

# 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 21st September – 7.30pm		<b>Venue:</b> Cock Inn - Sibson	
<b>Attendance:</b> Jessica Gurley, Andrea Johnson, Kate Gardiner (Communications Officer), Clive Stretton (Secretary), Mick Toogood (Chair), John Ward (Vice Chair) and Rob Ward (Finance Officer).		<b>Apologies:</b> 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	7 present & 3 apologies.	
3.Minutes of Previous Meeting 14th September 2017.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 14 <sup>th</sup> September 2017 were signed as a true record.	
4. Matters Arising from Steering Group Meeting – 14 <sup>th</sup> September 2017.	Chair	<p><b>13/07/17-12-</b>Vice Chair to discuss with Colin Wilkinson the production of a ‘Neighbourhood Plan Definitions List’ <b>Open</b>. Remains open until the final draft document.</p> <p><b>Views</b></p> <p><b>14/09/17-01-</b> Members of the Steering Group who have access to a copy of the Millennium Book- “The Parish of Sheepy nineteen ninety nine”, to select photographs to be considered for inclusion into the Neighbourhood plan. Closed. See agenda item 8.</p> <p><b>14/09/17-02-</b> Secretary to add to the agenda of the next Steering Group meeting, ‘Steering Group members to select photographs from the Millennium Book- “The Parish of Sheepy nineteen ninety nine”, to be included in the Pre Submission document. Closed. See agenda item 8.</p>	

	<p><b><u>Pre-Submission Document</u></b></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. <a href="#">Remains Open.</a></p> <p><b>14/09/17-03</b>-Following discussion of action 28/08/17-04, Vice Chair to discuss the agreed changes made to the pre submission document with Colin Wilkinson. Completed &amp; Closed.</p> <p><b><u>Mapping</u></b></p> <p><b>10/08/17-11</b>- Finance Officer to investigate the input of Ecology &amp; Habitats into map. Closed. Leicestershire County Council have not responded to the request for Ecology &amp; Habitat data for inclusion in the maps.</p> <p><b>21/09/17-01</b>- Finance officer to ask Colin Wilkinson for the source of Planit-X's Ecology &amp; Habitat data.</p> <p><b>21/09/17-02</b>- Following action 21/09/17-01-, Finance Officer to input Ecology &amp; Habitat data into our mapping system.</p> <p><b>14/09/17-04</b>- Vice Chair to take responsibility for the production of the Important Views maps. <a href="#">Open.</a></p> <p><b>17/08/17-08</b> - Secretary to verify the Settlement Boundaries map. Closed and replaced by action 21/09/17-03</p> <p><b>21/09/17-03</b>- Finance Officer to verify the Settlement Boundaries map.</p> <p><b>17/08/17-11</b>- Members of the Steering Group to verify the Public Rights Of Way map. Closed and replaced by action 21/09/17-04</p> <p><b>21/09/17-04</b>- Chair 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. <a href="#">Open</a></p> <p><b>17/08/17-13</b>- Members of the Steering Group to verify the Ecology &amp; Habitats map. <a href="#">Open.</a></p> <p><b>17/08/17-15</b>- Members of the Steering Group to verify the Local Heritage Interests map. Closed and replace by action 21/09/17-05.</p> <p>It was noted that, due to the high density of Local Heritage Interests, these will divided up into several maps to cover the whole Parish.</p> <p><b>21-09-17-05</b>- Due to the high number of Local Heritage Interests, Jessica Gurley to verify the Local Heritage Maps by taking a selected sample.</p> <p>It was noted that the date when Leicestershire County Council supplied the Local Heritage Interests and Public Rights of Way data for our maps should be recorded. This date being 21<sup>st</sup> August 2017.</p> <p><b>17/08/17-27</b>- Members of the Steering Group to verify the Important Views maps. Closed and replaced by action 21/09/17-06</p> <p><b>21/09/17-06</b>- Communications Officer to verify Important Views Map.</p> <p><b>24/08/17-09</b>- Secretary to verify the Local Green Spaces Maps. Closed and replace by action 21/04/17-07</p> <p><b>21/09/17-07</b>- Finance Officer to verify Local Green Spaces Maps.</p> <p><b>14/09/17-05</b>- Finance Officer to liaise with Parish Online regarding the time scale for uploading the 'Views Icon' and the information on how to 'Mask out Neighbouring Parishes'. <a href="#">Open.</a></p>			
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	<p><b><u>Local Green Spaces</u></b></p> <p><b>31/08/17-06-</b> Vice Chair to discuss with Colin Wilkinson about whether the Mill Lake in Sheepy Parva should be considered as a Local Green Space. Completed and Closed.</p> <p>Colin Wilkinson replied that the Mill Lake in Sheepy Parva could be put forward for possible Local Green Space designation with the following reasons.</p> <p>Local Green Spaces (extracted from Planning Practice Guidance) with reference to Mill Lake:</p> <p><b>What types of green area can be identified as Local Green Space?</b></p> <p>The green area will need to meet the criteria set out in paragraph 77 of the National Planning Policy Framework. Whether to designate land is a matter for local discretion. For example, green areas could include land where sports pavilions, boating lakes or structures such as war memorials are located, allotments, or urban spaces that provide a tranquil oasis.</p> <p><b>What about public access?</b></p> <p>Some areas that may be considered for designation as Local Green Space may already have largely unrestricted public access, though even in places like parks there may be some restrictions. However, other land could be considered for designation even if there is no public access (eg green areas which are valued because of their wildlife, historic significance and/or beauty).</p> <p>Designation does not in itself confer any rights of public access over what exists at present. Any additional access would be a matter for separate negotiation with land owners, whose legal rights must be respected.</p> <p><b>14/09/17-06-</b> Secretary to complete Draft Local Green Space Designation forms for ‘Sheepy Magna Playing Field’, ‘Sheepy Glade’, ‘All Saints Churchyard’, ‘St Botolph Churchyard’ and ‘Sheepy Cemetery’. Open.</p> <p><b>21/09/17-08-</b> Secretary to send some draft Local Green Space Designation Forms to Colin Wilkinson for him to review.</p> <p><b>21/09/17-09-</b> Secretary to send completed draft Local Green Space Designation Forms to Steering Group members to verify.</p> <p><b><u>Items identified for possible consideration by the Sheepy Parish Council Sub- Committee</u></b></p> <p><b>31/08/17-08-</b> Following action 31/08/17-07, Vice Chair to forward the ‘signed off’ 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>” to Colin Wilkinson to incorporate into the draft Pre Submission document. Completed &amp; Closed.</p> <p><b>21/09/17-10-</b> Chair to verify the appendix, “<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>”. in draft Pre Submission Document v16c.</p>			
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	<p><b>31/08/17-09-</b> Following action 31/08/17-07, Vice Chair to forward the ‘signed off’ 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” to the Communications Officer to upload onto the website. Completed &amp; Closed.</p> <p><b><u>Pre Submission Consultation</u></b></p> <p><b>17/08/17-29-</b> 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’. <a href="#">Open</a>.</p> <p><b>21/09/17-11-</b> Following the completion of action 17/08/17-29, Communications Officer to send the ‘Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’, to Steering Group Members to review.</p> <p><b>21/09/17-12 –</b> Upon receipt, Steering Group members to review the ‘Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’.</p> <p><b>31/08/17-10-</b> Vice Chair to circulate the agreed <i>Pre Submission Consultation Representation Form</i> to the Steering Group, for signing off. Completed &amp; Closed.</p> <p>It was agreed to sign off the format of the above document.</p> <p><b>14/09/17-07-</b> Secretary to discuss with the Clerk to the Parish Council the possibility of setting up a separate Parish Council email address for the Neighbourhood Plan. Closed.</p> <p><b>21/09/17-13-</b> Secretary to discuss with the Clerk to the Parish Council the process of setting up a separate Parish Council email address for the Neighbourhood Plan.</p> <p><b><u>HBBC Housing Information</u></b></p> <p><b>24/08/17-05-</b> Secretary to discuss with HBBC the forthcoming release of the official summary of housing numbers, either completed or approved within the Borough, as of 31<sup>st</sup> March 2017. <a href="#">Open</a>. It is believed that this information has just been made available today.</p> <p><b><u>Local Heritage Interests</u></b></p> <p><b>14/09/17-08-</b> Finance Officer to add ‘Sibson Telephone Box’ and ‘Sheepy Magna Village Pump and Horse Trough’ to the Local Heritage Interests mapping data. <a href="#">Open</a></p> <p><b><u>Draft Pre Submission Document Version 16</u></b></p> <p><b>14/09/17-09-</b> Vice Chair to circulate Pre Submission Document Version 16 to members of the Steering Group. Completed &amp; Closed.</p> <p><b>14/09/17-10 -</b> Steering Group members to review the Pre Submission Document Version 16, and any grammatical errors and suggested amendments to be forwarded to the Vice Chair. <a href="#">Open</a>. Some Steering Group members have completed this task, however, this action remains open, as the Vice Chair is waiting for further comments from Steering Group members.</p>			
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		<p><b>Definitions</b></p> <p><b>14/09/17-11-</b> Steering Group members to identify any items on Draft Pre Submission document version 16 which are not defined on the list supplied by the Department for Communities and Local Government and forward to the Vice Chair. <a href="#">Open</a></p> <p><b>Evidence Database</b></p> <p><b>31/08/17-15-</b>Deborah Roberts to liaise with the Communications Officer regarding which documents are to be uploaded onto the website and how to maintain continuity during the Communication Officer’s holiday absence. <a href="#">Open</a>.</p> <p><b>21/09/17-14-</b> Secretary to add to the Agenda for the next Steering Group meeting, to ask Colin Wilkinson which documents are required to be uploaded to the website and at what stage in the process .(ie. Before, during or after Pre Submission etc ).</p> <p><b>21/09/17-15-</b> Communications Officer to discuss with the website provider, the possibility of linking the evidence database index to the appropriate web page.</p> <p><b>31/08/17-16-</b> Deborah Roberts to circulate the updated evidence database list to members of the Steering Group. <a href="#">Open</a>.</p> <p><b>14/09/17-12-</b> Vice Chair to contact RCC to request an agenda for the RCC Rural Conference and RCC AGM – Twycross Zoo –1.30 -5.00pm – 28<sup>th</sup> September 2017. Completed &amp; Closed. <a href="#">This meeting has now been postponed.</a></p> <p><b>14/09/17-13-</b>Secretary to place on the agenda for the next meeting ‘the frequency and dates of future Steering Group meetings’. Completed &amp; Closed. <a href="#">See Agenda Item 10 below.</a></p>		
5. Updated NP Pre-Submission Document Draft V16c	Vice Chair	Awaiting further feedback from Steering Group members. See Item 4 – Matters Arising -Open Actions 14 <sup>th</sup> September 2017 Action 14/09/17-10 above.		
6. Project Plan	Vice Chair.	<p>Currently, with weekly Steering Group meetings, no changes have been made to the Project Plan since the last meeting.</p> <p>It was agreed to attempt to present the Pre Submission Document to the Parish Council in November (Tuesday 7<sup>th</sup> November 2017) ready to proceed to the next stage of Public Consultation.</p> <p>This would involve having the final pre submission draft available for Parish Councillors by 31<sup>st</sup> October 2017.</p> <p>It is envisaged that the critical path items to achieve this are:</p> <ul style="list-style-type: none"> <li>• Complete and verify the Local Green Space Designations Forms</li> <li>• Complete and verify the maps.</li> <li>• Add the appropriate evidence to the website.</li> <li>• Complete the additional appendices for the Pre Submission document.</li> </ul>		

		<ul style="list-style-type: none"> <li>• A final proof read of the Pre Submission Document.</li> <li>• Verify the final format of the Pre Submission document.</li> </ul> <p>This would probably involve various sub group meetings to meet the above deadline.</p>		
7. Communicatio ns Report	Communic ations Officer	<p>Action 17/08/17-29 to produce a short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation' is nearly complete.</p> <p>The website has been updated with minutes from recent Steering Group meetings.</p>		
8. Photograph Selection from the Millennium Book.	Chair	<p>Discussion took place regarding possible photographs from the Millennium Book to be used in the Pre Submission Document.</p> <p>It was agreed that any photographs considered should be relevant and complement the appropriate section in the Pre Submission document. Furthermore, due to the size of the document, it was agreed not to saturate it with photographs.</p> <p><b>21/09/17-16-</b> Communications Officer to forward the folder of Neighbourhood Plan photographs to the Chair.</p> <p><b>21/09/17-17-</b> Chair and Secretary to meet to select photographs for inclusion in the pre submission document.</p> <p><b>21/09/17-18-</b> Chair to circulate the photographs selected in action 21/09/17-17, along with a note of the appropriate section of the pre submission document, to members of the Steering Group to review.</p>		
9. HBBC Engagement	Secretary	<p>None. See Item 4 action 02/08/17-15.</p> <p><b>21/09/17-19-</b> Secretary to add to the agenda of the next Steering Group meeting, discussion as to when to share the Draft Pre Submission document with HBBC.</p>		
10. Frequency and dates of future meetings.	Chair	<p>Following Agenda Item 6, it was agreed that the Steering Group should continue to meet weekly until the end of October 2017.</p>		
11. AOB	Chair	<p>None</p>		
12. Date & Location of Next Meeting	Secretary	<p>Next Meeting: Thursday 28<sup>th</sup> September 2017 – Cock Inn Sibson. 7.30pm</p> <p>Future Meetings: <b>Wednesday</b> 4<sup>th</sup> October 2017 – Cock Inn Sibson. 7.30pm Thursday 12<sup>th</sup> October 2017- Cock Inn Sibson. 7.30pm Thursday 19<sup>th</sup> October 2017- Cock Inn Sibson. 7.30pm Thursday 26<sup>th</sup> October 2017- Cock Inn Sibson. 7.30pm.</p> <p>These meetings may be supplemented by sub group meetings during September and October.</p>		
		<p>Meeting Closed- 10.20pm</p>		

<b>Ref No.</b>	<b>Open Actions – 21<sup>st</sup> September 2017</b>	<b>Responsible</b>	<b>Deadline</b>
<b>13/07/17-12</b>	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
<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	Now 14 <sup>th</sup> September 2017
<b>21/09/17-01</b>	Finance officer to ask Colin Wilkinson for the source of Planit-X's Ecology & Habitat data.	Rob Ward	28 September 2017
<b>21/09/17-02</b>	Following action 21/09/17-01-, Finance Officer to input Ecology & Habitat data into our mapping	Rob Ward	28 September 2017
<b>14/09/17-04</b>	Vice Chair to take responsibility for the production of the Important Views maps.	John Ward	21 <sup>st</sup> September 2017
<b>21/09/17-03</b>	Finance Officer to verify the Settlement Boundaries map.	Rob Ward	28 September 2017
<b>21/09/17-04</b>	Chair to verify the Public Rights Of Way map .	Mick Toogood	28 September 2017
<b>17/08/17-12</b>	Finance Office to take responsibility for the production of the Ecology & Habitats map.	Rob Ward	Now 14 <sup>th</sup> September 2017
<b>17/08/17-13</b>	Members of the Steering Group to verify the Ecology & Habitats map.	Steering Group	Now 14 <sup>th</sup> September 2017
<b>21-09-17-05</b>	Due to the high number of Local Heritage Interests, Jessica Gurley to verify the Local Heritage Maps by taking a selected sample.	Jessica Gurley	4 <sup>th</sup> October 2017
<b>21/09/17-06</b>	Communications Officer to verify Important Views Map.	Kate Gardiner	28 September 2017
<b>21/09/17-07</b>	Finance Officer to verify Local Green Spaces Maps.	Rob Ward	28 September 2017
<b>14/09/17-05</b>	Finance Officer to liaise with Parish Online regarding the time scale for uploading the 'Views Icon' and the information on how to 'Mask out Neighbouring Parishes'.	Rob Ward	21 <sup>st</sup> September 2017
<b>14/09/17-06</b>	Secretary to complete Draft Local Green Space Designation forms for 'Sheepy Magna Playing Field', 'Sheepy Glade', 'All Saints Churchyard', 'St Botolph Churchyard' and 'Sheepy Cemetery'.	Clive Stretton	21 <sup>st</sup> September 2017

<b>21/09/17-08</b>	Secretary to send some draft Local Green Space Designation Forms to Colin Wilkinson for him to review.	Clive Stretton	ASAP
<b>21/09/17-09</b>	Secretary to send completed draft Local Green Space Designation Forms to Steering Group members to verify.	Clive Stretton	28 September 2017
<b>21/09/17-10</b>	Chair to verify the appendix, <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> . in draft Pre Submission Document v16c.	Mick Toogood	28 September 2017
<b>17/08/17-29</b>	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	Now 14 <sup>th</sup> September 2017
<b>21/09/17-11</b>	Following the completion of action 17/08/17-29, Communications Officer to send the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation', to Steering Group Members to review.	Kate Gardiner	ASAP
<b>21/09/17-12</b>	Upon receipt, Steering Group members to review the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'.	Steering Group	28 September 2017
<b>21/09/17-13</b>	Secretary to discuss with the Clerk to the Parish Council the process of setting up a separate Parish Council email address for the Neighbourhood Plan.	Clive Stretton	4 <sup>th</sup> October 2017
<b>24/08/17-05</b>	Secretary to discuss with HBBC the forthcoming release of the official summary of housing numbers, either completed or approved within the Borough, as of 31 <sup>st</sup> March 2017.	Clive Stretton	Now 14 <sup>th</sup> September 2017
<b>14/09/17-08</b>	Finance Officer to add 'Sibson Telephone Box' and 'Sheepy Magna Village Pump and Horse Trough' to the Local Heritage Interests mapping data.	Rob Ward	21 <sup>st</sup> September 2017
<b>14/09/17-10</b>	Steering Group members to review the Pre Submission Document Version 16, and any grammatical errors and suggested amendments to be forwarded to the Vice Chair.	Steering Group Members	21 <sup>st</sup> September 2017
<b>14/09/17-11</b>	Steering Group members to identify any items on Draft Pre Submission document version 16 which are not defined on the list supplied by the Department for Communities and Local Government and forward to the Vice Chair	Steering Group Members	21 <sup>st</sup> September 2017
<b>31/08/17-15</b>	Deborah Roberts to liaise with the Communications Officer regarding which documents are to be uploaded onto the website and how to maintain continuity during the Communication Officer's holiday absence.	Deborah Roberts	14 <sup>th</sup> September 2017
<b>21/09/17-14</b>	Secretary to add to the Agenda for the next Steering Group meeting, to ask Colin Wilkinson which documents are required to be uploaded to the website and at what stage in the process .(ie. Before, during or after Pre Submission etc ).	Clive Stretton	28 September 2017
<b>21/09/17-15</b>	Communications Officer to discuss with the website provider, the possibility of linking the evidence database index to the appropriate web page.	Kate Gardiner	28 September 2017

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Thursday 21<sup>st</sup> September 2017.



<b>31/08/17-16</b>	Deborah Roberts to circulate the updated evidence database list to members of the Steering Group.	Deborah Roberts	14 <sup>th</sup> September 2017
<b>21/09/17-16</b>	Communications Officer to forward the folder of Neighbourhood Plan photographs to the Chair.	Kate Gardiner	ASAP
<b>21/09/17-17</b>	Chair and Secretary to meet to select photographs for inclusion in the pre submission document.	Mick Toogood & Clive Stretton	25 September 2017
<b>21/09/17-18</b>	Chair to circulate the photographs selected in action 21/09/17-17, along with a note of the appropriate section of the pre submission document, to members of the Steering Group to review.	Mick Toogood	26 September 2017
<b>21/09/17-19</b>	Secretary to add to the agenda of the next Steering Group meeting, discussion as to when to share the Draft Pre Submission document with HBBC.	Clive Stretton	28 September 2017
<b>Ref No.</b>	<b>Closed Actions</b>	<b>Responsible</b>	<b>Date</b>
<b>14/09/17-01</b>	Members of the Steering Group who have access to a copy of the Millennium Book- "The Parish of Sheepy nineteen ninety nine", to select photographs to be considered for inclusion into the Neighbourhood plan.	Steering Group	21 <sup>st</sup> September 2017
<b>14/09/17-02</b>	Secretary to add to the agenda of the next Steering Group meeting, 'Steering Group members to select photographs from the Millennium Book- "The Parish of Sheepy nineteen ninety nine", to be included in the Pre Submission document.	Clive Stretton	21 <sup>st</sup> September 2017
<b>14/09/17-03</b>	Following discussion of action 28/08/17-04, Vice Chair to discuss the agreed changes made to the pre submission document with Colin Wilkinson.	John Ward	21 <sup>st</sup> September 2017
<b>10/08/17-11</b>	Finance Officer to investigate the input of Ecology & Habitats into map.	Rob Ward	Now 14 <sup>th</sup> September 2017
<b>17/08/17-08</b>	Secretary to verify the Settlement Boundaries map	Clive Stretton	Now 14 <sup>th</sup> September 2017
<b>17/08/17-11</b>	Members of the Steering Group to verify the Public Rights Of Way map.	Steering Group	Now 14 <sup>th</sup> September 2017
<b>17/08/17-15</b>	Members of the Steering Group to verify the Local Heritage Interests map.	Steering Group	Now 14 <sup>th</sup> September 2017

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<b>17/08/17-27</b>	Members of the Steering Group to verify the Important Views maps.	Steering Group	Now 14 <sup>th</sup> September 2017
<b>24/08/17-09</b>	Secretary to verify the Local Green Spaces Maps.	Clive Stretton	Now 14 <sup>th</sup> September 2017
<b>31/08/17-06</b>	Vice Chair to discuss with Colin Wilkinson about whether the Mill Lake in Sheepy Parva should be considered as a Local Green Space.	John Ward	14 <sup>th</sup> September 2017
<b>31/08/17-08</b>	Following action 31/08/17-07, Vice Chair to forward the 'signed off' 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> " to Colin Wilkinson to incorporate into the draft Pre Submission document.	John Ward	14 <sup>th</sup> September 2017
<b>31/08/17-09</b>	Following action 31/08/17-07, Vice Chair to forward the 'signed off' 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> " to the Communications Officer to upload onto the website.	John Ward	14 <sup>th</sup> September 2017
<b>31/08/17-10</b>	Vice Chair to circulate the agreed <i>Pre Submission Consultation Representation Form</i> to the Steering Group, for signing off.	John Ward	14 <sup>th</sup> September 2017
<b>14/09/17-07</b>	Secretary to discuss with the Clerk to the parish Council the possibility of setting up a separate Parish Council email address for the Neighbourhood Plan.	Clive Stretton	21 <sup>st</sup> September 2017
<b>14/09/17-09</b>	Vice Chair to circulate Pre Submission Document Version 16 to members of the Steering Group.	John Ward	ASAP
<b>14/09/17-12</b>	Vice Chair to contact RCC to request an agenda for the RCC Rural Conference and RCC AGM – Twycross Zoo –1.30 -5.00pm – 28 <sup>th</sup> September 2017.	John Ward	21 <sup>st</sup> September 2017
<b>14/09/17-13</b>	Secretary to place on the agenda for the next meeting 'the frequency and dates of future Steering Group meetings'.	Clive Stretton	21 <sup>st</sup> September 2017