson and Deborah Roberts.		
Minutes taken by: Clive Stretton				
Declaration of Interest: Item 2- None				
Item	Raised by	Discussion & Decision		
1.Attendance & Apologies	Chair	7 present. Apologies from Andrea Johnson and Deborah Roberts. The Chair reported that Andrea Johnson has decided to step down from the Steering Group due to work commitments. He thanked her for all of her hard work and expertise resulting in the success of Neighbourhood Plan being ‘made’ in March 2019. The Chair also thanked Jessica Gurley for offering the Squirrel at Wellsborough as a venue to hold the Steering Group Meeting.		
3. Minutes of Previous Meeting 17 th October 2019.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 17 th October 2019 were signed by the Chair as a true record.		
4. Matters Arising from Steering Group Meeting – 17 th October 2019.	Chair	Finance 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. Completed and Closed. 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. Closed. 17/10/19-09- 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’. Completed & Closed. Chairman reported that the request had been agreed by the Parish		

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	<p>Council.</p> <p><u>Future Role of the Steering Group</u></p> <p>17/10/19-01- With reference to action 27/03/19-04, Steering Group members to approve/reject, by 20th October 2019 by email, the amended Terms of Reference, circulated to Steering Group members on 20th June 2019. Completed and Closed. The Finance Officer proposed the Steering Group adopt the Amended Terms of Reference. Seconded by the Vice Chair and carried unanimously.</p> <p>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. Closed . Replaced by action 28/01/20-01</p> <p>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.</p> <p><u>Neighbourhood Plan Data Storage/Archive</u></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>28/01/20-02- Vice Chair to discuss action 27/03/19-06 with Andrea Johnson.</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>17/10/19-04- Deborah Roberts and Vice Chair to check that the DVD containing the Questionnaire data can still be read. Completed and Closed. Data can still be read.</p> <p><u>Scanning the paper copies of the Steering Group minutes.</u></p> <p>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. Completed & Closed.</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. Remains Open.</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>			
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		<p>Raid Log</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> <p>28/01/20-03- Vice Chair to discuss action 27/03/19-09 with Andrea Johnson.</p> <p>Monitoring the implementation of the Neighbourhood Plan</p> <p>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. Completed & Closed.</p> <p>17/10/19-10 - 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. Completed & Closed</p> <p>17/10/19-11 - 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. Completed & Closed</p> <p>17/10/19-12 - 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. Completed & Closed</p> <p>17/10/19-13 – 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. Completed & Closed. The email and response from HBBC was subsequently circulated to Steering Group members in November 2019</p> <p>17/10/19-14 – 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'. Completed & Closed.</p>			
5. Finance	Chair	See Agenda Item 4.			
6. Communications	Communications Officer	Communications are up to date.			
7. Evidence Database	Chair	28/01/20-04- Deborah Roberts to close the Evidence Database by 31st March 2020.			

<p>8. Review of the current status of the implementation of the Neighbourhood Plan by the Parish Council and HBBC</p>	<p>Secretary</p>	<p>The Secretary reported on the outcome, to date, of the planning applications submitted since the Neighbourhood Plan was made.</p> <table border="1" data-bbox="562 264 1335 594"> <thead> <tr> <th>Outcome of Planning Applications at 28 Jan 2020</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Support/Neutral - Approved</td> <td>12</td> </tr> <tr> <td>Support/Neutral - Refused</td> <td>2</td> </tr> <tr> <td>Support/Neutral - Prior Approval Required</td> <td>1</td> </tr> <tr> <td>Object - Refused</td> <td>0</td> </tr> <tr> <td>Object- Withdrawn</td> <td>2</td> </tr> <tr> <td>Object - Approved Reserved Matters</td> <td>1</td> </tr> <tr> <td></td> <td>18</td> </tr> </tbody> </table> <p>It was noted that the two applications with a Support/Neutral response by the Parish Council were refused planning permission on HBBC Planning Regulations not covered by Neighbourhood Plan Policies.</p> <p>The Steering Group discussed and agreed suggested responses for two current planning applications. These suggested responses will be forwarded to the Clerk to the Parish Council for circulation to Parish Councillors.</p>	Outcome of Planning Applications at 28 Jan 2020	Total	Support/Neutral - Approved	12	Support/Neutral - Refused	2	Support/Neutral - Prior Approval Required	1	Object - Refused	0	Object- Withdrawn	2	Object - Approved Reserved Matters	1		18			
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<p>9. Planit-X ongoing engagement</p>	<p>Vice Chair</p>	<p>Planit-X has supplied a list of fees should the Parish Council require its services.</p>																			
<p>10. Monitoring any local Neighbourhood Plans that might impact on the Sheepy Parish Neighbourhood Plan.</p>	<p>Chair</p>	<p>Both Newbold Verdon and Desford Neighbourhood Plans are at Regulation 16 – Final Submission stage. Representations on both plans are invited between 22nd January 2020 and 4th March 2020.</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.</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.</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.</p>																			

11. HBBC Local Plan review project 2020 – agree strategy	Vice Chair	Vice Chair gave feedback on the current situation of the Local Plan. As our Neighbourhood Plan is coming up for one year since being ‘made’, it was agreed to carry out a review. 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.			
12. AOB	Chair	None			
13. Date & Location of Next Meeting	Secretary	Next Meeting: To be arranged for April 2020.			
		Meeting Closed 9.45pm			

Ref No.	Open Actions – 28 January 2020	Responsible	Deadline
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
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	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

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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
28/01/20-03	Vice Chair to discuss action 27/03/19-09 with Andrea Johnson.	John Ward	28 February 2020
28/01/20-04	Deborah Roberts to close the Evidence Database by 31st March 2020.	Deborah Roberts	31 March 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
Ref No.	Closed Actions	Responsible	Date
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
17/10/19-09	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

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17/10/19-01	With reference to action 27/03/19-04, Steering Group members to approve/reject, by 20 th October 2019 by email, the amended Terms of Reference, circulated to Steering Group members on 20 th 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
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
17/10/19-08	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
17/10/19-10	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
17/10/19-11	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
17/10/19-12	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
17/10/19-13	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
17/10/19-14	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