

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: Thursday 4 th March 2021 – 7.00pm		Venue: By Zoom.			
Attendance: Kate Gardiner (Communications Officer), Richard Gill, Deborah Roberts, Mick Toogood (Chair), Clive Stretton (Secretary), John Ward (Vice Chair) Rob Ward (Finance Officer) and Colin Wilkinson (Planit-X).		Apologies: Jessica Gurley			
Minutes taken by: Clive Stretton					
Declaration of Interest (Item 2): None					
Item	Raised by	Discussion & Decision			
1.Attendance & Apologies	Chair	8- present including Colin Wilkinson (Planit-X). Apologies from Jessica Gurley.			
3. Minutes of Previous Meeting 7 th January 2021.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 7 th January 2021 were agreed as a true record. 04/03/21-01- Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 7 th January 2021 and deliver to the Secretary.			
4. Matters Arising from Steering Group Meeting – 28 th October 2020.	Chair	Minutes of Steering Group Meeting 7th January 2021 07/01/21-01- Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 28 th October 2020 and deliver to the Secretary. Remains Open Neighbourhood Plan Data Storage/Archive 07/01/21-02- Deborah Roberts to review Steering Group procedures to ensure they are in line with Sheepy Parish Council GDPR policies and procedures. Closed. Replaced by Action 04/03/21-02 04/03/21-02- Deborah Roberts to prepare a note on GDPR implications for the Neighbourhood Plan and Parish Council websites.			

	<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>28/10/20-05- Vice Chair to investigate the cost of 'Cloud Storage' for Neighbourhood Plan data /archive documents. Remains open</p> <p><u>Scanning the paper copies of the Steering Group minutes.</u></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>Neighbourhood Plan Minor Review</u></p> <p>07/01/21-03-Vice Chair to speak again with HBBC regarding the revised timescales for the Sheepy Parish NP Review 2020. Completed & Closed. The Vice Chair, Secretary and Colin Wilkinson met the HBBC Neighbourhood Plan Co-Ordinator who was committed to the timescales for the Sheepy Parish NP Review 2020.</p> <p>07/01/21-04- Vice Chair to speak with HBBC regarding HBBC's Green Infrastructure Strategy 2020 consultation. Remains Open.</p> <p>07/01/21-07- Finance Officer to circulate the new one drive link for the NP Review: Pre-Submission Draft (October 2020) version 4, Main Section to Steering Group Members and Colin Wilkinson. Completed & Closed</p> <p>07/01/21-08- Finance Officer to circulate the new one drive link for the NP Review: Pre-Submission Draft (October 2020) version 4, Appendices to Steering Group Members and Colin Wilkinson. Completed & Closed</p> <p>07/01/21-09- Finance Officer to re-circulate the one drive link for the NP Review- Suggestions v5 Spreadsheet to Steering Group Members. Completed & Closed</p> <p>07/01/21-10-Following 07/01/21-09, SG members to find the rows for which they are responsible, in the 'Sheepy NP 2020 Review - suggestions v5' and complete the column '<i>status</i>'. Completed & Closed.</p> <p>04/03/21-03- Deborah Roberts to make a copy of the 'Sheepy NP 2020 Review - suggestions v5', located on the Finance Officers 'One Drive' and save to the Evidence Database.</p> <p>07/01/21-11- Following Actions 07/01/21-07 & 08, Steering Group Members to make any necessary amendments to the NP Review: Pre-Submission Draft (October 2020) version 4 and appendices. Deadline Sunday 10th January 2021. Completed & Closed</p> <p>07/01/21-12- Vice Chair to request Colin Wilkinson (Planit-X) carries out the necessary formatting of the maps in the NP Review: Pre-Submission Draft (October 2020) version 4. Completed & Closed</p>	
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		<p>07/01/21-13- Vice Chair to request Colin Wilkinson (Planit-X) completes the Sheepy Parva Draft Design Code to the agreed standard discussed at the Steering Group Meeting 7 January 2021. Completed & Closed</p> <p>07/01/21-14- Vice Chair requests that Colin Wilkinson (Planit-X) uplifts and completes both Sheepy Magna and Sibson Design Codes to that of the agreed standard of the Sheepy Parva Design Code. Completed & Closed</p> <p>07/01/21-15- Vice Chair to request Colin Wilkinson (Planit-X) incorporates further Photographs, as supplied by the Chair, into the Sibson Draft Design Code. Completed & Closed</p> <p>07/01/21-16- Vice Chair to request Colin Wilkinson (Planit-X) produce a design code for the identified Rural Character Areas of the parish excluding the Settlements of Sibson, Sheepy Parva and Sheepy Magna. Completed & Closed</p> <p>07/01/21-17- Vice Chair to request Colin Wilkinson (Planit-X) write the Design Code Appendix Introduction for NP Review: Pre-Submission Draft (October 2020). Completed & Closed</p> <p>07/01/21-18- Vice Chair to request Colin Wilkinson (Planit-X) identifies any additional photographs that need to be taken for inclusion. Completed & Closed</p> <p><u>Communications</u></p> <p>07/01/21-05- Communications Officer to add the ratified minutes of the Sheepy Parish Neighbourhood Plan Steering Group Meeting 28th October to the website. Completed & Closed.</p> <p><u>HBBC 'Sustainability' Consultation</u></p> <p>07/01/21-06- Vice Chair to make the agreed minor amendments to the draft response to Review of the HBBC 'Sustainability' consultation, return to Deborah Roberts for checking before forwarding to the Clerk to the Parish Council. Completed & Closed.</p>		
5. Finance	Finance Officer	<p>04/03/21-04- Finance Officer to submit an end of year grant report to Locality.</p> <p>04/03/21-05- Finance Officer to contact Colin Wilkinson (Planit-X) requesting Invoices.</p>		
6. Communications	Communications Officer	<p>The Communications Officer reported that the website was up to date.</p> <p>Discussion took place regarding Pre- Submission (Review) Communications and it was agreed to carry out a leaflet drop to residents in the parish.</p> <p>04/03/21-06- Communications Officer to draft a Pre- Submission (Review) leaflet.</p> <p>04/03/21-07- Vice Chair to investigate the cost of printing the pre-submission (Review) leaflets and a limited number of copies of the pre-submission (Review) document.</p> <p>04/03/21-08- Vice Chair to reactivate the np@sheeyparish.com email ready for the pre-submission (review) consultation.</p>		

7. Report to Parish Council Meeting 2 nd March 2021	Chair	<p>The Chair reported the progress made so far regarding the Sheepy Parish Neighbourhood Plan Review and it was the intention to present it to Parish Councillors at the next Parish Council Meeting (6th April 2021) for approval and Pre-submission Consultation. The Chair's Report has been forwarded to the Clerk to the Parish Council.</p> <p>04/03/21-09- Chair to write to the Chair and Clerk to the Parish Council requesting that the Sheepy Parish Neighbourhood Plan Review and a motion for approval be added to the agenda of the Parish Council Meeting 6th April 2021.</p> <p>04/03/21-10- Chair to write to the Chair and Clerk to the Parish Council requesting that the agenda item (Parish Council Meeting 6th April 2021) regarding possible housing allocations in Sheepy Parish be re-scheduled at a more appropriate time later this year.</p>		
8. Progress made to date on the Neighbourhood Plan Review 2020/21.	Chair	<p>Pre-Submission (Review) version 7 was circulated to Steering Group members on Monday 1st March 2021. Following input from Kate Gardiner and Deborah Roberts, Version 8 has been produced.</p> <p>04/03/21-11- Communications Officer to review the Design Codes in Pre-Submission (Review) version 8 and feedback to Colin Wilkinson by 7th March 2021.</p> <p>04/03/21-12- Vice Chair to request Colin Wilkinson circulate Pre-submission (Review) version 9 to Steering Group Members by 10th March 2021 for proof reading.</p> <p>It was agreed to divide the workload for the proof reading.</p> <p>04/03/21-13- Vice Chair and Secretary to allocate sections of Pre-submission (Review) version 9 to Steering Group members for proof reading.</p> <p>It was noted that emphasis should be placed on checking the key objectives in the design codes.</p> <p>04/03/21-14- Following action 04/03/21-13, Steering Group members to proof read their allocated section of the Pre-submission (Review) version 9.</p> <p>04/03/21-15- Following action 04/03/21-13 and an updated version of the Pre-Submission (Review) version 9 is produced, the Vice Chair to request Colin Wilkinson prepare a version with comparisons to the 'Made Plan March 2019', enabling Parish Councillors to see the changes made.</p> <p>04/03/21-16- Finance Officer to present the Pre-Submission (Review) document at the Parish Council Meeting 6 April 2021.</p>		
9. Outline Plan (Gantt Chart)	Vice Chair	<p>The Outline Plan (Gantt Chart) needs to be shared with HBBC, who have stated they can support the timescales. The Outline Plan (Gantt Chart) requires a minor change regarding the S.E.A.</p> <p>04/03/21-17- Vice Chair to update the Outline Plan (Gantt Chart).</p> <p>04/03/21-18- Following Action 04/03/21-17 Communications Officer to update the website with the up to date Outline Plan (Gantt Chart).</p>		

10. Communication with HBBC.	Vice Chair	The Vice Chair and Secretary met the HBBC Neighbourhood Plan Co-Ordinator on 2 nd March 2021 to discuss the SEA screening statement. 04/03/21-19- Vice Chair to co-ordinate the SEA Screening Statement process once it has been agreed by the Steering Group.		
11. AOB	Chair	It was noted that a recent email from Market Bosworth Parish Council to the Clerk of Sheepy Parish Council was inaccurate. 04/03/21-20- Vice Chair to draft a response to the recent email from Market Bosworth Parish Council and forward to the Clerk to Sheepy Parish Council for approval. 04/03/21-21- Finance Officer request Colin Wilkinson produce a draft Travellers Policy for discussion at the next Steering Group Meeting.		
12. Date & Location of Next Meeting	Secretary	Next Meeting: Monday 15th March 2021 – 7.00pm by Zoom.		
		Meeting Closed 9.30pm		

	Ref No.	Open Actions – 4 March 2021	Responsible	Deadline
1	04/03/21-01-	Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 7 th January 2021 and deliver to the Secretary.	Mick Toogood	15 March 2021
2	07/01/21-01	07/01/21-01- Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 28 th October 2020 and deliver to the Secretary.	Mick Toogood	21 January 2021
3	04/03/21-02	Deborah Roberts to prepare a note on GDPR implications for the Neighbourhood Plan and Parish Council websites.	Deborah Roberts	20 March 2021
4	17/06/19-02	Vice Chair to investigate the electronic data storage/archive options.	John Ward	Post pandemic
5	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	Post pandemic
6	28/10/20-05	Vice Chair to investigate the cost of 'Cloud Storage' for Neighbourhood Plan data /archive documents.	John Ward	Post pandemic

7	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	Post pandemic
8	07/01/21-04	Vice Chair to speak with HBBC regarding HBBC's Green Infrastructure Strategy 2020 consultation.	John Ward	21 January 2021
9	04/03/21-03	Deborah Roberts to make a copy of the 'Sheepy NP 2020 Review - suggestions v5', located on the Finance Officers 'One Drive' and save to the Evidence Database.	Deborah Roberts	15 March 2021
10	04/03/21-04	Finance Officer to submit an end of year grant report to Locality.	Rob Ward	31 March 2021
11	04/03/21-05	Finance Officer to contact Colin Wilkinson (Planit-X) requesting Invoices.	Rob Ward	15 March 2021
12	04/03/21-06	Communications Officer to draft a Pre- Submission (Review) leaflet.	Kate Gardiner	15 March 2021
13	04/03/21-07	Vice Chair to investigate the cost of printing the pre-submission (Review) leaflets and a limited number of copies of the pre-submission (Review) document.	John Ward	15 March 2021
14	04/03/21-08	Vice Chair to reactivate the np@sheepparish.com email ready for the pre-submission (review) consultation.	John Ward	6 April 2021
15	04/03/21-09	Chair to write to the Chair and Clerk to the Parish Council requesting that the Sheepy Parish Neighbourhood Plan Review and a motion for approval be added to the agenda of the Parish Council Meeting 6 th April 2021.	Mick Toogood	20 March 2021
16	04/03/21-10	Chair to write to the Chair and Clerk to the Parish Council requesting that the agenda item (Parish Council Meeting 6 th April 2021) regarding possible housing allocations in Sheepy Parish be re-scheduled at a more appropriate time later this year.	Mick Toogood	20 March 2021
17	04/03/21-11	Communications Officer to review the Design Codes in Pre- Submission (Review) version 8 and feedback to Colin Wilkinson by 7 th March 2021	Kate Gardiner	7 March 2021
18	04/03/21-12	Vice Chair to request Colin Wilkinson circulate Pre-submission (Review) version 9 to Steering Group Members by 10 th March 2021 for proof reading.	John Ward	10 March 2021
19	04/03/21-13	Vice Chair and Secretary to allocate sections of Pre-submission (Review) version 9 to Steering Group members for proof reading.	John Ward & Clive Stretton	10 March 2021
20	04/03/21-14	Following action 04/03/21-13, Steering Group members to proof read their allocated section of the Pre-submission (Review) version 9	Steering Group	15 March 2021
21	04/03/21-15	Following action 04/03/21-13 and an updated version of the Pre-Submission (Review) version 9 is produced, the Vice Chair to request Colin Wilkinson prepare a version with	John Ward	20 March 2021

		comparisons to the 'Made Plan March 2019', enabling Parish Councillors to see the changes made.		
22	04/03/21-16	Finance Officer to present the Pre-Submission (Review) document at the Parish Council Meeting 6 April 2021.	Rob Ward	6 April 2021
23	04/03/21-17	Vice Chair to update the Outline Plan (Gantt Chart).	John Ward	ASAP
24	04/03/21-18	Following Action 04/03/21-17 Communications Officer to update the website with the up to date Outline Plan (Gantt Chart).	Kate Gardiner	15 March 2021
25	04/03/21-19	Vice Chair to co-ordinate the SEA Screening Statement process once it has been agreed by the Steering Group.	John Ward	6 April 2021
26	04/03/21-20	Vice Chair to draft a response to the recent email from Market Bosworth Parish Council and forward to the Clerk to Sheepy Parish Council for approval.	John Ward	ASAP
27	04/03/21-21	Finance Officer request Colin Wilkinson produce a draft Travellers Policy for discussion at the next Steering Group Meeting.	Rob Ward	15 March 2021
		END		
	Ref No.	Closed Actions – 4 March 2021	Responsible	Deadline
2x	07/01/21-02	Deborah Roberts to review Steering Group procedures to ensure they are in line with Sheepy Parish Council GDPR policies and procedures.	Deborah Roberts	28 January 2021
7x	07/01/21-03-	Vice Chair to speak again with HBBC regarding the revised timescales for the Sheepy Parish NP Review 2020.	John Ward	21 January 2021
9x	07/01/21-05	Communications Officer to add the ratified minutes of the Sheepy Parish Neighbourhood Plan Steering Group Meeting 28 th October to the website.	Kate Gardiner	12 January 2021
10x	07/01/21-06	Vice Chair to make the agreed minor amendments to the draft response to Review of the HBBC 'Sustainability' consultation, return to Deborah Roberts for checking before forwarding to the Clerk to the Parish Council.	John Ward & Deborah Roberts	9 January 2021
11x	07/01/21-07	Finance Officer to circulate the new one drive link for the NP Review: Pre-Submission Draft (October 2020) version 4, Main Section to Steering Group Members and Colin Wilkinson.	Rob Ward	8 January 2021

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12 x	07/01/21-08	Finance Officer to circulate the new one drive link for the NP Review: Pre-Submission Draft (October 2020) version 4, Appendices to Steering Group Members and Colin Wilkinson.	Rob Ward	8 January 2021
13 x	07/01/21-09	Finance Officer to re-circulate the one drive link for the NP Review- Suggestions v5 Spreadsheet to Steering Group Members.	Rob Ward	8 January 2021
14 x	07/01/21-10	Following 07/01/21-09, SG members to find the rows for which they are responsible, in the 'Sheepy NP 2020 Review - suggestions v5' and complete the column 'status'.	Steering Group Members	10 January 2021
15 x	07/01/21-11	Following Actions 07/01/21-07 & 08, Steering Group Members to make any necessary amendments to the NP Review: Pre-Submission Draft (October 2020) version 4 and appendices. Deadline Sunday 10 th January 2021	Steering Group Members	10 January 2021
16 x	07/01/21-12	Vice Chair to request Colin Wilkinson (Planit-X) carries out the necessary formatting of the maps in the NP Review: Pre-Submission Draft (October 2020) version 4.	John Ward	21 January 2021
17 x	07/01/21-13	Vice Chair to request Colin Wilkinson (Planit-X) completes the Sheepy Parva Draft Design Code to the agreed standard discussed at the Steering Group Meeting 7 January 2021.	John Ward	21 January 2021
18 x	07/01/21-14	Vice Chair requests that Colin Wilkinson (Planit-X) uplifts and completes both Sheepy Magna and Sibson Design Codes to that of the agreed standard of the Sheepy Parva Design Code.	John Ward	21 January 2021
19 x	07/01/21-15	Vice Chair to request Colin Wilkinson (Planit-X) incorporates further Photographs, as supplied by the Chair, into the Sibson Draft Design Code.	John Ward	21 January 2021
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21 x	07/01/21-17	Vice Chair to request Colin Wilkinson (Planit-X) write the Design Code Appendix Introduction for NP Review: Pre-Submission Draft (October 2020).	John Ward	21 January 2021
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