

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 12 th October 2017 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Kate Gardiner (Communications Officer), Tom Johnson, Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair) , John Ward(Vice Chair) and Colin Wilkinson (Planit-X).		Apologies: Jessica Gurley, Andrea Johnson, Rob Ward (Finance Officer) and Anne Parkinson.	
Minutes taken by: Clive Stretton			
Declaration of Interest: Item 2- None			
Item	Raised by	Discussion & Decision	
1.Attendance & Apologies	Chair	7 present (including Colin Wilkinson -Planit-X) & 4 apologies.	
3.Minutes of Previous Meeting 4 th October 2017.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 4 th October 2017 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 4 th October 2017.	Chair	<p><u>Definitions & Glossary</u></p> <p>04/10/17-01-Steering Group members to review the Glossary, prepared by Colin Wilkinson, for inclusion in the Neighbourhood Plan Pre Submission Document, ready for approval at the next Steering Group meeting. Open. Deborah Roberts & the Secretary have agreed to take responsibility for this action.</p> <p><u>Mapping</u></p> <p>17/08/17-12- Finance Office to take responsibility for the production of the Ecology & Habitats map. Open</p> <p>04/10/17-02-Finance Officer request Leicestershire County Council to supply the Ecology & Habitat information in a digital format, in order for it to be imported into our maps. Open.</p> <p>12/10/17-01- Secretary to ask HBBC if they have a copy of the Leicestershire County Council’s Ecology & Habitat information in a digital format, that can be imported into our maps.</p>	

	<p>12/10/17-02- If LCC and HBBC are unable to supply the Ecology & Habitat information in a digital format (actions 04/10/17-02 & 12/10/17-01), Secretary to request that the Finance officer creates the Ecology & Habitats map manually.</p> <p>17/08/17-13- Members of the Steering Group to verify the Ecology & Habitats map. Open.</p> <p>21/09/17-04- Chair to verify the Public Rights Of Way map. Completed & Closed</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. Open. It is recognised this is not in the critical path for Parish Council approval and can be completed any time before the start of Independent Examination.</p> <p>28/09/17-06- Finance Officer to ‘mask out Neighbouring Parishes’ on the Parish Online Maps. Completed & Closed.</p> <p>12/10/17-03- Steering Group to review the ‘masking out of Neighbouring Parishes’ on the Parish Online Maps.</p> <p><u>Local Green Spaces</u></p> <p>04/10/17-03- Steering Group members to review the Local Green Space Designation forms, ready for approval at the next Steering Group meeting. Open. The majority of the Local Green Space Designation forms have been reviewed by the Steering Group. Deborah Roberts and Tom Johnson have agreed to review Sheepy Cemetery and St Botolph’s Churchyard respectively.</p> <p>28/09/17-07- Once the Local Green Space Designation forms have been completed and verified, Secretary to send all of the forms to Deborah Roberts to add to the evidence database and website. Open</p> <p><u>Pre Submission Consultation</u></p> <p>28/09/17-09- Vice Chair to liaise with the Communications Officer, regarding the completion of the ‘Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’ in view of the Communication Officer’s imminent holiday absence. Closed. Replaced by action 12/10/17-04. Steering Group members has given feedback on the draft ‘Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’.</p> <p>12/10/17-04- Vice Chair to consider the feedback, given by Steering Group members, on the draft ‘Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’, and amend the draft document for review at the next Steering Group meeting.</p> <p>04/10/17-04- Vice Chair to discuss with the Clerk to the Parish Council and the Parish Council’s email host, setting up a Parish Council Neighbourhood Plan email address. The suggestion being np@sheepparish.com. Completed & Closed. The Communications Officer has updated the website with the new email address.</p> <p>It was agreed that the Secretary’s personal email and telephone number are to be removed from the website and all future communication will be via the new email address or by post to the Clerk to the Parish Council.</p>	
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	<p>04/10/17-05- Following action 04/10/17-04, the Vice Chair to discuss with the Parish Council's email host, the limitations on the size of files that this new email address will accept. Completed and Closed. The Vice Chair reported that there were no limitations on the size of files that the new email address will accept. (Only normal Google gmail constraints.)</p> <p><u>HBBC Housing Information</u></p> <p>28/09/17-12- Secretary to incorporate HBBC 's official summary of housing numbers, either completed or approved within the Borough, as of 31st March 2017, together with additional Parish Council information, into the Pre Submission Draft document and evidence database. Open.</p> <p>Colin Wilkinson and the Secretary are in the process of gathering information regarding the summary of housing numbers, either completed or approved within the Borough between 2006 and 2017.</p> <p>04/10/17-06- Vice Chair to request Colin Wilkinson share with the Secretary, his working spreadsheet regarding the summary of housing numbers, either completed or approved within the Parish. Closed.</p> <p><u>Local Heritage Interests</u></p> <p>14/09/17-08- Finance Officer to add 'Sibson Telephone Box' and 'Sheepy Magna Village Pump and Horse Trough' to the Local Heritage Interests mapping data. 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. Open. Deborah Roberts and the Communications Officer reported that this action was nearly complete, with the 'Stakeholder Event' documents, RCC documents and the 'Drop In Events' documents now uploaded onto the website.</p> <p>04/10/17-08- Deborah Roberts & the Chair to supply the Communications Officer with any 'Reports To the Parish Council' that have yet to be added to the evidence on the website. Completed & Closed.</p> <p>04/10/17-09- Following action 04/10/17-08, Communications Officer to upload the 'Reports to the Parish Council' as supporting evidence onto the website by 4th November 2017. Completed & Closed.</p> <p><u>Additional Photographs for the Pre Submission Document</u></p> <p>28/09/17-14- Jessica Gurley to take a photograph of Wellsborough for possible inclusion in the Parish Descriptions of the Pre Submission draft document. Completed & Closed.</p> <p>04/10/17-10- Chair to take a photograph of the new housing developments taking place in Sheepy Magna at Trout Ponds and forward to the Vice Chair for possible inclusion in the NP Pre Submission Document. Completed & Closed.</p> <p>04/10/17-11- Chair to either take or locate two further photographs to be added to the forward of the NP Pre Submission document. Completed & Closed.</p> <p>04/10/17-12- Following action 04/10/17-11, Chair to forward photographs to the Vice Chair for inclusion in the draft NP Pre Submission Document. Completed & Closed.</p>	
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	<p>04/10/17-13- Chair to forward photographs scanned from the 'Millennium Book' to the Vice Chair for inclusion in the draft NP Pre Submission Document. Completed & Closed.</p> <p>It was noted that some of the photographs appeared to be too dark in the printed version of the Pre Submission document.</p> <p>12/10/17-05-Chair to review the photographs in the Pre Submission document and then possibly replace some of them.</p> <p>04/10/17-16- Vice Chair to include the missing photographs in NP Pre Submission draft version 17a. Completed & Closed.</p> <p><u>Project Plan</u></p> <p>28/09/17-19- Vice Chair to update and circulate the Project Plan to members of the Steering Group and Colin Wilkinson. Open.</p> <p><u>Village Shop Funding Meeting</u></p> <p>04/10/17-14- Vice Chair to request the link regarding Village Shop Grants from Colin Wilkinson. Closed.</p> <p>04/10/17-15- Following action 04/10/17-14, Vice Chair to forward the link regarding Village Shop Grants to the Clerk to the Parish Council. Closed.</p> <p><u>Sharing Pre-Submission Document with HBBC</u></p> <p>04/10/17-17- Secretary, representing the Steering Group, to also attend the meeting, arranged by Colin Wilkinson, with HBBC Planning Department on 16th October 2017 at 10.00am to discuss the draft NP Pre submission document. Open</p> <p>04/10/17-18- Vice Chair to incorporate the latest changes to the Pre Submission draft by Monday 9th October 2017, then forward to Colin Wilkinson for sharing with HBBC Planning Department. Completed & Closed.</p> <p><u>Presentation of the Pre Submission Document at the November 2017 meeting of the Parish Council.</u></p> <p>04/10/17-19- Finance Officer to liaise with Colin Wilkinson, to produce a Clear Statement of Intent, which will be circulated by the Clerk by the end of October 2017, to members of the Parish Council, together with the Neighbourhood Plan Pre Submission Document, for approval at the Parish Council meeting on Tuesday 7th November 2017. Open. Colin Wilkinson has produced the 'Resolution', which has been circulated to members of the Steering Group.</p> <p>Deborah Roberts has offered to assist the Finance Officer with action 04/10/17-19.</p> <p>04/10/17-20- Following action 04/10/17-19, Finance Officer to circulate to Steering Group members for review and approval at the next Steering Group meeting, the draft 'Clear Statement of Intent', which will be circulated by the Clerk by the end of October 2017, to members of the Parish Council, together with the Neighbourhood Plan Pre Submission Document. Open.</p>	
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5. Updated NP Pre-Submission Document Draft and Critical Path	Vice Chair	<p>NP Pre Submission draft version 17c had been circulated in advance of this meeting.</p> <p>Discussion took place and some of the amendments noted. Namely – The Date to be changed to October 2017, the photograph of the Development at Trout Ponds has been placed in the forward by mistake, the photograph at 2.7 should be renamed ‘Sheepy Magna’, the formatting of 1.4 such that the photographs alternate position and Policy S4 requires slight change.</p> <p>12/10/17-07-Vice Chair to add the Sibson Conservation map at 3.11 of the draft Pre Submission Document version 17.c</p>		
6. Pre Submission document shared with HBBC	Vice Chair	<p>The Sheepy Parish Neighbourhood Plan Pre Submission draft has been sent to HBBC in advance of the meeting with the Planning Department on 16th October 2017 at 10.00. Colin Wilkinson and the Secretary to attend.</p>		
7. Project Plan	Vice Chair.	Not yet updated.		
8. Evidence Data base	Deborah Roberts	See Evidence Database in Agenda Item 4 above.		
9. HBBC Engagement	Secretary	<p>Following the Secretary attending the HBBC Heritage Strategy Workshop (31st July 2017), a draft Heritage Strategy has been circulated to the attendees for review.</p> <p>See also Agenda items 4 & 11.</p>		
10. Leicestershire Neighbourhood	Chair	<p>To be discussed at the next meeting.</p> <p>12/10/17-08-Secretary to add to the agenda for the next Steering Group Meeting. Leicestershire Neighbourhood Planning Network Event – Tuesday 28th November 2017 – County Hall Glenfield. 5.30pm -8.00pm.</p>		

d Planning Network Event – Tuesday 28 th November 2017				
11. HBBC Rural Conference – Thursday 30 th November 2017 – Twycross Zoo.	Chair	12/10/17-09 -Secretary to liaise with Chair and Clerk to the Parish Council regarding the invitation of Steering Group members to attend the HBBC Rural Conference – Thursday 30 th November 2017.		
12. AOB	Chair	None		
13. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 19 th October 2017- Cock Inn Sibson. 7.30pm Future Meetings: Wednesday 25th October 2017 - Cock Inn Sibson. 7.30pm. Colin Wilkinson available to attend. These meetings may be supplemented by sub group meetings during October.		
		Meeting Closed- 10.07pm		

Ref No.	Open Actions – 12 th October 2017	Responsible	Deadline
04/10/17-01	Steering Group members to review the Glossary, prepared by Colin Wilkinson, for inclusion in the Neighbourhood Plan Pre Submission Document, ready for approval at the next Steering Group meeting.	Now Deborah Roberts & Clive Stretton	Now 19 th October 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
04/10/17-02	Finance Officer request Leicestershire County Council to supply the Ecology & Habitat information in a digital format, in order for it to be imported into our maps.	Rob Ward	12 th October 2017
12/10/17-01	Secretary to ask HBBC if they have a copy of the Leicestershire County Council's Ecology & Habitat information in a digital format, that can be imported into our maps	Clive Stretton	16 October 2017
12/10/17-02	If LCC and HBBC are unable to supply the Ecology & Habitat information in a digital format (actions 04/10/17-02 & 12/10/17-01), Secretary to request that the Finance officer creates the Ecology & Habitats map manually.	Rob Ward	19 October 2017

17/08/17-13	Members of the Steering Group to verify the Ecology & Habitats map.	Steering Group	Now 14 th September 2017
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	4 th October 2017
12/10/17-03	Steering Group to review the 'masking out of Neighbouring Parishes' on the Parish Online Maps.	Steering Group	19 October 2017
04/10/17-03	Steering Group members to review the Local Green Space Designation forms, ready for approval at the next Steering Group meeting. (Deborah Roberts to review Sheepy Cemetery & Tom Johnson to review St Botolph's Churchyard)	Now Deborah Roberts & Tom Johnson	Now 19 th October 2017
28/09/17-07	Once the Local Green Space Designation forms have been completed and verified, Secretary to send all of the forms to Deborah Roberts to add to the evidence database and website.	Clive Stretton	12 th October 2017
12/10/17-04	Vice Chair to consider the feedback, given by Steering Group members, on the draft 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation', and amend the draft document for review at the next Steering Group meeting.	John Ward	19 October 2017
28/09/17-12	Secretary to incorporate HBBC 's official summary of housing numbers, either completed or approved within the Borough, as of 31 st March 2017, together with additional Parish Council information, into the Pre Submission Draft document and evidence database.	Clive Stretton	4 th October 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
12/10/17-05	Chair to review the photographs in the Pre Submission document and then possibly replace some of them.	Mick Toogood	19 October 2017
28/09/17-19	Vice Chair to update and circulate the Project Plan to members of the Steering Group and Colin Wilkinson.	John Ward	4 th October 2017
04/10/17-17	Secretary, representing the Steering Group, to also attend the meeting, arranged by Colin Wilkinson, with HBBC Planning Department on 16 th October 2017 at 10.00am to discuss the draft NP Pre submission document.	Clive Stretton	16 th October 2017
04/10/17-19	Finance Officer to liaise with Colin Wilkinson, to produce a Clear Statement of Intent, which will be circulated by the Clerk by the end of October 2017, to members of the Parish Council, together with the Neighbourhood Plan Pre Submission Document, for approval at the Parish Council meeting on Tuesday 7 th November 2017.	Rob Ward & Deborah Roberts	ASAP

04/10/17-20	Following action 04/10/17-19, Finance Officer to circulate to Steering Group members for review and approval at the next Steering Group meeting, the draft ' <i>Clear Statement of Intent</i> ', which will be circulated by the Clerk by the end of October 2017, to members of the Parish Council, together with the Neighbourhood Plan Pre Submission Document	Rob Ward	12 th October 2017
12/10/17-06	Upon receipt, of the updated Landscape Character Assessment Document from HBBC, Secretary to circulate to Steering Group members & Colin Wilkinson.	Clive Stretton	November 2017
12/10/17-07	Vice Chair to add the Sibson Conservation map at 3.11 of the draft Pre Submission Document version 17.c	John Ward	19 October 2017
12/10/17-08	Secretary to add to the agenda for the next Steering Group Meeting. Leicestershire Neighbourhood Planning Network Event – Tuesday 28 th November 2017 – County Hall Glenfield. 5.30pm -8.00pm.	Clive Stretton	19 October 2017
12/10/17-09	Secretary to liaise with Chair and Clerk to the Parish Council regarding the invitation of Steering Group members to attend the HBBC Rural Conference – Thursday 30 th November 2017.	Clive Stretton	19 October 2017
Ref No.	Closed Actions	Responsible	Date
21/09/17-04	Chair to verify the Public Rights Of Way map .	Mick Toogood	28 September 2017
28/09/17-06	Finance Officer to 'mask out Neighbouring Parishes' on the Parish Online Maps.	Rob Ward	4 th October 2017
28/09/17-09	Vice Chair to liaise with the Communications Officer, regarding the completion of the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation' in view of the Communication Officer's imminent holiday absence.	John Ward	ASAP
04/10/17-04	Vice Chair to discuss with the Clerk to the Parish Council and the Parish Council's email host, setting up a Parish Council Neighbourhood Plan email address. The suggestion being np@sheepyparish.com .	John Ward	12 th October 2017
04/10/17-05	Following action 04/10/17-04, the Vice Chair to discuss with the Parish Council's email host, the limitations on the size of files that this new email address will accept.	John Ward	12 th October 2017
04/10/17-06	Vice Chair to request Colin Wilkinson share with the Secretary, his working spreadsheet regarding the summary of housing numbers, either completed or approved within the Parish.	John Ward	ASAP

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14/09/17-08	Finance Officer to add 'Sibson Telephone Box' and 'Sheepy Magna Village Pump and Horse Trough' to the Local Heritage Interests mapping data.	Rob Ward	21 st September 2017
04/10/17-08	Deborah Roberts & the Chair to supply the Communications Officer with any 'Reports To the Parish Council' that have yet to be added to the evidence on the website.	Deborah Roberts & Mick Toogood	4 th November 2017
04/10/17-09	Following action 04/10/17-08, Communications Officer to upload the 'Reports to the Parish Council' as supporting evidence onto the website by 4 th November 2017.	Kate Gardiner	4 th November 2017
28/09/17-14	Jessica Gurley to take a photograph of Wellsborough for possible inclusion in the Parish Descriptions of the Pre Submission draft document.	Jessica Gurley	4 th October 2017
04/10/17-10	Chair to take a photograph of the new housing developments taking place in Sheepy Magna at Trout Ponds and forward to the Vice Chair for possible inclusion in the NP Pre Submission Document.	Mick Toogood	12 th October 2017
04/10/17-11	Chair to either take or locate two further photographs to be added to the forward of the NP Pre Submission document.	Mick Toogood	12 th October 2017
04/10/17-12	Following action 04/10/17-11, Chair to forward photographs to the Vice Chair for inclusion in the draft NP Pre Submission Document.	Mick Toogood	12 th October 2017
04/10/17-13	Chair to forward photographs scanned from the 'Millennium Book' to the Vice Chair for inclusion in the draft NP Pre Submission Document.	Mick Toogood	ASAP
04/10/17-14	Vice Chair to request the link regarding Village Shop Grants from Colin Wilkinson.	John Ward	ASAP
04/10/17-15	Following action 04/10/17-14, Vice Chair to forward the link regarding Village Shop Grants to the Clerk to the Parish Council.	John Ward	ASAP
04/10/17-16	Vice Chair to include the missing photographs in NP Pre Submission draft version 17a.	John Ward	ASAP
04/10/17-18	Vice Chair to incorporate the latest changes to the Pre Submission draft by Monday 9 th October 2017, then forward to Colin Wilkinson for sharing with HBBC Planning Department.	John Ward	9 th October 2017
04/10/17-21	Secretary to contact HBBC to establish the current state of the updated Landscape Character Assessment Document.	Clive Stretton	12 th October 2017
04/10/17-22	Secretary to add to the agenda for the next Steering Group Meeting. Leicestershire Neighbourhood Planning Network Event – Tuesday 28 th November 2017 – County Hall Glenfield. 5.30pm -8.00pm.	Clive Stretton	12 th October 2017
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