

# 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> Thursday 17 <sup>th</sup> August 2017 – 7.30pm		<b>Venue:</b> Cock Inn - Sibson	
<b>Attendance:</b> Kate Gardiner (Communications Officer), Clive Stretton (Secretary), Mick Toogood (Chair), John Ward (Vice Chair), Rob Ward (Finance Officer).		<b>Apologies:</b> Jessica Gurley, Andrea Johnson, Tom Johnson, Deborah Roberts and Anne Parkinson.	
<b>Minutes taken by:</b> Clive Stretton			
<b>Declaration of Interest:</b> Item 2- None			
<b>Item</b>	<b>Raised by</b>	<b>Discussion &amp; Decision</b>	
1.Attendance & Apologies	Chair	5 present & 5 apologies.	
3.Minutes of Previous Meeting 10 <sup>th</sup> August 2017.	Chair	Deferred to the next Steering Group meeting.	
4. Matters Arising from Steering Group Meeting -2 <sup>nd</sup> August 2017.	Chair	<p><b>13/07/17-12-</b> Vice Chair to discuss with Colin Wilkinson the production of a ‘Neighbourhood Plan Definitions List’  Open. Remains open until the final draft document.</p> <p><b>20/07/17-07-</b> Rob Ward to contact Neil Jones, enquiring about the use of copies of the photographs in the Millennium Book- “The Parish of Sheepy nineteen ninety nine” in the Neighbourhood Plan Submission Document.  Open.</p> <p><b>02/08/17-01-</b> Communications Officer to send the ‘Important Views’ Appendix section of the Pre Submission Document to Colin Wilkinson. Open.</p> <p><b>17/08/17-01-</b> Chair to forward photographic evidence of : (1)The view of the fields to the rear of Long Row Cottages – Sibson and (2) The view at the back of Holly Tree Cottage – Sheepy Magna to the Communications Officer.</p> <p><b>17/08/17-02-</b> Communications Officer to complete the ‘Important Views’ Appendix section of the Pre Submission</p>	

	<p>Document for review at the next Steering Group meeting.</p> <p><b>02/08/17-15</b>-Following action 02/08/17-14, being completed at the next Steering Group meeting, Secretary to share the updated Pre submission document draft with HBBC Planning Department. <b>Remains Open</b>. It was agreed that there are still further amendments to the Pre Submission document and hence it is not yet ready to be shared with HBBC.</p> <p><b>02/08/17-16</b>-Steering Group to discuss the design of the final version of the Pre Submission Document with Colin Wilkinson. <b>Open</b>. Ongoing.</p> <p><b>10/08/17-01</b>- Vice Chair to request Colin Wilkinson contacts HBBC Planning Department for the official summary of progress against plan, of housing numbers, either completed or approved within the Borough, as of 31<sup>st</sup> March 2017. <b>Remains Open</b>. This information is not yet available.</p> <p><b>10/08/17-02</b>- Secretary to investigate planning applications within the Parish since March 2017. Completed &amp; Closed. Wednesday 12<sup>th</sup> July 2017 – 17/00340/FUL -Planning Permission for the Construction of 3 detached dwellings - Land North Of Dormer House Twycross Road Sheepy Magna Atherstone Leicestershire CV9 3RT</p> <p><b>10/08/17-03</b>- Communications Officer and Vice Chair to formulate how the evidence is to be hosted on the website. <b>Open</b>.</p> <p><b>10/08/17-04</b>- For action 02/08/17-01- Communications Officer to copy into the email members of the Steering Group. <b>Open</b>. See action 17/08/17-02 below.</p> <p><b>10/08/17-05</b>- Secretary to forward to Steering Group members and Colin Wilkinson, the updated spreadsheet “Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee”. Closed. It was noted that ‘Services &amp; Facilities’ had not been merged into this spreadsheet. This was then done and the spreadsheet re issued. Closed.</p> <p><b>10/08/17-06</b>- Steering Group members to review the updated spreadsheet “Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee” and check that no important items have been omitted from the plan, and together with any additional comments, forward to the Chair. Closed. Due to the spreadsheet having to be re issued (See action 10/08/17-06 above), there was insufficient time to complete this action for this meeting. Replaced by action 17/08/17-06 below.</p> <p>As a result, some of the comments made on the spreadsheet were discussed at this meeting. It was noted that although farmland makes up a large percentage of the area of the Parish, this important factor is not necessarily reflected in the Neighbourhood Plan.</p> <p><b>17/08/17-03</b>-Finance Officer to investigate the integration of the importance of farming and stewardship of land, into the Neighbourhood Plan with relation to rural characteristics, views, economy, tourism, health etc.</p> <p><b>17/08/17-04</b>- Vice Chair to request Colin Wilkinson to emphasise the importance of tourism in the Borough and the role the Parish can play to enhance it. It was noted that the Parish has some stunning countryside, wonderful</p>	
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	<p>views and a number of footpaths often linking to tourism sites either in or surround it, namely The Battle of Bosworth, Twycross Zoo, The Battlefield Steam Railway, Ashby Canal, Bosworth Waterpark etc. Local Pubs, Hotels, Bed &amp; Breakfasts, Campsites and Businesses would hopefully benefit from this emphasis on tourism. It was suggested that all of these tourism sites, with links to the parish, be shown on a map.</p> <p><b>10/08/17-07-</b> Following action 10/08/17-06, Chair to review comments received, make any necessary amendments to the spreadsheet <i>“Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee”</i> and forward to the Communications Officer. Closed. Replaced by action 17/08/17-05</p> <p><b>17/08/17-05-</b> Taking into account comments made at, or received prior to, the Steering Group meeting 17<sup>th</sup> August 2017, Chair to review and make any necessary amendments to the spreadsheet <i>“Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee”</i> and forward to the members of the Steering Group.</p> <p><b>17/08/17-06-</b> Steering Group members to review the amended spreadsheet (Action 17/08/17-05) <i>“Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee”</i> and forward any comments to the Chair in advance of the next Steering Group meeting.</p> <p><b>10/08/17-08-</b> Secretary to send Parish Online login details and tutorial links to members of the Steering Group. Completed &amp; Closed.</p> <p><b>10/08/17-09-</b> Vice Chair and Secretary to take responsibility for the input into the Settlement Boundaries map. Completed &amp; Closed.</p> <p><b>17/08/17-07-</b> Vice Chair to take responsibility for the production of the Settlement Boundaries map.</p> <p><b>17/08/17-08 -</b> Secretary to verify the Settlement Boundaries map.</p> <p><b>10/08/17-10-</b> Finance Officer to investigate the input of Public Rights Of Way into the map. Closed. It is believed that this data can be integrated into the Parish Online mapping.</p> <p><b>10/08/17-11-</b> Finance Officer to investigate the input of Ecology &amp; Habitats into map. Open.</p> <p><b>10/08/17-12-</b> Finance Officer to investigate the input of Local Heritage Interests into the map. Closed. LCC have agreed to forward this data in the format which is believed can be integrated into the Parish Online mapping. The Finance Officer has already discussed the cost of integrating data from actions 10/08/17-10, 11 &amp; 12 into Parish Online Mapping.</p> <p><b>17/08/17-09-</b> Finance Officer to contact Parish Online requesting the integration of data from actions 10/08/17-10, 11 &amp; 12.</p> <p><b>17/08/17-10-</b> Finance Officer to take responsibility for the production of the Public Rights Of Way map.</p> <p><b>17/08/17-11-</b> Members of the Steering Group to verify the Public Rights Of Way map.</p> <p><b>17/08/17-12-</b> Finance Office to take responsibility for the production of the Ecology &amp; Habitats map.</p>			
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		<p><b>17/08/17-13-</b> Members of the Steering Group to verify the Ecology &amp; Habitats map.</p> <p><b>17/08/17-14-</b> Finance Officer to take responsibility for the production of the Local Heritage Interests map.</p> <p><b>17/08/17-15-</b> Members of the Steering Group to verify the Local Heritage Interests map.</p> <p><b>17/08/17-16-</b> Finance Officer to contact Parish Online requesting they create a 'Views 'symbol.</p> <p><b>17/08/17-17-</b> Vice Chair to contact Deborah Roberts and Colin Wilkinson, seeking clarification regarding the need to state the justification of items specified in the 'Heritage Register and Findspots list', 'Sibson Conservation list' and 'Sheepy Local History Society Heritage list'.</p> <p><b>10/08/17-13-</b> Secretary to take responsibility for the input into the Local Green Spaces maps. <a href="#">Open</a></p> <p><b>17/08/17-18-</b> Secretary to take responsibility for the production of the Local Green Spaces maps.</p> <p><b>17/08/17-19-</b> Members of the Steering Group to verify the Local Green Spaces maps.</p> <p><b>10/08/17-14-</b> Vice Chair to take responsibility for the input into the Hornsey Rise map. Completed and Closed.</p> <p><b>17/08/17-20-</b> Vice Chair to take responsibility for the production of the Hornsey Rise map.</p> <p><b>17/08/17-21-</b> Members of the Steering Group to verify the Hornsey Rise map.</p> <p><b>10/08/17-15-</b> Chair to take responsibility for the input into the Community Facilities map. Closed. <a href="#">Replace by action 17/08/17-22 below.</a></p> <p><b>17/08/17-22-</b> Vice Chair to take responsibility for the production of the Community Facilities map.</p> <p><b>17/08/17-23-</b> Chair to verify the Community Facilities map.</p> <p><b>10/08/17-16-</b> Communications Officer to take responsibility for the input into the Sibson Conservation Area map. Completed &amp; Closed.</p> <p><b>17/08/17-24-</b> Vice Chair to take responsibility for the production of the Sibson Conservation Area map.</p> <p><b>17/08/17-25-</b> Members of the Steering Group to verify the Sibson Conservation Area map.</p> <p><b>10/08/17-17-</b> Communications Officer to take responsibility for the input into the Important Views map. <a href="#">Open.</a></p> <p><b>17/08/17-26-</b> Communications Officer to take responsibility for the production of the Important Views maps.</p> <p><b>17/08/17-27-</b> Members of the Steering Group to verify the Important Views maps.</p> <p><b>10/08/17-18-</b> Secretary to forward 'Sheepy Local History Society' email address to Deborah Roberts. Completed &amp; Closed.</p> <p><b>10/08/17-19-</b> Finance Officer to edit section 2.33 and forward to Colin Wilkinson. Completed &amp; Closed.</p> <p><b>10/08/17-20-</b> Secretary to add to the agenda of the next Steering Group meeting 'Possible production of a short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'. Completed &amp; Closed. See item 6</p>		
5. Updated NP Pre-Submission Document Draft and	Chair	<p>Following the Steering Group meeting last week (10<sup>th</sup> August 2017), changes have been made and at present draft is version 14.d.</p> <p>Following this meeting further changes will be made to hopefully produce an updated version for the next Steering Group meeting.</p>		

critical path list		Discussion took place regarding the title of Policy S13 and whether the term Windfall should be included. <b>17/08/17-28- Vice Chair to discuss with Colin Wilkinson the title of Policy S13. (Version 14c)</b>		
6. Possible production of a short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation.	Vice Chair	Discussion regarding possible inclusion. <ul style="list-style-type: none"> <li>• Introduction by the Chair of the Parish Council.</li> <li>• Brief Description of a Neighbourhood Plan</li> <li>• It will address key issues identified in 1.36 (Version 14c)</li> <li>• Our vision 1.37 (Version14c)</li> <li>• Sheepy Parish 2036 (Version 14.c)</li> <li>• List Draft Policies. Each one with a preamble indicating supporting percentages and evidence from the Questionnaire.</li> <li>• Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee.</li> <li>• Timetable top the completion of the plan</li> </ul> <b>17/08/17-29-Communications Officer to produce a draft of ‘a short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’.</b>		
7. Project Plan	Vice Chair.	Project Plan is up to date. Concerns noted are the Production of Associated maps. However, since gaining the license for Parish Online Mapping, progress on this has been made with this issue.		
8. HBBC Engagement	Secretary	No engagement since the last Steering Group. Following discussion in Item 3 action 02/08/17-15; <b>17/08/17-30- Vice Chair to contact Colin Wilkinson to suggest that the Steering Group it not yet ready to share the current version of the Pre Submission Document with HBBC.</b>		
9. AOB	Chair	The Finance Officer updated recent Financial Matters. <ul style="list-style-type: none"> <li>• The invoice for Parish Online has been paid.</li> <li>• The Clerk to the Parish Council has received an invoice from Planit-X.</li> </ul> Brief discussion regarding the production of the Banner. <b>17/08/17-31- Secretary to include the Banner on the Agenda for the next Steering Group meeting.</b>		
12. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 24 <sup>th</sup> August 2017 – Cock Inn Sibson. 7.30pm  Future Meetings: Thursday 31 <sup>th</sup> August 2017 – Cock Inn Sibson. 7.30pm  Meeting Closed- 10.05pm		

Ref No.	Open Actions - 17 <sup>th</sup> August 2017	Responsible	Deadline
13/07/17-12	Vice Chair to discuss with Colin Wilkinson the production of a 'Neighbourhood Plan Definitions List' (Remains open until the final draft document.)	John Ward	On Going 2017
20/07/17-07	Rob Ward to contact Neil Jones, enquiring about the use of copies of the photographs in the Millennium Book- "The Parish of Sheepy nineteen ninety nine" in the Neighbourhood Plan Submission Document.	Rob Ward	ASAP
02/08/17-01	Communications Officer to send the 'Important Views' Appendix section of the Pre Submission Document to Colin Wilkinson.	Kate Gardiner	10 August 2017
02/08/17-15	Following action 02/08/17-14, being completed at the next Steering Group meeting, Secretary to share the updated Pre submission document draft with HBBC Planning Department.	Clive Stretton	17 August 2017
02/08/17-16	Steering Group to discuss the design of the final version of the Pre Submission Document with Colin Wilkinson.	Steering Group	31 <sup>st</sup> August 2017
10/08/17-01	Vice Chair to request Colin Wilkinson contacts HBBC Planning Department for the official summary of progress against plan, of housing numbers, either completed or approved within the Borough, as of 31 <sup>st</sup> March 2017.	John Ward	24 August 2017
10/08/17-03	Communications Officer and Vice Chair to formulate how the evidence is to be hosted on the website.	Kate Gardiner & John Ward	24 August 2017
10/08/17-04	For action 02/08/17-01- Communications Officer to copy into the email members of the Steering Group.	Kate Gardiner	17 August 2017
10/08/17-11	Finance Officer to investigate the input of Ecology & Habitats into map.	Rob Ward	24 August 2017
10/08/17-13	Secretary to take responsibility for the input into the Local Green Spaces map.	Clive Stretton	24 August 2017
10/08/17-17	Communications Officer to take responsibility for the input into the Important Views map.	Kate Gardiner	24 August 2017
17/08/17-01	Chair to forward photographic evidence of : (1)The view of the fields to the rear of Long Row Cottages – Sibson and (2) The view at the back of Holly Tree Cottage – Sheepy Magna to the Communications Officer.	Mick Toogood	ASAP
17/08/17-02	Communications Officer to complete the 'Important Views' Appendix section of the Pre Submission Document for review at the next Steering Group meeting.	Kate Gardiner	24 August 2017
17/08/17-03	Finance Officer to investigate the integration of the importance of farming and stewardship of land, into the Neighbourhood Plan with relation to rural characteristics, views, economy, tourism, health etc.	Rob Ward	24 August 2017
17/08/17-04	Vice Chair to request Colin Wilkinson to emphasise the importance of tourism in the Borough and the role the Parish can play to enhance it.	John Ward	24 August 2017

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<b>17/08/17-05</b>	Taking into account comments made at, or received prior to, the Steering Group meeting 17 <sup>th</sup> August 2017, Chair to review and make any necessary amendments to the spreadsheet <i>“Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee”</i> and forward to the members of the Steering Group.	Mick Toogood	21 August 2017
<b>17/08/17-06</b>	Steering Group members to review the amended spreadsheet (Action 17/08/17-05) <i>“Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee”</i> and forward any comments to the Chair in advance of the next Steering Group meeting.	Steering Group	24 August 2017
<b>17/08/17-07</b>	Vice Chair to take responsibility for the production of the Settlement Boundaries map.	John Ward	24 August 2017
<b>17/08/17-08</b>	Secretary to verify the Settlement Boundaries map	Clive Stretton	24 August 2017
<b>17/08/17-09</b>	Finance Officer to contact Parish Online requesting the integration of data from actions 10/08/17-10, 11 & 12.	Rob Ward	24 August 2017
<b>17/08/17-10</b>	Finance Officer to take responsibility for the production of the Public Rights Of Way map.	Rob Ward	24 August 2017
<b>17/08/17-11</b>	Members of the Steering Group to verify the Public Rights Of Way map.		24 August 2017
<b>17/08/17-12</b>	Finance Office to take responsibility for the production of the Ecology & Habitats map.	Rob Ward	24 August 2017
<b>17/08/17-13</b>	Members of the Steering Group to verify the Ecology & Habitats map.	Steering Group	24 August 2017
<b>17/08/17-14</b>	Finance Officer to take responsibility for the production of the Local Heritage Interests map.	Rob Ward	24 August 2017
<b>17/08/17-15</b>	Members of the Steering Group to verify the Local Heritage Interests map.	Steering Group	24 August 2017
<b>17/08/17-16</b>	Finance Officer to contact Parish Online requesting they create a ‘Views ‘symbol.	Rob Ward	24 August 2017
<b>17/08/17-17</b>	Vice Chair to contact Deborah Roberts and Colin Wilkinson, seeking clarification regarding the need to state the justification of items specified in the ‘Heritage Register and Findspots list’, ‘Sibson Conservation list’ and ‘Sheepy Local History Society Heritage list’.	John Ward	24 August 2017
<b>17/08/17-18</b>	Secretary to take responsibility for the production of the Local Green Spaces maps.	Clive Stretton	24 August 2017
<b>17/08/17-19</b>	Members of the Steering Group to verify the Local Green Spaces maps.	Steering Group	24 August 2017
<b>17/08/17-20</b>	Vice Chair to take responsibility for the production of the Hornsey Rise map.	John Ward	24 August 2017
<b>17/08/17-21</b>	Members of the Steering Group to verify the Hornsey Rise map.	Steering Group	24 August 2017
<b>17/08/17-22</b>	Vice Chair to take responsibility for the production of the Community Facilities map.	John Ward	24 August 2017
<b>17/08/17-23</b>	Chair to verify the Community Facilities map.	Mick Toogood	24 August 2017
<b>17/08/17-24</b>	Vice Chair to take responsibility for the production of the Sibson Conservation Area map.	John Ward	24 August 2017
<b>17/08/17-25</b>	Members of the Steering Group to verify the Sibson Conservation Area map.	Steering Group	24 August 2017

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17/08/17-26	Communications Officer to take responsibility for the production of the Important Views maps.	Kate Gardiner	24 August 2017
17/08/17-27	Members of the Steering Group to verify the Important Views maps.	Steering Group	24 August 2017
17/08/17-28	Vice Chair to discuss with Colin Wilkinson the title of Policy S13. (Version 14c)	John Ward	24 August 2017
17/08/17-29	Communications Officer to produce a draft of 'a short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'.	Kate Gardiner	31 August 2017
17/08/17-30	Vice Chair to contact Colin Wilkinson to suggest that the Steering Group it not yet ready to share the current version of the Pre Submission Document with HBBC.	John Ward	24 August 2017
17/08/17-31	Secretary to include the Banner on the Agenda for the next Steering Group meeting.	Clive Stretton	24 August 2017
<b>Ref No.</b>	<b>Closed Actions</b>	<b>Responsible</b>	<b>Date</b>
10/08/17-02	Secretary to investigate planning applications within the Parish since March 2017.	Clive Stretton	17 August 2017
10/08/17-05	Secretary to forward to Steering Group members and Colin Wilkinson, the updated spreadsheet " <i>Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee</i> ".	Clive Stretton	ASAP
10/08/17-06	Steering Group members to review the updated spreadsheet " <i>Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee</i> " and check that no important items have been omitted from the plan, and together with any additional comments, forward to the Chair.	Steering Group	15 <sup>th</sup> August 2017
10/08/17-07	Following action 10/08/17-06, Chair to review comments received, make any necessary amendments to the spreadsheet " <i>Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee</i> " and forward to the Communications Officer.	Mick Toogood	17 August 2017
10/08/17-08	Secretary to send Parish Online login details and tutorial links to members of the Steering Group.	Clive Stretton	ASAP
10/08/17-09	Vice Chair and Secretary to take responsibility for the input into the Settlement Boundaries map.	John Ward & Clive Stretton	24 August 2017
10/08/17-10	Finance Officer to investigate the input of Public Rights Of Way into the map.	Rob Ward	24 August 2017

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<b>10/08/17-12</b>	Finance Officer to investigate the input of Local Heritage Interests into the map.	Rob Ward	24 August 2017
<b>10/08/17-14</b>	Vice Chair to take responsibility for the input into the Hornsey Rise map.	John Ward	24 August 2017
<b>10/08/17-15</b>	Chair to take responsibility for the input into the Community Facilities map.	Mick Toogood	24 August 2017
<b>10/08/17-16</b>	Communications Officer to take responsibility for the input into the Sibson Conservation Area map.	Kate Gardiner	24 August 2017
<b>10/08/17-18</b>	Secretary to forward 'Sheepy Local History Society' email address to Deborah Roberts.	Clive Stretton	ASAP
<b>10/08/17-19</b>	Finance Officer to edit section 2.33 and forward to Colin Wilkinson.	Rob Ward	17 August 2017
<b>10/08/17-20</b>	Secretary to add to the agenda of the next Steering Group meeting 'Possible production of a short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'.	Clive Stretton	17 August 2017