

# 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

<b>Date:</b> Wednesday 16 <sup>th</sup> June 2021 – 7.00pm		<b>Venue:</b> By Zoom.		
<b>Attendance:</b> Kate Gardiner (Communications Officer), Richard Gill, Deborah Roberts, Clive Stretton (Secretary), John Ward (Vice Chair), Rob Ward (Finance Officer) and Colin Wilkinson (Planit-X).		<b>Apologies:</b> Jessica Gurley		
<b>Minutes taken by:</b> Clive Stretton				
<b>Declaration of Interest (Item 2):</b> None				
Item	Raised by	Discussion & Decision		
1.Attendance & Apologies	Vice Chair	7- present including Colin Wilkinson (Planit-X). Apologies from Jessica Gurley. Since the last meeting, Mick Toogood (Chair) has moved out of the Parish and subsequently tendered his resignation as Chair and a member of the Steering Group. The Vice Chair thanked Mick for his effort and leadership during the past 5 years.		
3. Election of Chair	All	Clive Stretton proposed John Ward as Chair, seconded by Rob Ward followed by a unanimous vote in favour of the proposal. John Ward accepted the role as Chair. Clive Stretton proposed Deborah Roberts as Vice Chair, seconded by John Ward followed by a unanimous vote in favour of the proposal. Deborah Roberts accepted the role as Vice Chair.		
4. Minutes of Previous Meeting 8 <sup>th</sup> April 2021.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 8 <sup>th</sup> April 2021 were agreed as a true record. <b>16/06/21-01 - Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 8<sup>th</sup> April 2021 and deliver to the Secretary.</b>		

<p>5. Matters Arising from Steering Group Meeting -8<sup>th</sup> April 2021</p>	<p>Chair</p>	<p><b><u>Neighbourhood Plan Data Storage/Archive</u></b>  <b>18/03/21-02-</b> 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. <b>Remains Open.</b>  <b>17/06/19-02-</b> Vice Chair to investigate the electronic data storage/archive options. <b>Remains Open.</b>  <b>17/10/19-03-</b> Vice Chair to discuss with 'Expand Digital' the possibility of hosting all Sheepy Parish Neighbourhood Plan electronic data on a secure server. <b>Remains Open.</b>  <b>28/10/20-05-</b> Vice Chair to investigate the cost of 'Cloud Storage' for Neighbourhood Plan data /archive documents. <b>Remains open</b></p> <p><b><u>Scanning the paper copies of the Steering Group minutes.</u></b>  <b>17/10/19-07-</b> 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. <b>Remains Open.</b></p> <p><b><u>Neighbourhood Plan Minor Review</u></b></p> <p><b>18/03/21-03-</b> Finance Officer to ask the Clerk to the Parish Council to supply HBBC with a second Parish Council email address. <b>Closed</b></p> <p><b><u>Pre-submission Consultation Household Briefing Paper April 2021</u></b>  <b>08/04/21-01-</b> Finance Officer to forward the edited version of the Briefing Leaflet, by Steering Group Members, to the Communications Officer. <b>Completed &amp; Closed.</b>  <b>08/04/21-02-</b> Following Action 08/04/21-01, Communications Officer Finance Officer to update the Briefing Leaflet and circulate to Steering Group members. <b>Completed &amp; Closed.</b>  <b>08/04/21-03-</b> Following Action 08/04/21-02, Vice Chair and Deborah Roberts to review the updated Briefing Leaflet. <b>Completed &amp; Closed.</b>  <b>08/04/21-04-</b> Following Action 08/04/21-03, Vice Chair to forward Briefing Leaflet to the printers ready for printing. <b>Completed &amp; Closed.</b>  <b>08/04/21-05-</b> Following Action 08/04/21-03, Vice Chair and Communications Officer to add the Briefing Leaflet to the Neighbourhood Plan Website. <b>Completed &amp; Closed.</b></p> <p><b><u>Pre-submission Neighbourhood Plan Review April 2021</u></b>  <b>08/04/21-06-</b> Vice Chair and Communications Officer to add the Sheepy Parish Neighbourhood Plan Review: Pre Submission Draft (April 2021) to the Neighbourhood Plan Website. <b>Completed &amp; Closed.</b></p>			
--	--------------	---	--	--	--

	<p><b><u>Neighbourhood Plan Review – Modifications Statement</u></b>  <b>08/04/21-07-</b> Steering Group Members to verify the Modifications Statement. Completed &amp; Closed.  <b>08/04/21-08-</b> Following Action 08/04/21-07, Vice Chair and Communications Officer to add the Modifications Statement to the Neighbourhood Plan Website. Completed &amp; Closed.</p> <p><b><u>Sheepy Parish Neighbourhood Plan Review Strategic Environmental Assessment Screening Statement April 2021</u></b>  <b>08/04/21-09-</b> Steering Group Members to verify the Screening Statement. Completed &amp; Closed.  <b>08/04/21-10-</b> Following Action 08/04/21-09, Vice Chair and Communications Officer to add the Screening Statement to the Neighbourhood Plan Website. Completed &amp; Closed.</p> <p><b><u>Sheepy Parish Neighbourhood Plan Review Consultation Representation Form April 2021.</u></b>  <b>08/04/21-11-</b> Vice Chair to produce the Pre -Submission Consultation Response form. Completed &amp; Closed  <b>08/04/21-12-</b> Following Action 08/04/21-11 Secretary to verify the Pre -Submission Consultation Response form. Completed &amp; Closed  <b>08/04/21-13-</b> Following Action 08/04/21-12, Vice Chair and Communications Officer to add the Pre -Submission Consultation Response form to the Neighbourhood Plan Website. Completed &amp; Closed.</p> <p><b><u>Pre-submission Neighbourhood Plan Review – Tracked Changes Version.</u></b>  <b>08/04/21-14-</b> Vice Chair and Communications Officer to add the Tracked Changes version of Neighbourhood Plan to the Neighbourhood Plan Website. Completed &amp; Closed</p> <p><b><u>Pre-submission Neighbourhood Plan Review Poster.</u></b>  <b>08/04/21-15-</b> Finance officer to review the Pre-submission Neighbourhood Plan Review Poster. Completed &amp; Closed  <b>08/04/21-16-</b> Following Action 08/04/21-15, Vice Chair to print Pre-submission Neighbourhood Plan Review Posters for display on Parish Council Notice Boards. Completed &amp; Closed  <b>08/04/21-17-</b> Secretary to co-ordinate the distribution of the Briefing Leaflets to every household in the Parish. Completed &amp; Closed</p> <p><b><u>Consultees.</u></b>  <b>08/04/21-18-</b> Vice Chair to request Colin Wilkinson add the Statutory Consultees to the list of consultees for the Pre- Submission Consultation. Completed &amp; Closed</p>	
--	---	--

		<p><b>08/04/21-19-</b> Steering Group Members to review and finalise the list of consultees for the Pre- Submission Consultation. Completed &amp; Closed</p> <p><b>08/04/21-20-</b> 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. Completed &amp; Closed</p> <p><b>Printing</b></p> <p><b>08/04/21-21-</b> Vice Chair to forward the Sheepy Parish Neighbourhood Plan Review: Pre Submission Draft (April 2021) to the printers requesting 15 copies be printed. Completed &amp; Closed</p> <p><b>08/04/21-22-</b> 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. Completed &amp; Closed</p>		
6. Finance		The Locality Grant 2021-22 has been approved and paid to the Parish Council. The application process for Locality Grants has now changed and the window for 2021-22 applications has now closed, any additional funding requirement would therefore have to be met by the Parish Council.		
7. Communications	Communications Officer	The website is currently up to date. There have been a considerable number of visits to the website. <b>16/06/21-02 – Communications Officer to add to the Neighbourhood Plan website that the Sheepy Parish Neighbourhood Plan Review Consultation has now closed.</b>		
8. Review of Pre-Submission responses	Chair	It was noted that Historic England, a statutory consultee had not made a response to the Sheepy Parish Neighbourhood Plan Review Consultation. The Chair has asked the Clerk to the Parish Council to contact Historic England for a response/ acknowledgement of a nil response.		
9. Neighbourhood Plan Review-Options and Next Steps		With HBBC in the process of writing a new local plan (emerging and not yet out for consultation), Colin Wilkinson (Planit-x), produced a Sheepy Parish Neighbourhood Plan Review :Next Steps document, outlining five possible options, which has been circulated to Steering Group members in advance of this meeting. After much discussion, a preferred option was agreed. During the discussion, the Vice Chair declared an interest, as the HBBC emerging local plan involves the Strategic Housing and Economic Land Availability Assessment. <b>16/06/21-03 – Finance Officer to prepare a revised preferred option Briefing document and place on ‘one drive’ for Steering Group Members to review</b> <b>16/06/21-04 – Following Action 16/06/03, Steering Group Members to review the revised preferred option Briefing document.</b>		

		<p>Following Sheepy Parish Neighbourhood Plan Review Consultation, it was agreed to involve HBBC as soon as possible regarding the next steps to take.</p> <p><b>16/06/21-05</b> – Chair to seek approval at the next Parish Council Meeting, Tuesday 22<sup>nd</sup> June 2021, for members of the Steering Group to meet Borough Councillors Kevin Morrell and Jonathan Collett to share recommendations made by the Steering Group following the Sheepy Parish Neighbourhood Plan Review Consultation.</p> <p><b>16/06/21-06</b> – Chair to seek approval at the next Parish Council Meeting, Tuesday 22<sup>nd</sup> June 2021, for members of the Steering Group to meet HBBC Senior Planning Management to share recommendations made by the Steering Group following the Sheepy Parish Neighbourhood Plan Review Consultation.</p> <p><b>16/06/21-07</b> – Following Action 16/06/21-05, Chair to arrange for members of the Steering Group to meet Borough Councillors Kevin Morrell and Jonathan Collett to share recommendations made by the Steering Group following the Sheepy Parish Neighbourhood Plan Review Consultation.</p> <p><b>16/06/21-08</b> – Following Actions 16/06/21-06 &amp;07, Chair to arrange for members of the Steering Group to meet HBBC Senior Planning Management to share recommendations made by the Steering Group following the Sheepy Parish Neighbourhood Plan Review Consultation</p>		
10. Communication with HBBC.	Chair	None		
11. AOB	Chair	<p>Notification of Publicity of the Stoke Golding Neighbourhood Plan - Regulation 16 of the Neighbourhood Planning (General) Regulations 2012.</p> <p><b>16/06/21-09</b> – Chair and Secretary to produce a draft response/nil response to and circulate to Steering Group members for review before forwarding to the Clerk to the Parish Council for review by Parish Councillors.</p>		
12. Date & Location of Next Meeting	Secretary	Next Meeting: To be Arranged		
		Meeting Closed 9pm.		

	Ref No.	Open Actions – 16 June 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	16/06/21-01 -	Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 8 <sup>th</sup> April 2021 and deliver to the Secretary.	John Ward	ASAP
7	16/06/21-02 –	Communications Officer to add to the Neighbourhood Plan website that the Sheepy Parish Neighbourhood Plan Review Consultation has now closed.	Kate Gardiner	ASAP
8	16/06/21-03 –	Finance Officer to prepare a revised preferred option Briefing document and place on 'one drive' for Steering Group Members to review	Rob Ward	21 June 2021
9	16/06/21-04 –	Following Action 16/06/03, Steering Group Members to review the revised preferred option Briefing document.	Steering Group	27 June 2021
10	16/06/21-05 –	Chair to seek approval at the next Parish Council Meeting, Tuesday 22 <sup>nd</sup> June 2021, for members of the Steering Group to meet Borough Councillors Kevin Morrell and Jonathan Collett to share recommendations made by the Steering Group following the Sheepy Parish Neighbourhood Plan Review Consultation.	John Ward	22 June 2021
11	16/06/21-06 –	Chair to seek approval at the next Parish Council Meeting, Tuesday 22 <sup>nd</sup> June 2021, for members of the Steering Group to meet HBBC Senior Planning Management to share recommendations made by the Steering Group following the Sheepy Parish Neighbourhood Plan Review Consultation.	John Ward	22 June 2021
12	16/06/21-07 –	Following Action 16/06/21-05, Chair to arrange for members of the Steering Group to meet Borough Councillors Kevin Morrell and Jonathan Collett to share recommendations made by the Steering Group following the Sheepy Parish Neighbourhood Plan Review Consultation.	John Ward	2 July 2021

13	16/06/21-08 –	Following Actions 16/06/21-06 &07, Chair to arrange for members of the Steering Group to meet HBBC Senior Planning Management to share recommendations made by the Steering Group following the Sheepy Parish Neighbourhood Plan Review Consultation	John Ward	Early July 2021
14	16/06/21-09 –	Chair and Secretary to produce a draft response/nil response to and circulate to Steering Group members for review before forwarding to the Clerk to the Parish Council for review by Parish Councillors.	John Ward & Clive Stretton	7 July 2021
		END		
	<b>Ref No.</b>	<b>Closed Actions – 16 June 2021</b>	<b>Responsible</b>	<b>Deadline</b>
6x	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
7x	08/04/21-01-	Finance Officer to forward the edited version of the Briefing Leaflet, by Sterring Group Members, to the Communications Officer.	Rob Ward	9 April 2021
8x	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
9x	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
10x	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
11x	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
12x	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
13x	08/04/21-07-	Steering Group Members to verify the Modifications Statement.	Steering Group	11 April 2021
14x	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
15x	08/04/21-09	Steering Group Members to verify the Screening Statement.	Steering Group	11 April 2021

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Wednesday 16th June 2021.

16x	<b>08/04/21-10-</b>	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
17x	<b>08/04/21-11-</b>	Vice Chair to produce the Pre -Submission Consultation Response form.	John Ward	15 April 2021
18x	<b>08/04/21-12-</b>	Following Action 08/04/21-11 Secretary to verify the Pre -Submission Consultation Response form.	Clive Stretton	16 April 2021
19x	<b>08/04/21-13</b>	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
20x	<b>08/04/21-14</b>	-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
21x	<b>08/04/21-15-</b>	Finance officer to review the Pre-submission Neighbourhood Plan Review Poster.	Rob Ward	13 April 2021
22x	<b>08/04/21-16-</b>	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
23x	<b>08/04/21-17-</b>	Secretary to co-ordinate the distribution of the Briefing Leaflets to every household in the Parish.	Clive Stretton	18 April 2021
24x	<b>08/04/21-18-</b>	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
25x	<b>08/04/21-19-</b>	Steering Group Members to review and finalise the list of consultees for the Pre-Submission Consultation.	Steering Group	16 April 2021
25x	<b>08/04/21-20-</b>	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
26x	<b>08/04/21-21-</b>	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
27x	<b>08/04/21-22-</b>	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		