

# 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> Wednesday 2 <sup>nd</sup> August 2017 – 7.30pm		<b>Venue:</b> Cock Inn - Sibson	
<b>Attendance:</b> Kate Gardiner (Communications Officer), Andrea Johnson, Clive Stretton (Secretary) , Mick Toogood (Chair) ,John Ward(Vice Chair) and Colin Wilkinson (Plantit-X).		<b>Apologies:</b> Jessica Gurley, Tom Johnson, Deborah Roberts, Rob Ward (Finance Officer), Anne Parkinson and Chris Bailey.	
<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	6 present including Colin Wilkinson (Planit-X) & 6 apologies.	
3.Minutes of Previous Meeting 20 <sup>th</sup> July 2017.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 20 <sup>th</sup> July 2017 were agreed and signed by the Chair as a true record. It was noted that that Item 12 from the minutes (Date & Location of the Next Meeting) , the Meeting scheduled for Thursday 27 <sup>rd</sup> July 2017 had not taken place, but was replaced by a sub group meeting with Colin Wilkinson (Planit-X) on Wednesday 26 <sup>th</sup> July 2017. Furthermore, the meeting scheduled for Thursday 3 <sup>rd</sup> August 2017 has been rearranged for today, Wednesday 2 <sup>nd</sup> August 2017 due to the availability of Colin Wilkinson.	
4. NP Pre-Submission Document Draft critical path list	Chair	<p><b>Important Views:</b> It was agreed that the section on Important Views be an appendix to the Pre Submission Document. The Communications Officer is at present standardising a common format for this appendix. <b>02/08/17-01- Communications Officer to send the ‘Important Views’ Appendix section of the Pre Submission Document to Colin Wilkinson.</b></p> <p><b>Items Identified in the Questionnaire Feedback Report Considered To Be Outside The Scope of the Neighbourhood Plan:</b> Following the action 20/07/17-09-Questionnaire Sub Group Leaders to add their feedback to Action 31/07/17-01, to the tabular format distributed by the Chair in Action 20/07/17-08,</p>	

	<p><b>02/08/17-02-</b> Secretary to forward the completed spreadsheet from action 20/07/17-09 to the Chair.</p> <p><b>02/08/17-03-</b> Chair to reorganise the spreadsheet from action 02/08/17-02, for compatibility with the Pre Submission Document and forward to Colin Wilkinson.</p> <p><b>Mapping:</b></p> <p>Following recent meetings, the Steering Group decided that, if possible, we should use ‘Parish On Line Mapping’ to produce our maps for the Pre Submission document.</p> <p>The advantages being:</p> <ul style="list-style-type: none"> <li>• It's very detailed and the presentation is excellent.</li> <li>• It's up to date drawing from the most recent OS mapping.</li> <li>• We can create our own maps ourselves, edit them etc to exactly the format we wish.</li> <li>• Save time, as we don't have to rely upon the availability of the personnel at HBBC to produce the maps for us.</li> <li>• Colin Wilkinson (Planit-X) is very familiar with this and will start us off with base map layers and assist when necessary.</li> </ul> <p><b>02/08/17-04-</b> Secretary to contact the Clerk to the Parish Council with regards to the purchase of ‘Parish On Line Mapping’.</p> <p><b>02/08/17-05-</b> Assuming that the Parish Council purchase the ‘Parish On Line Mapping’, (See Action 02/08/17-04) the steering group to discuss with Colin Wilkinson, at the next Steering Group meeting, the map layers and Steering Group members input into the composition of the map layers.</p> <p><b>Heritage Assets:</b></p> <p>It was agreed to re-title Heritage Assets to ‘<b>Features of Local Heritage Interest</b>’ as this would give more flexibility in producing such lists.</p> <p>It was agreed that the composition of the list should be taken from:</p> <ul style="list-style-type: none"> <li>• Features of Local Heritage Interest taken from the Leicestershire &amp; Rutland Historic Environment Record including ‘Findspots list’ (less duplicates).</li> <li>• Features of Local Heritage Interest taken from the Sheepy Local History Society list of Heritage Assets (Version shared with HBBC)</li> <li>• Features of Local Heritage Interest taken from ‘The Sibson Conservation Area Appraisal Report 2008’.</li> <li>• Non-residential Features of Local Heritage Interest as identified by Steering Group members.</li> </ul> <p>It was suggested that this list take the form of a 3 column table ‘Item’, ‘Justification’, ‘Source’. The list to be shared with the Steering Group for verification including any further additions or removals.</p>			
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	<p><b>02/08/17-06</b>-Vice Chair to contact Jessica Gurley &amp; Deborah Roberts to ask if they are willing to produce the 'Features of Local Heritage Interest' list.</p> <p><b>02/08/17-07</b>-Providing that they agree to the Vice Chair's request, (action 02/08/17-06), Jessica Gurley &amp; Deborah Roberts produce the 'Features of Local Heritage Interest' list.</p> <p><b>02/08/17-08</b>-Vice Chair to request Colin Wilkinson include our definition of 'Features of Local Heritage Interest' in the Pre Submission Draft Document.</p> <p><b>02/08/17-09</b>- Communications Officer to forward the 'The Sibson Conservation Area Appraisal Report 2008' to Jessica Gurley and Deborah Roberts.</p> <p><b>Settlement Boundary:</b> Colin Wilkinson confirmed with our previous agreement that we should amend our settlement boundary map to include the planning application 17/00340/FUL (Erection of 3 dwellings on land adjacent to the north of Dormer House – Twycross Road, Sheepy Magna. This was application discussed at the Parish Council Meeting in May 2017 with a decision of 'no objection'. This application is a revision to the design of the dwellings <b>approved on 14 June 2016</b> under ref: 15/00358/FUL.)</p> <p><b>02/08/17-10</b>- Secretary to produce draft settlement boundary maps for both Sheepy Magna and Sibson.</p> <p><b>Trees:</b> During the Parishioner's Open Forum, Sheepy Parish Council Meeting – Tuesday 1<sup>st</sup> August 2017, a Parishioner asked if Tree Protection could be included into the Neighbourhood Plan.</p> <ul style="list-style-type: none"> <li>• Trees are incorporated into the Design Policy in the Plan. Policy S8 Plan version 12a.</li> <li>• Trees with a T.P.O. (Tree Protection Order) are already protected. Any inclusion in the Neighbourhood Plan is unnecessary and may conflict with the existing protection.</li> <li>• Trees meeting the criteria within the Sibson Conservation Area are already protected.</li> <li>• Tree concerns Identified in the Questionnaire Feedback Report Considered to be outside the scope of the Neighbourhood Plan will be passed on to the Parish Council to address.</li> </ul> <p><b>Hornsey Rise:</b> It was brought to the attention of the Steering Group that the recent Housing White Paper expressed the need for 'Brownfield Sites' to be used for development. It was therefore agreed that the Neighbourhood Plan's policy regarding Hornsey Rise should remain in the plan.</p> <p><b>Flooding:</b> It was noted that the Flood Report 2015 only covers flooding in Sheepy. There is therefore limited evidence for Flooding in Sibson or elsewhere in the Parish.</p> <p><b>02/08/17-11</b>-Secretary to add text to the photographic evidence of the flooding in Sibson December 2013 and forward to Colin Wilkinson.</p>			
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		<p><b>Current Draft of the Pre Submission Document:</b>  Following closed Action 13/07/17-13 - <i>Deborah Roberts to request the Chair to the Parish Council sends the approved final version of the 'Neighbourhood Plan Submission Document Forward' to the Steering Group for inclusion into the Pre Submission Document,</i>  <b>02/08/17-12-</b>Deborah Roberts to send the 'Neighbourhood Plan Submission Document Forward' to Colin Wilkinson.  <b>02/08/17-13-</b>Vice Chair to complete a review of the Pre Submission Document Draft version 12a with Colin Wilkinson, following feedback from the Sub Group Meeting, Wednesday 26<sup>th</sup> July 2017 and Steering Group meeting Wednesday 2<sup>nd</sup> August 2017.  <b>02/08/17-14-</b> Following action 02/08/17-13, Steering Group to review the updated Pre Submission Document Draft at the next Steering Group meeting.  Colin Wilkinson suggested that, following the next Steering Group meeting, an updated Pre submission document draft should now be shared with HBBC Planning Department.  <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>Production Design of the Final Version of the Pre Submission Document:</b>  <b>02/08/17-16-</b>Steering Group to discuss the design of the final version of the Pre Submission Document with Colin Wilkinson.</p>		
5. Matters Arising from Steering Group Meeting -20 <sup>th</sup> July 2017.	Chair	<p><b>23/03/17-07-</b> Steering Group to decide the composition of the 'Local Heritage Assets' list together with the reason why the asset is important to the Parish. Closed. Replaced by actions 02/08/17-06 &amp; 07.  <b>23/03/17-09-</b> Steering Group to further discuss policies on Housing Mix and Affordable Housing. <b>Open.</b>  <b>27/04/17-18-</b> Finance Officer to send a copy of the end of year Locality report to Deborah Roberts. <b>Open.</b>  <b>15/06/17-01-</b>Jessica Gurley to establish the current status of any HBBC Heritage Asset List and to cross reference with the current 'Steering Group Heritage Asset working list'. Closed.  <b>15/06/17-21-</b>Secretary request HBBC produce an amended Settlement Boundary map for Sheepy Magna which includes planning application 17/00340/FUL. Closed. <b>See new actions 02/08/17-04, 05 &amp; 10 above.</b>  <b>13/07/17-02-</b> Vice Chair to discuss with Colin Wilkinson the integration of Action 13/07/17-01 into the Neighbourhood Plan Pre Submission Document. Completed &amp; Closed.  <b>13/07/17-04-</b> Vice Chair to discuss with Colin Wilkinson, what evidence needs to be available on our website, in which areas it should be stored and when it needs be available in relation to the project plan. <b>Open.</b>  <b>13/07/17-05-</b> Deborah Roberts to look at the current Terms of Reference in order to initiate a formal review. <b>Open</b>  <b>13/07/17-11-</b>Secretary to request HBBC produce a map, for each settlement within the Parish, showing all Neighbourhood Plan Policy Items. Ie. Settlement Boundaries, Footpaths, Important Views, River Sence (Including tributaries) Wildlife Corridor and Flood plains , Listed Buildings, Scheduled Monuments, Heritage Assets and the</p>		

		<p>Battle Of Bosworth Site, Local Green Spaces, Key Community Facilities, Sibson Conservation Area and Sheepy Fields SSSI. Closed. See actions 02/08/17-04 &amp; 05 above.</p> <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>13/07/17-16</b>- Vice chair to confirm Colin Wilkinson's availabilities for the weekly scheduled meetings throughout July &amp; August. Completed &amp; Closed.</p> <p><b>20/07/17-01</b>- Vice Chair to contact the RCC, for information regarding the criteria used to produce a 'Heritage Assets List'. Completed &amp; Closed.</p> <p><b>20/07/17-02</b>- Jessica Gurley to contact the Historic Environment Record Officer at Leicestershire County Council , for information regarding the criteria used to produce a 'Heritage Assets List'. Completed &amp; Closed.</p> <p><b>20/07/17-03</b>- Secretary to contact HBBC, for information regarding the criteria used to produce a 'Heritage Assets List'. Completed &amp; Closed.</p> <p><b>20/07/17-04</b>- Communications Officer to ask work colleagues for information regarding the criteria used to produce a 'Heritage Assets List'. Completed &amp; Closed.</p> <p><b>20/07/05-05</b>- Deborah Roberts to contact the Department for Communities &amp; Local Government, for information regarding the criteria used to produce a 'Heritage Assets List'. Completed &amp; Closed.</p> <p><b>20/07/17-06</b>-Secretary to contact HBBC to enquire the current situation regarding the updating of the Landscape Character Assessment, following the workshop on 13<sup>th</sup> March 2017. Completed &amp; Closed</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>20/07/17-08</b>-Chair to distribute, to the Steering Group, the 'Tabular Format' feedback to Action 31/07/17-01, from the 'Renewable Energy, Environment, Open Spaces &amp; Public Rights of Way' Subgroup. Completed &amp; Closed</p> <p><b>20/07/17-09</b>-Questionnaire Sub Group Leaders to add their feedback to Action 31/07/17-01, to the tabular format distributed by the Chair in Action 20/07/17-08. Closed. Replaced by action 02/08/17-02 &amp; 03 above.</p> <p><b>20/07/17-10</b>-Secretary to attend the Heritage Plan Workshop, at The Atkins Building – Hinckley on Monday 31<sup>st</sup> July 2017, 3pm -5pm. Completed &amp; Closed. Secretary attended the Workshop.</p> <p><b>20/07/17-11</b>-Andrea Johnson to add to the Raid Log, the possible non-availability of the services of Planit-X as a risk of not meeting Project Plan deadlines. Completed &amp; Closed</p> <p><b>20/07/17-12</b>-Secretary to review Flooding sections 2.30 &amp; 2.31, in v12a of the Pre Submission Document, and add any additional flooding information. Closed</p>		
6. Project Plan	Vice Chair.	Deferred to next meeting		
7. Report to the Parish	Chair	The July Report to the Parish Council meeting 1 <sup>st</sup> August 2017 has been circulated to Steering Group Members.		

Council 1 <sup>st</sup> August 2017.				
8. HBBC Engagement	Secretary	<p>Secretary attended the Heritage Plan Workshop at The Atkins Building – Hinckley on Monday 31<sup>st</sup> July 2017. HBBC are in the process of producing a Heritage Plan.</p> <p>A member of Sheepy Local History Society is going to attend the workshop at Bagworth Community Centre- Bagworth on Wednesday 9<sup>th</sup> August 2017.</p> <p>The Secretary has been in contact with HBBC updating our current status.</p> <p>Furthermore the Secretary has been in conversation with HBBC planning Department and IT Department regarding ‘Parish On Line’ Mapping and Licenses.</p>		
9. AOB	Chair	None		
12. Date & Location of Next Meeting	Secretary	<p>Next Meeting: Thursday 10<sup>th</sup> August 2017 – Cock Inn Sibson. 7.30pm</p> <p>Future Meetings: Thursday 17<sup>th</sup> August 2017 – Cock Inn Sibson. 7.30pm Thursday 24<sup>th</sup> August 2017 – Cock Inn Sibson. 7.30pm Thursday 31<sup>th</sup> August 2017 – Cock Inn Sibson. 7.30pm</p>		
		Meeting Closed- 9.55pm		

Ref No.	Open Actions	Responsible	Deadline
23/03/17-09	Steering Group to further discuss policies on Housing Mix and Affordable Housing.	Steering Group	13 July 2017
27/04/17-18	Finance Officer to send a copy of the end of year Locality report to Deborah Roberts.	Rob Ward	16 May 2017
13/07/17-04	Vice Chair to discuss with Colin Wilkinson, what evidence needs to be available on our website, in which areas it should be stored and when it needs be available in relation to the project plan.	John Ward	20 <sup>th</sup> July 2017
13/07/17-05	Deborah Roberts to look at the current Terms of Reference in order to initiate a formal review.	Deborah Roberts	20 <sup>th</sup> July 2017
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
02/08/17-02	Secretary to forward the completed spreadsheet from action 20/07/17-09 to the Chair.	Clive Stretton	5 August 2017
02/08/17-03	Chair to reorganise the spreadsheet from action 02/08/17-02, for compatibility with the Pre Submission Document and forward to Colin Wilkinson.	Mick Toogood	6 August 2017
02/08/17-04	Secretary to contact the Clerk to the Parish Council with regards to the purchase of 'Parish On Line Mapping'.	Clive Stretton	ASAP
02/08/17-05	Assuming that the Parish Council purchase the 'Parish On Line Mapping', (See Action 02/08/17-04) the steering group to discuss with Colin Wilkinson, at the next Steering Group meeting, the map layers and Steering Group members input into the composition of the map layers.	Steering Group	10 August 2017
02/08/17-06	Vice Chair to contact Jessica Gurley & Deborah Roberts to ask if they are willing to produce the 'Features of Local Heritage Interest' list.	John Ward	ASAP
02/08/17-07	Providing that they agree to the Vice Chair's request, (action 02/08/17-06), Jessica Gurley & Deborah Roberts produce the 'Features of Local Heritage Interest' list.	Jessica Gurley & Deborah Roberts	10 August 2017
02/08/17-08	Vice Chair to request Colin Wilkinson include our definition of ' <b>Features of Local Heritage Interest</b> ' in the Pre Submission Draft Document.	John Ward	ASAP
02/08/17-09	Communications Officer to forward the 'The Sibson Conservation Area Appraisal Report 2008' to Jessica Gurley and Deborah Roberts.	Kate Gardiner	ASAP
02/08/17-10	Secretary to produce draft settlement boundary maps for both Sheepy Magna and Sibson.	Clive Stretton	10 August 2017

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<b>02/08/17-11</b>	Secretary to add text to the photographic evidence of the flooding in Sibson December 2013 and forward to Colin Wilkinson.	Clive Stretton	10 August 2017
<b>02/08/17-12</b>	Deborah Roberts to send the 'Neighbourhood Plan Submission Document Forward' to Colin Wilkinson.	Deborah Roberts	ASAP
<b>02/08/17-13</b>	Vice Chair to complete a review of the Pre Submission Document Draft version 12a with Colin Wilkinson, following feedback from the Sub Group Meeting, Wednesday 26 <sup>th</sup> July 2017 and Steering Group meeting Wednesday 2 <sup>nd</sup> August 2017.	John Ward	10 August 2017
<b>02/08/17-14</b>	Following action 02/08/17-13, Steering Group to review the updated Pre Submission Document Draft at the next Steering Group meeting.	Steering Group	10 August 2017
<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.	Clive Stretton	17 August 2017
<b>02/08/17-16</b>	Steering Group to discuss the design of the final version of the Pre Submission Document with Colin Wilkinson.	Steering Group	10 <sup>th</sup> /17 <sup>th</sup> August 2017
<b>Ref No.</b>	<b>Closed Actions</b>	<b>Responsible</b>	<b>Date</b>
23/03/17-07	Steering Group to decide the composition of the 'Local Heritage Assets' list together with the reason why the asset is important to the Parish.	<b>Steering Group</b>	30 June 2017
15/06/17-01	Jessica Gurley to establish the current status of any HBBC Heritage Asset List and to cross reference with the current 'Steering Group Heritage Asset working list'.	Jessica Gurley	30 June 2017
15/06/17-21	Secretary request HBBC produce an amended Settlement Boundary map for Sheepy Magna which includes planning application 17/00340/FUL.	Clive Stretton	ASAP
<b>13/07/17-02</b>	Vice Chair to discuss with Colin Wilkinson the integration of Action 13/07/17-01 into the Neighbourhood Plan Pre Submission Document.	John Ward	20 <sup>th</sup> July 2017
<b>13/07/17-11</b>	Secretary to request HBBC produce a map, for each settlement within the Parish, showing all Neighbourhood Plan Policy Items. Ie. Settlement Boundaries, Footpaths, Important Views, River Sence (Including tributaries) Wildlife Corridor and Flood Plains, Listed Buildings, Scheduled Monuments, Heritage Assets and the Battle Of Bosworth Site, Local Green Spaces, Key Community Facilities, Sibson Conservation Area and Sheepy Fields SSSI.	Clive Stretton	20 <sup>th</sup> July 2017

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<b>13/07/17-16</b>	Vice chair to confirm Colin Wilkinson's availabilities for the weekly scheduled meetings throughout July & August.	John Ward	20 <sup>th</sup> July 2017
<b>20/07/17-01</b>	Vice Chair to contact the RCC, for information regarding the criteria used to produce a 'Heritage Assets List'.	John Ward	27 <sup>th</sup> July 2017
<b>20/07/17-02</b>	Jessica Gurley to contact the Historic Environment Record Officer at Leicestershire County Council , for information regarding the criteria used to produce a 'Heritage Assets List'.	Jessica Gurley	27 <sup>th</sup> July 2017
<b>20/07/17-03</b>	Secretary to contact HBBC, for information regarding the criteria used to produce a 'Heritage Assets List'.	Clive Stretton	27 <sup>th</sup> July 2017
<b>20/07/17-04</b>	Communications Officer to ask work colleagues for information regarding the criteria used to produce a 'Heritage Assets List'.	Kate Gardiner	27 <sup>th</sup> July 2017
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<b>20/07/17-06</b>	Secretary to contact HBBC to enquire the current situation regarding the updating of the Landscape Character Assessment, following the workshop on 13 <sup>th</sup> March 2017.	Clive Stretton	27 <sup>th</sup> July 2017
<b>20/07/17-08</b>	Chair to distribute, to the Steering Group, the 'Tabular Format' feedback to Action 31/07/17-01, from the 'Renewable Energy, Environment, Open Spaces & Public Rights of Way' Subgroup.	Mick Toogood	ASAP
<b>20/07/17-09</b>	Questionnaire Sub Group Leaders to add their feedback to Action 31/07/17-01, to the tabular format distributed by the Chair in Action 20/07/17-08.	Clive Stretton Deborah Roberts Jessica Gurley	27 <sup>th</sup> July 2017
<b>20/07/17-10</b>	Sectetary to attend the Heritage Plan Workshop, at The Atkins Building – Hinckley on Monday 31 <sup>st</sup> July 2017, 3pm -5pm.	Clive Stretton	31 <sup>st</sup> July 2017
<b>20/07/17-11</b>	Andrea Johnson to add to the Raid Log, the possible non-availability of the services of Planit-X as a risk of not meeting Project Plan deadlines.	Andrea Johnson	27 <sup>th</sup> July 2017
<b>20/07/17-12</b>	Secretary to review Flooding sections 2.30 & 2.31, in v12a of the Pre Submission Document, and add any additional flooding information.	Clive Stretton	27 <sup>th</sup> July 2017