

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 24 th August 2017 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Kate Gardiner (Communications Officer), Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair) ,John Ward(Vice Chair), Rob Ward (Finance Officer) and Colin Wilkinson (Planit-X).		Apologies: Jessica Gurley, Andrea Johnson, Tom Johnson, and Anne Parkinson.	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Chair	7 present including Colin Wilkinson (Planit-X) & 4 apologies.	
3.Minutes of Previous Meetings 10 th August 2017 and 17 th August 2017.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meetings 10 th August 2017 and 17 th August 2017 were both agreed and signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting -2 nd August 2017.	Chair	<p>13/07/17-12-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>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. Open.</p> <p>02/08/17-01- Communications Officer to send the ‘Important Views’ Appendix section of the Pre Submission Document to Colin Wilkinson. Remains Open. See Actions 24/08/17-01, 02 & 03 below. It was noted that at present it was difficult to obtain a view to the ‘Back of Holly Tree Cottage – Sheepy Magna’,(See action 17/08/17-01) due to the height of the crop in the field obscuring the view. It was agreed that this view may have to be</p>	

	<p>omitted from the 'Important Views' if the Steering Group are unable to obtain photographic evidence to support it by the time Pre-Submission consultation commences.</p> <p>24/08/17-01- Communications Officer to send the draft 'Important Views' Appendix section of the Pre Submission Document to Steering Group members.</p> <p>24/08/17-02- Steering Group members to look at the draft 'Important Views' Appendix section of the Pre Submission Document, review the descriptions of the 'Important Views' and feedback to the Communications Officer.</p> <p>24/08/17-03- Steering Group members to review the feedback from action 24/08/17-02 at the next Steering Group meeting.</p> <p>Discussion took place regarding the possibility of including the 'Important Views' as part of the main body of the plan, as opposed to being an appendix. No decision was made on this issue.</p> <p>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. Remains Open. Further amendments to the Pre Submission document are required before the Steering Group are ready to share it with HBBC. Deadline date to be extended.</p> <p>02/08/17-16- Steering Group to discuss the design of the final version of the Pre Submission Document with Colin Wilkinson. Open. Discussion took place regarding the reference number format of the document.</p> <p>24/08/17-04- Secretary to request the Clerk to the Parish Council to review the reference numbering format of the Pre Submission Document.</p> <p>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 31st March 2017. Closed. Colin Wilkinson has approached HBBC for housing numbers to 31st March 2017. Unfortunately, this information is still not yet available. It was noted that such information provided by HBBC is not particularly easy to interpret. It was decided that, at present, the Steering Group uses housing numbers from the HBBC document 31st March 2016 and cites this until the HBBC 31st March 2017 figures are published.</p> <p>24/08/17-05- Secretary to discuss with HBBC the forthcoming release of the official summary of housing numbers, either completed or approved within the Borough, as of 31st March 2017.</p> <p>10/08/17-03- Communications Officer and Vice Chair to formulate how the evidence is to be hosted on the website. Completed & Closed.</p> <p>10/08/17-04- For action 02/08/17-01- Communications Officer to copy into the email members of the Steering Group. Open. See action actions 24/08/17-01, 02 & 03 above.</p> <p>10/08/17-11- Finance Officer to investigate the input of Ecology & Habitats into map. Remains Open. Finance Officer has approached Leicestershire County Council and is awaiting the data.</p> <p>10/08/17-13- Secretary to take responsibility for the input into the Local Green Spaces maps. Completed & Closed.</p>	
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	<p>The Vice Chair has completed this task. See action 17/08/17-18 below.</p> <p>10/08/17-17- Communications Officer to take responsibility for the input into the Important Views map. Remains Open. The Finance Officer is waiting for feedback from Parish Online regarding creating a mapping symbol for 'Views'. See action 17/08/17-16.</p> <p>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. Closed. The view of the fields to the rear of Long Row Cottages – Sibson has been sent to the Communications Officer and for the view at the back of Holly Tree Cottage – Sheepy Magna see the notes to action 02/08/17-01 above. Closed.</p> <p>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. Closed. Replaced by actions 24/08/17-01, 02 & 03 above.</p> <p>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. Open. Following discussion at the previous meeting, Colin Wilkinson has noted the importance of farming and stewardship of land, and will make the necessary amendments to the Countryside Section of the Pre Submission Document. This Action to remain open until these amendments have been made.</p> <p>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. Completed & Closed.</p> <p>17/08/17-05- Taking into account comments made at, or received prior to, the Steering Group meeting 17th 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. Completed & Closed.</p> <p>17/08/17-06- 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. Discussion took place regarding items in the spreadsheet. However this action remains Open.</p> <p>24/08/17-06- At the next meeting, Steering Group to discuss comments made as a result of action 17/08/17-06 with a view to complete 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>". As items in the spreadsheet from action 17/08/17-06 were discussed, Colin Wilkinson pointed out that he would write an 'Equality Impact Statement' for the plan. At present it appears that there is nothing in the plan which will conflict with this statement.</p>			
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	<p>17/08/17-07- Vice Chair to take responsibility for the production of the Settlement Boundaries map. Completed & Closed.</p> <p>17/08/17-08 - Secretary to verify the Settlement Boundaries map. Open.</p> <p>17/08/17-09- Finance Officer to contact Parish Online requesting the integration of data from actions 10/08/17-10, 11 & 12. Closed. The finance Officer has already received the Public Rights Of Way and Local Heritage Interest data.</p> <p>17/08/17-10- Finance Officer to take responsibility for the production of the Public Rights Of Way map. Open</p> <p>17/08/17-11- Members of the Steering Group to verify the Public Rights Of Way map. Open</p> <p>17/08/17-12- Finance Office to take responsibility for the production of the Ecology & Habitats map. Open</p> <p>17/08/17-13- Members of the Steering Group to verify the Ecology & Habitats map. Open</p> <p>17/08/17-14- Finance Officer to take responsibility for the production of the Local Heritage Interests map. Open</p> <p>17/08/17-15- Members of the Steering Group to verify the Local Heritage Interests map. Open</p> <p>17/08/17-16- Finance Officer to contact Parish Online requesting they create a 'Views 'symbol. Closed. See 10/08/17-17 above.</p> <p>17/08/17-17- 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'. Closed.</p> <p>It was noted that for the Leicestershire County Council Heritage Register & Findspots List, justification simply requires a link to the appropriate website. Justification for Sheepy Local History Society Heritage List and further additions by members of the Steering Group will be placed in an appendix. The location for access to the justification for Sibson Conservation area will be confirmed at a future meeting.</p> <p>It was further noted that the 'Features of Local Heritage Interest List' would need to be 'Date Stamped', for the purpose of the Neighbourhood Plan.</p> <p>24/08/17-07- Any Non-residential Features of Local Heritage Interest as identified by Steering Group members, to be forward to Deborah Roberts.</p> <p>24/08/17-08- Secretary to add to the agenda for the next meeting a review any identified Non-residential Features of Local Heritage Interest as a result of action 24/08/17-07.</p> <p>17/08/17-18- Secretary to take responsibility for the production of the Local Green Spaces maps. Completed & Closed. The Vice Chair has completed this task.</p> <p>17/08/17-19- Members of the Steering Group to verify the Local Green Spaces maps. Closed. Replaced by 24/08/17-09 below.</p> <p>24/08/17-09- Secretary to verify the Local Green Spaces Maps.</p> <p>17/08/17-20- Vice Chair to take responsibility for the production of the Hornsey Rise map. Completed & Closed.</p> <p>17/08/17-21- Members of the Steering Group to verify the Hornsey Rise map. Completed & Closed. Verified by the</p>	
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		<p>Finance Officer.</p> <p>17/08/17-22- Vice Chair to take responsibility for the production of the Community Facilities map. Completed & Closed.</p> <p>17/08/17-23- Chair to verify the Community Facilities map. Completed & Closed.</p> <p>17/08/17-24- Vice Chair to take responsibility for the production of the Sibson Conservation Area map. Completed & Closed.</p> <p>17/08/17-25- Members of the Steering Group to verify the Sibson Conservation Area map. Completed & Closed. Verified by the Secretary.</p> <p>17/08/17-26- Communications Officer to take responsibility for the production of the Important Views maps. Open</p> <p>17/08/17-27- Members of the Steering Group to verify the Important Views maps. Open</p> <p>17/08/17-28- Vice Chair to discuss with Colin Wilkinson the title of Policy S13. (Version 14c) Completed & Closed.</p> <p>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'. Open. Not due until 31st August 2017. The Vice Chair had circulated a <i>Pre Submission Consultation Representation Form</i> as used by another Neighbourhood Plan Group, for the Steering Group to consider as part of the Pre Submission Consultation.</p> <p>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. Completed & Closed.</p> <p>17/08/17-31- Secretary to include the Banner on the Agenda for the next Steering Group meeting. Completed & Closed. See Agenda item 10.</p>		
5. Updated NP Pre-Submission Document Draft and critical path list	Chair	<p>Following the Steering Group meeting last week (17th August 2017), changes have been made, and the present draft, version 15 had been circulated in advance of this meeting.</p> <p>During a short discussion, some grammatical errors were mentioned and some amendments suggested.</p> <p>24/08/17-10- Steering Group members to review the Pre Submission Document Version 15, and any grammatical errors and suggested amendments to be forwarded to the Vice Chair.</p>		
6. Examiner- The Process for Testing Policies	Vice Chair	<p>Colin Wilkinson pointed out that any Neighbourhood Plan must meet certain conditions.</p> <ul style="list-style-type: none"> • Must have regard to national policies. • Must contribute to sustainable development. • Must conform to HBBC strategic policies. • Must meet E.U. regulations. • Must have regard to Human Rights. <p>Colin Wilkinson will ensure that our Neighbourhood Plan will meet the above requirements. He added that these are included in:</p> <ul style="list-style-type: none"> • The Neighbourhood Plan 		

		<ul style="list-style-type: none"> • The Basic Condition Statement. • The Representations Consultation Statement. <p>It was further noted that the Steering Group needs to plan the management of feedback from the Consultation Process.</p>			
7. Project Plan	Vice Chair.	The NDP Plan as of 23 rd August 2017 was circulated in advance of this meeting. Following this meeting the Vice Chair will update the Project Plan in relation to concerns over the 'Production of Associated Maps'. Since having gained the license for Parish Online Mapping, a great deal of progress has been made since the last meeting.			
8. Budget	Finance Officer	An invoice from Planit-X has been submitted to the Clerk to the Parish Council.			
9. Communications Report.	Communications Officer	The website has been updated with the Steering Group minutes 2 nd August 2017 and Referendum information added. Furthermore, a secure page for evidence has been added. There has been no newsletter submission for this month.			
10. Banner	Communications Officer	It was agreed that we have a banner, possibly two to promote the referendum.			
11. Evidence Database	Deborah Roberts	The evidence database is up to date.			
12. Raid Log	Chair	Deferred to a future meeting.			
8. HBBC Engagement	Secretary	Following the HBBC Heritage Plan Consultation Workshop on 31 st July 2017, attended by the Secretary, two documents have been circulated by HBBC to attendees. (1) <i>Draft Local Heritage Selection Criteria</i> . (2) <i>Historic England Selection Criteria</i> . These documents have been forwarded to members of the Steering Group.			
9. AOB	Chair	None.			
12. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 31 th August 2017 – Cock Inn Sibson. 7.30pm Future Meetings:			
		Meeting Closed- 10.50pm			

Ref No.	Open Actions - 17 th 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	Now September 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 st 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
10/08/17-17	Communications Officer to take responsibility for the input into the Important Views map.	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. <i>This Action to remain open until these amendments have been made to the Pre Submission Document by Colin Wilkinson.</i>	Rob Ward	24 August 2017
17/08/17-06	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
17/08/17-08	Secretary to verify the Settlement Boundaries map	Clive Stretton	24 August 2017
17/08/17-10	Finance Officer to take responsibility for the production of the Public Rights Of Way map.	Rob Ward	24 August 2017
17/08/17-11	Members of the Steering Group to verify the Public Rights Of Way map.	Steering Group	24 August 2017
17/08/17-12	Finance Office to take responsibility for the production of the Ecology & Habitats map.	Rob Ward	24 August 2017
17/08/17-13	Members of the Steering Group to verify the Ecology & Habitats map.	Steering Group	24 August 2017
17/08/17-14	Finance Officer to take responsibility for the production of the Local Heritage Interests map.	Rob Ward	24 August 2017

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Thursday 24th August 2017.

17/08/17-15	Members of the Steering Group to verify the Local Heritage Interests map.	Steering Group	24 August 2017
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
17/08/17-29	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
24/08/17-01	Communications Officer to send the draft 'Important Views' Appendix section of the Pre Submission Document to Steering Group members.	Kate Gardiner	ASAP
24/08/17-02	Steering Group members to look at the draft 'Important Views' Appendix section of the Pre Submission Document, review the descriptions of the 'Important Views' and feedback to the Communications Officer.	Steering Group Members	29 August 2017
24/08/17-03	Steering Group members to review the feedback from action 24/08/17-02 at the next Steering Group meeting.	Steering Group Members	31 August 2017
24/08/17-04	Secretary to request the Clerk to the Parish Council to review the reference numbering format of the Pre Submission Document.	Clive Stretton	7 September 2017
24/08/17-05	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 st March 2017.	Clive Stretton	31 st August 2017
24/08/17-06	At the next meeting, Steering Group to discuss comments made as a result of action 17/08/17-06 with a view to complete 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> ".	Steering Group	31 August 2017
24/08/17-07	Any Non-residential Features of Local Heritage Interest as identified by Steering Group members, to be forward to Deborah Roberts.	Steering Group	29 August 2017
24/08/17-08	Secretary to add to the agenda for the next meeting a review any identified Non-residential Features of Local Heritage Interest as a result of action 24/08/17-07.	Clive Stretton	31 August 2017
24/08/17-09	Secretary to verify the Local Green Spaces Maps.	Clive Stretton	31 August 2017
24/08/17-10	Steering Group members to review the Pre Submission Document Version 15, and any grammatical errors and suggested amendments to be forwarded to the Vice Chair.	Steering Group	29 August 2017

Ref No.	Closed Actions	Responsible	Date
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 st 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
10/08/17-13	Secretary to take responsibility for the input into the Local Green Spaces map.	Clive Stretton	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
17/08/17-04	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
17/08/17-05	Taking into account comments made at, or received prior to, the Steering Group meeting 17 th 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
17/08/17-07	Vice Chair to take responsibility for the production of the Settlement Boundaries map.	John Ward	24 August 2017
17/08/17-09	Finance Officer to contact Parish Online requesting the integration of data from actions 10/08/17-10, 11 & 12.	Rob Ward	24 August 2017
17/08/17-16	Finance Officer to contact Parish Online requesting they create a 'Views 'symbol.	Rob Ward	24 August 2017
17/08/17-17	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
17/08/17-18	Secretary to take responsibility for the production of the Local Green Spaces maps.	Clive Stretton	24 August 2017
17/08/17-19	Members of the Steering Group to verify the Local Green Spaces maps.	Steering Group	24 August 2017
17/08/17-20	Vice Chair to take responsibility for the production of the Hornsey Rise map.	John Ward	24 August 2017
17/08/17-21	Members of the Steering Group to verify the Hornsey Rise map.	Steering Group	24 August 2017
17/08/17-22	Vice Chair to take responsibility for the production of the Community Facilities map.	John Ward	24 August 2017
17/08/17-23	Chair to verify the Community Facilities map.	Mick Toogood	24 August 2017
17/08/17-24	Vice Chair to take responsibility for the production of the Sibson Conservation Area map.	John Ward	24 August 2017

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Thursday 24th August 2017.

17/08/17-25	Members of the Steering Group to verify the Sibson Conservation Area map.	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
17/08/17-30	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