

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: Tuesday 16 th May 2017 – 7.30pm | | Venue: Cock Inn - Sibson | |
| Attendance: Andrea Johnson, Tom Johnson, Kate Gardiner(Communications Officer), Deborah Roberts, Clive Stretton (Secretary) , Mick Toogood (Chair) and John Ward(Vice Chair). | | Apologies: Jessica Gurley, Anne Parkinson, Rob Ward (Finance Officer) and Chris Bailey. | |
| Minutes taken by: Clive Stretton | | | |
| Declaration of Interest: Item 2- None | | | |
| Item | Raised by | Discussion & Decision | |
| 1.Attendance & Apologies | Chair | 7 present & 4 apologies. | |
| 3.Minutes of Previous Meeting | Chair | The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 27 th April 2017 were agreed and signed by the Chair as a true record. | |
| 4. Matters Arising. (Open Actions -Minutes 27 th April 2017) | Chair | <p>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. Completed and Closed.</p> <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 actions 16/05/17-01 & 16/05/17-02</p> <p>23/03/17-09- Steering Group to further discuss policies on Housing Mix and Affordable Housing. Open.</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. Closed.</p> <p>11/04/17-02- If extending Sheepy Neighbourhood Plan to 2036 does not delay it’s preparation, Chair of the Steering Group to recommend to the Parish Council this change to the plan. Completed and Closed.</p> <p>11/04/17-07-Vice Chair to amend the wording in the section of ‘Sheepy NP Draft v6-April 2017’ on Superfast Broadband. Open.</p> | |

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| | <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. On-going. The Parish Council (2nd May 2017) have formed a Sub Committee to discuss issues identified by 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. Open</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. Open</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. Open</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. Open</p> <p>27/04/17-06- Deborah Roberts to look at comments from the analysis report from RCC for the 'Consultation Questionnaire' –Summer 2016 and the 'Neighbourhood Plan Drop In Events' – January 2016, to see if any Parishioners had identified Local Heritage Assets. Completed & Closed. 'Manor Farm Cottage', the 'Petrol Pumps' in Upton and the 'Blacksmiths' in Upton. It is believed that a Heritage Asset List is required.</p> <p>16/05/17-01- Vice Chair to discuss with Colin Wilkinson the criteria of a 'Heritage Asset'.</p> <p>16/05/17-02- Steering Group Members to place suggestions of Heritage Assets on the secure area of the website.</p> <p>27/04/17-07- Vice Chair to request Colin Wilkinson (Planit-X) remove reference for the need for a footpath/cycle path between Sibson and Wellsborough from Sheepy NP Draft v7. Completed & Closed</p> <p>27/04/17-08- Secretary to circulate the list of sub group members of (1)Facilities, Business & Services, (2)Traffic & Transport, (3) Housing & Heritage, (4) Renewable Energy, Environment, Open Spaces & Public Rights of Way and rotate these groups such that each group takes temporarily responsibility for another . Completed & Closed.</p> <p>27/04/17-09- The newly formed temporary Questionnaire Sub groups (Action 27/04/17-08) to look at the RCC Questionnaire analysis report, and to challenge and verify policies on the latest version of the NP Draft document and to check that no identified important issues have been omitted. Completed & Closed.</p> <p>27/04/17-10-A brief report, as a result of action 27/04/17-09 to be shared with members of the original Questionnaire Sub Group. Completed & Closed</p> <p>16/05/17-03-Secretary to circulate reports produced for action 27/04/17-10 to members of the Steering Group.</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). Open.</p> <p>27/04/17-12- Secretary to ask HBBC to produce the appropriate maps to support the Neighbourhood Plan by the middle of May 2017. Completed & Closed. HBBC indicated that they should be able to produce maps for the Steering Group but stressed that the Steering group should supply the list as soon as possible. The Secretary had</p> | |
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| | | <p>given HBBC some items for mapping with a note of more to follow once the Steering Group had discussed the matter.</p> <p>16/05/17-04-Secretary to supply further mapping lists to HBBC for to support the Neighbourhood Plan.</p> <p>27/04/17-13- If HBBC are unable to produce the appropriate maps to support the Neighbourhood Plan by the middle of May 2017, Secretary request that they outsource this task in order to meet the deadline. Closed. See 27/04/17-12 above.</p> <p>27/04/17-14- If HBBC are unable to produce the appropriate maps to support the Neighbourhood Plan by the middle of May 2017, or outsource this task in order to meet the deadline, Secretary request that they support the Sheepy Parish Council to acquire the necessary current licences, in order for the Steering Group to produce these maps. Closed. See 27/04/17-12 above.</p> <p>27/04/17-15- Secretary to present the current project plan to HBBC. Open.</p> <p>27/04/17-16-Chair to request the Parish Council to call an extraordinary meeting on either Tuesday 13th or Tuesday 20th June 2017 to validate the NP Draft Plan. Completed & Closed.</p> <p>27/04/17-17- Communications Officer to update the website with the current project plan. Completed & Closed.</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>The Parish Council have committed £3,000 to the Neighbourhood Plan for this financial year.</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. 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. Open.</p> <p>27/04/17-21-Vice Chair to request Planit-X supply fresh quotes for its services to complete the Sheepy Parish Neighbourhood Plan in this financial year 2017-18. Completed & Closed. Information forwarded to the Clerk to the Parish Council.</p> <p>27/04/17-22-Discuss at a later meeting about the inclusion of Data Information on the Website. On going.</p> <p>27/04/17-23-Vice Chair to request Genus to dispose of the questionnaire after the Neighbourhood Plan Examination. Approximately December 2017/ January 2018. Completed & Closed</p> <p>27/04/17-24-Vice Chair to request Colin Wilkinson add 'Draft Version number' watermark to future versions of Sheepy NP Drafts. Completed & Closed</p> <p>27/04/17-25- Finance Officer to discuss with both, the Clerk and the Chair to the Parish Council, about changing the Steering Group email and postal contact details, on the Neighbourhood Plan website and the 'Sheepy Parish Neighbourhood Plan' Draft Document, to that of the Clerk to the Parish Council. Completed & Closed.</p> | | |
| 5. Reports to | Chair | The Chair reported to the Parish Council at the May 2017 Parish Council Meeting. A copy of the report was | | |

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| the Parish Council | | circulated to members of the Steering Group and Clerk to the Parish Council. | | | |
| 6. Project Plan | Vice Chair | The Vice Chair presented the Project Plan 11 th May 2017 which was accepted by the Steering Group. Mostly back on track with 'producing associated maps' and 'produce draft plan' marked as off track but recoverable. | | | |
| 7. Budget | Chair | Deferred to next meeting. | | | |
| 8. Meeting with Planit-X. 8 th May 2017 | Vice Chair & Communications Officer | <p>Discussion of 'Notes 08.05.17-Meeting with Colin Wilkinson (Planit-X). Kate Gardiner and John Ward. RCC Offices Leicester' circulated prior to the meeting.</p> <p>It was decided by the Steering Group that the Neighbourhood Plan should use the most current Settlement Boundaries (Sheepy Magna & Sibson) as set out by HBBC.</p> <p>16/05/17-05- Secretary to send a list of 'Important Views' as identified in the Questionnaire to members of the Steering Group.</p> <p>16/05/17-06- Members of the Steering Group Secretary 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.</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.</p> <p>It was noted that the 'Design' statement 'Sheepy NP Pre-Submission Draft v9 May 2017' was somewhat weak.</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'.</p> | | | |
| 9. 'Sheepy NP Pre-Submission Draft v9 May 2017' | Chair | Deferred to next meeting. | | | |
| 10. Parish Council Extraordinary Meeting to Review the NP Pre-Submission Document Draft. | Chair | <p>This meeting has been confirmed for Tuesday 13th June 2017 – 7.30pm All Saints Church – Sheepy Magna.</p> <p>16/05/17-09- Communications Officer to produce the powerpoint for presentation at this meeting.</p> | | | |
| 11. Communications Report | Communications Officer | The article for the June edition of the Gazette has been submitted. The website currently has 92 Face Book followers. | | | |

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| 12. Evidence Database | Deborah Roberts | The index and data base have been updated. 16/05/17-10- Deborah Roberts to place the 'Index to the data base' on the secure area of the website. | | |
| 13 Raid Log | Andrea Johnson | The only categories with an 'amber status' are on -going. No recent additions. | | |
| 14. HBBC Engagement. | Secretary | See Matters Arising action 27/04/17-12 | | |
| 15. AOB | Chair | None | | |
| 16. Meeting Dates | Secretary | Next Meeting: Thursday 25 th May 2017 – Cock Inn Sibson. 7.30pm- Main items 1. NP Pre submission Draft Document. 2. Powerpoint for the Parish Council Extraordinary Meeting (13 th June 2017) Future Meetings: Thursday 15 th June 2017 – Cock Inn Sibson. 7.30pm Thursday 13 th July 2017 – Cock Inn Sibson. 7.30pm | | |
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| Ref No. | Open Actions | Responsible | Deadline |
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| 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 |
| 23/03/17-09 | Steering Group to further discuss policies on Housing Mix and Affordable Housing. | Steering Group | Future Meeting |
| 11/04/17-07 | Vice Chair to amend the wording in the section of 'Sheepy NP Draft v6-April 2017' on Superfast Broadband. | John Ward | 27 April 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 | On Going |
| 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 |

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| 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 |
| 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. | Clive Stretton | 16 May 2017 |
| 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 |
| 27/04/17-18 | Finance Officer to send a copy of the end of year Locality report to Deborah Roberts. | Rob Ward | 16 May 2017 |
| 27/04/17-19 | 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 |
| 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 |
| 27/04/17-22 | Discuss at a later meeting about the inclusion of Data Information on the Website. | Kate Gardiner | On Going |
| 16/05/17-01 | Vice Chair to discuss with Colin Wilkinson the criteria of a 'Heritage Asset'. | John Ward | 25 May 2017 |
| 16/05/17-02 | Steering Group Members to place suggestions of Heritage Assets on the secure area of the website. | | |
| 16/05/17-03 | Secretary to circulate reports produced for action 27/04/17-10 to members of the Steering Group. | Clive Stretton | ASAP |
| 16/05/17-04 | Secretary to supply further mapping lists to HBBC for to support the Neighbourhood Plan. | Clive Stretton | 15 June 2017 |
| 16/05/17-05 | Secretary to send a list of 'Important Views' as identified in the Questionnaire to members of the Steering Group. | Clive Stretton | ASAP |
| 16/05/17-06 | Members of the Steering Group Secretary 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. | Steering Group | 15 June 2017 |
| 16/05/17-07 | Communications Officer to send the link to the secure area on the website to members of the Steering Group. | Kate Gardiner | ASAP |

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| 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'. | Steering Group | 15 June 2017 |
| 16/05/17-09 | Communications Officer to produce the powerpoint for presentation at this meeting. | Kate Gardiner | 25 May 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 |
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| Ref No. | Closed Actions | Responsible | Date |
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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 |
| 23/03/17-10 | 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 |
| 11/04/17-02 | If extending Sheepy Neighbourhood Plan to 2036 does not delay it's preparation, Chair of the Steering Group to recommend to the Parish Council this change to the plan. | Mick Toogood | May 2017 |
| 27/04/17-06 | Deborah Roberts to look at comments from the analysis report from RCC for the 'Consultation Questionnaire' –Summer 2016 and the 'Neighbourhood Plan Drop In Events' – January 2016, to see if any Parishioners had identified Local Heritage Assets. | Deborah Roberts | 16 May 2017 |
| 27/04/17-07 | Vice Chair to request Colin Wilkinson (Planit-X) remove reference for the need for a footpath/cycle path between Sibson and Wellsborough from Sheepy NP Draft v7. | John Ward | 16 May 2017 |
| 27/04/17-08 | Secretary to circulate the list of sub group members of (1) Facilities, Business & Services, (2) Traffic & Transport, (3) Housing & Heritage, (4) Renewable Energy, Environment, Open Spaces & Public Rights of Way and rotate these groups such that each group takes temporarily responsibility for another . | Clive Stretton | ASAP |
| 27/04/17-09 | The newly formed temporary Questionnaire Sub groups (Action 27/04/17-08) to look at the RCC Questionnaire analysis report, and to challenge and verify policies on the latest version of the NP Draft document and to check that no identified important issues have been omitted. | Deborah Roberts Andrea Johnson Clive Stretton Rob Ward | 16 May 2017 |
| 27/04/17-10 | A brief report, as a result of action 27/04/17-09 to be shared with members of the original Questionnaire Sub Group. | Deborah Roberts Andrea Johnson Clive Stretton Rob Ward | 16 May 2017 |
| 27/04/17-12 | Secretary to ask HBBC to produce the appropriate maps to support the Neighbourhood Plan by the middle of May 2017. | Clive Stretton | ASAP |

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| 27/04/17-14 | If HBBC are unable to produce the appropriate maps to support the Neighbourhood Plan by the middle of May 2017, or outsource this task in order to meet the deadline, Secretary request that they support the Sheepy Parish Council to acquire the necessary current licences, in order for the Steering Group to produce these maps. | Clive Stretton | ASAP |
| 27/04/17-16 | Chair to request the Parish Council to call an extraordinary meeting on either Tuesday 13 th or Tuesday 20 th June 2017 to validate the NP Draft Plan. | Mick Toogood | 6 May 2017 |
| 27/04/17-17 | Communications Officer to update the website with the current project plan. | Kate Gardiner | 16 May 2017 |
| 27/04/17-21 | Vice Chair to request Planit-X supply fresh quotes for its services to complete the Sheepy Parish Neighbourhood Plan in this financial year 2017-18. | John Ward | 16 May 2017 |
| 27/04/17-23 | Vice Chair to request Genus to dispose of the questionnaire after the Neighbourhood Plan Examination. Approximately December 2017/ January 2018. | John Ward | 16 May 2017 |
| 27/04/17-24 | Vice Chair to request Colin Wilkinson add 'Draft Version number' watermark to future versions of Sheepy NP Drafts. | John Ward | 16 May 2017 |
| 27/04/17-25 | Finance Officer to discuss with both, the Clerk and the Chair to the Parish Council, about changing the Steering Group email and postal contact details, on the Neighbourhood Plan website and the 'Sheepy Parish Neighbourhood Plan' Draft Document, to that of the Clerk to the Parish Council. | Rob Ward | 16 May 2017 |
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