

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 8 th April 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 18 th March 2021.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 18 th March 2021 were agreed and signed as a true record.		

<p>4. Matters Arising from Steering Group Meeting – 18th March 2021.</p>	<p>Chair</p>	<p><u>Minutes of Steering Group Meeting 7th January & 4th March 2021</u></p> <p>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. Completed & Closed.</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. Completed & Closed.</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. Completed & Closed.</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. Remains Open.</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>18/03/21-03- Finance Officer to ask the Clerk to the Parish Council to supply HBBC with a second Parish Council email address. Remains Open</p> <p><u>Finance</u></p> <p>04/03/21-04- Finance Officer to submit an end of year grant report to Locality. Completed & Closed. Acknowledgement received from Locality today (8 April 2021)</p> <p>18/03/21-09- Finance Officer to repay the balance of the grant to Locality. Completed & Closed . The Parish Council has repaid the balance of the grant to Locality.</p> <p><u>Communications</u></p> <p>04/03/21-06- Communications Officer to draft a Pre- Submission (Review) leaflet. Completed & Closed.</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. Completed & Closed.</p>
---	--------------	---

		<p><u>Pre- Submission Document and Preparation</u></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. Completed & Closed.</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. Completed & Closed.</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. Completed & Closed.</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. Completed & Closed.</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. Completed & Closed.</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. 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. Completed & Closed</p> <p>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. Completed & Closed</p> <p>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. . Completed & Closed</p> <p>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. Completed & Closed</p> <p>18/03/21-13 – Vice Chair to ask Colin Wilkinson to forward the list of Consultation Bodies. 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. Closed. See Item 5 Below.</p>			
--	--	--	--	--	--

<p>5. Parish Council motion vote 6th April 2021 Assess implications: If Pre-Submission final draft approved, agree actions to implement. If rejected, agree next actions.</p>		<p>At the Parish Council Meeting Tuesday 6th April 2021, Parish Councillors proposed, seconded and unanimously agreed that the draft (Pre-submission) Sheepy Parish Neighbourhood Plan be approved for consultation in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012) (as amended). Pre – Submission Consultation period, Tuesday 20th April to 5pm Tuesday 1st June 2021. Documents below to be published on the Neighbourhood Plan website. Pre-submission Consultation Household Briefing Paper April 2021 -The briefing leaflet to be delivered to all households in the parish. The Briefing Leaflet has been reviewed and edited by Sterring Group Members. 08/04/21-01- Finance Officer to forward the edited version of the Briefing Leaflet, by Sterring Group Members, to the Communications Officer. 08/04/21-02- Following Action 08/04/21-01, Communications Officer Finance Officer to update the Briefing Leaflet and circulate to Steering Group members. 08/04/21-03- Following Action 08/04/21-02, Vice Chair and Deborah Roberts to review the updated Briefing Leaflet. 08/04/21-04- Following Action 08/04/21-03, Vice Chair to forward Briefing Leaflet to the printers ready for printing. 08/04/21-05- Following Action 08/04/21-03, Vice Chair and Communications Officer to add the Briefing Leaflet to the Neighbourhood Plan Website Pre-submission Neighbourhood Plan Review April 2021 Sheepy Parish Neighbourhood Plan Review: Pre Submission Draft (April 2021). The latest version (v11) has been circulated to Steering Group Members. This version to be renamed as Sheepy Parish Neighbourhood Plan Review: Pre Submission Draft (April 2021). 08/04/21-06- Vice Chair and Communications Officer to add the Sheepy Parish Neighbourhood Plan Review: Pre Submission Draft (April 2021) to the Neighbourhood Plan Website. Neighbourhood Plan Review – Modifications Statement -Modifications Statement. The Modifications Statement has been circulated to Steering Group Members. 08/04/21-07- Steering Group Members to verify the Modifications Statement. 08/04/21-08- Following Action 08/04/21-07, Vice Chair and Communications Officer to add the Modifications Statement to the Neighbourhood Plan Website.</p>			
---	--	---	--	--	--

	<p>Sheepy Parish Neighbourhood Plan Review Strategic Environmental Assessment Screening Statement April 2021 -Screening Assessment.</p> <p>The SEA Screening Statement has been circulated to Steering Group Members.</p> <p>08/04/21-09- Steering Group Members to verify the Screening Statement.</p> <p>08/04/21-10- Following Action 08/04/21-09, Vice Chair and Communications Officer to add the Screening Statement to the Neighbourhood Plan Website.</p> <p>Sheepy Parish Neighbourhood Plan Review Consultation Representation Form April 2021 word version Representation Form – Word Version.</p> <p>Sheepy Parish Neighbourhood Plan Review Consultation Representation Form April 2021 PDF version -Representation Form PDF Version</p> <p>08/04/21-11- Vice Chair to produce the Pre -Submission Consultation Response form.</p> <p>08/04/21-12- Following Action 08/04/21-11 Secretary to verify the Pre -Submission Consultation Response form.</p> <p>08/04/21-13- Following Action 08/04/21-12, Vice Chair and Communications Officer to add the Pre -Submission Consultation Response form to the Neighbourhood Plan Website.</p> <p>Pre-submission Neighbourhood Plan Review – Tracked Changes version -Tracked Changes version of Neighbourhood Plan.</p> <p>08/04/21-14-Vice Chair and Communications Officer to add the Tracked Changes version of Neighbourhood Plan to the Neighbourhood Plan Website.</p> <p>Pre-submission Neighbourhood Plan Review Poster.</p> <p>08/04/21-15- Finance officer to review the Pre-submission Neighbourhood Plan Review Poster.</p> <p>08/04/21-16- Following Action 08/04/21-15, Vice Chair to print Pre-submission Neighbourhood Plan Review Posters for display on Parish Council Notice Boards.</p> <p>08/04/21-17- Secretary to co-ordinate the distribution of the Briefing Leaflets to every household in the Parish.</p> <p>Consultees.</p> <p>08/04/21-18- Vice Chair to request Colin Wilkinson add the Statutory Consultees to the list of consultees for the Pre- Submission Consultation.</p> <p>08/04/21-19- Steering Group Members to review and finalise the list of consultees for the Pre- Submission Consultation.</p>
--	--

		<p>08/04/21-20- Following Action 08/04/21-19, Vice Chair to forward the list of consultees for the Pre-Submission Consultation to the Clerk to the Parish Council in order for it to be forwarded to HBBC.</p> <p>Printing</p> <p>08/04/21-21- Vice Chair to forward the Sheepy Parish Neighbourhood Plan Review: Pre Submission Draft (April 2021) to the printers requesting 15 copies be printed.</p> <p>See also Action 08/04/21-04 above.</p> <p>08/04/21-22- Vice Chair to request two invoices, one for the printing of the Briefing Leaflets, and the other for the printing of 15 copies of the Sheepy Parish Neighbourhood Plan Review: Pre Submission Draft (April 2021), and forward them to the Clerk to the Parish Council.</p>			
6. Communications	Communications Officer	See actions above.			
7. Finance	Finance Officer	See actions above.			
8. Outline Plan (Gantt Chart)	Vice Chair	No changes			
9. Communication with HBBC.	Vice Chair	Discussion has taken place with HBBC regarding the Screening Statements.			
10. AOB	Chair	None			
11. Date & Location of Next Meeting	Secretary	Next Meeting: To be Arranged			
		Meeting Closed 8.45pm			

	Ref No.	Open Actions – 8 April 2021	Responsible	Deadline
1	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
2	17/06/19-02	Vice Chair to investigate the electronic data storage/archive options.	John Ward	Post pandemic
3	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

4	28/10/20-05	Vice Chair to investigate the cost of 'Cloud Storage' for Neighbourhood Plan data /archive documents.	John Ward	Post pandemic
5	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
6	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
7	08/04/21-01-	Finance Officer to forward the edited version of the Briefing Leaflet, by Steering Group Members, to the Communications Officer.	Rob Ward	9 April 2021
8	08/04/21-02-	Following Action 08/04/21-01, Communications Officer Finance Officer to update the Briefing Leaflet and circulate to Steering Group members.	Kate Gardiner	10 April 2021
9	08/04/21-03-	Following Action 08/04/21-02, Vice Chair and Deborah Roberts to review the updated Briefing Leaflet.	Deborah Roberts & John Ward	11 April 2021
10	08/04/21-04-	Following Action 08/04/21-03, Vice Chair to forward Briefing Leaflet to the printers ready for printing.	John Ward	12 April 2021
11	08/04/21-05-	Following Action 08/04/21-03, Vice Chair and Communications Officer to add the Briefing Leaflet to the Neighbourhood Plan Website	Kate Gardiner & John Ward	19 April 2021
12	08/04/21-06-	Vice Chair and Communications Officer to add the Sheepy Parish Neighbourhood Plan Review: Pre Submission Draft (April 2021) to the Neighbourhood Plan Website.	Kate Gardiner & John Ward	19 April 2021
13	08/04/21-07-	Steering Group Members to verify the Modifications Statement.	Steering Group	11 April 2021
14	08/04/21-08-	Following Action 08/04/21-07, Vice Chair and Communications Officer to add the Modifications Statement to the Neighbourhood Plan Website.	Kate Gardiner & John Ward	19 April 2021
15	08/04/21-09	Steering Group Members to verify the Screening Statement.	Steering Group	11 April 2021
16	08/04/21-10-	Following Action 08/04/21-09, Vice Chair and Communications Officer to add the Screening Statement to the Neighbourhood Plan Website.	Kate Gardiner & John Ward	19 April 2021
17	08/04/21-11-	Vice Chair to produce the Pre -Submission Consultation Response form.	John Ward	15 April 2021
18	08/04/21-12-	Following Action 08/04/21-11 Secretary to verify the Pre -Submission Consultation Response form.	Clive Stretton	16 April 2021
19	08/04/21-13	Following Action 08/04/21-12, Vice Chair and Communications Officer to add the Pre -Submission Consultation Response form to the Neighbourhood Plan Website.	Kate Gardiner & John Ward	19 April 2021
20	08/04/21-14	-Vice Chair and Communications Officer to add the Tracked Changes version of Neighbourhood Plan to the Neighbourhood Plan Website.	Kate Gardiner & John Ward	19 April 2021
21	08/04/21-15-	Finance officer to review the Pre-submission Neighbourhood Plan Review Poster.	Rob Ward	13 April 2021

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Thursday 8th April 2021.

22	08/04/21-16-	Following Action 08/04/21-15, Vice Chair to print Pre-submission Neighbourhood Plan Review Posters for display on Parish Council Notice Boards.	John Ward	19 April 2021
23	08/04/21-17-	Secretary to co-ordinate the distribution of the Briefing Leaflets to every household in the Parish.	Clive Stretton	18 April 2021
24	08/04/21-18-	Vice Chair to request Colin Wilkinson add the Statutory Consultees to the list of consultees for the Pre- Submission Consultation.	John Ward	16 April 2021
25	08/04/21-19-	Steering Group Members to review and finalise the list of consultees for the Pre- Submission Consultation.	Steering Group	16 April 2021
25	08/04/21-20-	Following Action 08/04/21-19, Vice Chair to forward the list of consultees for the Pre- Submission Consultation to the Clerk to the Parish Council in order for it to be forwarded to HBBC.	John Ward	17 April 2021
26	08/04/21-21-	Vice Chair to forward the Sheepy Parish Neighbourhood Plan Review: Pre Submission Draft (April 2021) to the printers requesting 15 copies be printed.	John Ward	12 April 2021
27	08/04/21-22-	Vice Chair to request two invoices, one for the printing of the Briefing Leaflets, and the other for the printing of 15 copies of the Sheepy Parish Neighbourhood Plan Review: Pre Submission Draft (April 2021), and forward them to the Clerk to the Parish Council.	John Ward	12 April 2021
		END		
	Ref No.	Closed Actions – 8 April 2021	Responsible	Deadline
1x	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
2x	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
3x	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
10x	04/03/21-04	Finance Officer to submit an end of year grant report to Locality.	Rob Ward	31 March 2021
11x	04/03/21-06	Communications Officer to draft a Pre- Submission (Review) leaflet.	Kate Gardiner	18 April 2021

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Thursday 8th April 2021.

12x	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
13x	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
14x	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
15x	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
16x	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
17x	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
18x	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
19x	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
20x	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
22x	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 .	Kate Gardiner	22 March 2021
23x	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.	John Ward	6 April 2021
24x	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.	John Ward	8 April 2021
25x	18/03/21-13	Vice Chair to ask Colin Wilkinson to forward the list of Consultation Bodies.	John Ward	8 April 2021
		END		

DRAFT