

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 18 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 4 th March 2021 were agreed as a true record. 18/03/21-01- Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 4th March 2021 and deliver to the Secretary.			

<p>4. Matters Arising from Steering Group Meeting – 28th October 2020.</p>	<p>Chair</p>	<p><u>Minutes of Steering Group Meeting 7th January & 4th March 2021</u></p> <p>07/01/21-01- Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 28th October 2020 and deliver to the Secretary. Remains Open</p> <p>04/03/21-01- Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 7th January 2021 and deliver to the Secretary. Remains Open</p> <p><u>Neighbourhood Plan Data Storage/Archive</u></p> <p>04/03/21-02- Deborah Roberts to prepare a note on GDPR implications for the Neighbourhood Plan and Parish Council websites. Completed & Closed</p> <p>18/03/21-02- Following Action 04/03/21-02, Steering Group Members to review the note on GDPR implications for the Neighbourhood Plan and Parish Council websites prepared by Deborah Roberts and feedback to her.</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>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>07/01/21-04- Vice Chair to speak with HBBC regarding HBBC’s Green Infrastructure Strategy 2020 consultation. Completed & Closed The Vice Chair had spoken to HBBC and been informed that the Green Infrastructure Strategy 2020 consultation had been sent to the Clerk to the Parish Council in July 2020.</p> <p>18/03/21-03- Finance Officer to ask the Clerk to the Parish Council to supply HBBC with a second Parish Council email address.</p>			
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		<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. Completed & Closed.</p> <p>Finance</p> <p>04/03/21-04- Finance Officer to submit an end of year grant report to Locality. Remains Open</p> <p>04/03/21-05- Finance Officer to contact Colin Wilkinson (Planit-X) requesting Invoices. Completed.</p> <p>Communications</p> <p>04/03/21-06- Communications Officer to draft a Pre- Submission (Review) leaflet. Remains Open. The Communications Officer is currently preparing this 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. Remains Open. The Vice Chair has been given some quotes but wishes to investigate further the size and paper/card quality.</p> <p>04/03/21-08- Vice Chair to reactivate the np@sheeyparish.com email ready for the pre-submission (review) consultation. Completed & Closed.</p> <p>Pre- Submission Document and Preparation</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. Completed & Closed.</p> <p>18/03/21-04- Communications Officer to prepare a 'Briefing Paper' for Parish Councillors which reflect legislative changes, updates reflecting local changes and a design code as a guide for future planning applications in the Pre- Submission Final Draft Document.</p> <p>18/03/21-05- Following Action 18/03/21-04, Steering Group Members to review the 'Briefing Paper' prepared by the Communications Officer for Parish Councillors and feedback to her.</p> <p>18/03/21-06- Vice Chair to ask Colin Wilkinson to produce a 'Track Changes' Pre-Submission Final Draft Document which shows the changes that have been made to the Sheepy Neighbourhood Plan made March 2019.</p> <p>18/03/21-07- Following Action 18/03/21-06, Steering Group Members to review the Pre-Submission Final Draft Document and the 'Track Changes' Pre- Submission Final Draft Document.</p> <p>18/03/21-08- Following Actions 18/03/21 -04 to 07, Secretary to request the Clerk forward the Pre - Submission Final Draft Document, the a 'Track Changes' Pre-Submission Final Draft Document and Briefing Paper, with explanatory email to Parish Councillors for review and approval at the next Parish Council meeting.</p>			
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		<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. Remains Open</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. Completed & Closed.</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. Completed & Closed</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. Completed & Closed.</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. Completed & Closed.</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. Completed & Closed.</p> <p>04/03/21-16- Finance Officer to present the Pre-Submission (Review) document at the Parish Council Meeting 6 April 2021. Remains Open</p> <p><u>Outline Plan (Gantt Chart)</u></p> <p>04/03/21-17- Vice Chair to update the Outline Plan (Gantt Chart). Completed & Closed</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). Completed & Closed</p> <p><u>SEA Screening.</u></p> <p>04/03/21-19- Vice Chair to co-ordinate the SEA Screening Statement process once it has been agreed by the Steering Group. Remains Open</p> <p><u>AOB Actions</u></p> <p>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. Completed & Closed.</p> <p>04/03/21-21- Finance Officer request Colin Wilkinson produce a draft Traveler’s Policy for discussion at the next Steering Group Meeting. Completed & Closed This would be an additional policy which is beyond the remit of this current review. Furthermore, it was noted that HBBC have a robust Traveler’s Policy.</p>			
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5. Finance	Finance Officer	Colin Wilkinson, Planit-x, has submitted an Invoice for £4,200. It was noted that there is still a considerable amount of work to be done following Pre-Consultation. 18/03/21-09- Finance Officer to repay the balance of the grant to Locality. See also Item 4			
6. Communications	Communications Officer	The minutes have been updated on the website. The Communications Officer is in the process of preparing a Pre-Submission Newsletter. See also Item 4			
7. Review of Pre - Submission Document v9	Chair	Pre- Submission Document v10 had been circulated by Colin Wilkinson to the Steering Group. Some photographs still need to be included and also so presentational improvements. See actions 18/03/21-06 & 07. 18/03/21-10 – Communications Officer to check that the photographs are in the correct locations in the Pre-Submission Final Draft Document, the a 'Track Changes' Pre Submission Final Draft Document .			
8. Steering Group Actions for circulation Pre-Submission document to Parish Councillors and presentation at the Parish Council meeting 6 th April 2021.	Chair	Covered in Item 4			
9. Pre-Submission consultation	Chair	18/03/21-11 – Vice Chair to meeting with Colin Wilkinson to discuss the Consultation Period, Consultation Bodies and Pre-Consultation Documentation to be published on the Website. 18/03/21-12 – Vice Chair to ask Colin Wilkinson to forward to the Communications Officer the Pre-Consultation Documentation to be published on the Website. 18/03/21-13 – Vice Chair to ask Colin Wilkinson to forward the list of Consultation Bodies.			
10. Outline Plan (Gantt Chart)	Vice Chair	See Item 4			

11. Communication with HBBC.	Vice Chair	Nothing to report since the last meeting.			
12. AOB	Chair	Some of the current planning applications were discussed.			
13. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 8 th April 2021 – 7.00pm by Zoom.			
		Meeting Closed 9.30pm			

	Ref No.	Open Actions – 18 March 2021	Responsible	Deadline
1	18/03/21-01	Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 4 th March 2021 and deliver to the Secretary.	Mick Toogood	8 April 2021
2	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	Now 8 April 2021
3	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	Now 8 April 2021
4	18/03/21-02	Following Action 04/03/21-02, Steering Group Members to review the note on GDPR implications for the Neighbourhood Plan and Parish Council websites prepared by Deborah Roberts and feedback to her.	Steering Group	19 April 2021
5	17/06/19-02	Vice Chair to investigate the electronic data storage/archive options.	John Ward	Post pandemic
6	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
7	28/10/20-05	Vice Chair to investigate the cost of 'Cloud Storage' for Neighbourhood Plan data /archive documents.	John Ward	Post pandemic
8	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
9	18/03/21-03	Finance Officer to ask the Clerk to the Parish Council to supply HBBC with a second Parish Council email address.	Rob Ward	6 April 2021

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10	04/03/21-04	Finance Officer to submit an end of year grant report to Locality.	Rob Ward	31 March 2021
11	04/03/21-06	Communications Officer to draft a Pre- Submission (Review) leaflet.	Kate Gardiner	18 April 2021
12	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	18 April 2021
13	18/03/21-04	Communications Officer to prepare a 'Briefing Paper' for Parish Councillors which reflect legislative changes, updates reflecting local changes and a design code as a guide for future planning applications in the Pre- Submission Final Draft Document.	Kate Gardiner	21 March 2021
14	18/03/21-05	Following Action 18/03/21-04, Steering Group Members to review the 'Briefing Paper' prepared by the Communications Officer for Parish Councillors and feedback to her.	Steering Group	22 March 2021
15	18/03/21-06	Vice Chair to ask Colin Wilkinson to produce a 'Track Changes' Pre Submission Final Draft Document which shows the changes that have been made to the Sheepy Neighbourhood Plan made March 2019.	Steering Group	22 March 2021
16	18/03/21-07	Following Action 18/03/21-06, Steering Group Members to review the Pre-Submission Final Draft Document and the 'Track Changes' Pre- Submission Final Draft Document.	Steering Group	22 March 2021
17	18/03/21-08	Following Actions 18/03/21 -04 to 07, Secretary to request the Clerk forward the Pre Submission Final Draft Document, the a 'Track Changes' Pre Submission Final Draft Document and Briefing Paper, with explanatory email to Parish Councillors for review and approval at the next Parish Council meeting.	Clive Stretton	23 March 2021
18	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
19	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
20	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
21	18/03/21-09-	Finance Officer to repay the balance of the grant to Locality.	Rob Ward	6 April 2021

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15x	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
17x	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
18x	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
19x	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
20x	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
21x	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.	John Ward	20 March 2021
23x	04/03/21-17	Vice Chair to update the Outline Plan (Gantt Chart).	John Ward	ASAP
24x	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
26x	04/03/21-20	Vice Chair to daft 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
27x	04/03/21-21	Finance Officer request Colin Wilkinson produce a draft Travelers Policy for discussion at the next Steering Group Meeting.	Rob Ward	15 March 2021
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