

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: Wednesday 10 th January 2018 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Jessica Gurley, Kate Gardiner (Communications Officer), Andrea Johnson, Tom Johnson, Clive Stretton (Secretary), Mick Toogood (Chair), Rob Ward (Finance Officer), John Ward (Vice Chair) and Colin Wilkinson (Planit-X).		Apologies: Deborah Roberts and Anne Parkinson.	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Vice Chair	9 present including Colin Wilkinson (Planit-X) & 2 apologies. Due to the Chair being slightly delayed the Vice Chair chaired the meeting.	
3.Minutes of Previous Meeting 8 th November 2017.	Vice Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 8 th November 2017 were signed by the Vice Chair as a true record. (It had been decided that the Steering Group meeting scheduled for Wednesday 13 th December 2017 be cancelled).	
4. Matters Arising from Steering Group Meeting – 8 th November 2017.	Vice Chair	<u>Mapping</u> 28/09/17-05- Vice Chair to assess the new views icon on Parish Online for possible use on the Important Views Maps. Remains Open. <u>Landscape Character Assessment</u> 02/11/17-02- Communications Officer to add the link to the current HBBC Landscape Character Assessment (2006), to the evidence on the website. Completed & Closed. 08/11/17-01- Following action 12/10/17-06, Steering Group members to review the HBBC Landscape Character Assessment (September 2017 Parts 1-5) and Landscape Sensitivity Assessment (September 2017 Parts 1-3), with a view to replacing the Landscape Character Assessment (2006) link, following the Pre Submission Consultation period, but before completing the Pre Submission stage. Open	

		<p><u>Pre Submission Consultation</u></p> <p>25/10/17-14- Communications Officer to display the first part of page 1 and the last section of page 4 of the <i>'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'</i>, on the Parish notice boards. Completed & Closed.</p> <p>08/11/17-02- Vice Chair to send the word version of the <i>'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'</i>, to the Communications Officer in order that action 25/10/17-14 can be carried out. Completed & Closed.</p> <p>02/11/17-05- Vice Chair to forward one copy of each of the following; 'Pre Submission Document', 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation' and the 'Pre Submission Consultation Representation Form' to the Communications Officer. Completed & Closed.</p> <p>02/11/17-06- If the Parish Council vote in favour of the Neighbourhood Plan Resolution on 7th November 2017, Communications Officer to add to the 'Pre Submission Consultation Folder', on the website, the following documents. 'Pre Submission Document', 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation' and the 'Pre Submission Consultation Representation Form'. Completed & Closed.</p> <p>10/01/18-01- Communications Officer to remove the 'Pre Submission Consultation Representation Form' from the consultation section of the website and add it to the evidence database on the website.</p> <p>02/11/17-07- If the Parish Council vote in favour of the Neighbourhood Plan Resolution on 7th November 2017, then the Secretary to give the appropriate number of pamphlets to the Distributors on Friday 10th November 2017, for distribution during the next 4 days. Completed & Closed.</p> <p>08/11/17-03- Vice Chair to organise the printing of 20 copies of the Pre Submission Document to be available for the Pre Submission Consultation Period. Completed & Closed.</p> <p>08/11/17-04- Secretary to approach Chuchwardens for St Botolphs and All Saints Churches, and Secretaries for Sibson Village Hall and Sheepy Memorial Hall, requesting permission for the Pre Submission Document to be made available to view during the Pre Submission Consultation Period. Completed & Closed.</p> <p>08/11/17-05- Secretary to circulate the rota showing which members of the Steering Group have volunteered to attend the drop in events. (Friday 24th November 2017- 5.00pm to 7.00pm - Sibson Village Hall & Friday 1st December 2017- 5.00pm to 7.00pm - All Saints Church Sheepy Magna.) Completed & Closed.</p> <p>08/11/17-06- Finance Officer to prepare a 'Briefing Sheet' to be used by members of the Steering Group at the 'Pre Submission Consultation Drop In Events', in order to give consistency, when facilitating access to the 'Sheepy Parish Neighbourhood Plan: Pre Submission' document. Completed & Closed.</p> <p>08/11/17-07- Vice Chair to update RCC with any feedback from actions 02/11/17-11 and 02/11/17-13. Completed & Closed.</p>			
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5. Officers' Brief Update on current status	Appropriate Officers	<p>Finance – Budget & Expenditure sheet prepared for this meeting. The Parish Council has increased its budget for the Neighbourhood Plan, for this financial year 2017-18, to cover addition expenditure. The Finance Officer has applied to Locality for a further grant. The Parish Council has allocated a Neighbourhood Plan Budget for the financial year 2018-19 subject to approval.</p> <p>Communications – With the exception of the latest minutes the website is up to date. 10/01/18-03- Communications Officer to supply a Gazette article indicating that the Pre Submission Consultation Process is now closed and responses will be reviewed and considered.</p> <p>Evidence Database – 10/01/18-04- Vice Chair to request that the Evidence Database log is up to date and indicates which items are on the evidence database section of the website. 10/01/18-05- Vice Chair to ask Deborah Roberts if there are any outstanding documents required for the evidence database.</p> <p>Raid Log 10/01/18-06- Andrea Johnson to update the Raid Log.</p> <p>HBBC Engagement – HBBC had contacted the Vice Chair on Thursday 4th January 2018, indicating that they were unable to submit their Pre Submission Consultation response by 5th January as they were still waiting for the HBBC Councillors to comment. The Vice Chair requested that they submit their draft response by the deadline and their final response as soon as possible. This they did and the final response was received in advance of this meeting with no changes to the draft response.</p>			
6. Project Plan	Vice Chair.	<p>It was noted that the Terms of Reference were due for review. 10/01/18-07- Chair to review the Terms of Reference. Following this meeting the Project Plan will be updated. 10/01/18-08- Vice Chair to update the project plan.</p>			
7. SEA/HRA Screening	Vice Chair	<p>HBBC have informed us that we are responsible for carrying out the SEA/HRA Screening. However, it was pointed out that HBBC had in fact carried out this process for the Market Bosworth Neighbourhood Plan Group. It was therefore agreed that we would make a second request for HBBC to carry out the SEA/HRA Screening. 10/01/18-09- Secretary to contact HBBC to request they carry out the SEA/HRA Screening on our behalf.</p>			
8. Agree Method & Process for analysing the Pre Submission consultation	Vice Chair	<p>10/01/18-10- Secretary to produce a summary of the Pre Submission Consultation Drop In Events for the Evidence Database. All Pre Submission Consultation Representation Forms have now been scanned and two copies were available for view at this meeting. 10/01/18-11- Communications Officer to send a copy of the scanned representation forms to members of the Steering Group.</p>			

feedback.		<p>A late pre submission representation form has been received by the Clerk to the Parish Council, from a Parishioner, the content of which had been discussed by this particular Parishioner at one of the Pre Submission Consultation Drop In Events. It was agreed to accept this representation form, as it had been received well in advance of this meeting and the information and comments it contained had already given to us by the Parishioner prior to the submission deadline.</p> <p>It was minuted that now the Steering Group have discussed the representations at this meeting no further representation forms will be accepted.</p> <p>A Pre Submission Consultation Response Feedback Table has been circulated in advance of this meeting as an example of collating and analysing the feedback. It was agreed to adopt this format to collate feedback for analysis.</p> <p>10/01/18-12- Vice Chair to construct and circulate a Pre Submission Consultation Response Feedback Table to Steering Group members.</p> <p>10/01/18-13- Vice Chair to divide up the list of representation response forms and allocate, from the list, response forms to Steering Group Members, for review.</p> <p>10/01/18-14- Steering Group members to transfer the information from the response forms to the Pre Submission Consultation Response Feedback Table and return to the Vice Chair to coordinate.</p> <p>It was agreed that action 10/01/18-14 should be validated.</p> <p>10/01/18-15- Secretary to allocate Steering Group members to validate action 10/01/18-14.</p> <p>10/01/18-16- Steering Group members to validate action 10/01/18-14.</p>			
9. North Warwickshire & HBBC 'Destination Management Plan 2017-2022'.	Vice Chair	<p>This plan has been prepared for North Warwickshire Borough Council Hinckley & Bosworth Borough Council by ACK Tourism.</p> <p>The North Warwickshire and Hinckley & Bosworth Destination Management Plan (DMP) seeks to provide a framework to guide the future development and growth of tourism across the two boroughs of North Warwickshire and Hinckley & Bosworth over the next 5 years (2017-2022).</p> <p>10/01/18-17- Secretary to send a copy of the North Warwickshire & HBBC 'Destination Management Plan 2017-2022' to Colin Wilkinson for possible incorporation into our Neighbourhood Plan.</p>			
10. AOB	Vice Chair	<p>We have recently received an email from HBBC regarding the Local Plan Review: Scope, Issues and Options Consultation (Monday, 8 January 2018 until 23:59 on Sunday 4 March 2018) and Strategic Growth Plan Consultation Draft (Thursday, 11 January 2018 until 17:00 on Thursday 5 April 2018).</p> <p>10/01/18-18- Secretary to circulate the email from HBBC regarding the Local Plan Review: Scope, Issues and Options Consultation (Monday, 8 January 2018 until 23:59 on Sunday 4 March 2018) and Strategic Growth Plan Consultation Draft (Thursday, 11 January 2018 until 17:00 on Thursday 5 April 2018) to Steering Group Members.</p>			

		<p>10/01/18-19- Steering Group Members to review HBBC Local Plan Review: Scope, Issues and Options Consultation and Strategic Growth Plan Consultation Draft in advance of the next Steering Group meeting, with a view to giving a response to the Clerk to the Parish Council ready for the Parish Council meeting on Tuesday 6th February 2018.</p> <p>10/01/18-20- Secretary to add to the agenda for the next Steering Group meeting, the Steering Group's response to HBBC Local Plan Review: Scope, Issues and Options Consultation and Strategic Growth Plan Consultation Draft.</p>			
11. Date & Location of Next Meeting	Secretary	Next Meeting: Tuesday 30 th January- Cock Inn Sibson. 7.30pm.			
		Meeting Closed- 9.45pm			

Ref No.	Open Actions – 10 th January 2018	Responsible	Deadline
28/09/17-05	Vice Chair to assess the new views icon on Parish Online for possible use on the Important Views Maps	John Ward	Now 30 January 2018
08/11/17-01	Following action 12/10/17-06, Steering Group members to review the HBBC Landscape Character Assessment (September 2017 Parts 1-5) and Landscape Sensitivity Assessment (September 2017 Parts 1-3), with a view to replacing the Landscape Character Assessment (2006) link, following the Pre Submission Consultation period, but before completing the Pre Submission stage.	Steering Group	Now 30 January 2018
10/01/18-01	Communications Officer to remove the 'Pre Submission Consultation Representation Form' from the consultation section of the website and add it to the evidence database on the website.	Kate Gardiner	ASAP
08/11/17-10	Vice Chair to discuss the possibility of a 'Sustainability Appraisal' with Colin Wilkinson (Plantit-X).	John Ward	Now 30 January 2018
10/01/18-02	Communications Officer to add to the evidence database on the website a PDF version of the presentation, prepared and presented by the Vice Chair, for the HBBC Rural Conference- 30 th November 2017.	Kate Gardiner	30 th January 2018
10/01/18-03	Communications Officer to supply a Gazette article indicating that the Pre Submission Consultation Process is now closed and responses will be reviewed and considered.	Kate Gardiner	15 th January 2018
10/01/18-04	Vice Chair to request that the Evidence Database log is up to date and indicates which items are on the evidence database section of the website.	John Ward	30 th January 2018
10/01/18-05	Vice Chair to ask Deborah Roberts if there are any outstanding documents required for the evidence database.	John Ward	30 January 2018
10/01/18-06	Andrea Johnson to update the Raid Log.	Andrea Johnson	30 January 2018

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10/01/18-07	Chair to review the Terms of Reference.	Mick Toogood	30 January 2018
10/01/18-08	Vice Chair to update the project plan.	John Ward	30 January 2018
10/01/18-09	Secretary to contact HBBC to request they carry out the SEA/HRA Screening on our behalf.	Clive Stretton	ASAP
10/01/18-10	Secretary to produce a summary of the Pre Submission Consultation Drop In Events for the Evidence Database.	Clive Stretton	30 January 2018
10/01/18-11	Communications Officer to send a copy of the scanned representation forms to members of the Steering Group.	Kate Gardiner	ASAP
10/01/18-12	Vice Chair to construct and circulate a Pre Submission Consultation Response Feedback Table to Steering Group members.	John Ward	ASAP
10/01/18-13	Vice Chair to divide up the list of representation response forms and allocate, from the list response forms to Steering Group Members, for review.	John Ward	ASAP
10/01/18-14	Steering Group members to transfer the information from the response forms to the Pre Submission Consultation Response Feedback Table and return to the Vice Chair to coordinate.	Steering Group	21st January 2018
10/01/18-15	Secretary to allocate Steering Group members to validate action 10/01/18-14.	Clive Stretton	ASAP
10/01/18-16	Steering Group members to validate action 10/01/18-14.	Steering Group	29 January 2018
10/01/18-17	Secretary to send a copy of the North Warwickshire & HBBC 'Destination Management Plan 2017-2022' to Colin Wilkinson for possible incorporation into our Neighbourhood Plan.	Clive Stretton	ASAP
10/01/18-18	Secretary to circulate the email from HBBC regarding the Local Plan Review: Scope, Issues and Options Consultation (Monday, 8 January 2018 until 23:59 on Sunday 4 March 2018) and Strategic Growth Plan Consultation Draft (Thursday, 11 January 2018 until 17:00 on Thursday 5 April 2018) to Steering Group Members.	Clive Stretton	ASAP
10/01/18-19	Steering Group Members to review HBBC Local Plan Review: Scope, Issues and Options Consultation and Strategic Growth Plan Consultation Draft in advance of the next Steering Group meeting, with a view to giving a response to the Clerk to the Parish Council ready for the Parish Council meeting on Tuesday 6th February 2018.	Steering Group	30 January 2018
10/01/18-20	Secretary to add to the agenda for the next Steering Group meeting, the Steering Group's response to HBBC Local Plan Review: Scope, Issues and Options Consultation and Strategic Growth Plan Consultation Draft.	Clive Stretton	30 January 2018

Ref No.	Closed Actions	Responsible	Date
02/11/17-02	Communications Officer to add the link to the current HBBC Landscape Character Assessment (2006), to the evidence on the website.	Kate Gardiner	4 th November 2017
25/10/17-14	Communications Officer to display the first part of page 1 and the last section of page 4 of the ' <i>Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation</i> ', on the Parish notice boards.	Kate Gardiner	13 th November 2017
08/11/17-02	Vice Chair to send the word version of the ' <i>Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation</i> ', to the Communications Officer in order that action 25/10/17-14 can be carried out.	John Ward	ASAP
02/11/17-05	Vice Chair to forward one copy of each of the following; 'Pre Submission Document', 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation' and the 'Pre Submission Consultation Representation Form' to the Communications Officer.	John Ward	10 th November 2017
02/11/17-06	If the Parish Council vote in favour of the Neighbourhood Plan Resolution on 7 th November 2017, Communications Officer to add to the 'Pre Submission Consultation Folder', on the website, the following documents. 'Pre Submission Document', 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation' and the 'Pre Submission Consultation Representation Form'.	Kate Gardiner	10 th November 2017
02/11/17-07	If the Parish Council vote in favour of the Neighbourhood Plan Resolution on 7 th November 2017, then the Secretary to give the appropriate number of pamphlets to the Distributors on Friday 10 th November 2017, for distribution during the next 4 days.	Clive Stretton	10 th November 2017
04/10/17-07	Communications Officer to upload the policy supporting evidence onto the website by 4 th November 2017.	Kate Gardiner	4 th November 2017
02/11/17-03	Where appropriate, Deborah Roberts to add 'See minuted verification' to database items.	Deborah Roberts + Kate Gardiner	November 2017
08/11/17-03	Vice Chair to organise the printing of 20 copies of the Pre Submission Document to be available for the Pre Submission Consultation Period.	John Ward	ASAP
08/11/17-04	Secretary to approach Chuchwardens for St Botolphs and All Saints Churches, and Secretaries for Sibson Village Hall and Sheepy Memorial Hall, requesting permission for the Pre Submission Document to be made available to view during the Pre Submission Consultation Period.	Clive Stretton	ASAP

08/11/17-05	Secretary to circulate the rota showing which members of the Steering Group have volunteered to attend the drop in events. (Friday 24 th November 2017- 5.00pm to 7.00pm - Sibson Village Hall & Friday 1 st December 2017- 5.00pm to 7.00pm - All Saints Church Sheepy Magna.)	Clive Stretton	17 November 2017
08/11/17-06	Finance Officer to prepare a 'Briefing Sheet' to be used by members of the Steering Group at the 'Pre Submission Consultation Drop In Events', in order to give consistency, when facilitating access to the 'Sheepy Parish Neighbourhood Plan: Pre Submission' document.	Rob Ward	24 th November 2017
08/11/17-07	Vice Chair to update RCC with any feedback from actions 02/11/17-11 and 02/11/17-13.	John Ward	ASAP
08/11/17-08	Vice Chair to request that RCC distribute the 'Pre Submission Consultation letter' to 'Statutory Consultees.	John Ward	ASAP
08/11/17-09	Finance officer to prepare a Financial Statement.	Rob Ward	13 th December 2017
08/11/17-11	Vice Chair to circulate to Steering Group members, a draft powerpoint presentation, giving our experience and external support in producing our Neighbourhood Plan to date, at the HBBC Rural Conference- 30 th November 2017	John Ward	17 November 2017
08/11/17-12	Following action 08/11/17-10, Steering Group members to review the draft powerpoint presentation, giving our experience and external support in producing our Neighbourhood Plan to date and offer feedback to the Vice Chair	Steering Group	23 rd November 2017
08/11/17-13	Chair to write to the Chair of the Parish Council, thanking Councillors for their continued support and formal approval of the Pre Submission document, at the Parish Council meeting (Tuesday 7 th November 2017) but expressing concern that policies, in isolation, may have been shared with Parishioners prior to Parish Council approval.	Mick Toogood	ASAP