

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: Tuesday 14 th December 2021 – 7.00pm		Venue: By Zoom.
Attendance: Kate Gardiner (Communications Officer), Clive Stretton (Secretary), John Ward (Chair), Rob Ward (Finance Officer) and Colin Wilkinson (Planit-X).		Apologies: Richard Gill and Deborah Roberts(Vice Chair).
Minutes taken by: Clive Stretton		
Item	Raised by	Discussion & Decision
1.Attendance & Apologies	Chair	5- present including Colin Wilkinson (Planit-X). Apologies from Richard Gill and Deborah Roberts(Vice Chair).
2. Declaration of Interest	Chair	None
3. Minutes of Previous Meeting 20 th October 2021.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 20 th October 2021 were agreed as a true record. The Chair recorded a thank you to the Vice Chair for taking the minutes for the Steering Group Meeting 20 th October 2021. 14/12/21-01 – Chair to print and sign the minutes of the Sheepy Parish Neighbourhood Plan Steering Group Meeting 20 th October 2021 and deliver to the Secretary.
4. Matters Arising from Steering Group Meeting - 20 th October 2021	Chair	<u>Neighbourhood Plan Data Storage/Archive</u> 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>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. Remains Open.</p> <p><u>Scanning the paper copies of the Steering Group minutes.</u></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. Remains Open</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. Remains Open</p> <p><u>Communications</u></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. Closed</p> <p><u>Submission stage</u></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. Closed.</p> <p><u>Consultation</u></p> <p>All documents complied with the accessibility requirements.</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. Closed.</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. Closed.</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. Closed.</p> <p>20/10/21-09 – Chair to send note to HBBC advising them to expect the submission documents on 1 November Closed.</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 Closed.</p>
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5. Finance		Colin Wilkinson has submitted an invoice which was signed off at the last Parish Council Meeting. The Steering Group have indicated to the Parish Council the need for funding for the next financial year. Colin Wilkinson has agreed to continue as our consultant.
6. Communications	Communications Officer	<p>The website is up to date with the exception of the last report to the Parish Council.</p> <p>The Chair has sought clarification from HBBC regarding the statement made ‘<i>proceed to referendum</i>’ and ‘<i>the council will seek to proceed to the public referendum stage as soon as is reasonably practical</i>’ in the HBBC Regulation 16 Letter dated 1 December 2021, ‘<i>Upon completion of the publicity and consultation stage, all representations will be forwarded to the Neighbourhood Plan Examiner appointed by the Local Planning Authority and Sheepy Parish Council. If the examination results in a positive response either to proceed to referendum with or without modifications, the council will seek to proceed to the public referendum stage as soon as is reasonably practical’.</i></p>
7. Evidence Database	Chair	Report at the next meeting
8. Current status of the Submission Phase of the ‘Proposed Updates to the Sheepy Neighbourhood Plan’.	Chair	<p>Regulation 16 has begun and HBBC have received two representations so far. HBBC will forward responses to the Chair in batches.</p> <p>HBBC Emerging Local Plan Representatives from the Steering Group met with HBBC in the summer of 2021 to discuss inserting a new policy into the Neighbourhood Plan , indicating if necessary, the Sheepy Parish Neighbourhood Plan will be reviewed to include new allocations to meet an updated housing and employment land requirement for the Neighbourhood Plan Area. However, the HBBC Emerging Local Plan Scrutiny Commission Paper shows two sites have already been allocated in Sheepy Parish clearly not fulfilling what was agreed in the meeting.</p> <p>14/12/21-02 – Chair to arrange for the Steering Group Chair, Parish Council Chair and Borough Councillor to meet HBBC to discuss concerns over the HBBC Emerging Local Plan Scrutiny Commission Paper.</p>
8. AOB	Chair	Temple Hall Farm, Wellsborough ,Planning Application was discussed and agreed a recommended Parish Council response which was forwarded to the Clerk to the Parish Council for circulation to Parish Councillors.
9 Date & Location of Next Meeting	Secretary	<p>Next Meeting: To be Arranged</p> <p>Meeting Closed 9pm.</p>

	Ref No.	Open Actions – 14 December 2021	Responsible	Deadline
1	14/12/21-01	Chair to print and sign the minutes of the Sheepy Parish Neighbourhood Plan Steering Group Meeting 20 th October 2021 and deliver to the Secretary.	John Ward	January 2022
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	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
6	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
7	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
8	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
9	14/12/21-02	– Chair to arrange for the Steering Group Chair, Parish Council Chair and Borough Councillor to meet HBBC to discuss concerns over the HBBC Emerging Local Plan Scrutiny Commission Paper.	John Ward	ASAP
		END		

Previous Action Number	Ref No.	Closed Actions – 14 December 2021	Responsible	Deadline
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 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		