

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: Wednesday 20 th October 2021 – 7.00pm | | |
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| Attendance: Kate Gardiner (Communications Officer), Deborah Roberts (Vice Chair), John Ward (Chair), Rob Ward (Finance Officer) and Colin Wilkinson (Planit-X). | | |
| Item | Raised by | Discussion & Decision |
| 1.Attendance & Apologies | Vice Chair | 5- present including Colin Wilkinson (Planit-X). Apologies from Jessica Gurley, Richard Gill and Clive Stretton. Deborah Roberts agreed to take the minutes of the meeting |
| 2. Minutes of Previous Meeting 16 th June 2021. | Chair | The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 16 th June 2021 were agreed as a true record. |
| 3. Matters Arising from Steering Group Meeting - 16 th June 2021 | Chair | <u>Neighbourhood Plan Data Storage/Archive</u> 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. Closed 20/10/21-01- Deborah Roberts to recirculate to Steering Group Members the note on GDPR implications for the Neighbourhood Plan and Parish Council websites prepared by Deborah Roberts and Steering Group to review and feedback (if necessary) to her. 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 <u>Scanning the paper copies of the Steering Group minutes.</u> |

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| | | <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. Closed</p> <p>20/10/21-02- Following action 17/10/19-07, Communications Officer to deliver to the Secretary for review and approval , the scanned paper copies of Steering Group minutes along with the appropriate certificate from action 17/10/19-05, and following such approval to be sent to Deborah Roberts to add to the Evidence Database.</p> <p>16/06/21-01 - Chair to print and sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 8th April 2021 and deliver to the Secretary. Remains Open</p> <p>20/10/21-03- Chair to print and sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 16th June 2021 and deliver to the Secretary.</p> <p>16/06/21-02 – Communications Officer to add to the Neighbourhood Plan website that the Sheepy Parish Neighbourhood Plan Review Consultation has now closed. Closed</p> <p>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. Closed</p> <p>16/06/21-04 – Following Action 16/06/03, Steering Group Members to review the revised preferred option Briefing document. Closed</p> <p>16/06/21-05 – Chair to seek approval at the next Parish Council Meeting, Tuesday 22nd 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. Closed</p> <p>16/06/21-06 – Chair to seek approval at the next Parish Council Meeting, Tuesday 22nd 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. Closed</p> <p>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. Closed</p> <p>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. Closed</p> <p>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. Closed</p> |
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| 4. Finance | | Nothing to report. Finance Officer asked whether Colin Wilkinson would like to raise an invoice and whether his quote needs to be revised. Colin Wilkinson responded that he was inclined to leave the quote as is, that there were 2 pieces of work still to do (expected to be completed by January 2022) and that he would then raise an invoice. Colin reminded the meeting that the current form of Government funding comes to an end in April 2022. |
| 5. Communications | Communications Officer | <p>Little to report. Communications Officer raised a query as to what should be reported to the Community by way of an update and how. It was agreed that despite the new PC website, given that the project was coming to an end, any update should be published in the usual way. It was agreed that the PC website should be updated noting that the consultation has completed, the Plan has been revised to reflect the consultation responses and that the PC had unanimously approved the revised Plan. Details of the timetable to implementation of the Plan should also be provided.</p> <p>20/10/21-04- Communications Officer to add Steering Group Meetings to the PC website calendar and to update the PC website noting that the consultation has completed, the Plan has been revised to reflect the consultation responses and that the PC has unanimously approved the revised Plan. Details of the timetable to implementation of the Plan should also be provided.</p> |
| 6. Evidence Database | Vice Chair | Vice Chair reported that the Evidence Database was lagging by a few months but would be brought up to date in the normal course. |
| 7. Next Steps | | <p>Chair asked Colin Wilkinson to confirm next steps. It was noted that the Plan was now at the Submission stage, subject to some amendments to be sent by the Chair and Secretary to Colin.</p> <p>20/10/21-05- Chair and Secretary to feed through some amendments to send Colin Wilkinson for him to include in the Submission version of the Plan.</p> <p><u>SEA Screening</u> Colin confirmed that this was completed at the Pre-Submission stage and that he holds the master version.</p> <p><u>Basic Conditions</u> Colin confirmed that he has this in hand and he will produce this document.</p> <p><u>Equalities Impact statement</u> Colin confirmed that he has this in hand and he will produce this document.</p> <p><u>Consultation statement</u> Colin explained that this will need to summarise the steps taken in the initial Phase 1 and current Phase and that it will include a schedule of Representations. He confirmed that he has this in hand and he will produce this document.</p> <p>All documents to be completed by the 29th October</p> <p>It was agreed that there was no need for the Steering Group members to verify these 4 documents.</p> |

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| | | <p>Once in final form, the Plan and supporting documents will need to be published on the website and a link sent by the PC Clerk to HBBC. All documents will comply with the accessibility requirements; Colin confirmed that he has the relevant software to do this. Colin will also draft a covering letter for the PC clerk to send to HBBC with all of the documents to be sent to HBBC.</p> <p>Chair suggested that he send a note to HBBC advising them to expect the submission documents on 1 November as per the timetable. It was agreed that this was a good idea.</p> <p>Chair asked Colin Wilkinson whether HBBC can do anything to delay/prejudice the project. Colin Wilkinson confirmed that there was little if anything that they could do as we have tried to address their concerns in our revisions to the Plan.</p> <p>20/10/21-06- Colin Wilkinson to finalise the documents comprising the submission version of the Plan, SEA Screening, Basic Conditions, Equalities Impact statement and Consultation statement and place them, together with the submission version of the Plan in a drop box to be accessible by the Steering Group.</p> <p>20/10/21-07- Colin Wilkinson to draft a covering letter for the PC clerk to accompany the submission documents to be sent to HBBC, for review by the Steering Group.</p> <p>20/10/21-08- Following the action in 20/10/21-06, Communication Officer to download the documents and upload them to the website.</p> <p>20/10/21-09 – Chair to send note to HBBC advising them to expect the submission documents on 1 November</p> <p>20/10/21-10 – Chair to send a link to the Submission documents and PC Clerk covering letter to PC Clerk for the PC Clerk to send to HBBC</p> |
| 8. AOB | Chair | Chair asked whether the Steering Group wished to comment on Barlestone’s Neighbourhood Plan. Rob Ward confirmed that he had taken a look at the proposed housing policy. It was agreed that as the Parish was not a stakeholder, we should recommend to the PC that no response was required |
| 9 Date & Location of Next Meeting | Secretary | Next Meeting: To be Arranged |
| | | Meeting Closed 8pm. |

| | Ref No. | Open Actions – 20 October 2021 | Responsible | Deadline |
|---|--------------------|---|-------------|---------------|
| 1 | 17/06/19-02 | Vice Chair to investigate the electronic data storage/archive options. | John Ward | Post pandemic |
| 2 | 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 |

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| 3 | 28/10/20-05 | Vice Chair to investigate the cost of 'Cloud Storage' for Neighbourhood Plan data /archive documents. | John Ward | Post pandemic |
| 4 | 16/06/21-01 | -Chair to print, sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 8 th April 2021 and deliver to the Secretary. | John Ward | ASAP |
| 5 | 20/10/21-01 | Deborah Roberts to recirculate to Steering Group Members the note on GDPR implications for the Neighbourhood Plan and Parish Council websites prepared by Deborah Roberts and Steering Group to review and feedback to her. | Deborah Roberts and Steering Group Members | ASAP |
| 6 | 20/10/21-02 | Following action 17/10/19-07, Communications Officer to deliver to the Secretary for review and approval, the scanned paper copies of Steering Group minutes along with the appropriate certificate from action 17/10/19-05, and following such approval to be sent to Deborah Roberts to add to the Evidence Database. | Kate Gardiner, Clive Stretton and Deborah Roberts | ASAP |
| 7 | 20/10/21-03 | Chair to print and sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 16th June 2021 and deliver to the Secretary. | John Ward | ASAP |
| 8 | 20/10/21-04 | Communications Officer to add Steering Group Meetings to the PC website calendar and to update the PC website noting that the consultation has completed, the Plan has been revised to reflect the consultation responses and that the PC has unanimously approved the revised Plan. Details of the timetable to implementation of the Plan should also be provided. | Kate Gardiner | ASAP |
| 9 | 20/10/21-05 | Chair and Secretary to feed through some amendments to send Colin Wilkinson for him to include in the submission version of the Plan. | John Ward, Clive Stretton and Colin Wilkinson | ASAP |
| 10 | 20/10/21-06 | Colin Wilkinson to finalise the documents comprising the submission version of the Plan, SEA Screening, Basic Conditions, Equalities Impact statement, Consultation statement and covering letter for the PC clerk and place them, together with the submission version of the Plan in a drop box to be accessible by the Steering Group. | Colin Wilkinson | 29 October 2021 |
| 11 | 20/10/21-07 | Colin Wilkinson to draft a covering letter for the PC clerk to accompany the submission documents to be sent to HBBC, for review by the Steering Group. | Colin Wilkinson and Steering Group | 23 October 2021 by Colin and 29 October 2021 by Steering |

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| | | | | Group. |
| 12 | 20/10/21-08 | Following the action in 20/10/21-06, Communication Officer to download the documents and upload them to the website. | Kate Gardiner | |
| 13 | 20/10/21-09 | Chair to send note to HBBC advising them to expect the submission documents on 1 November | John Ward | ASAP |
| 14 | 20/10/21-10 | Chair to send submission documents and PC Clerk covering letter to PC Clerk for the PC Clerk to send to HBBC | John Ward | By 1 November 2021 |
| | | END | | |

| | Ref No. | Closed Actions – 20 October 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 | 17/10/19-07 | 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 |
| 3 | 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 |
| 4 | 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 |
| 5 | 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 |
| 6 | 16/06/21-05 – | Chair to seek approval at the next Parish Council Meeting, Tuesday 22 nd June 2021, for | John Ward | 22 June 2021 |

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Wednesday 20th October 2021.

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| | | 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. | | |
| 7 | 16/06/21-06 – | Chair to seek approval at the next Parish Council Meeting, Tuesday 22 nd 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 |
| 8 | 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 |
| 9 | 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 |
| 10 | 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 | | |