

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

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| Date: Thursday 23 March 2017 – 7.30pm | | Venue: Cock Inn – Sibson | |
| Attendance: Andrea Johnson, Tom Johnson , Deborah Roberts Clive Stretton (Secretary) , Mick Toogood (Chair) , John Ward(Vice Chair), Rob Ward (Finance Officer) and Colin Wilkinson (Planit-X) | | Apologies: Jessica Gurley, Kate Gardiner(Communications Officer), Anne Parkinson and Chris Bailey. | |
| Minutes taken by: Clive Stretton | | | |
| Declaration of Interest: None | | | |
| Item | Raised by | Discussion & Decision | |
| Attendance & Apologies | Chair | 8 present (Including Colin Wilkinson) & 4 apologies. | |
| Re-Arrangement of Agenda order. | Chair | As Colin Wilkinson (Planit-X) had been invited to the meeting to discuss the Draft Plan v4 (Introduction & Draft Policies), it was decided to bring Agenda Items 8 & 9 forward. | |
| Planit-X Draft Introduction to Neighbourhood Plan | Chair | Colin Wilkinson explained that the information to produce ‘Sheepy NP Draft v4. March 2017’ was from a number of sources including data from the Sheepy Parish Neighbourhood Plan Questionnaire, HBBC Core Strategy, visiting sites in the Parish etc. Some Neighbourhood Plan content will be added as an appendix with some issues not appropriate to the plan forwarded to Sheepy Parish Council, HBBC etc. 23/03/17-01- Vice Chair to forward the results of action 23/02/17-11 to Deborah Roberts so it may be added to the evidence data base. | |
| Planit –X Draft Polices & Policy Framework. | Chair | Sheepy NP Draft v4: Flooding. – Any future development in the Parish needs to address concerns raised about flooding and surface water, with the possible introduction of ‘Sustainable urban drainage systems – SUDS’. Colin Wilkinson requests evidence of flooding in the Parish. It was suggested that this evidence be placed on the website. 23/03/17-02-Secretary to collate photographic evidence of flooding in the Parish. | |

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| | | <p>23/03/17-03- Finance Officer to approach the Parish Council requesting correspondence & dialog with appropriate agencies and land owners regarding flooding in recent years.</p> <p>23/03/17-04- Finance Officer to forward evidence gained from action 23/03/17-03 to Planit-X.</p> <p>23/03/17-05- Vice Chair to check the data for the statement 2.22 <i>'In our 2016 survey, more than 90% of respondents found all measures identified for reducing flood risk as important reflecting the clear concern throughout Parish about flooding'</i>.</p> <p>Key Issues – Additions and amendments discussed. More local employment opportunities for local people. Improving/maintaining access to the countryside.</p> <p>Sheepy Parish in 2026- Discussion about the wording with possible changes – Development reflects local need. Adding the word 'access' to the headings regarding countryside and services. Also the need for further headings.</p> <p>Countryside – 2.6 Introduce the word 'sympathetic'.</p> <p>Renewable Energy – 2.16-Microgeneration technologies projects such as solar photovoltaic refers to Solar Panels. 2.11 Discussion about the need to differentiate between small and large scale installations</p> <p>23/03/17-06-Finance Officer to approach the Parish Council regarding the source of evidence that supports Micro-scale hydro power generation installations at Sheepy Magna Mill.</p> <p>Locally Listed Heritage Assets- 23/03/17-07- Steering Group to decide the composition of the 'Local Heritage Assets' list together with the reason why the asset is important to the Parish.</p> <p>Village Design Statement s– These were conducted by the Countryside Commission during the 1970's. Present members of the Parish Council have no recollection of any Village Design Statement.</p> <p>23/03/17-08- Secretary to approach Sheepy History Society regarding any knowledge of a Village Design Statement.</p> <p>Local Green Spaces – If the Steering Group wish to promote an area as a 'Green Space' as part of the Neighbourhood Plan it must meet certain criteria. Planit-X has produced a set of criteria which is available to the Steering Group. Suggestions such as the 'now regarded Battlefield site' could be considered to be a Green Space.</p> <p>Housing – 23/03/17-09- Steering Group to further discuss policies on Housing Mix and Affordable Housing.</p> <p>23/03/17-10- Vice Chair to request Planit-X to construct the format of an enquiry letter, to the Valuation Office from the Parish Council, should the need arise.</p> <p>Services, Facilities and Infrastructure- Discussion about the need to add The Millers Hotel, Upton Barn and Sparkenhoe Cheese Farm Shop and Tea Room. Further additions may be added.</p> <p>23/03/17-11-Vice chair to request Planit-X update 'Sheepy NP Draft v4-March 2017' ready for circulation to Steering Group members prior to the next Steering Group meeting.</p> | | |
| Adjournment | Chair | At 10.35pm the Chair adjourned the meeting. It was agreed that the next Steering Group meeting should be sooner than the usual monthly time interval in order to complete this meeting's agenda items. | | |

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| Meeting Dates | Secretary | Next Meeting: Tuesday 11 th April 2017 – Cock Inn Sibson. 7.30pm | | | |
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| Ref No. | Open Actions | Responsible | Deadline |
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| 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 |
| 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 st 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 st March 2017. | Rob Ward | 31 March 2017 |

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| 23/03/17-01 | Vice Chair to forward the results of action 23/02/17-11 to Deborah Roberts so it may be added to the evidence data base. | John Ward | 11 April 2017 |
| 23/03/17-02 | Secretary to collate photographic evidence of flooding in the Parish. | Clive Stretton | April 2017 |
| 23/03/17-03 | Finance Officer to approach the Parish Council requesting correspondence & dialog with appropriate agencies and land owners regarding flooding in recent years. | Rob Ward | 11 April 2017 |
| 23/03/17-04 | Finance Officer to forward evidence gained from action 23/03/17-03 to Planit-X. | Rob Ward | 11 April 2017 |
| 23/03/17-05 | Vice Chair to check the data for the statement 2.22 <i>'In our 2016 survey, more than 90% of respondents found all measures identified for reducing flood risk as important reflecting the clear concern throughout Parish about flooding'</i> . | John Ward | 11 April 2017 |
| 23/03/17-06 | Finance Officer to approach the Parish Council regarding the source of evidence that supports Micro-scale hydro power generation installations at Sheepy Magna Mill. | Rob Ward | 11 April 2017 |
| 23/03/17-07 | Steering Group to decide the composition of the 'Local Heritage Assets' list together with the reason why the asset is important to the Parish. | Steering Group | Future Meeting |
| 23/03/17-08 | Secretary to approach Sheepy History Society regarding any knowledge of a Village Design Statement. | Clive Stretton | 11 April 2017 |
| 23/03/17-09 | Steering Group to further discuss policies on Housing Mix and Affordable Housing. | Steering Group | Future Meeting |
| 23/03/17-10 | Vice Chair to request Planit-X to construct the format of an enquiry letter, to the Valuation Office from the Parish Council, should the need arise. | John Ward | 4 April 2017 |
| 23/03/17-11 | Vice chair to request Planit-X update 'Sheepy NP Draft v4-March 2017' ready for circulation to Steering Group members prior to the next Steering Group meeting. | John Ward | 9 April 2017 |
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| Ref No. | Closed Actions | Responsible | Date |
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