

# 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 23 February 2017 – 7.30pm		<b>Venue:</b> Black Horse – Sheepy Magna	
<b>Attendance:</b> Jessica Gurley, Andrea Johnson, Tom Johnson , Anne Parkinson, Deborah Roberts Clive Stretton (Secretary) , Mick Toogood (Chair) , John Ward(Vice Chair) and Rob Ward (Finance Officer).		<b>Apologies:</b> Kate Gardiner(Communications Officer)	
<b>Minutes taken by:</b> Clive Stretton			
<b>Declaration of Interest:</b> None			
<b>Item</b>	<b>Raised by</b>	<b>Discussion &amp; Decision</b>	
Attendance & Apologies	Vice Chair	9 present & 1 apology.	
Minutes of Previous Meeting	Vice Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 19 <sup>th</sup> January 2017 were agreed and signed by the Vice Chair as a true record.	
Matters Arising. (Open Actions -Minutes 19 <sup>th</sup> January 2017	Vice Chair	<p>30/06/16-01-Secretary to send Deborah Roberts pilot questionnaire feedback for evidence database. Completed &amp; Closed.</p> <p>30/06/16-11-Deborah Roberts to add pilot questionnaire feedback to the evidence database. Completed &amp; Closed.</p> <p>13/10/16-16-Communications Officer to update village noticeboards, thanking Parishioners participation in completing the Questionnaire. Open.</p> <p>13/10/16-19-Communications Officer to put a notice on Sibson Village noticeboard asking for volunteers to join the Steering Group. Open</p> <p>13/10/16-20- Vice Chair to ask Colin Wilkinson to update any changes in Government Policy towards Neighbourhood Plans. Completed. Colin Wilkinson receives updates from his professional body, regarding any Governmental policy changes to Neighbourhood Planning.</p> <p>23/02/17-01- Vice Chair to circulate, to the Steering Group, any Governmental policy changes to Neighbourhood Planning received from Colin Wilkinson.</p>	

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	<p>19/01/17-01-Colin Wilkinson to meet Vice Chair &amp; Secretary 11.00am Friday 27<sup>th</sup> January 2017 for a brief tour of the Parish in daylight and discuss the next steps in drafting polices. Completed &amp; Closed.</p> <p>17/11/16-01-Secretary to circulate list from action 08/09/16-21 to members of the Steering Group. Completed &amp; Closed.</p> <p>17/11/16-02- Secretary to email Parishioners on the list from action 08/09/16-21, expressing an open invitation to assist with the Neighbourhood Plan. Completed &amp; Closed. A copy of the circulated email:</p> <p><b>Sheepy Parish Neighbourhood Plan - February 2017</b></p> <p>Dear Parishioner,</p> <p>At the 'Information Evenings' in 2015 or the 'Drop In Events' in 2016, you expressed an interest in the development of the Sheepy Parish Neighbourhood Plan.</p> <p>Following the fantastic response to our Community Consultation Questionnaire we are now moving on to the next stages of the plan's development.</p> <p>We are always happy to welcome new volunteers, whether it be to join the Steering Group, Sub Groups or help in other ways such as delivering leaflets etc.</p> <p><b>The success of the Neighbourhood Plan depends upon the support from the local community</b>, so if you wish to get involved please contact the Steering Group Secretary Clive Stretton on 01827-880-945.</p> <p>Further information is available on our website. <a href="http://www.sheepyparishneighbourhoodplan.com">www.sheepyparishneighbourhoodplan.com</a></p> <p>Mick Toogood – Chair of Sheepy Parish Neighbourhood Plan Steering Group</p> <p><a href="#">Three Parishioners have replied offering to assist.</a></p> <p>19/01/17-02- Secretary to send to Deborah Roberts, the 'Revised Terms Of Reference' (Dated 18<sup>th</sup> September 2016) signed on 6<sup>th</sup> December 2016, by the Chair of Neighbourhood Plan Steering Group and the Chair of Sheepy Parish Council, to add to the evidence data base. Completed &amp; Closed.</p> <p>17/11/16-07-Vice Chair &amp; Secretary to carry out the quality audit for the Questionnaire data input. Completed &amp; Closed.</p> <p>13/12/16-04-Secretary to co-ordinate distribution of Interim Summary Flyers. (Sheepy Parish NP Community Consultation Questionnaire Preliminary Findings) Completed &amp; Closed.</p> <p>19/01/17-03-Finance Officer, to present the quotes for action 13/12/16-05 to the Parish Council, with the recommendation by the NP Steering Group to accept the Genus quote. Completed &amp; Closed.</p> <p>19/01/17-04- Secretary to distribute unused questionnaires amongst members of the Steering Group for shredding. Completed &amp; Closed.</p> <p>19/01/17-05- Vice chair to collect a second batch of 10 adult questionnaires from Genus. Completed &amp; Closed.</p> <p>19/01/17-06- Secretary to check this second batch of 10 questionnaires (action 19/01/17-05) then calculate the</p>	
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		<p>data entry percentage error of the 20 adult questionnaires supplied in batches 1 &amp; 2. Completed &amp; Closed. The second batch contained less errors and the combined percentage error for batches 1 &amp; 2 was 0.67%. This figure was circulated to Steering Group members and was within the accepted error parameters.</p> <p>23/02/17-02-Secretary to send evidence of action 19/01/17-06 to Deborah Roberts.</p> <p>19/01/17-07-Secretary to validate the data on the 'Community Consultation Questionnaire Preliminary Findings' pamphlet. Completed &amp; Closed.</p> <p>19/01/17-08- Steering group Questionnaire subgroups to review all comments in the RCC report for their section and report back at the steering group meeting 23<sup>rd</sup> February 2017. Completed &amp; Closed.</p> <p>19/01/17-09- Secretary to circulate the Questionnaire sub groups and to allocate any new members of the steering group to subgroups. Completed &amp; Closed. Jessica Gurley joined the 'Traffic &amp; Transport' Sub Group.</p> <p>19/01/17-10- Secretary to contact HBBC to arrange a meeting with the Neighbourhood Planning Officer to discuss the preliminary findings of the Community Consultation Questionnaire &amp; to get a general update in NP activity within the borough and to feedback at the next steering meeting. Completed &amp; Closed. See agenda item.</p> <p>19/01/17-11- Vice Chair &amp; Secretary to provide an analysis to support funding applications being prepared by Sheepy PCC for a sound system in All Saints Church. Completed &amp; Closed.</p> <p>23/02/17-03-Secretary to send evidence of action 19/01/17-11 to Deborah Roberts.</p>		
Report to the Parish Council	Vice Chair	<p>See 'Report to the Parish Council' 7th February 2017.</p> <p>The report, produced by the Chair was delivered at the Parish Council meeting, Tuesday 7<sup>th</sup> February 2017, by the Vice Chair.</p>		
Project Plan	Vice Chair	<p>Sheepy NDP plan as of 20<sup>th</sup> February 2017. Items identified but recoverable' – Locality –reapplication/approval (see agenda item) and Publish SG Minutes on website.</p>		
Budget	Finance Officer	<p>The Finance Officer presented 'Sheepy Parish NP Budget and Expenditure' 23<sup>rd</sup> February 2017.</p> <p>The second invoice now received from Planit-X.</p> <p>23/02/17-04-Vice Chair to contact Colin Wilkinson (Planit –X) requesting he submits another invoice by 31<sup>st</sup> March 2017.</p> <p>23/02/17-05- Finance Officer to ascertain the date by which the Parish Council needs to apply for the next Locality Grant.</p> <p>23/02/17-06- Finance Officer to ascertain the process by which the Parish Council applies for the next Locality Grant.</p>		
Questionnaire Sub Groups review of all comments in RCC Report.	Vice Chair	<p>Action 19/01/17-08 Steering group Questionnaire subgroups to review all comments in the RCC report for their section and report back at the steering group meeting 23<sup>rd</sup> February 2017.</p> <p>It was noted that as the comment boxes were only completed by a fraction of the respondents, any Themes &amp; Trends only serve to complement the statistical data gathered by the Questionnaire.</p> <p><b>Housing &amp; Heritage:</b> The sub group had met on 13<sup>th</sup> February 2017 and agreed upon common trends. A summary</p>		

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		<p>was circulated to members of the Steering group in advance of this meeting.</p> <p>23/02/17-07- Secretary to locate recent Housing Surveys conducted with in the Parish.</p> <p>23/02/17-08- Secretary to locate the Parish Council’s statement on Affordable Homes.</p> <p><b>Facilities, Business and Services:</b> The sub group had met on the 9<sup>th</sup> February and agreed upon common trends. A summary was circulated to members of the Steering group in advance of this meeting.</p> <p><b>Traffic &amp; Transport:</b> The sub group had met on the 8<sup>th</sup> February and agreed upon common trends. A summary was circulated to members of the Steering group in advance of this meeting.</p> <p>It was suggested that the Parish Council could possibly investigate the ‘Leicestershire Rural Partnership Shire Community Grant’ as a way of helping Parishioners with disabilities access the local bus service.</p> <p>23/02/17-09- Andrea Johnson to contact the Parish Council with the suggestion of investigating the use of the ‘Leicestershire Rural Partnership Shire Community Grant’ as a way of helping Parishioners with disabilities access the local bus service.</p> <p><b>Renewable Energy, Environment, Open Spaces &amp; Public Rights of Way:</b> The sub group had agreed upon common trends. A summary was circulated to members of the Steering group.</p> <p>23/02/17-10-Sub groups to select their appropriate section of the RCC Young Person’s Questionnaire feedback and identify ‘Themes &amp; Trends’.</p> <p>23/02/17-11- Sub group leaders to incorporate the Themes &amp; Trends feedback from the Young Person’s Questionnaire with the Themes &amp; Trends from the Adult’s Questionnaire, summarise and forward to the Vice Chair.</p> <p>23/02/17-12- Vice Chair to forward the sub group leaders summaries to Colin Wilkinson (Action 23/02/17-11)</p> <p>It is hoped that by using the sub Group leaders summaries ( Action 23/02/17-09) along with the RCC Questionnaire feedback data, Colin Wilkinson can produce some draft polices for discussion at the next Steering Group meeting.</p>		
<p>Planit-X First Draft Introduction to Neighbourhood Plan &amp; Policy Framework.</p>	<p>Vice Chair</p>	<p>During the meeting Friday 27<sup>th</sup> January 2017,(Action 19/01/17-01) Colin Wilkinson (Planit-X)pointed out that with the RCC Questionnaire feedback data, he felt he had sufficient information to produce a first draft ‘Introduction to the Neighbourhood Plan and Housing Policy’. This would give the Steering Group a tangible insight into the structure of a typical introduction and the basic framework to policy writing. The Vice Chair &amp; Secretary asked if Colin could produce a first draft in time for circulation prior to the next Steering Group meeting.</p> <p>Fortunately, a first draft had been produced in time for consideration at the Housing &amp; Heritage sub group meeting. (13<sup>th</sup> February 2017). The sub group were impressed by this first draft.</p> <p>There were some issues with this first draft and the Vice Chair &amp; Secretary met Colin Wilkinson at the RCC on Friday 18<sup>th</sup> February 2017. Many issues were resolved at this meeting and Colin Wilkinson produced an updated draft. The Vice Chair circulated this updated draft prior to this Steering Group meeting - Thursday 23<sup>rd</sup> February 2017.</p> <p>This document was discussed, and although it was stressed that it was an early draft, members of the Steering</p>		

		Group felt it formed a good basic structure to the start of a Neighbourhood Plan.		
Draft polices scope, development, timeframe and use of Planit-X.	Vice Chair	See actions 23/02/17-11 & 23/02/17-12. Colin Wilkinson has already been invited to the next Steering Group meeting.		
Communications Report	Vice Chair	Due to adverse weather conditions (Storm Doris), the Communications Officer is unable to attend the meeting and has sent her apologies. Report deferred to next meeting.		
Evidence Database	Deborah Roberts	Currently up to date		
Raid Log	Andrea Johnson	Andrea Johnson circulated the Raid Log in advance of the meeting.		
HBBC Engagement	Secretary	Meeting between two members of HBBC Planning Department and Secretary of NP Steering Group 6 <sup>th</sup> February 2017 at Hinckley Hub. HBBC has yet to appoint a Neighbourhood Planning Officer. The notes taken by the Secretary were available at this Steering Group meeting. The planning officers were given a copy of the Questionnaires and the 'Preliminary Findings' Pamphlet and were impressed by the large response to both Questionnaires. They supported the theme of 'Maintaining the Rural Characteristic of the Parish' and referred to the 'Site Allocation and Development Policies DPD' (July 2016)-DM4. (Safeguarding the Countryside and Settlement Separation). They were also given a copy of Sheepy NP Development Plan – January 2017.		
Scanning Questionnaires	Finance Officer	See actions 19/01/17-03 & 13/12/16-05 and Parish Council minutes 7 <sup>th</sup> February 2017. <b>23/02/17-13-Finance Officer to ensure the invoice for scanning the Questionnaires is submitted by 31<sup>st</sup> March 2017.</b>		
AOB	Vice Chair	Leicestershire Neighbourhood Planning Network Event – Tuesday 9 <sup>th</sup> May 2017. 5.30pm – 8.00pm. Deferred to the next Steering Group meeting.		
Meeting Dates	Secretary	Next Meeting: Thursday 23 <sup>rd</sup> March 2017 – Cock Inn Sibson. 7.30pm		

Ref No.	Open Actions	Responsible	Deadline
13/10/16-16	Communications Officer to update village noticeboards, thanking Parishioners participation in completing the Questionnaire.	Kate Gardiner	10 November 2016
13/10/16-19	Communications Officer to put a notice on Sibson Village noticeboard asking for volunteers to join the Steering Group.	Kate Gardiner	10 November 2016

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23/02/17-01	Vice Chair to circulate, to the Steering Group, any Governmental policy changes to Neighbourhood Planning received from Colin Wilkinson.	John Ward	23 March 2017
23/02/17-02	Secretary to send evidence of action 19/01/17-06 to Deborah Roberts.	Clive Stretton	23 March 2017
23/02/17-03	Secretary to send evidence of action 19/01/17-11 to Deborah Roberts.	Clive Stretton	23 March 2017
23/02/17-04	Vice Chair to contact Colin Wilkinson (Planit –X) requesting he submits another invoice by 31 <sup>st</sup> March 2017.	John Ward	ASAP
23/02/17-05	Finance Officer to ascertain the date by which the Parish Council needs to apply for the next Locality Grant.	Rob Ward	23 March 2017
23/02/17-06	Finance Officer to ascertain the process by which the Parish Council applies for the next Locality Grant.	Rob Ward	23 March 2017
23/02/17-07	Secretary to locate recent Housing Surveys conducted with in the Parish.	Clive Stretton	23 March 2017
23/02/17-08	Secretary to locate the Parish Council's statement on Affordable Homes.	Clive Stretton	23 March 2017
23/02/17-09	Andrea Johnson to contact the Parish Council with the suggestion of investigating the use of the 'Leicestershire Rural Partnership Shire Community Grant' as a way of helping Parishioners with disabilities access the local bus service.	Andrea Johnson	4 April 2017
23/02/17-10	Sub groups to select their appropriate section of the RCC Young Person's Questionnaire feedback and identify 'Themes & Trends'.	Steering Group Members	28 February 2017
23/02/17-11	Sub group leaders to incorporate the Themes & Trends feedback from the Young Person's Questionnaire with the Themes & Trends from the Adult's Questionnaire, summarise and forward to the Vice Chair.	Andrea Johnson, Deborah Roberts, Rob Ward, Clive Stretton	28 February 2017
23/02/17-12	Vice Chair to forward the sub group leaders summaries to Colin Wilkinson (Action 23/02/17-11)	John Ward	28 February 2017
23/02/17-13	Finance Officer to ensure the invoice for scanning the Questionnaires is submitted by 31 <sup>st</sup> March 2017.	Rob Ward	31 March 2017

Ref No.	Closed Actions	Responsible	Date
30/06/16-01	Secretary to send Deborah Roberts pilot questionnaire feedback for evidence database.	Clive Stretton	21 July 2016
30/06/16-11	Deborah Roberts to add pilot questionnaire feedback to the evidence database.	Deborah Roberts	21 July 2016
13/10/16-20	Vice Chair to ask Colin Wilkinson to update any changes in Government Policy towards	John Ward	

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	<b>Neighbourhood Plans.</b>		
17/11/16-01	Secretary to circulate list from action 08/09/16-21 to members of the Steering Group.	Clive Stretton	ASAP
17/11/16-02	Secretary to email Parishioners on the list from action 08/09/16-21, expressing an open invitation to assist with the Neighbourhood Plan.	Clive Stretton	January 2017
17/11/16-07	Vice Chair & Secretary to carry out the quality audit for the Questionnaire data input.	John Ward & Clive Stretton	ASAP
13/12/16-04	Secretary to co-ordinate distribution of Interim Summary Flyers. (Sheepy Parish NP Community Consultation Questionnaire Preliminary Findings)	Clive Stretton	Early January 2017
19/01/17-01	Colin Wilkinson to meet Vice Chair & Secretary 11.00am Friday 27 <sup>th</sup> January 2017 for a brief tour of the Parish in daylight and discuss the next steps in drafting polices.	John Ward, Clive Stretton & Colin Wilkinson	27 January 2017
19/01/17-02	Secretary to send to Deborah Roberts, the 'Revised Terms Of Reference' (Dated 18 <sup>th</sup> September 2016) signed on 6 <sup>th</sup> December 2016, by the Chair of Neighbourhood Plan Steering Group and the Chair of Sheepy Parish Council, to add to the evidence data base.	Clive Stretton & Deborah Roberts	23 February 2017
19/01/17-03	Finance Officer, to present the quotes for action 13/12/16-05 to the Parish Council, with the recommendation by the NP Steering Group to accept the Genus quote.	Rob Ward	7 February 2017
19/01/17-04	Secretary to distribute unused questionnaires amongst members of the Steering Group for shredding.	Clive Stretton	23 February 2017
19/01/17-05	Vice chair to collect a second batch of 10 adult questionnaires from Genus.	John Ward	ASAP
19/01/17-06	Secretary to check this second batch of 10 questionnaires (action 19/01/17-05) then calculate the data entry percentage error of the 20 adult questionnaires supplied in batches 1 & 2.	Clive Stretton	ASAP
19/01/17-07	Secretary to validate the data on the 'Community Consultation Questionnaire Preliminary Findings' pamphlet.	Clive Stretton	ASAP
19/01/17-08	Steering group Questionnaire subgroups to review all comments in the RCC report for their section and report back at the steering group meeting 23 <sup>rd</sup> February 2017.	<b>Steering Group</b>	<b>23 February 2017</b>
19/01/17-09	Secretary to circulate the Questionnaire sub groups and to allocate any new members of the steering group to subgroups.	Clive Stretton	ASAP
19/01/17-10	Secretary to contact HBBC to arrange a meeting with the Neighbourhood Planning Officer to discuss the preliminary findings of the Community Consultation Questionnaire & to get a general update in NP activity within the borough and to feedback at the next steering meeting.	Clive Stretton	23 February 2017
19/01/17-11	Vice Chair & Secretary to provide an analysis to support funding applications being prepared by Sheepy PCC for a sound system in All Saints Church.	John Ward & Clive Stretton	23 February 2017

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