

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: Wednesday 28 th October 2020 – 7.00pm		Venue: By Zoom.		
Attendance: Kate Gardiner (Communications Officer), 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: None				
Item	Raised by	Discussion & Decision		
1.Attendance & Apologies	Chair	<p>6- present. Apologies from Jessica Gurley.</p> <p>The Chair reported that, since the last meeting, Tom Johnson (Sibson resident) has decided to step down from the Steering Group for personal reasons. He thanked Tom for all of his hard work and expertise resulting in the success of the Neighbourhood Plan being ‘made’ in March 2019.</p> <p>Aware that Tom Johnson had stepped down from the Steering Group, and with permission from the Steering Group, the Secretary contacted the Parish Councillors for Sibson Ward, asking if they knew of any residents of Sibson who may be willing to join the Steering Group.</p> <p>As a result, a Sibson resident has expressed an interest to join the Steering Group.</p> <p>28/10/20-01- The Secretary to make contact with the Sibson resident, who has expressed an interest to join the Steering Group, and forward the Terms of Reference, noting that the Terms of Reference have been updated and will be circulated to Parish Councillors for review and approval at the Parish Council (Tuesday 3rd November 2020) .</p>		
3. Review and Approval of Terms of Reference	Chair/ Deborah Roberts	<p>The Updated Terms of Reference had been circulated to the Steering Group, by Deborah Roberts on 15th October 2020 for review and approval at this meeting. Proposed by the Finance Officer, seconded by the Vice Chair carried unanimously by the Steering Group.</p>		

		28/10/20-02- The Vice Chair to forward the Terms of Reference, approved by the Steering Group, to the Clerk to the Parish Council, requesting they be circulated to Parish Councillors for review and approval at the Parish Council meeting on Tuesday 3 rd November 2020.		
4. Minutes of Previous Meeting 14 th July 2020.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 14 th July 2020 were agreed as a true record. 28/10/20-03- Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 14 th July 2020 and deliver to the Secretary.		
5. Matters Arising from Steering Group Meeting – 14 th July 2020.	Chair	<u>Minutes of Steering Group Meeting 28th January 2020</u> 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. Completed and Closed. <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. Closed. The Finance Officer has investigated exporting the Neighbourhood Plan mapping data from Parish On Line and has been informed that this procedure cannot be done. 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. Closed – Replaced by Action 28/10/20-04. 28/01/20-02- Vice Chair to discuss action 27/03/19-06 with Andrea Johnson. Closed – Replaced by Action 28/10/20-04. 28/10/20-04- Deborah Roberts to contact the Clerk to the Parish Council to request a copy of the Sheepy Parish Council GDPR procedures and policies. 17/06/19-02- Vice Chair to investigate the electronic data storage/archive options. Remains Open. 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. 28/10/20-05- Vice Chair to investigate the cost of ‘Cloud Storage’ for Neighbourhood Plan data /archive documents. <u>Scanning the paper copies of the Steering Group minutes.</u> 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. <u>Raid Log</u> 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. Closed. Replaced by Action 28/10/20-06.		

		<p>28/10/20-06- Following the Neighbourhood Plan being made in March 2019, Deborah Roberts to locate the last version of the Raid Log and clarify it can be closed off.</p> <p>Evidence Database</p> <p>28/01/20-04- Deborah Roberts to close the Evidence Database by 31st March 2020. Closed .</p> <p>28/10/20-07- Deborah Roberts to open a new database for the Neighbourhood Plan 2020 Minor Review.</p> <p>Communications</p> <p>14/07/20-03- Communications Officer to add agenda and minutes to the website. Completed and Closed</p> <p>Neighbourhood Plan Minor Review</p> <p>14/07/20-04- Vice Chair to request Planit-X for current consultation rates. Completed and Closed</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. Completed and Closed</p> <p>14/07/20-06- Vice Chair to investigate the ‘Monitoring of a Neighbourhood Plan’ process. Completed and Closed</p> <p>14/07/20-07- Deborah Roberts to look at other parishes who have carried out a NP Minor Review. Completed and Closed</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. Completed and Closed</p> <p>14/07/20-09- Vice Chair to contact Planit –X, to check availability of attending a subgroup working party. Completed and Closed</p>		
6. Brief Update of NP Minor Review	Vice Chair	<p>Following the updated ‘Terms of Reference’ being approved by the Steering Group at this meeting, all of the actions taken to date in relation to the scope of the project (Neighbourhood Plan Minor Review 2020), are approved on behalf of the Steering Group.</p> <p>The Vice Chair spoke to HBBC today (28 October 2020) concerning the Steering Group’s provisional desired timescales with a view to HBBC supporting them, and to understand what options we may or may not have regarding Examiner selection.</p> <p>28/10/20-08- Vice Chair to follow up with HBBC for further feedback from them regarding the telephone conversation today 28 Oct 2020.</p> <p>The Steering Group reviewed the current version of ‘Sheepy Parish NP Review 2020 -Outline Plan’ and agreed to share it with HBBC to create transparency.</p> <p>28/10/20-09- Vice Chair to forward the current version of ‘Sheepy Parish NP Review 2020 -Outline Plan’ to HBBC.</p>		
7. Finance	Finance Officer	<p>Following approval from the Parish Council, the Finance Officer applied for a grant for the ‘Neighbourhood Plan Minor Review 2020’. This has been approved by Locality (grant providers) and the grant transferred to the Parish Council Account.</p>		

8. Communications	Communications Officer	A draft 'Communications Plan for the Neighbourhood Plan Minor Review 2020' prepared by the Communications Officer was discussed and refined. 28/10/20-10- Communications Officer to update the 'Communications Plan for the Neighbourhood Plan Minor Review 2020', as discussed at the Steering Group Meeting 28 October 2020, share with the Clerk to the Parish Council and place on the Neighbourhood Plan website.			
9. AOB	Chair	It was agreed that whilst Steering Group Meetings are conducted via Zoom, the Secretary's Parish Council Email Address be added to the forthcoming notice of Steering Group meetings, in order for any parishioner, who wishes to join the meeting, be given the Zoom access information.			
10. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 26 th November 2020 – 7.00pm. By Zoom			
		Meeting Closed 9.20pm			

Ref No.	Open Actions – 28 October 2020	Responsible	Deadline
28/10/20-01	The Secretary to make contact with the Sibson resident, who has expressed an interest to join the Steering Group, and forward the Terms of Reference, noting that the Terms of Reference have been updated and will be circulated to Parish Councillors for review and approval at the Parish Council (Tuesday 3 rd November 2020) .	Clive Stretton	2 November 2020
28/10/20-02	The Vice Chair to forward the Terms of Reference, approved by the Steering Group, to the Clerk to the Parish Council, requesting it be circulated to Parish Councillors for review and approval at the Parish Council meeting on Tuesday 3 rd November 2020.	John Ward	29 October 2020
28/10/20-03	Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 14 th July 2020 and deliver to the Secretary.	Mick Toogood	ASAP
28/10/20-04	Deborah Roberts to contact the Clerk to the Parish Council to request a copy of the Sheepy Parish Council GDPR procedures and policies.	Deborah Roberts	25 November 2020
17/06/19-02	Vice Chair to investigate the electronic data storage/archive options.	John Ward	Now 30 May 2021

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	Now 30 May 2021
28/10/20-05	Vice Chair to investigate the cost of 'Cloud Storage' for Neighbourhood Plan data /archive documents.	John Ward	30 May 2021
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	Now 31 December 2020
28/10/20-06	Following the Neighbourhood Plan being made in March 2019, Deborah Roberts to locate the last version of the Raid Log and clarify it can be closed off.	Deborah Roberts	25 November 2020
28/10/20-07	Deborah Roberts to open a new data base for the Neighbourhood Plan 2020 Minor Review.	Deborah Roberts	ASAP
28/10/20-08	Vice Chair to follow up with HBBC for further feedback from them regarding the telephone conversation today 28 Oct 2020.	John Ward	5 November 2020
28/10/20-09	Vice Chair to forward the current version of 'Sheepy Parish NP Review 2020 -Outline Plan' to HBBC.	John Ward	5 November 2020
28/10/20-10	Communications Officer to update the 'Communications Plan for the Neighbourhood Plan Minor Review 2020', as discussed at the Steering Group Meeting 28 October 2020, share with the Clerk to the Parish Council and place on the Neighbourhood Plan website.	Kate Gardiner	ASAP
Ref No.	Closed Actions 28 October 2020	Responsible	Date
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

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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