

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 14 September – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Jessica Gurley, Andrea Johnson, Clive Stretton (Secretary), John Ward(Vice Chair) and Rob Ward (Finance Officer).		Apologies: Tom Johnson, Kate Gardiner (Communications Officer), 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	5 present & 5 apologies.	
3.Minutes of Previous Meeting 31st August 2017.	Vice Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 31st August 2017 were signed as a true record.	
4. Matters Arising from Steering Group Meeting -31 st August 2017.	Vice Chair	<p>13/07/17-12-Vice Chair to discuss with Colin Wilkinson the production of a ‘Neighbourhood Plan Definitions List’ Open. Remains open until the final draft document.</p> <p>Views</p> <p>20/07/17-07- Rob Ward to contact Neil Jones, enquiring about the use of copies of the photographs in the Millennium Book- “The Parish of Sheepy nineteen ninety nine” in the Neighbourhood Plan Submission Document. Completed & Closed. The Steering Group has the approval to use the photographs from the Millennium Book- “The Parish of Sheepy nineteen ninety nine”.</p> <p>14/09/17-01- Members of the Steering Group who have access to a copy of the Millennium Book- “The Parish of Sheepy nineteen ninety nine”, to select photographs to be considered for inclusion into the Neighbourhood plan.</p> <p>14/09/17-02- Secretary to add to the agenda of the next Steering Group meeting, ‘Steering Group members to select photographs from the Millennium Book- “The Parish of Sheepy nineteen ninety nine”, to be included in the Pre Submission document.</p>	

	<p>31/08/17-01- Vice Chair to make the agreed final changes to the Views Document and forward to the Communications Officer and Cc members of the Steering Group. Completed & Closed.</p> <p>31/08/17-02- Vice Chair to forward the Views Document, from Action 31/08/17-01, to Colin Wilkinson (Planit-X) and request that he incorporates it into the draft pre submission document. Completed & closed. This has now been incorporated into the appendix.</p> <p><u>Pre-Submission Document</u></p> <p>02/08/17-15-Following action 02/08/17-14, being completed at the next Steering Group meeting, Secretary to share the updated Pre submission document draft with HBBC Planning Department. Remains Open.</p> <p>24/08/17-04- Secretary to request the Clerk to the Parish Council to review the reference numbering format of the Pre Submission Document. Completed & Closed. The Clerk to the Parish Council made some positive and constructive comments regarding pre submission document. These were discussed and some changes to the pre submission document were agreed.</p> <p>14/09/17-03-Following discussion of action 28/08/17-04, Vice Chair to discuss the agreed changes made to the pre submission document with Colin Wilkinson.</p> <p><u>Mapping</u></p> <p>10/08/17-11- Finance Officer to investigate the input of Ecology & Habitats into map. Remains Open. The Finance Officer has followed this action up by a further email but, as of yet, had no reply.</p> <p>10/08/17-17- Communications Officer to take responsibility for the input into the Important Views map. Closed.. Parish Online have created a 'Views Icon' for the maps. It requires to be uploaded onto the mapping system. See action 14/09/17-05 below.</p> <p>17/08/17-26- Communications Officer to take responsibility for the production of the Important Views maps. Closed. Replaced by action 14/09/17-04.</p> <p>14/09/17-04- Vice Chair to take responsibility for the production of the Important Views maps.</p> <p>31/08/17-03- Vice Chair to liaise with Communications Officer to create a 'Views Map Layer' indicated by points. These points can be replaced by the 'Views Icon' once it has been uploaded. Closed.</p> <p>17/08/17-08 - Secretary to verify the Settlement Boundaries map. Open.</p> <p>17/08/17-10- Finance Officer to take responsibility for the production of the Public Rights Of Way map. Closed.</p> <p>31/08/17-04- Finance Officer to send Rights of Way and Heritage Register data to Parish Online to upload. Completed & Closed.</p> <p>17/08/17-11- Members of the Steering Group to verify the Public Rights Of Way map. Open</p> <p>17/08/17-12- Finance Office to take responsibility for the production of the Ecology & Habitats map. Open</p> <p>17/08/17-13- Members of the Steering Group to verify the Ecology & Habitats map. Open</p> <p>17/08/17-14- Finance Officer to take responsibility for the production of the Local Heritage Interests map. Closed.</p> <p>17/08/17-15- Members of the Steering Group to verify the Local Heritage Interests map. Open</p>			
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	<p>17/08/17-27- Members of the Steering Group to verify the Important Views maps. Open</p> <p>24/08/17-09- Secretary to verify the Local Green Spaces Maps. Open</p> <p>Discussion took place regarding masking out Neighbouring Parishes on the maps.</p> <p>31/08/17-05- Finance Officer to discuss with Parish Online the possibility of 'Masking out Neighbouring Parishes' on the maps. Closed. Parish Online have agreed to send the information on how to 'Mask out Neighbouring Parishes.</p> <p>14/09/17-05- Finance Officer to liaise with Parish Online regarding the time scale for uploading the 'Views Icon' and the information on how to 'Mask out Neighbouring Parishes'.</p> <p>31/08/17-12- Vice Chair and Finance Officer to meet as a sub group regarding Map Production. Completed & Closed. Met Wednesday 6th September.</p> <p><u>Local Green Spaces</u></p> <p>31/08/17-06- Vice Chair to discuss with Colin Wilkinson about whether the Mill Lake in Sheepy Parva should be considered as a Local Green Space. Open</p> <p>14/09/17-06- Secretary to complete Draft Local Green Space Designation forms for 'Sheepy Magna Playing Field', 'Sheepy Glade', 'All Saints Churchyard', 'St Botolph Churchyard' and 'Sheepy Cemetery'.</p> <p><u>Items identified for possible consideration by the Sheepy Parish Council Sub- Committee</u></p> <p>31/08/17-07- Chair to incorporate agreed changes for action 24/08/17-06 and forward to the Vice Chair. Completed & Closed.</p> <p>31/08/17-08- Following action 31/08/17-07, Vice Chair to forward the 'signed off' spreadsheet "<i>Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee</i>" to Colin Wilkinson to incorporate into the draft Pre Submission document. Open</p> <p>31/08/17-09- Following action 31/08/17-07, Vice Chair to forward the 'signed off' spreadsheet "<i>Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee</i>" to the Communications Officer to upload onto the website. Remains open until uploaded onto the website.</p> <p><u>Pre Submission Consultation</u></p> <p>17/08/17-29- Communications Officer to produce a draft of 'a short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'. Open.</p> <p>31/08/17-10- Vice Chair to circulate the agreed <i>Pre Submission Consultation Representation Form</i> to the Steering Group, for signing off. Open. The document had been circulated in advance of this meeting. Discussion regarding this document took place and the Vice Chair will make the minor agreed changes and re-circulate for signing off at</p>		
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	<p>the next meeting. Discussion took place regarding the return of the <i>Pre Submission Consultation Representation Form</i> should the Clerk to the Parish Council be unavailable.</p> <p>14/09/17-07-Secretary to discuss with the Clerk to the parish Council the possibility of setting up a separate Parish Council email address for the Neighbourhood Plan.</p> <p><u>HBBC Housing Information</u></p> <p>24/08/17-05- Secretary to discuss with HBBC the forthcoming release of the official summary of housing numbers, either completed or approved within the Borough, as of 31st March 2017. Open. This information is still not yet available.</p> <p><u>Local Heritage Interests</u></p> <p>31/08/17-11-Deborah Roberts to add 'Sibson Telephone Box', 'Sheepy Magna Village Pump and Horse Trough' and 'Upton Petrol Pumps' to the Local Heritage Interests List. Closed. 'Sibson Telephone Box' and 'Sheepy Magna Village Pump and Horse Trough' have been to the Local Heritage Interests List. Following further discussions 'Upton Petrol Pumps' have not been added to the list.</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.</p> <p><u>Draft Pre Submission Document Version 16</u></p> <p>24/08/17-10- Steering Group members to review the Pre Submission Document Version 15, and any grammatical errors and suggested amendments to be forwarded to the Vice Chair. Closed. Replaced by action 14/09/17-10</p> <p>14/09/17-09- Vice Chair to circulate Pre Submission Document Version 16 to members of the Steering Group.</p> <p>14/09/17-10 -Steering Group members to review the Pre Submission Document Version 16, and any grammatical errors and suggested amendments to be forwarded to the Vice Chair.</p> <p><u>Definitions</u></p> <p>31/08/17-13-Finance officer to circulate the list of definitions as supplied by the Department for Communities and Local Government to members of the Steering Group. Completed & Closed.</p> <p>31/08/17-14- Steering Group members to identify any items on Draft Pre Submission document version 15a which are not defined on the list supplied by the Department for Communities and Local Government and forward to the Vice Chair. Closed. Replaced by 14/09/17-11</p> <p>14/09/17-11- Steering Group members to identify any items on Draft Pre Submission document version 16 which are not defined on the list supplied by the Department for Communities and Local Government and forward to the Vice Chair</p> <p><u>Evidence Database</u></p> <p>31/08/17-15-Deborah Roberts to liaise with the Communications Officer regarding which documents are to be uploaded onto the website and how to maintain continuity during the Communication Officer's holiday absence.</p>		
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		Open. Deborah Roberts and the Communications Officer have provisionally arranged to meet. 31/08/17-16- Deborah Roberts to circulate the updated evidence database list to members of the Steering Group. Open.		
5. Updated NP Pre-Submission Document Draft and critical path list	Vice Chair	See Item 4 – Matters Arising -Open Actions 31 st August 2017.		
6. Project Plan	Vice Chair.	No changes have been made to the Project Plan since the last meeting.		
7. Budget	Finance Officer	Planit-X has submitted an invoice. Awaiting an invoice from Parish Online for the upload of additional data.		
8. Communications Report	Communications Officer	Deferred to next meeting		
9. HBBC Engagement	Secretary	None.		
10. Report To the Parish Council meeting 5 th September 2017	Vice Chair	The Chair had submitted a report to the Parish Council meeting – Tuesday 5 th September 2017		
10. AOB	Vice Chair	Invitation to the RCC Rural Conference and RCC AGM – Twycross Zoo –1.30 -5.00pm – 28 th September 2017. The invitation does not contain the agenda for the meeting. 14/09/17-12- Vice Chair to contact RCC to request an agenda for the RCC Rural Conference and RCC AGM – Twycross Zoo –1.30 -5.00pm – 28th September 2017.		
11. Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 21 st September 2017 – Cock Inn Sibson. 7.30pm Future Meetings: 14/09/17-13-Secretary to place on the agenda for the next meeting ‘the frequency and dates of future Steering Group meetings’.		
		Meeting Closed- 9.55pm		

Ref No.	Open Actions – 14 th September 2017	Responsible	Deadline
13/07/17-12	Vice Chair to discuss with Colin Wilkinson the production of a 'Neighbourhood Plan Definitions List' (Remains open until the final draft document.)	John Ward	On Going 2017
14/09/17-01	Members of the Steering Group who have access to a copy of the Millennium Book- "The Parish of Sheepy nineteen ninety nine", to select photographs to be considered for inclusion into the Neighbourhood plan.	Steering Group	21 st September 2017
14/09/17-02	Secretary to add to the agenda of the next Steering Group meeting, 'Steering Group members to select photographs from the Millennium Book- "The Parish of Sheepy nineteen ninety nine", to be included in the Pre Submission document.	Clive Stretton	21 st September 2017
02/08/17-15	Following action 02/08/17-14, being completed at the next Steering Group meeting, Secretary to share the updated Pre submission document draft with HBBC Planning Department.	Clive Stretton	Now 14 th September 2017
14/09/17-03	Following discussion of action 28/08/17-04, Vice Chair to discuss the agreed changes made to the pre submission document with Colin Wilkinson.	John Ward	21 st September 2017
10/08/17-11	Finance Officer to investigate the input of Ecology & Habitats into map.	Rob Ward	Now 14 th September 2017
14/09/17-04	Vice Chair to take responsibility for the production of the Important Views maps.	John Ward	21 st September 2017
17/08/17-08	Secretary to verify the Settlement Boundaries map	Clive Stretton	Now 14 th September 2017
17/08/17-11	Members of the Steering Group to verify the Public Rights Of Way map.	Steering Group	Now 14 th September 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
17/08/17-13	Members of the Steering Group to verify the Ecology & Habitats map.	Steering Group	Now 14 th September 2017
17/08/17-15	Members of the Steering Group to verify the Local Heritage Interests map.	Steering Group	Now 14 th September 2017
17/08/17-27	Members of the Steering Group to verify the Important Views maps.	Steering Group	Now 14 th September 2017
24/08/17-09	Secretary to verify the Local Green Spaces Maps.	Clive Stretton	Now 14 th September 2017
14/09/17-05-	Finance Officer to liaise with Parish Online regarding the time scale for uploading the 'Views Icon' and the information on how to 'Mask out Neighbouring Parishes'.	Rob Ward	21 st September 2017
31/08/17-06	Vice Chair to discuss with Colin Wilkinson about whether the Mill Lake in Sheepy Parva	John Ward	14 th September

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Thursday 14th September 2017.

	should be considered as a Local Green Space.		2017
14/09/17-06	Secretary to complete Draft Local Green Space Designation forms for 'Sheepy Magna Playing Field', 'Sheepy Glade', 'All Saints Churchyard', 'St Botolph Churchyard' and 'Sheepy Cemetery'.	Clive Stretton	21 st September 2017
31/08/17-08	Following action 31/08/17-07, Vice Chair to forward the 'signed off' spreadsheet "Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee" to Colin Wilkinson to incorporate into the draft Pre Submission document.	John Ward	14 th September 2017
31/08/17-09	Following action 31/08/17-07, Vice Chair to forward the 'signed off' spreadsheet "Items identified from the Questionnaire that do not necessarily appear in the Neighbourhood Plan and are for possible consideration by the Sheepy Parish Council sub- committee" to the Communications Officer to upload onto the website.	John Ward	14 th September 2017
17/08/17-29	Communications Officer to produce a draft of 'a short summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'.	Kate Gardiner	Now 14 th September 2017
31/08/17-10	Vice Chair to circulate the agreed Pre Submission Consultation Representation Form to the Steering Group, for signing off.	John Ward	14 th September 2017
14/09/17-07	Secretary to discuss with the Clerk to the parish Council the possibility of setting up a separate Parish Council email address for the Neighbourhood Plan.	Clive Stretton	21 st September 2017
24/08/17-05	Secretary to discuss with HBBC the forthcoming release of the official summary of housing numbers, either completed or approved within the Borough, as of 31 st March 2017.	Clive Stretton	Now 14 th September 2017
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
14/09/17-09	Vice Chair to circulate Pre Submission Document Version 16 to members of the Steering Group.	John Ward	ASAP
14/09/17-10	Steering Group members to review the Pre Submission Document Version 16, and any grammatical errors and suggested amendments to be forwarded to the Vice Chair.	Steering Group Members	21 st September 2017
14/09/17-11	Steering Group members to identify any items on Draft Pre Submission document version 16 which are not defined on the list supplied by the Department for Communities and Local Government and forward to the Vice Chair	Steering Group Members	21 st September 2017
31/08/17-15	Deborah Roberts to liaise with the Communications Officer regarding which documents are to be uploaded onto the website and how to maintain continuity during the Communication Officer's holiday absence.	Deborah Roberts	14 th September 2017
31/08/17-16	Deborah Roberts to circulate the updated evidence database list to members of the	Deborah Roberts	14 th September

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Thursday 14th September 2017.

	Steering Group.		2017
14/09/17-12	Vice Chair to contact RCC to request an agenda for the RCC Rural Conference and RCC AGM – Twycross Zoo –1.30 -5.00pm – 28 th September 2017.	John Ward	21 st September 2017
14/09/17-13	Secretary to place on the agenda for the next meeting ‘the frequency and dates of future Steering Group meetings’.	Clive Stretton	21 st September 2017
Ref No.	Closed Actions	Responsible	Date
20/07/17-07	Rob Ward to contact Neil Jones, enquiring about the use of copies of the photographs in the Millennium Book- “The Parish of Sheepy nineteen ninety nine” in the Neighbourhood Plan Submission Document.	Rob Ward	ASAP
31/08/17-01	Vice Chair to make the agreed final changes to the Views Document and forward to the Communications Officer and Cc members of the Steering Group.	John Ward	ASAP
31/08/17-02	Vice Chair to forward the Views Document, from Action 31/08/17-01, to Colin Wilkinson (Planit-X) and request that he incorporates it into the draft pre submission document.	John Ward	ASAP
24/08/17-04	Secretary to request the Clerk to the Parish Council to review the reference numbering format of the Pre Submission Document.	Clive Stretton	Now 14 th September 2017
10/08/17-17	Communications Officer to take responsibility for the input into the Important Views map.	Kate Gardiner	Now 14 th September 2017
17/08/17-26	Communications Officer to take responsibility for the production of the Important Views maps.	Kate Gardiner	Now 14 th September 2017
31/08/17-03	Vice Chair to liaise with Communications Officer to create a ‘Views Map Layer’ indicated by points. These points can be replaced by the ‘Views Icon’ once it has been uploaded.	John Ward	ASAP
17/08/17-10	Finance Officer to take responsibility for the production of the Public Rights Of Way map.	Rob Ward	Now 14 th September 2017
31/08/17-04	Finance Officer to send Rights of Way and Heritage Register data to Parish Online to upload.	Rob Ward	ASAP
17/08/17-14	Finance Officer to take responsibility for the production of the Local Heritage Interests map.	Rob Ward	Now 14 th September 2017
31/08/17-05	Finance Officer to discuss with Parish Online the possibility of ‘Masking out Neighbouring Parishes’ on the maps.	Rob Ward	14 th September 2017
31/08/17-07	Chair to incorporate agreed changes for action 24/08/17-06 and forward to the Vice Chair.	Mick Toogood	14 th September 2017
31/08/17-11	Deborah Roberts to add ‘Sibson Telephone Box’, ‘Sheepy Magna Village Pump and Horse	Deborah Roberts	14 th September

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Thursday 14th September 2017.

	Trough' and 'Upton Petrol Pumps' to the Local Heritage Interests List.		2017
24/08/17-10	Steering Group members to review the Pre Submission Document Version 15, and any grammatical errors and suggested amendments to be forwarded to the Vice Chair.	Steering Group	Now 14 th September 2017
31/08/17-12	Vice Chair and Finance Officer to meet as a sub group regarding Map Production.	John Ward & Rob Ward	14 th September 2017
31/08/17-13	Finance officer to circulate the list of definitions as supplied by the Department for Communities and Local Government to members of the Steering Group.	Rob Ward	ASAP
31/08/17-14	Steering Group members to identify any items on Draft Pre Submission document version 15a which are not defined on the list supplied by the Department for Communities and Local Government and forward to the Vice Chair.	Steering Group Members	13 th September 2017