

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 8 th November 2017 – 7.30pm		Venue: Cock Inn - Sibson			
Attendance: Jessica Gurley, Kate Gardiner (Communications Officer), Andrea Johnson, Tom Johnson, Clive Stretton (Secretary), Rob Ward (Finance Officer) and John Ward (Vice Chair).		Apologies: Deborah Roberts, Mick Toogood (Chair) and Anne Parkinson.			
Minutes taken by: Clive Stretton					
Declaration of Interest: Item 2- None					
Item	Raised by	Discussion & Decision			
1.Attendance & Apologies	Vice Chair	7 present & 3 apologies.			
3. Discuss and approve recommendations made at the non quorate Steering Group meeting of Thursday 2 nd November 2017.	Vice Chair	The minutes of the previous non quorate meeting (2 nd November 2017) were discussed and all recommendations were approved.			
4.Minutes of Previous Meeting 2 nd November 2017.	Vice Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 2 nd November 2017 were signed by the Vice Chair as a true record.			

<p>5. Matters Arising from Steering Group Meeting – 2nd November 2017.</p>	<p>Vice Chair</p>	<p>02/11/17-01-Secretary to place on the agenda for the next Neighbourhood Plan Steering Group meeting, “ Discuss and approve recommendations made at the non quorate Steering Group meeting of Thursday 2nd November 2017. Completed & Closed. See Agenda Item 3</p> <p>Mapping</p> <p>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.</p> <p>Landscape Character Assessment</p> <p>12/10/17-06-Upon receipt, of the updated Landscape Character Assessment Document from HBBC, Secretary to circulated to Steering Group members & Colin Wilkinson. Completed & Closed..</p> <p>02/11/17-02- Communications Officer to add the link to the current HBBC Landscape Character Assessment (2006), to the evidence on the website. Open.</p> <p>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.</p> <p>Pre Submission Consultation</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. Open</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.</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. Open.</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’. Open.</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. Open</p> <p>02/11/17-08- Steering Group members to inform the Secretary which Pre Submission Public Consultations Events they are able to attend. Completed & Closed.</p>
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		<p>02/11/17-09- Secretary to add 'Pre Submission Public Consultations Events' to the Agenda of the next Steering Group meeting. Completed & Closed.</p> <p>02/11/17-10- Vice Chair to discuss with Colin Wilkinson the format of the 'Pre Submission Public Consultations Events'. Completed & Closed.</p> <p>02/11/17-11- Vice Chair to produce a 'Statutory Consultees- Pre Submission Consultation' draft letter and circulate to members of the Steering Group for review. Completed & Closed</p> <p>02/11/17-12- Vice Chair to request that RCC take responsibility for distributing the 'Pre Submission Consultation letter' to 'Statutory Consultees. Completed & Closed</p> <p>02/11/17-13- Vice Chair to circulate the list of Statutory Consultees to members of the Steering Group and Colin Wilkinson for verification. Completed & Closed</p> <p><u>Evidence Database</u></p> <p>04/10/17-07- Communications Officer to upload the policy supporting evidence onto the website by 4th November 2017. Remains Open</p> <p>25/10/17-15- Chair to liaise with Deborah Roberts regarding the request of documentation for the evidence database of Policy S6 Water Management S6.6- Verification of flood responses. Completed & Closed.</p> <p>25/10/17-16- Vice Chair to request Colin Wilkinson forward the Borough-wide policies map [304] to Deborah Roberts in order to be included in the evidence database. Completed & Closed.</p> <p>25/10/17-17- Vice Chair to request Colin Wilkinson forward the HBBC website link that will verify the Borough-wide policies map to Deborah Roberts in order to be included in the evidence database. Completed & Closed.</p> <p>02/11/17-03- Where appropriate, Deborah Roberts to add 'See minuted verification' to database items. Open The Communications Officer offered help to complete this action.</p> <p>02/11/17-04- Communications Officer to request that, Colin Wilkinson checks the content of the list of supporting evidence, which is to be uploaded into the public domain of the website. Completed & Closed.</p> <p><u>Leicestershire Neighbourhood Planning Network Event – Tuesday 28th November 2017</u></p> <p>02/11/17-14- Chair to liaise with Jessica Gurley regarding booking and attending 'Leicestershire Neighbourhood Planning Network Event' – Tuesday 28th November 2017. Completed & Closed.</p> <p><u>HBBC Rural Conference- 30th November 2017</u></p> <p>02/11/17-15- Vice Chair to liaise with the Secretary regarding the possibility of providing a presentation at HBBC Rural Conference- 30th November 2017. Completed & Closed.</p>			
6. Evidence Data base	Vice Chair	The Communications Officer has renamed some of the evidence files making it easier to cross reference with Deborah Roberts Evidence Database.			

7. Communications Update	Communications Officer	<p>Discussion took place regarding the printing format of the Pre Submission document.</p> <p>It was agreed that the pre submission document available on the website should contain no blank pages.</p> <p>It was further agreed that the format of the printed version should be the same as that of the version available on the website.</p> <p>It was felt that 20 printed copies of the Pre Submission Document should be sufficient for the Pre Submission Consultation Period.</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.</p> <p>Following feedback from the Parish Council Meeting, Tuesday 7th November 2017, it has been decided that as well as copies of the Pre Submission Document being available at the ‘Drop In’ events, a copy, along with some ‘Representation Forms’, be made available to view in St Botolphs Church, All Saints Church, Sibson Village Hall and Sheepy Memorial Hall.</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.</p>			
8. Pre Submission Public Consultations Events.	Vice Chair	<p>As stated in previous minutes.</p> <p>Friday 24th November 2017- 5.00pm to 7.00pm - Sibson Village Hall.</p> <p>Friday 1st December 2017- 5.00pm to 7.00pm - All Saints Church Sheepy Magna.</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.)</p> <p>It was noted that the role of members of the Steering Group, at the ‘Pre Submission Consultation Drop In Events’, was to facilitate access to the document ‘Sheepy Parish Neighbourhood Plan: Pre Submission.’</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.</p>			
9. Pre Submission communication to Statutory Consultees.	Vice Chair	<p>The Vice Chair is waiting for any further feedback to actions 02/11/17-11 and 02/11/17-13.</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.</p> <p>08/11/17-08- Vice Chair to request that RCC distribute the ‘Pre Submission Consultation letter’ to ‘Statutory Consultees.’</p>			
10. Project Plan	Vice Chair.	<p>The Parish Council have allocated £2,000 for the Neighbourhood Plan for 2018-19.</p> <p>08/11/17-09- Finance officer to prepare a Financial Statement.</p> <p>08/11/17-10- Vice Chair to discuss the possibility of a ‘Sustainability Appraisal’ with Colin Wilkinson (Plantit-X).</p>			

11. HBBC Engagement	Secretary	We have received an email from Edwina Grant – HBBC Strategic & Community Planning Officer, congratulating the Steering Group on the Neighbourhood Plan Pre Submission being approved at the Parish Council meeting – Tuesday 7 th November 2017.			
12HBBC updated Landscape Character Assessment	Secretary	See Agenda Item 5 action 08/11/17-01 above.			
13. HBBC Rural Conference- 30 th November 2017	Vice Chair	We have agreed to do a presentation at the HBBC Rural Conference- 30 th November 2017, giving our experience and external support in producing our Neighbourhood Plan to date. 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- 30th 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.			
14. AOB	Vice Chair	Following the Parish Council Meeting (Tuesday 7 th November 2017), members of the Steering Group were disappointed at the belief, that a Parish Councillor had extracted and shared with Parishioners, two of the polices from the Pre Submission Document, prior to its approval by the Parish Council. Furthermore, the Pre Submission Neighbourhood Plan is quite clear, and indeed emphasises, that all policies apply, and therefore taking two polices in isolation is misleading. It was agreed that the Steering Group should 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. 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 7th November 2017) but expressing concern that policies, in isolation, may have been shared with Parishioners prior to Parish Council approval.			
15. Date & Location of Next Meeting	Secretary	Next Meeting: Wednesday 13 th December 2017- Cock Inn Sibson. 7.30pm.			
		Meeting Closed- 10.25pm			

Ref No.	Open Actions – 8 th November 2017	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	30 th November 2017
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
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	13 th December 2017
25/10/17-14	Communications Officer to display the first part of page 1 and the last section of page 4 of the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation', on the Parish notice boards.	Kate Gardiner	13 th November 2017
08/11/17-02	Vice Chair to send the word version of the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation', 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 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.)	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
08/11/17-10	Vice Chair to discuss the possibility of a 'Sustainability Appraisal' with Colin Wilkinson (Plantit-X).	John 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

Ref No.	Closed Actions	Responsible	Date
02/11/17-01	Secretary to place on the agenda for the next Neighbourhood Plan Steering Group meeting, " Discuss and approve recommendations made at the non quorate Steering Group meeting of Thursday 2 nd November 2017.	Clive Stretton	8 th November 2017
12/10/17-06	Upon receipt, of the updated Landscape Character Assessment Document from HBBC, Secretary to circulated to Steering Group members & Colin Wilkinson.	Clive Stretton	November 2017
02/11/17-08	Steering Group members to inform the Secretary which Pre Submission Public Consultations Events they are able to attend.	Steering Group Members	8 th November 2017
02/11/17-09	Secretary to add 'Pre Submission Public Consultations Events' to the Agenda of the next Steering Group meeting.	Clive Stretton	8 th November 2017
02/11/17-10	Vice Chair to discuss with Colin Wilkinson the format of the 'Pre Submission Public Consultations Events'.	John Ward	8 th November 2017
02/11/17-11	Vice Chair to produce a 'Statutory Consultees- Pre Submission Consultation' draft letter and circulate to members of the Steering Group for review.	John Ward	8 th November 2017
02/11/17-12	Vice Chair to request that RCC take responsibility for distributing the 'Pre Submission Consultation letter' to 'Statutory Consultees.	John Ward	8 th November 2017
02/11/17-13	Vice Chair to circulate the list of Statutory Consultees to members of the Steering Group and Colin Wilkinson for verification.	John Ward	8 th November 2017
25/10/17-15	Chair to liaise with Deborah Roberts regarding the request of documentation for the evidence database of Policy S6 Water Management S6.6- Verification of flood responses.	Mick Toogood	ASAP
25/10/17-16	Vice Chair to request Colin Wilkinson forward the Borough-wide policies map [304] to Deborah Roberts in order to be included in the evidence database.	John Ward	30 th October 2017
25/10/17-17	Vice Chair to request Colin Wilkinson forward the HBBC website link that will verify the Borough-wide policies map to Deborah Roberts in order to be included in the evidence database.	John Ward	30 th October 2017
02/11/17-04	Communications Officer to request that, Colin Wilkinson checks the content of the list of supporting evidence, which is to be uploaded into the public domain of the website.	Kate Gardiner	4 th November 2017
02/11/17-14	Chair to liaise with Jessica Gurley regarding booking and attending 'Leicestershire Neighbourhood Planning Network Event' – Tuesday 28 th November 2017.	Mick Toogood	8 th November 2017
02/11/17-15	Vice Chair to liaise with the Secretary regarding the possibility of providing a presentation at HBBC Rural Conference- 30 th November 2017.	John Ward & Clive Stretton	8 th November 2017