

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 13 th July 2017 – 7.30pm		Venue: Cock Inn - Sibson		
Attendance: Kate Gardiner(Communications Officer), Tom Johnson), Deborah Roberts, Clive Stretton (Secretary) , Mick Toogood (Chair) and John Ward(Vice Chair).		Apologies: Jessica Gurley, Andrea Johnson, Anne Parkinson, Chris Bailey and Rob Ward (Finance Officer)		
Minutes taken by: Clive Stretton				
Declaration of Interest: Item 2- None				
Item	Raised by	Discussion & Decision		
1.Attendance & Apologies	Chair	6 present & 5 apologies.		
3.Minutes of Previous Meeting 15 th June 2017.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 15 th June 2017 were agreed and signed by the Chair as a true record.		
4. Matters Arising from Steering Group Meeting -15 th June 2017.	Chair	<p>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. Open. See action 15/06/17-01</p> <p>23/03/17-09- Steering Group to further discuss policies on Housing Mix and Affordable Housing. Open. See Action 15/06/17-02</p> <p>27/04/17-01-At a later date, the Steering Group to identify the main issues, from the data & comments from the Neighbourhood Plan Consultation Questionnaire Summer 2016, which are not appropriate to the Neighbourhood Plan, but a matter of future consideration by Sheepy Parish Council and other relevant bodies. Closed. Replaced by Action 13/07/17-01</p> <p>27/04/17-02-Secretary to send collated photographic evidence of flooding in the Parish (see action 23/03/17-02) to Deborah Roberts. Sibson photographic evidence was outstanding. Completed & Closed</p> <p>27/04/17-03-Secretary to send extracts from Sheepy Parish Council minutes regarding flooding in the Parish (see</p>		

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	<p>action 23/03/17-03) to Deborah Roberts so as to be included in the evidence data base. Records for the 2012 Floods were outstanding. Completed & Closed.</p> <p>27/04/17-04-Secretary to send extracts from Sheepy Parish Council minutes regarding flooding in the Parish (see action 23/03/17-03) to Colin Wilkinson. Records for the 2012 Floods were outstanding. Completed & Closed.</p> <p>27/04/17-05-Finance Officer to send the HBBC document Re: Micro-scale hydro power generation installations at Sheepy Magna Mill to Deborah Roberts so as to be included in the evidence data base. Completed & Closed</p> <p>27/04/17-11- Andrea Johnson to send a copy of the Flooding report for Sheepy to both Deborah Roberts and Colin Wilkinson. (See also actions 27/04/17-03 and 27/04/17-04). A copy of the report to Colin Wilkinson was outstanding. Completed & Closed.</p> <p>27/04/17-15- Secretary to present the current project plan to HBBC. Completed & Closed. The current Project Plan 10th July 2017 sent to HBBC on 12th July 2017.</p> <p>27/04/17-18- Finance Officer to send a copy of the end of year Locality report to Deborah Roberts. Open.</p> <p>27/04/17-20- Steering Group to supply relevant information in order for the Finance Officer to estimate all expenditure for the remainder of the preparation of the Neighbourhood Plan. Closed.</p> <p>16/05/17-04-Secretary to supply further mapping lists to HBBC for to support the Neighbourhood Plan. Closed. Secretary had contacted HBBC explaining that the Steering Group had yet to finalise its Mapping Requirements</p> <p>16/05/17-10- Deborah Roberts to place the 'Index to the data base' on the secure area of the website. Completed & Closed.</p> <p>15/06/17-01-Jessica Gurley to establish the current status of any HBBC Heritage Asset List and to cross reference with the current 'Steering Group Heritage Asset working list'. Open. Jessica is meeting the Historic Environment Record Officer from Leicestershire County Council at 2pm tomorrow Friday 14th July 2017.</p> <p>15/06/17-02- Vice Chair to discuss with Colin Wilkinson the possibility of policy inconsistencies in the Neighbourhood Plan Pre-Submission Draft v11 regarding Housing mix and affordable housing. Closed.</p> <p>15/06/17-03-Secretary to note on the Agenda for the next Steering Group Meeting, the importance of the completion of action 27/04/17-01. Closed.</p> <p>13/07/17-01- Questionnaire Sub groups to identify the key issues (from their section of the Questionnaire Data and comments -Action23/02/17-11), which are to be included into the Neighbourhood Plan and those key issues to be considered by the Parish Council. (Replacing Action 27/04/17-01)</p> <p>13/07/17-02- Vice Chair to discuss with Colin Wilkinson the integration of Action 13/07/17-02 into the Neighbourhood Plan Pre Submission Document.</p> <p>15/06/17-04-Communications Officer to obtain an estimated cost for Neighbourhood Plan website development for this financial year. Completed & Closed.</p> <p>15/06/17-05-Communications Officer to contact the Neighbourhood Plan website regarding uploading information onto the website. Completed & Closed.</p>			
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	<p>13/07/17-03-Communications Officer to create areas on our website for storage of evidence for the Neighbourhood Plan Submission Document</p> <p>13/07/17-04- Vice Chair to discuss with Colin Wilkinson, what evidence needs to be available on our website, in which areas it should be stored and when it needs be available in relation to the project plan.</p> <p>15/06/17-06-Members of the Steering Group to photograph a selection of the 'Important Views' from action 16/05/17-05. Photographs to be taken from a public area, dated and forwarded to the Vice Chair by 26th June 2017. Closed.</p> <p>15/06/17-07- For action 15/06/17-06, photographs of the 'Mill Lake' –Sheepy Parva and the 'Field to the rear of Sheepy Memorial Hall' to be taken by Mick Toogood. Closed.</p> <p>15/06/17-08- For action 15/06/17-06, photographs of the 'Road & Footpath between Sheepy Parva and Sibson' and the 'Fields to the rear of Long Row Cottages'- Sibson to be taken by Tom Johnson. Closed.</p> <p>15/06/17-09- For action 15/06/17-06, photographs of the 'Sheepy Glade' and 'Sheepy Playing Fields'–Sheepy Magna and the 'Field adjacent to the end of Meadow Close & Oakfield Way' to be taken by Clive Stretton. Closed.</p> <p>15/06/17-10- For action 15/06/17-06, photographs of the 'Trout Pond Lakes' –Sheepy Magna to be taken by Rob Ward. Closed.</p> <p>15/06/17-11- For action 15/06/17-06, photographs of the 'Lovett's Bridge' –Sheepy Parva/Crosshands and the 'Field adjacent to the crossroad' - Pinwall to be taken by Kate Gardiner. Closed.</p> <p>15/06/17-12- For action 15/06/17-06, photographs of the 'Road to Shenton' –Sibson and the 'Road & Footpath to Shenton'-Upton to be taken by Deborah Roberts. Closed.</p> <p>15/06/17-13- For action 15/06/17-06, photographs of the 'New House Grange' –Sheepy Magna, the view 'to the back of Holly Tree Cottage'- Sheepy Magna and the view 'to the back of Sheepy Lodge & Dormer House' –Sheepy Magna to be taken by John Ward. Closed.</p> <p>15/06/17-14- For action 15/06/17-06, photographs of the view from the 'footpath adjacent to Temple Hall' - Wellsborough to be taken by Jessica Gurley. Closed.</p> <p>15/06/17-15- For action 15/06/17-06, Steering Group members to give a brief description, (following a similar format as used in the Market Bosworth Neighbourhood Plan) of the views in the photographs and to forward to the Vice Chair. Closed.</p> <p>15/06/17-16- Vice Chair to cross reference the photographs and descriptions received (actions 15/06/17-06 & 15/06/17-15) against the list of 'Important Views' presented to the Parish Council at the extraordinary meeting – Tuesday 13th June 2017. Closed.</p> <p>15/06/17-17- Vice Chair to compress photographs, received from action 15/06/17-06, ready for storage on the Neighbourhood Plan website. Closed.</p> <p>15/06/17-18- Rob Ward to contact the Clerk to the Parish Council to ask for copies of the photographs used the Millennium Book- "The Parish of Sheepy nineteen ninety nine". Open</p>			
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		<p>15/06/17-19- Secretary to forward the link (Action 08/06/17-02) to Steering Group Members. Completed & Closed</p> <p>15/06/17-20-Secretary to discuss planning application 17/00340/FUL (Construction of 3 detached dwellings – Land to the North of Dormer House – Twycross Road – Sheepy Magna) with HBBC with reference to any amendments to the settlement boundary of Sheepy Magna. Completed & Closed.</p> <p>15/06/17-21-Secretary request HBBC produce an amended Settlement Boundary map for Sheepy Magna which includes planning application 17/00340/FUL. Open</p> <p>15/06/17-22- Secretary to forward to the Steering Group, the Maps produced to date by HBBC as requested by the Steering Group in May 2017. Completed & Closed.</p> <p>15/06/17-23- Secretary to contact HBBC to see if it is feasible to obtain the necessary maps required, by mid July 2017, so as to be incorporated into the Pre- Submission Document. Completed & Closed. HBBC felt they could meet our deadline providing they received the relevant information in plenty of time.</p> <p>15/06/17-24-Secretary to investigate the cost of the ‘Parish on Line’ Mapping Licence. Closed. See 15/06/17-23 above.</p> <p>15/06/17-25-Communications Officer to include on the website information about the Parish Council Extraordinary meeting. Completed & Closed.</p> <p>15/06/17-26- Steering Group members to forward their ‘Holiday Dates’ (for Summer 2017) to the Secretary. Completed & Closed.</p> <p>15/06/17-27- Using information gained from action 15/06/17-26, Secretary to set a date for the Steering Group Meeting in August. (Additional meetings may be necessary at the Chair’s request) Completed & Closed. See Item 12.</p>		
5. Budget	Chair	The Locality Grant Application has been submitted.		
6. Project Plan	Vice Chair.	<p>Project Plan mainly on track. It was noted that the production of maps was off track and it was time for a formal review of the Steering Group Terms Of Reference.</p> <p>13/07/17-05- Deborah Roberts to look at the current Terms of Reference in order to initiate a formal review.</p>		
7. Communications update	Communications Officer	The website is currently up to date and an article has been placed into the Gazette (July Edition).		
8. NP Pre-Submission Document Draft v12a.	Chair	<p>It was agreed that the Steering Group was still compiling the Heritage Assets List and finalising Mapping Requirements etc. it would be unlikely that a Final Draft Pre Sub Mission Document could be produced for the week prior to the next Parish Council Meeting Tuesday 1st August 2017. Nevertheless, it is still the intention to produce this document as a soon as possible.</p> <p>Discussion then took place to produce a ‘Critical Path List’ in order to complete the Final Draft of the Pre Submission Document.</p> <ul style="list-style-type: none"> • Heritage Assets. 		

	<p>13/07/17-06-Jessica Gurley and the Chair to bring a definitive list of the Heritage Assets to the next Steering Group Meeting.</p> <ul style="list-style-type: none"> • Important Views. <p>Following Action 15/06/17-15</p> <p>13/07/17-07-Vice Chair to circulate current summary Important Views document for owners to complete supplying pictures and narratives. See actions 13/07/17-08 to 10</p> <p>13/07/17-08- Chair to give a brief description of the view of ‘Field adjacent to the end of Meadow Close and Oakfield Way’ and send to the Vice Chair.</p> <p>13/07/17-09- Communications Officer to give a brief description of the view of ‘Trout Pond Lakes’ and send to the Vice Chair.</p> <p>13/07/17-10- Secretary to give a brief description of the view of Sheepy Playing Field and Sheepy Glade and send to the Vice Chair.</p> <p>Production of Important Views Appendix.</p> <ul style="list-style-type: none"> • Maps. <p>13/07/17-11-Secretary to request HBBC produce a map, for each settlement within the Parish, showing all Neighbourhood Plan Policy Items. Ie. Settlement Boundaries, Footpaths, Important Views, River Sence (Including tributaries) Wildlife Corridor and Flood plains , Listed Buildings, Scheduled Monuments, Heritage Assets and the Battle Of Bosworth Site, Local Green Spaces, Key Community Facilities, Sibson Conservation Area and Sheepy Fields SSSI.</p> <ul style="list-style-type: none"> • Key Issues to be included in the Neighbourhood Plan and those to be considered by the Parish Council <p>See Action 13/07/17-01</p> <ul style="list-style-type: none"> • Flooding Details • Affordable Housing – to be reviewed with Colin Wilkinson at next meeting • Settlement Boundaries to be reviewed with Colin Wilkinson at next meeting • Hornsey Rise Site to be reviewed with Colin Wilkinson at next meeting • Planit-X Availability to be reviewed with Colin Wilkinson at next meeting • Neighbourhood Plan Definitions to be reviewed with Colin Wilkinson at next meeting <p>13/07/17-12-Vice Chair to discuss with Colin Wilkinson the production of a ‘Neighbourhood Plan Definitions List’</p> <ul style="list-style-type: none"> • The Neighbourhood Plan Submission Document Forward. <p>This has already been drafted and requires the Chair to the Parish Council to forward an approved final version, so that it can be included into the Pre Submission draft document.</p> <p>13/07/17-13-Deborah Roberts to request the Chair to the Parish Council sends the approved final version of the ‘Neighbourhood Plan Submission Document Forward’ to the Steering Group for inclusion into the Pre Submission Document.</p>	
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		<ul style="list-style-type: none"> • Final Review of the Draft Pre Submission Document. <p>It was noted that upon reading the NP Pre Submission Document Draft v12a, Steering Group Members has noticed some discrepancies. 13/07/17-14- Steering Group Members to forward and identified discrepancies in the NP Pre Submission Document Draft v12a to the Vice Chair.</p>		
9. Evidence Database	Deborah Roberts	Currently up to date.		
10. HBBC Engagement	Secretary	HBBC have been given the current Project Plan communication has taken place regarding Mapping. See items above.		
11. AOB	Chair	None		
12. Date & Location of Next Meeting	Secretary	<p>Next Meeting: Thursday 20th July 2017 – Cock Inn Sibson. 7.30pm 13/07/17-15-Vice Chair to invite Colin Wilkinson to Steering Group Meeting - Thursday 20th July 2017 13/07/17/16- Vice chair to confirm Colin Wilkinson’s availabilities for the weekly scheduled meetings throughout July & August.</p> <p>Future Meetings: Thursday 27th July 2017 – Cock Inn Sibson. 7.30pm Thursday 3rd August 2017 – Cock Inn Sibson. 7.30pm Thursday 10th August 2017 – Cock Inn Sibson. 7.30pm Thursday 17th August 2017 – Cock Inn Sibson. 7.30pm Thursday 24th August 2017 – Cock Inn Sibson. 7.30pm Thursday 31th August 2017 – Cock Inn Sibson. 7.30pm</p>		
		Meeting Closed- 10.36pm		

Ref No.	Open Actions	Responsible	Deadline
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. See Action 15/06/17-01	Steering Group	30 June 2017
23/03/17-09	Steering Group to further discuss policies on Housing Mix and Affordable Housing. See action 15/06/17-02.	Steering Group	13 July 2017
27/04/17-18	Finance Officer to send a copy of the end of year Locality report to Deborah Roberts.	Rob Ward	16 May 2017
15/06/17-01	Jessica Gurley to establish the current status of any HBBC Heritage Asset List and to cross reference with the current 'Steering Group Heritage Asset working list'.	Jessica Gurley	30 June 2017
15/06/17-18	Rob Ward to contact the Clerk to the Parish Council to ask for copies of the photographs used the Millennium Book- "The Parish of Sheepy nineteen ninety nine".	Rob Ward	13 July 2017
15/06/17-21	Secretary request HBBC produce an amended Settlement Boundary map for Sheepy Magna which includes planning application 17/00340/FUL.	Clive Stretton	ASAP
13/07/17-01	Questionnaire Sub groups to identify the key issues (from their section of the Questionnaire Data and comments -Action23/02/17-11), which are to be included into the Neighbourhood Plan and those key issues to be considered by the Parish Council. (Replacing Action 27/04/17-01)	Mick Toogood Clive Stretton Deborah Roberts Jessica Gurley/ Andrea Johnson	20 th July 2017
13/07/17-02	Vice Chair to discuss with Colin Wilkinson the integration of Action 13/07/17-02 into the Neighbourhood Plan Pre Submission Document.	John Ward	20 th July 2017
13/07/17-03	Communications Officer to create areas on our website for storage of evidence for the Neighbourhood Plan Submission Document	Kate Gardiner	27 July 2017
13/07/17-04	Vice Chair to discuss with Colin Wilkinson, what evidence needs to be available on our website, in which areas it should be stored and when it needs be available in relation to the project plan.	John Ward	20 th July 2017
13/07/17-05	Deborah Roberts to look at the current Terms of Reference in order to initiate a formal review.	Deborah Roberts	20 th July 2017
13/07/17-06	Jessica Gurley and the Chair to bring a definitive list of the Heritage Assets to the next Steering Group Meeting.	Jessica Gurley Mick Toogood	20 th July 2017
13/07/17-07	Vice Chair to circulate current summary Important Views document for owners to complete supplying pictures and narratives.	John Ward	ASAP
13/07/17-08	Chair to give a brief description of the view of 'Field adjacent to the end of Meadow Close and Oakfield Way' and send to the Vice Chair.	Mick Toogood	20 th July 2017
13/07/17-09	Communications Officer to give a brief description of the view of 'Trout Pond Lakes' and send to the Vice Chair.	Kate Gardiner	20 th July 2017

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13/07/17-10	Secretary to give a brief description of the view of Sheepy Playing Field and Sheepy Glade and send to the Vice Chair.	Clive Stretton	20 th July 2017
13/07/17-11	Secretary to request HBBC produce a map, for each settlement within the Parish, showing all Neighbourhood Plan Policy Items. Ie. Settlement Boundaries, Footpaths, Important Views, River Sence (Including tributaries) Wildlife Corridor and Flood Planes, Listed Buildings, Scheduled Monuments, Heritage Assets and the Battle Of Bosworth Site, Local Green Spaces, Key Community Facilities, Sibson Conservation Area and Sheepy Fields SSSI.	Clive Stretton	20 th July 2017
13/07/17-12	Vice Chair to discuss with Colin Wilkinson the production of a 'Neighbourhood Plan Definitions List'	John Ward	20 th July 2017
13/07/17-13	Deborah Roberts to request the Chair to the Parish Council sends the approved final version of the' Neighbourhood Plan Submission Document Forward' to the Steering Group for inclusion into the Pre Submission Document.	Deborah Roberts	20 th July 2017
13/07/17-14	Steering Group Members to forward and identified discrepancies in the NP Pre Submission Document Draft v12a to the Vice Chair.	Steering Group Members	17 th July 2017
13/07/17-15	Vice Chair to invite Colin Wilkinson to Steering Group Meeting - Thursday 20 th July 2017	John Ward	ASAP
13/07/17-16	Vice chair to confirm Colin Wilkinson's availabilities for the weekly scheduled meetings throughout July & August.	John Ward	20 th July 2017
Ref No.	Closed Actions	Responsible	Date
27/04/17-01	At a later date, the Steering Group to identify the main issues, from the data & comments from the Neighbourhood Plan Consultation Questionnaire Summer 2016, which are not appropriate to the Neighbourhood Plan, but a matter of future consideration by Sheepy Parish Council and other relevant bodies. Replaced by Action 13/07/17-01	Steering Group	13 July 2017
27/04/17-02	Secretary to send collated photographic evidence of flooding in the Parish (see action 23/03/17-02) to Deborah Roberts.	Clive Stretton	16 May 2017
27/04/17-03	Secretary to send extracts from Sheepy Parish Council minutes regarding flooding in the Parish (see action 23/03/17-03) to Deborah Roberts so as to be included in the evidence data base.	Clive Stretton	16 May 2017

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27/04/17-05	Finance Officer to send the HBBC document Re: Micro-scale hydro power generation installations at Sheepy Magna Mill to Deborah Roberts so as to be included in the evidence data base.	Rob Ward	16 May 2017
27/04/17-11	Andrea Johnson to send a copy of the Flooding report for Sheepy to both Deborah Roberts and Colin Wilkinson. (See also actions 27/04/17-03 and 27/04/17-04)	Andrea Johnson	16 May 2017
27/04/17-15	Secretary to present the current project plan to HBBC.	Clive Stretton	ASAP
27/04/17-20	Steering Group to supply relevant information in order for the Finance Officer to estimate all expenditure for the remainder of the preparation of the Neighbourhood Plan.	Steering Group	25 May 2017
16/05/17-04	Secretary to supply further mapping lists to HBBC for to support the Neighbourhood Plan.	Clive Stretton	15 June 2017
16/05/17-10	Deborah Roberts to place the 'Index to the data base' on the secure area of the website.	Deborah Roberts	15 June 2017
15/06/17-02	Vice Chair to discuss with Colin Wilkinson the possibility of policy inconsistencies in the Neighbourhood Plan Pre-Submission Draft v11 regarding Housing mix and affordable housing.	John Ward	ASAP
15/06/17-03	Secretary to note on the Agenda for the next Steering Group Meeting, the importance of the completion of action 27/04/17-01.	Clive Stretton	13 July 2017
15/06/17-04	Communications Officer to obtain an estimated cost for Neighbourhood Plan website development for this financial year.	Kate Gardiner	13 July 2017
15/06/17-05	Communications Officer to contact the Neighbourhood Plan website regarding uploading information onto the website.	Kate Gardiner	13 July 2017
15/06/17-06	Members of the Steering Group to photograph a selection of the 'Important Views' from action 16/05/17-05. Photographs to be taken from a public area, dated and forwarded to the Vice Chair by 26 th June 2017.	Steering Group	26 June 2017
15/06/17-07	For action 15/06/17-06, photographs of the 'Mill Lake' –Sheepy Parva and the 'Field to the rear of Sheepy Memorial Hall' to be taken by Mick Toogood.	Mick Toogood.	26 June 2017
15/06/17-08	For action 15/06/17-06, photographs of the 'Road & Footpath between Sheepy Parva and Sibson' and the 'Fields to the rear of Long Row Cottages' - Sibson to be taken by Tom Johnson.	Tom Johnson.	26 June 2017
15/06/17-09	For action 15/06/17-06, photographs of the 'Sheepy Glade' and 'Sheepy Playing Fields' – Sheepy Magna and the 'Field adjacent to the end of Meadow Close & Oakfield Way' to be taken by Clive Stretton.	Clive Stretton.	26 June 2017

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15/06/17-12	For action 15/06/17-06, photographs of the 'Road to Shenton' –Sibson and the 'Road & Footpath to Shenton'-Upton to be taken by Deborah Roberts.	Deborah Roberts.	26 June 2017
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15/06/17-16	Vice Chair to cross reference the photographs and descriptions received (actions 15/06/17-06 & 15/06/17-15) against the list of 'Important Views' presented to the Parish Council at the extraordinary meeting – Tuesday 13 th June 2017.	John Ward	13 July 2017
15/06/17-17	Vice Chair to compress photographs, received from action 15/06/17-06, ready for storage on the Neighbourhood Plan website.	John Ward	13 July 2017
15/06/17-19	Secretary to forward the link (Action 08/06/17-02) to Steering Group Members.	Clive Stretton	ASAP
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15/06/17-22	Secretary to forward to the Steering Group, the Maps produced to date by HBBC as requested by the Steering Group in May 2017.	Clive Stretton	ASAP
15/06/17-23	Secretary to contact HBBC to see if it is feasible to obtain the necessary maps required, by mid July 2017, so as to be incorporated into the Pre- Submission Document.	Clive Stretton	ASAP
15/06/17-24	Secretary to investigate the cost of the 'Parish on Line' Mapping Licence.	Clive Stretton	ASAP
15/06/17-25	Communications Officer to include on the website information about the Parish Council Extraordinary meeting.	Kate Gardiner	13 July 2017
15/06/17-26	Steering Group members to forward their 'Holiday Dates' (for Summer 2017) to the Secretary.	Steering Group	ASAP
15/06/17-27	Using information gained from action 15/06/17-26, Secretary to set a date for the Steering Group Meeting in August. (Additional meetings may be necessary at the Chair's request)	Clive Stretton	13 July 2017

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