

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 7 th January 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	Vice Chair	8- present including Colin Wilkinson (Planit-X). Apologies from Jessica Gurley. It had been agreed beforehand, between the Chair and Vice Chair that the Vice Chair should chair this meeting. The Vice Chair welcomed Richard Gill to the Steering Group. Richard will represent Sibson Ward.	
3. Minutes of Previous Meeting 28 th October 2020.	Vice Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 28 th October 2020 were agreed as a true record. 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.	
4. Matters Arising from Steering Group Meeting – 28 th October 2020.	Vice Chair	Sibson Ward Steering Group Representation 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). Completed & Closed. Review and Approval of Terms of Reference 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. Completed & Closed	

	<p><u>Minutes of Steering Group Meeting 14th July 2020</u> 28/10/20-03- Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 14th July 2020 and deliver to the Secretary. Completed & Closed</p> <p><u>Neighbourhood Plan Data Storage/Archive</u> 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. Completed & Closed 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. 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. Remains open</p> <p><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.</p> <p><u>Raid Log</u> 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. Completed & Closed. The last version of the Raid Log located and forwarded to the Chair.</p> <p><u>Evidence Database</u> 28/10/20-07- Deborah Roberts to open a new database for the Neighbourhood Plan 2020 Minor Review. Completed & Closed</p> <p><u>Neighbourhood Plan Minor Review</u> 28/10/20-08- Vice Chair to follow up with HBBC for further feedback from them regarding the telephone conversation today 28 Oct 2020. <i>(The Vice Chair has spoken to HBBC previously (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.</i> Completed & Closed.</p>	
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

		<p>28/10/20-09- Vice Chair to forward the current version of 'Sheepy Parish NP Review 2020 -Outline Plan' to HBBC. (Gantt Chart) Completed & Closed</p> <p>07/01/21-03-Vice Chair to speak again with HBBC regarding the revised 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.</p> <p>Communications</p> <p>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. Completed & Closed</p>		
5. Finance	Finance Officer	<p>As it is most likely that work on the NP Minor Review 2020 will continue into the next financial year 2021/22, the Finance Officer asked the Parish Council, (Parish Council Meeting 5th January 2021) for a provision of £5,000 to be included in the Parish Council budget 2021/22.</p> <p>The Finance Officer added that the Parish Council are eligible to apply for a further grant from Locality, in the financial year 2021/22, for the continuing work on NP Minor Review 2020.</p> <p>As consultees, the Parish Council has had to respond to a considerable number of planning applications, since the Neighbourhood Plan was made March 2019, some of which have been extremely complex, requiring a great deal of time spent on research by Parish Councillors and Members of the Neighbourhood Plan Steering Group. This has been acknowledged by the Parish Council and was discussed at the Parish Council meeting, 5 January 2021, and it was agreed to include an allowance for Consultancy fees for assistance on such complex planning applications in the Parish Council Budget 2021/22.</p>		
6. Communications	Communications Officer	<p>The Neighbourhood Plan website is up to date.</p> <p>From Item 3 above;</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.</p>		
7. Consultation of Masterplan Station Road Market Bosworth as requested by the Parish Council	Vice Chair	<p>Members of the Steering Group produced a draft response which was circulated to all steering group members for comment before forwarding to the Clerk to the Parish Council for circulation to Parish Councillors.</p> <p>The Draft response was approved, via email, by Parish Councillors on 18th December 2020 and then sent, by the Clerk to HBBC. An acknowledgement by HBBC has been received by the Parish Council clerk.</p>		

8. Draft response developed to the Witherley Neighbourhood Plan Pre-submission consultation as requested by the Parish Council	Vice Chair	<p>Members of the Steering Group produced a draft response which was circulated to all steering group members for comment before forwarding to the Clerk to the Parish Council for circulation to Parish Councillors.</p> <p>The Draft response was approved at the Parish Council meeting, 5 January 2021 and sent, by the Clerk to Witherley Parish Council today 7th January 2021. An acknowledgement has been also received from the Witherley Parish Council clerk.</p>		
9. Review of the HBBC 'Sustainability' consultation being undertaken as requested by the Parish Council.	Deborah Roberts	<p>The draft response had been circulated to Steering Group Members in advance of this meeting. A brief description of the HBBC document and draft response was given and discussed and, subject to very minor amendments, approved.</p> <p>As a draft response by the Steering Group had been requested by the Parish Council, John Ward said at the Parish Council meeting, 5th January 2021, the draft response would be discussed at the Neighbourhood Plan Steering Group Meeting on Thursday 7th January 2021, with a view for it to be amended as necessary and forwarded to the Clerk, as soon as possible, for circulation to Parish Councillors and then sent to HBBC before the 15th January 2021 deadline.</p> <p>The Parish Council thanked Deborah Roberts for all her hard work in producing this response.</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.</p>		
10. Progress made to date on the Neighbourhood Plan Minor Review 2020/21.	Vice Chair	<p>The NP Review: Pre-Submission Draft (October 2020) version 4 has been available for Steering Group Members to amend. Track changes are visible.</p> <p>As this is a large document it was decided to divide it into two parts, 'The Main Section' and 'The Appendices' for ease of amending for merging at a later date.</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.</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.</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.</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 'status'.</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.</p> <p>The Maps for NP Review: Pre-Submission Draft (October 2020) version 4 have been updated in Parish online software and the data verified.</p> <p>Furthermore, a new map has been created, using LCC Environmental Records Data, showing Wildlife Potential and Candidate Sites.</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.</p> <p>The draft Sheepy Parva Design Code was discussed at length.</p> <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.</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.</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.</p> <p>Discussion took place and it was decided to produce a design code for the identified Rural Character Area of the Sheepy Parish excluding the Settlements of Sibson, Sheepy Parva and Sheepy Magna.</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.</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).</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.</p>			
11. AOB	Vice Chair	None			
10. Date & Location of Next Meeting	Secretary	Next Meeting: To be Arranged.			
		Meeting Closed 9.30pm			

Ref No.	Open Actions – 7 January 2021	Responsible	Deadline
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
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
17/06/19-02	Vice Chair to investigate the electronic data storage/archive options.	John Ward	Post pandemic
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
28/10/20-05	Vice Chair to investigate the cost of 'Cloud Storage' for Neighbourhood Plan data /archive documents.	John Ward	Post pandemic
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
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
07/01/21-04	Vice Chair to speak with HBBC regarding HBBC's Green Infrastructure Strategy 2020 consultation.	John Ward	21 January 2021
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
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
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
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
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
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

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
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
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
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
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
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.	John Ward	21 January 2021
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
07/01/21-18	Vice Chair to request Colin Wilkinson (Planit-X) identifies any additional photographs that need to be taken for inclusion.	John Ward	21 January 2021
Ref No.	Closed Actions 7 January 2021	Responsible	Date
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	Clive Stretton	2 November 2020

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Thursday 7th January 2021.

	Reference have been updated and will be circulated to Parish Councillors for review and approval at the Parish Council (Tuesday 3 rd 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
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