

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 7 th April 2022– 7.30pm		Venue: By Zoom.
Attendance: Kate Gardiner (Communications Officer), Deborah Roberts(Vice Chair), Richard Gill, Clive Stretton (Secretary), John Ward (Chair), Rob Ward (Finance Officer)and Colin Wilkinson (Planit-X).		Apologies: N/A
Minutes taken by: Clive Stretton		
Item	Raised by	Discussion & Decision
1.Attendance & Apologies	Chair	7- present including Colin Wilkinson (Planit-X). Apologies N/A.
2. Declaration of Interest	Chair	None
3. Minutes of Previous Meeting 9 th February 2022.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 14 th December 2021 were agreed as a true record. 07/04/22-01 – Chair to print and sign the minutes of the Sheepy Parish Neighbourhood Plan Steering Group Meeting 9 th February 2022 and deliver to the Secretary.
4. Matters Arising from Steering Group Meeting -7 th February 2022	Chair	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. Remains Open 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.

		<p>28/10/20-05- Vice Chair to investigate the cost of 'Cloud Storage' for Neighbourhood Plan data /archive documents. Remains open</p> <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>Examination - Sheepy Neighbourhood Plan Review. January – April 2022</u></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. Completed & Closed.</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. Completed & Closed.</p> <p><u>Consultation on LCC’s Statement of Community Involvement (SCI)</u></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. Completed & Closed.</p> <p><u>HBBC Local Plan</u></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). Completed & Closed.</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). Completed & Closed.</p>
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5. Finance	Finance Officer	<p>Invoices submitted by Planit-X, for consultancy work have been paid by the Parish Council. The quote, submitted by Planit-X, for consultancy work on the HBBC Local Plan Reg 19 consultation, has been approved the Parish Council.</p> <p>The Finance Officer has submitted an' End of Financial Year' report to Locality.</p>
6. Communications	Communications Officer	<p>The website is up to date.</p> <p>07/04/22-02 - Following the outcome of the current examination of the Sheepy Neighbourhood Plan Review, Communications Officer to draft a communique for both, the Sheepy Parish Council and Sheepy Neighbourhood Plan websites and, also for a possible Sheepy Parish Council newsletter.</p>
7. Evidence Database	Vice Chair	<p>Report at the next meeting.</p> <p>Discussion took place regarding the intention to store all evidence, ultimately with the Parish Clerk. Reference was then made with the action in Item 4 above and actions under the heading Neighbourhood Plan Data Storage/Archive.</p>
8. Examination/ Adoption – status and completion tasks & timescales	Chair	<p>On the 29th March 2022, the Examiner had forwarded the final draft of the Examination Report, to both HBBC and the Qualifying Body (Sheepy Parish Council), requesting that they identify any corrections of fact. The Examiner requests to receive a note combining the corrections from both the local authority (HBBC) and the Qualifying Body. HBBC has completed this task and forwarded its findings to Sheepy Parish Council for inclusion with its identified corrections and thus combining the corrections from both the local authority and qualifying body in a single document and communication to the Independent Examiner. During this meeting, the Sheepy NP Examination Report - REVIEW DRAFT March 2022 was fact checked and findings combined with those already received from HBBC.</p> <p>07/04/22-03 – Secretary to forward the combined corrections, from both the local authority (HBBC) and the Qualifying Body, to the Chair for sharing with HBBC.</p> <p>07/04/22-04 – Following action 07/04/22-03, Chair to forward the combined corrections from both the local authority (HBBC) and the Qualifying Body, to HBBC.</p> <p>07/04/22-05 – Following action 07/04/22-04, and the agreement of HBBC, Secretary to forward the combined corrections from both the local authority (HBBC) and the Qualifying Body to HBBC to the Examiner and cc to HBBC and Clerk to the Parish Council.</p> <p>If the examiner accepts the combined corrections the Sheepy NP Examination Review Final Report will be issued. If the Sheepy NP Examination Review Final Report is issued, the Parish Council will act upon its recommendations to produce the Sheepy NP Review Updated Plan and forward to HBBC for approval and to be 'made'.</p>

9. Planning Applications for Discussion. 21/01501/FUL – Houghton House, Sibson. 21/01502/LBC- Houghton House, Sibson.		Richard Gill declared an interest at this point and left the meeting. Both planning applications were discussed and suggestions made, for the Parish Councillors present, to draft responses for circulation to the Parish Council.
10. AOB	Chair	None
11. Date & Location of Next Meeting	Secretary	Next Meeting: To be Arranged
		Meeting Closed 9.35pm.

	Ref No.	Open Actions – 7 April 2022	Responsible	Deadline
1	07/04/22-01	Chair to print and sign the minutes of the Sheepy Parish Neighbourhood Plan Steering Group Meeting 9 th February 2022 and deliver to the Secretary.	John Ward	April 2022
2	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	April 2022
3	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	April 2022
4	17/06/19-02	Vice Chair to investigate the electronic data storage/archive options.	John Ward	Post pandemic
5	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
6	28/10/20-05	Vice Chair to investigate the cost of 'Cloud Storage' for Neighbourhood Plan data /archive documents.	John Ward	Post pandemic
7	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	May 2022

8	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	May 2022
9	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	May 2022
10	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	May 2022
11	07/04/22-02	Following the outcome of the current examination of the Sheepy Neighbourhood Plan Review, Communications Officer to draft a communique for both, the Sheepy Parish Council and Sheepy Neighbourhood Plan websites and, also for a possible Sheepy Parish Council newsletter.	Kate Gardiner	May 2022
12	07/04/22-03	Secretary to forward the combined corrections, from both the local authority (HBBC) and the Qualifying Body, to the Chair for sharing with HBBC.	Clive Stretton	11pm 7 April 2022
13	07/04/22-04	Following action 07/04/22-03, Chair to forward the combined corrections from both the local authority (HBBC) and the Qualifying Body, to HBBC.	John Ward	10am 8 April 2022
14	07/04/22-05	Following action 07/04/22-04, and the agreement of HBBC, Secretary to forward the combined corrections from both the local authority (HBBC) and the Qualifying Body to HBBC to the Examiner and cc to HBBC and Clerk to the Parish Council.	Clive Stretton	5pm 8 April 2022
		END		

Previous Action Number	Ref No.	Closed Actions – 7 April 2022	Responsible	Deadline
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

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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
13	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
14	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		

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