

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 31 st August 2017 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Tom Johnson, Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair) ,John Ward(Vice Chair) and Rob Ward (Finance Officer).		Apologies: Jessica Gurley, Kate Gardiner (Communications Officer), Andrea Johnson, and Anne Parkinson.	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Chair	6 present & 4 apologies.	
3.Minutes of Previous Meeting 24 th August 2017.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 24 th August 2017.	
4. Matters Arising from Steering Group Meeting -24 th 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>Views</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. Closed and replaced by actions 31/08/17-01 & 02 below. Discussion and agreement on minor changes to the views document.</p> <p>31/08/17-01- Vice Chair to make the agreed final changes to the Views Document and forward to the Communications Officer and Cc members of the Steering Group.</p> <p>31/08/17-02- Vice Chair to forward the Views Document, from Action 31/08/17-01, to Colin Wilkinson (Planit-X)</p>	

	<p>and request that he incorporates it into the draft pre submission document.</p> <p>10/08/17-04- For action 02/08/17-01- Communications Officer to copy into the email members of the Steering Group. Closed.</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. Completed & Closed.</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. Completed & Closed.</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. Completed & Closed.</p> <p><u>Pre-Submission Document</u></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.</p> <p>02/08/17-16- Steering Group to discuss the design of the final version of the Pre Submission Document with Colin Wilkinson. Closed.</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. Open</p> <p><u>Mapping</u></p> <p>10/08/17-11- Finance Officer to investigate the input of Ecology & Habitats into map. Open.</p> <p>10/08/17-17- Communications Officer to take responsibility for the input into the Important Views map. Open. Parish Online have created a 'Views Icon' for the maps. This may take approximately two weeks to upload onto the mapping system.</p> <p>17/08/17-26- Communications Officer to take responsibility for the production of the Important Views maps. Open</p> <p>31/08/17-03- Vice Chair to liaise with Communications Officer to create a 'Views Map Layer' indicated by points. These points can be replaced by the 'Views Icon' once it has been uploaded.</p> <p>17/08/17-08 - Secretary to verify the Settlement Boundaries map. Open.</p> <p>17/08/17-10- Finance Officer to take responsibility for the production of the Public Rights Of Way map. Open Leicestershire County Council has supplied the Rights Of Way and Heritage Data.</p> <p>31/08/17-04- Finance Officer to send Rights of Way and Heritage Register data to Parish Online to upload.</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>			
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	<p>17/08/17-15- Members of the Steering Group to verify the Local Heritage Interests map. Open</p> <p>17/08/17-27- Members of the Steering Group to verify the Important Views maps. Open</p> <p>24/08/17-09- Secretary to verify the Local Green Spaces Maps. Open</p> <p>Discussion took place regarding masking out Neighbouring Parishes on the maps.</p> <p>31/08/17-05- Finance Officer to discuss with Parish Online the possibility of ‘Masking out Neighbouring Parishes’ on the maps.</p> <p><u>Local Green Spaces</u></p> <p>Following discussion of action 24/08/17-09.</p> <p>31/08/17-06- Vice Chair to discuss with Colin Wilkinson about whether the Mill Lake in Sheepy Parva should be considered as a Local Green Space.</p> <p><u>Rural Characteristics</u></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.</p> <p>Completed & Closed.</p> <p><u>Items identified for possible consideration by the Sheepy Parish Council Sub- Committee</u></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. Closed.</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>.</p> <p>Completed & Closed. Changes to the spreadsheet were discussed and agreed.</p> <p>31/08/17-07- Chair to incorporate agreed changes for action 24/08/17-06 and forward to the Vice Chair.</p> <p>31/08/17-08- 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.</p> <p>31/08/17-09- 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.</p>			
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5. Updated NP Pre-Submission Document Draft and critical path list	Chair	<p>See Item 4 – Matters Arising -Open Actions 24th August 2017.</p> <p>Deborah Roberts has created an appendix for Local Heritage Interests. It was agreed that Map production remains a critical item.</p> <p>31/08/17-12- Vice Chair and Finance Officer to meet as a sub group regarding Map Production.</p>		
6. Project Plan	Vice Chair.	<p>The Steering Group looking at the possibility of presenting the Pre Submission Document for endorsement at the Sheepy Parish Council Meeting on Tuesday 3rd October 2017. This will involve completing the document on Thursday 21st September, ready for circulation to Parish Councillors. However, it was noted that producing the maps by this date may not be possible.</p> <p><u>Definitions</u></p> <p>31/08/17-13-Finance officer to circulate the list of definitions as supplied by the Department for Communities and Local Government to members of the Steering Group.</p>		

		31/08/17-14- Steering Group members to identify any items on Draft Pre Submission document version 15a which are not defined on the list supplied by the Department for Communities and Local Government and forward to the Vice Chair.			
7. Evidence Database	Deborah Roberts	31/08/17-15-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. 31/08/17-16- Deborah Roberts to circulate the updated evidence database list to members of the Steering Group.			
8. Any Non-residential Features of Local Heritage Interest as identified by Steering Group members.	Deborah Roberts	See Local Heritage Interest – Item 4 – Matters Arising - Open Actions 24 th August 2017			
9. HBBC Engagement	Secretary	None.			
10. AOB	Chair	None			
11. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 14 th September 2017 – Cock Inn Sibson. 7.30pm Future Meetings:			
		Meeting Closed- 10.05pm			

Ref No.	Open Actions – 31 st 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
31/08/17-01	Vice Chair to make the agreed final changes to the Views Document and forward to the Communications Officer and Cc members of the Steering Group.	John Ward	ASAP
31/08/17-02	Vice Chair to forward the Views Document, from Action 31/08/17-01, to Colin Wilkinson (Planit-X) and request that he incorporates it into the draft pre submission document.	John Ward	ASAP

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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 14 th September 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	Now 14 th September 2017
10/08/17-11	Finance Officer to investigate the input of Ecology & Habitats into map.	Rob Ward	Now 14 th September 2017
10/08/17-17	Communications Officer to take responsibility for the input into the Important Views map.	Kate Gardiner	Now 14 th September 2017
17/08/17-26	Communications Officer to take responsibility for the production of the Important Views maps.	Kate Gardiner	Now 14 th September 2017
31/08/17-03	Vice Chair to liaise with Communications Officer to create a 'Views Map Layer' indicated by points. These points can be replaced by the 'Views Icon' once it has been uploaded.	John Ward	ASAP
17/08/17-08	Secretary to verify the Settlement Boundaries map	Clive Stretton	Now 14 th September 2017
17/08/17-10	Finance Officer to take responsibility for the production of the Public Rights Of Way map.	Rob Ward	Now 14 th September 2017
31/08/17-04	Finance Officer to send Rights of Way and Heritage Register data to Parish Online to upload.	Rob Ward	ASAP
17/08/17-11	Members of the Steering Group to verify the Public Rights Of Way map.	Steering Group	Now 14 th September 2017
17/08/17-12	Finance Office to take responsibility for the production of the Ecology & Habitats map.	Rob Ward	Now 14 th September 2017
17/08/17-13	Members of the Steering Group to verify the Ecology & Habitats map.	Steering Group	Now 14 th September 2017
17/08/17-14	Finance Officer to take responsibility for the production of the Local Heritage Interests map.	Rob Ward	Now 14 th September 2017
17/08/17-15	Members of the Steering Group to verify the Local Heritage Interests map.	Steering Group	Now 14 th September 2017
17/08/17-27	Members of the Steering Group to verify the Important Views maps.	Steering Group	Now 14 th September 2017
24/08/17-09	Secretary to verify the Local Green Spaces Maps.	Clive Stretton	Now 14 th September 2017
31/08/17-05	Finance Officer to discuss with Parish Online the possibility of 'Masking out Neighbouring Parishes' on the maps.	Rob Ward	14 th September 2017

31/08/17-06	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 th September 2017
31/08/17-07	Chair to incorporate agreed changes for action 24/08/17-06 and forward to the Vice Chair.	Mick Toogood	14 th September 2017
31/08/17-08	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 th September 2017
31/08/17-09	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 th September 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	Now 14 th September 2017
31/08/17-10	Vice Chair to circulate the agreed <i>Pre Submission Consultation Representation Form</i> to the Steering Group, for signing off.	John Ward	14 th 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	Now 14 th September 2017
31/08/17-11	Deborah Roberts to add 'Sibson Telephone Box', 'Sheepy Magna Village Pump and Horse Trough' and 'Upton Petrol Pumps' to the Local Heritage Interests List.	Deborah Roberts	14 th September 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	Now 14 th September 2017
31/08/17-12	Vice Chair and Finance Officer to meet as a sub group regarding Map Production.	John Ward & Rob Ward	14 th September 2017
31/08/17-13	Finance officer to circulate the list of definitions as supplied by the Department for Communities and Local Government to members of the Steering Group.	Rob Ward	ASAP
31/08/17-14	Steering Group members to identify any items on Draft Pre Submission document version 15a 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	13 th September 2017
31/08/17-15	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 th September 2017

31/08/17-16	Deborah Roberts to circulate the updated evidence database list to members of the Steering Group.	Deborah Roberts	14 th September 2017
Ref No.	Closed Actions	Responsible	Date
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
02/08/17-16	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
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
17/08/17-06	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
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
24/08/17-06	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

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