

# 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

<b>Date:</b> Thursday 15 <sup>th</sup> June 2017 – 7.30pm		<b>Venue:</b> Cock Inn - Sibson	
<b>Attendance:</b> Jessica Gurley, Kate Gardiner (Communications Officer), Tom Johnson), Clive Stretton (Secretary), Mick Toogood (Chair), John Ward (Vice Chair) and Rob Ward (Finance Officer)		<b>Apologies:</b> Andrea Johnson, Anne Parkinson, Deborah Roberts and Chris Bailey.	
<b>Minutes taken by:</b> Clive Stretton			
<b>Declaration of Interest:</b> Item 2- None			
<b>Item</b>	<b>Raised by</b>	<b>Discussion &amp; Decision</b>	
1. Attendance & Apologies	Chair	7 present & 4 apologies.	
3. Minutes of Previous Meetings -25 <sup>th</sup> May & 8 <sup>th</sup> June 2017.		The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meetings 25 <sup>th</sup> May 2017 and 8 <sup>th</sup> June 2017 were agreed and signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting -8 <sup>th</sup> June 2017.		<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>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'.</p> <p>23/03/17-09- Steering Group to further discuss policies on Housing Mix and Affordable Housing. Open.</p> <p>Discussion took place and it was noted that there may be possible policy inconsistencies in the Neighbourhood Plan Pre-Submission Draft v11 regarding Housing mix and affordable housing.</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.</p>	

	<p>27/04/17-01-At a later date, the Steering Group to identify the main issues, from the data &amp; 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. <a href="#">Open</a>. See Action <a href="#">15/06/17-03</a></p> <p>Discussion took place regarding action 27/04/17-01 and the need for its completion in order for such issues to be referenced in the plan.</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.</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. <a href="#">Open</a>. Sibson photographic evidence still outstanding.</p> <p>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. <a href="#">Open</a>. Records for the 2012 Floods still outstanding.</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. <a href="#">Open</a>. Records for the 2012 Floods still outstanding.</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. <a href="#">Open</a></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 href="#">Open</a>. A copy of the report to Colin Wilkinson still outstanding.</p> <p>27/04/17-15- Secretary to present the current project plan to HBBC. <a href="#">Open</a>.</p> <p>27/04/17-18- Finance Officer to send a copy of the end of year Locality report to Deborah Roberts. <a href="#">Open</a>.</p> <p>27/04/17-19-Finance Officer to ask Locality if the Parish Council can continue with the services of Planit-X as it previously met the Parish Council's 'Planning Consultant Vetting Criteria' and in the Parish Council's opinion, offered the best value for money. <a href="#">Completed &amp; Closed</a>. <a href="#">Locality have agreed that the Parish Council can continue using the services of Planit-X for this financial year.</a></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. <a href="#">Open</a>.</p> <p>15/06/17-04-Communications Officer to obtain an estimated cost for Neighbourhood Plan website development for this financial year.</p> <p>27/04/17-22-Discuss at a later meeting about the inclusion of Data Information on the Website. <a href="#">Completed &amp; Closed</a></p> <p>15/06/17-05-Communications Officer to contact the Neighbourhood Plan website regarding uploading information onto the website.</p>			
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	<p>16/05/17-02- Steering Group Members to place suggestions of Heritage Assets on the secure area of the website. Now closed and replaced by action 15/06/17-01</p> <p>16/05/17-04-Secretary to supply further mapping lists to HBBC for to support the Neighbourhood Plan. Open.</p> <p>16/05/17-06- 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 stored on the secure area of the website. Now Closed and replaced by action 15/06/17-06.</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 26<sup>th</sup> June 2017.</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.</p> <p>15/06/17-08- For action 15/06/17-06, photographs of the 'Road &amp; Footpath between Sheepy Parva and Sibson' and the'Fields to the rear of Long Row Cottages'- Sibson to be taken by Tom Johnson.</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 &amp; Oakfield Way' to be taken by Clive Stretton.</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.</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.</p> <p>15/06/17-12- For action 15/06/17-06, photographs of the 'Road to Shenton' –Sibson and the 'Road &amp; Footpath to Shenton'-Upton to be taken by Deborah Roberts.</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 &amp; Dormer House' –Sheepy Magna to be taken by John Ward.</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.</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.</p> <p>15/06/17-16- Vice Chair to cross reference the photographs and descriptions received (actions 15/06/17-06 &amp; 15/06/17-15) against the list of 'Important Views' presented to the Parish Council at the extraordinary meeting – Tuesday 13<sup>th</sup> June 2017.</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.</p>			
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	<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".</p> <p>16/05/17-07- Communications Officer to send the link to the secure area on the website to members of the Steering Group. Completed &amp; Closed.</p> <p>16/05/17-08- Steering Group members to reform the Questionnaire Sub Groups and look at their section to see if they can contribute to strengthening the Design Statement'. Closed.</p> <p>16/05/17-10- Deborah Roberts to place the 'Index to the data base' on the secure area of the website. Open</p> <p>25/05/17-01-Vice Chair to list the criteria of a 'Heritage Asset.' Completed &amp; Closed.</p> <p>25/05/17-02- Vice Chair to check with Colin Wilkinson on the requirement for a 'Village Design Statement, in the Neighbourhood Plan. Completed &amp; Closed</p> <p>25/05/17-03- Feedback for action 16/05/17-08 to be sent to the Vice Chair by Tuesday 30<sup>th</sup> May 2017. Completed &amp; Closed</p> <p>25/05/17-04- Vice Chair to liaise with Communications Officer regarding imputing the policies and completing the powerpoint for the Parish Council Extraordinary meeting -13 June 2017. Completed &amp; Closed</p> <p>08/06/17-01-Questionnaire analysis sub-group leaders to have their Questionnaire Analysis summary available ready for any Question &amp; Answers at the end of the presentation to the Parish Council on 13<sup>th</sup> June 2017. Completed &amp; Closed.</p> <p>08/06/17-02- Secretary to contact Colin Wilkinson requesting the link to the website that lists approximately 200 ancient records relating to the Parish. Closed.</p> <p>15/06/17-19- Secretary to forward the link (Action 08/06/17-02) to Steering Group Members.</p> <p>08/06/17-03-Secretary to select a small sample of photographs that can be included into the powerpoint for the Parish Council Extraordinary meeting – 13 June 2017. Completed &amp; Closed</p> <p>08/06/17-04- Secretary to check the current housing numbers, for Sheepy Magna, that are either completed or committed. Completed &amp; Closed</p> <p>08/06/17-05-Vice Chair to verify the settlement boundary map for Sheepy Magna. Completed &amp; Closed. It is assumed that HBBC will amend the settlement boundary for Sheepy Magna to incorporate planning application 17/00340/FUL – Construction of 3 detached dwellings – Land to the North of Dormer House – Twycross Road – Sheepy Magna. It was agreed that the Neighbourhood Plan will use the current Sheepy Magna Settlement Boundary with the inclusion of planning application 17/00340/FUL.</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.</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.</p>			
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		<p>08/06/17-06- Steering Group representative for Sibson to verify the settlement boundary map for Sibson. Completed &amp; Closed. It was agreed that the Neighbourhood Plan will use the current Settlement Boundary for Sibson.</p> <p>08/06/17-07-Deborah Roberts to look at supporting evidence to enhance the 'Rural Economy Slide' on the powerpoint for the Parish Council Extraordinary meeting – 13 June 2017. Completed &amp; Closed.</p>		
5. Report to the Parish Council	Chair	As the Steering Group were giving a full presentation to the Parish Council at the Parish Council Extraordinary meeting on Tuesday 13 June 2017, only a brief verbal report was given by the Vice Chair at the Parish Council Meeting on Tuesday 6 <sup>th</sup> June 2017.		
6. Budget	Finance Officer	The Locality Grant Application is in progress. It is the intention to complete it by the end of June 2017.		
7. Project Plan	Vice Chair.	<p>It was noted that there is a need to focus on the production of the maps required for the Pre-Submission Document. It was agreed that this could not be done by the end of June 2017 and that the Steering Group should aim to complete the final draft of the Pre-Submission Document by the end of July 2017 for Presentation to the Parish Council on Tuesday 1<sup>st</sup> August and HBBC soon after.</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.</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.</p> <p>It was mentioned that if the map production was going to seriously delay the project plan, the Steering Group may consider alternative solutions such as Parish-on Line.</p> <p>15/06/17-24-Secretary to investigate the cost of the 'Parish on Line' Mapping Licence.</p>		
8. Review of the Parish Council Extraordinary. (13 <sup>th</sup> June 2017)	Chair	The Chair to the Parish Council was very impressed by the Presentation made by the Steering Group. The Parish Council endorsed the Neighbourhood Plan Policies. See Parish Council Minutes.		
9. NP Pre-Submission Document Draft.	Chair	See items 7 & 8 above.		
10. Communications update	Communications Officer	<p>An article has been placed into the Gazette and the website is currently up to date.</p> <p>15/06/17/-25-Communications Officer to include on the website information about the Parish Council Extraordinary meeting.</p>		

11. RAID Log (Key Risks – What if?)	Chair	Deferred until next meeting.		
12. HBBC Engagment	Secretary	No engagement since last Steering Group meeting on 8 <sup>th</sup> June 2017.		
AOB	Chair	None		
Date & Location of Next Meeting	Secretary	Next Meeting: Thursday 13 <sup>th</sup> July 2017 – Cock Inn Sibson. 7.30pm  Future Meetings: To be decided. 15/06/17-26- Steering Group members to forward their ‘Holiday Dates’ (for Summer 2017) to the Secretary. 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)		
		Meeting Closed- 10.47pm		

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
27/04/17-01	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.	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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27/04/17-11	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
27/04/17-18	Finance Officer to send a copy of the end of year Locality report to Deborah Roberts.	Rob Ward	16 May 2017
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
15/06/17-01	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
15/06/17-02	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
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15/06/17-05	Communications Officer to contact the Neighbourhood Plan website regarding uploading information onto the website.	Kate Gardiner	13 July 2017
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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

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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 <sup>th</sup> 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
15/06/17-18	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
15/06/17-19	Secretary to forward the link (Action 08/06/17-02) to Steering Group Members.	Clive Stretton	ASAP
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<b>Ref No.</b>	<b>Closed Actions</b>	<b>Responsible</b>	<b>Date</b>
27/04/17-19	Finance Officer to ask Locality if the Parish Council can continue with the services of Planit-X as it previously met the Parish Council's 'Planning Consultant Vetting Criteria' and in the Parish Council's opinion, offered the best value for money.	Rob Ward	16 May 2017
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16/05/17-02	Steering Group Members to place suggestions of Heritage Assets on the secure area of the website.	Steering Group	8 June 2017
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08/06/17-01	Questionnaire analysis sub-group leaders to have their Questionnaire Analysis summary available ready for any Question & Answers at the end of the presentation to the Parish Council on 13 <sup>th</sup> June 2017.	Deborah Roberts Jessica Gurley Clive Stretton Mick Toogood	13 June 2017
08/06/17-02	Secretary to contact Colin Wilkinson requesting the link to the website that lists approximately 200 ancient records relating to the Parish.	Clive Stretton	ASAP
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