

# 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 20 <sup>th</sup> July 2017 – 7.30pm		<b>Venue:</b> Cock Inn - Sibson	
<b>Attendance:</b> Jessica Gurley, Kate Gardiner (Communications Officer), Andrea Johnson, Tom Johnson, Deborah Roberts, Clive Stretton (Secretary) , Mick Toogood (Chair) and John Ward(Vice Chair).		<b>Apologies:</b> Anne Parkinson, Chris Bailey and Rob Ward (Finance Officer)	
<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	8 present & 3 apologies.	
3.Minutes of Previous Meeting 13 <sup>th</sup> July 2017.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 13 <sup>th</sup> July 2017 were agreed and signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting -13 <sup>th</sup> July 2017.	Chair	<p><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. Open.</b></p> <p>Jessica Gurley has been in contact with both the Historic Environment Record Officer at Leicestershire County Council and HBBC regarding the composition of a Local Heritage Assets List.</p> <p>After much discussion, the Steering Group are unsure of the Criteria used to produce such a list.</p> <p><b>20/07/17-01- Vice Chair to contact the RCC, for information regarding the criteria used to produce a ‘Heritage Assets List’.</b></p> <p><b>20/07/17-02- 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’.</b></p> <p><b>20/07/17-03- Secretary to contact HBBC, for information regarding the criteria used to produce a ‘Heritage Assets List’.</b></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'.</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'.</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. This was due to be produced by June 2017.</p> <p><b>23/03/17-09-</b> Steering Group to further discuss policies on Housing Mix and Affordable Housing. <b>Open.</b> Action 15/06/17-02 relevant to this was closed at the last Steering Group Meeting 13<sup>th</sup> July 2017.</p> <p><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></p> <p><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'. <b>Open.</b> See Action 23/03/17-07 above. Also Actions 20/07/17-01 to 05.</p> <p><b>15/06/17-18-</b> Rob Ward to contact the Clerk to the Parish Council to ask for copies of the photographs used the Millennium Book- "The Parish of Sheepy nineteen ninety nine". Closed. The Clerk to the Parish Council suggested that the Steering Group contact Neil Jones on this matter.</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.</p> <p><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. <b>Open</b></p> <p><b>13/07/17-01-</b> Questionnaire Sub groups to identify the key issues (from their section of the Questionnaire Data and comments -Action23/02/17-11), which are to be included into the Neighbourhood Plan and those key issues to be considered by the Parish Council. (Replacing Action 27/04/17-01) Completed and Closed.</p> <p>It was agreed that the feedback should be in a 'Tabular Format' as produced by the 'Renewable Energy, Environment, Open Spaces &amp; Public Rights of Way' Subgroup.</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.</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 20/07/17-07.</p> <p><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. <b>Open.</b></p> <p><b>13/07/17-03-</b> Communications Officer to create areas on our website for storage of evidence for the Neighbourhood Plan Submission Document. Completed and Closed.</p> <p><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></p>	
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5. Heritage Plan Workshop Event	Jessica Gurley	<p>HBBC are seeking a single delegate from the Steering Group to attend the Heritage Plan Workshop, at either The Adkins Building – Hinckley on Monday 31<sup>st</sup> July 2017, 3pm -5pm, or Bagworth Community Centre- Bagworth on Wednesday 9<sup>th</sup> August, 6pm -8pm.</p> <p>Clive Stretton agreed to attend the workshop on Monday 31<sup>st</sup> July 2017.</p> <p><b>20/07/17-10-</b> Secretary to attend the Heritage Plan Workshop, at The Adkins Building – Hinckley on Monday 31<sup>st</sup> July 2017, 3pm -5pm.</p>		
6. Budget	Chair	The Locality Grant Application has been approved.		
7. Project Plan	Vice Chair.	Project Plan has been update since the last meeting on 13 <sup>th</sup> July 2017. No additional critical path items have been		

		added.		
8. NP Pre-Submission Document Draft v12a.	Chair	The majority of the Critical Path items have been discussed in item 4 – Matters arising. Some of the Critical Path items require input from Colin Wilkinson. <b>20/07/17-11-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.</b> <b>20/07/17-12-Secretary to review Flooding sections 2.30 &amp; 2.31, in v12a of the Pre Submission Document, and add any additional flooding information.</b>		
9. Evidence Database	Deborah Roberts	Currently up to date.		
10. HBBC Engagement	Secretary	No HBBC engagement since the previous week’s meeting on 13 <sup>th</sup> July 2017.		
11. AOB	Chair	HBBC Making A Difference Awards Evening – June 2017. The Parish Council had nominated the Chair and Vice Chair respectively of the Sheepy Parish Neighbourhood Steering group, on behalf of the whole team, for recognition of the work the team has accomplished over the past 2 years.		
12. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 27 <sup>th</sup> July 2017 – Cock Inn Sibson. 7.30pm  Future Meetings: Thursday 3 <sup>rd</sup> August 2017 – Cock Inn Sibson. 7.30pm Thursday 10 <sup>th</sup> August 2017 – Cock Inn Sibson. 7.30pm 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		
		Meeting Closed- 9.31pm		

<b>Ref No.</b>	<b>Open Actions</b>	<b>Responsible</b>	<b>Deadline</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.	Steering Group	30 June 2017
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
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
13/07/17-02	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
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
13/07/17-11	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
13/07/17-12	Vice Chair to discuss with Colin Wilkinson the production of a 'Neighbourhood Plan Definitions List'	John Ward	20 <sup>th</sup> July 2017
13/07/17-16	Vice chair to confirm Colin Wilkinson's availabilities for the weekly scheduled meetings throughout July & August.	John Ward	20 <sup>th</sup> July 2017
20/07/17-01	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
20/07/17-02	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
20/07/17-03	Secretary to contact HBBC, for information regarding the criteria used to produce a 'Heritage Assets List'.	Clive Stretton	27 <sup>th</sup> July 2017

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<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
<b>20/07/05-05</b>	Deborah Roberts to contact the Department for Communities & Local Government, for information regarding the criteria used to produce a 'Heritage Assets List'.	Deborah Roberts	27 <sup>th</sup> July 2017
<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>20/07/17-07</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.	Rob Ward	ASAP
<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 20/07/17-07.	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 Adkins 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
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<b>Ref No.</b>	<b>Closed Actions</b>	<b>Responsible</b>	<b>Date</b>
<b>15/06/17-18</b>	Rob Ward to contact the Clerk to the Parish Council to ask for copies of the photographs used the Millennium Book- "The Parish of Sheepy nineteen ninety nine".	Rob Ward	13 July 2017
<b>13/07/17-01</b>	Questionnaire Sub groups to identify the key issues (from their section of the Questionnaire Data and comments -Action23/02/17-11), which are to be included into the Neighbourhood Plan and those key issues to be considered by the Parish Council. (Replacing Action 27/04/17-01)	Mick Toogood Clive Stretton Deborah Roberts Jessica Gurley/ Andrea Johnson	20 <sup>th</sup> July 2017

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<b>13/07/17-03</b>	Communications Officer to create areas on our website for storage of evidence for the Neighbourhood Plan Submission Document	Kate Gardiner	27 July 2017
<b>13/07/17-06</b>	Jessica Gurley and the Chair to bring a definitive list of the Heritage Assets to the next Steering Group Meeting.	Jessica Gurley Mick Toogood	20 <sup>th</sup> July 2017
<b>13/07/17-07</b>	Vice Chair to circulate current summary Important Views document for owners to complete supplying pictures and narratives.	John Ward	ASAP
<b>13/07/17-08</b>	Chair to give a brief description of the view of 'Field adjacent to the end of Meadow Close and Oakfield Way' and send to the Vice Chair.	Mick Toogood	20 <sup>th</sup> July 2017
<b>13/07/17-09</b>	Communications Officer to give a brief description of the view of 'Trout Pond Lakes' and send to the Vice Chair.	Kate Gardiner	20 <sup>th</sup> July 2017
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<b>13/07/17-13</b>	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.	Deborah Roberts	20 <sup>th</sup> July 2017
<b>13/07/17-14</b>	Steering Group Members to forward and identified discrepancies in the NP Pre Submission Document Draft v12a to the Vice Chair.	<b>Steering Group Members</b>	17 <sup>th</sup> July 2017
<b>13/07/17-15</b>	Vice Chair to invite Colin Wilkinson to Steering Group Meeting - Thursday 20 <sup>th</sup> July 2017	John Ward	ASAP