

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 9 th February 2022– 7.30pm		Venue: By Zoom.
Attendance: Kate Gardiner (Communications Officer), Richard Gill, Clive Stretton (Secretary), John Ward (Chair), and Colin Wilkinson (Planit-X).		Apologies: Deborah Roberts(Vice Chair) and Rob Ward (Finance Officer)
Minutes taken by: Clive Stretton		
Item	Raised by	Discussion & Decision
1.Attendance & Apologies	Chair	5- present including Colin Wilkinson (Planit-X). Apologies from Deborah Roberts (Vice Chair) and Rob Ward (Finance Officer).
2. Declaration of Interest	Chair	None
3. Minutes of Previous Meeting 14 th December 2021.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 14 th December 2021 were agreed as a true record. 09/02/22-01 – Chair to print and sign the minutes of the Sheepy Parish Neighbourhood Plan Steering Group Meeting 14 th December 2021 and deliver to the Secretary.
4. Matters Arising from Steering Group Meeting - 14 th December 2021	Chair	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. Remains Open Neighbourhood Plan Data Storage/Archive 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>Scanning the paper copies of the Steering Group minutes.</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>HBBC Emerging Local Plan Update</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. Completed & Closed</p>
5. Finance	Chair	Chair confirmed in Finance Officer’s absence, his belief that the Sheepy Neighbourhood Plan Review was still on course to complete on budget.
6. Communications	Communications Officer	The website is up to date.
7. Evidence Database	Chair	Report at the next meeting
8. Submission Consultation – Review consolidated feedback	Chair	Both, 1. <i>HBBC -Consultation Response to the Sheepy Neighbourhood Plan Update 21 Jan 2022</i> and 2. <i>Summary of Representations</i> document were reviewed and it was noted that no significant modifications had been recommended.
9. Examination - review Examiner's <i>Opening enquiries Sheepy Neighbourhood Plan Review</i> and draft a response	Chair	Following the Independent Examiner’s ‘Opening enquiries - Sheepy Neighbourhood Plan Review’ circulated to the Steering Group and Planit-X on 2 nd February 2022, Colin Wilkinson had prepared a ‘First draft response’, and circulated to the Steering Group prior to the meeting. The Examiner’s ‘Opening enquiries’ and the ‘First draft response’ were discussed in detail and modifications to the First draft response noted by Colin Wilkinson. It was agreed that the term ‘Design Code’ in the Submission Version now be changed to ‘Design Guide’. For clarification, the terms ‘Ribbon Development’ and ‘Linear Development’ have the same meaning.

		<p>For the purposes of auditing, it was agreed that the Qualifying Body's response to the Examiner's 'Opening enquiries, should follow the format of Examiner's Opening enquiry, Qualifying Body's justification for the response and finally Qualifying Body's response. Whether this be in tabulated format has yet to be decided by the Steering Group.</p> <p>09/02/22-02 – Chair to request Colin Wilkinson to produce Examiner's Opening enquiries Draft Response Version 2 by early week beginning 13th February 2022.</p> <p>09/02/22-03 – Secretary to draft a response, for the Clerk to the Parish Council to acknowledge the Examiners Opening Enquires email.</p>
<p>11. Consultation on LCC's Statement of Community Involvement (SCI) 2022.</p> <p>a) Review on behalf of the PC</p> <p>b) Draft response for the PC if Required.</p>		<p>The documents circulated to the Steering Group were discussed. It was noted that LCC Planning only applies to Minerals and Waste and that the Parish Council is a statutory consultee on these planning matters, and therefore a response by the Parish Council to this Consultation on <i>LCC's Statement of Community Involvement (SCI) February 2022</i> is unnecessary.</p> <p>09/02/22-04 – Chair to inform the Clerk to the Parish Council recommending that a Parish Council response to the <i>Consultation on LCC's Statement of Community Involvement (SCI) February 2022</i> is unnecessary.</p>
<p>12. Current Planning Applications: draft suggested PC responses .</p> <p>a) 21/01418/HOU 12, Rodney Gardens Sheepy Magna.</p> <p>b) 22/00005/TCA 2, Manor View Sibson.</p>		<p>Both planning applications were discussed, and suggested responses agreed</p> <p>Secretary to forward final draft responses to the Clerk for circulation and approval by the Parish Councilors, and onward submission to HBBC Planning.</p>
<p>10. HBBC Local Plan - discuss status and prepare proposal to PC with costs, on how we recommend</p>		<p>At this point, Colin Wilkinson left the meeting in order for this Agenda Item to be discussed.</p> <p>The Outline proposal from Planet-X was considered. The recommended approach was agreed by the Steering Group and it was further agreed that the Neighbourhood Plan Steering Group would recommend that the Parish Council objects to the HBBC Local Plan during its Regulation 19 consultation</p>

proceeding, for approval at March PC meeting		<p>from 9th February 2022 to 23rd March 2022, as in its current form, it is not aligned with and devalues the current 'made' and currently under independent examination versions of the Neighbourhood Plan.</p> <p>It was agreed that the chair should propose the above as the Steering Group's recommendation, as a matter of urgency, to the Parish Council to gain its support for the approach and funding estimates, in order allow us to meet the consultation tight timescales</p> <p>09/02/22-05 – Chair to inform the Parish Council that the Sheepy Parish Neighbourhood Plan Steering Group recommends that the Parish Council objects to the HBBC Local Plan during its Regulation 19 consultation. (9th February 2022 to 23rd March 2022).</p> <p>09/02/22-06 – Chair to contact the Parish Council requesting that it supports the approach and funding estimate, if the Parish Council decides to object to the HBBC Local Plan during its Regulation 19 consultation. (9th February 2022 to 23rd March 2022).</p>
13. AOB	Chair	None
14. Date & Location of Next Meeting	Secretary	Next Meeting: To be Arranged
		Meeting Closed 10.35pm.

	Ref No.	Open Actions – 9 February 2022	Responsible	Deadline
1	09/02/22-01	Chair to print and sign the minutes of the Sheepy Parish Neighbourhood Plan Steering Group Meeting 14 th December 2021 and deliver to the Secretary.	John Ward	March 2022
2	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
3	17/06/19-02	Vice Chair to investigate the electronic data storage/archive options.	John Ward	Post pandemic
4	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
5	28/10/20-05	Vice Chair to investigate the cost of 'Cloud Storage' for Neighbourhood Plan data /archive documents.	John Ward	Post pandemic
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	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
9	20/10/21-03	Chair to print and sign the Minutes Sheepy Parish Neighbourhood Plan Steering Group Meeting 16 th June 2021 and deliver to the Secretary.	John Ward	ASAP
10	09/02/22-02	Chair to request Colin Wilkinson to produce Examiner's Opening enquiries Draft Response Version 2 by early week beginning 13 th February 2022.	John Ward	10 February 2022
11	09/02/22-03	Secretary to draft a response, for the Clerk to the Parish Council to acknowledge the Examiners Opening Enquires email.	Clive Stretton	11 February 2022
12	09/02/22-04	Chair to inform the Clerk to the Parish Council recommending that a Parish Council response to the <i>Consultation on LCC's Statement of Community Involvement (SCI) February 2022</i> is unnecessary.	John Ward	19 February 2022
	09/02/22-05	Chair to inform the Parish Council that the Sheepy Parish Neighbourhood Plan Steering Group recommends that the Parish Council objects to the HBBC Local Plan during its Regulation 19 consultation. (9 th February 2022 to 23 rd March 2022).	John Ward	1 st March 2022
	09/02/22-06	Chair to contact the Parish Council requesting that it supports the approach and funding estimate, if the Parish Council decides to object to the HBBC Local Plan during its Regulation 19 consultation. (9 th February 2022 to 23 rd March 2022).	John Ward	1 st March 2022
		END		

Previous Action Number	Ref No.	Closed Actions – 9 February 2022	Responsible	Deadline
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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		

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