

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 19 th October 2017 – 7.30pm		Venue: Cock Inn - Sibson	
Attendance: Jessica Gurley, Tom Johnson, Deborah Roberts, Clive Stretton (Secretary), Mick Toogood (Chair , John Ward(Vice Chair) and Rob Ward (Finance Officer).		Apologies: Kate Gardiner (Communications Officer), Andrea Johnson, 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 & 3 apologies.	
3.Minutes of Previous Meeting 12 th October 2017.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 12 th October 2017 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 12 th October 2017.	Chair	<p><u>Definitions & Glossary</u> 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. Completed & Closed. This updated Glossary has now been included in the latest Pre Submission document.</p> <p><u>Mapping</u> 17/08/17-12- Finance Office to take responsibility for the production of the Ecology & Habitats map. Completed & Closed. 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. Closed.</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. Completed & Closed. HBBC sent 7 GIS layers for Local Wildlife Sites to the Secretary, which were then forwarded to the Finance Officer.</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. Completed & Closed.</p> <p>17/08/17-13- Members of the Steering Group to verify the Ecology & Habitats map. Closed. Replace by action 19/10/17-01.</p> <p>19/10/17-01- Vice Chair to verify the Ecology & Habitats map</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. Remains Open.</p> <p>12/10/17-03- Steering Group to review the 'masking out of Neighbouring Parishes' on the Parish Online Maps. Completed & Closed. The 'masking out of Neighbouring Parishes' has been successfully incorporated into the Parish Online maps.</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 Completed & Closed.</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. Closed.</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. Following action 04/10/17-03, review of the Local Green Space Designation forms, it was noted that some of these forms required slight amendments.</p> <p>19/10/17-02- Secretary to update the Local Green Space Designation forms ready for approval at the next Steering Group meeting.</p> <p><u>Pre Submission Consultation</u></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. Completed and Closed.</p> <p>See Agenda Item 6</p>			
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	<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. HBBC 's official summary of housing numbers, either completed or approved within the Borough, as of 31st March 2017 is now available on HBBC website. Colin Wilkinson and the Secretary are in the process of producing a the summary of housing numbers, either completed or approved within the Sheepy Magna and the Parish between 2006 and 2017.</p> <p>19/10/17-03- Vice Chair to discuss with Colin Wilkinson, the inclusion of the figure 43 in point 5.6 of the Pre Submission document version 17d as it is believed to be the number of dwellings, net of demolitions, either completed or approved in Sheepy Magna, between 2006 and October 2017.</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. Remains Open See Agenda Item 9</p> <p><u>Additional Photographs for the Pre Submission Document</u></p> <p>12/10/17-05-Chair to review the photographs in the Pre Submission document and then possibly replace some of them. Open. Any possible replacements will sent to Colin Wilkinson for inclusion in the Pre submission document.</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. Completed & 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. Completed & Closed. A brief note of the meeting was circulated to members of the Steering Group.</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. Closed. Replaced by action 19/10/17-04. It was noted that in the minutes of the Steering Group meeting 12th October 2017, Colin Wilkinson has produced the 'Resolution', which has been circulated to members of the Steering Group.</p> <p>19/10/17-04- Finance Officer to write a short introductory statement for members of the Parish Council presenting the Neighbourhood Plan and a Resolution at the November meeting of Sheepy Parish Council.</p>			
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5. Updated NP Pre-Submission Document Draft and Critical Path	Vice Chair	<p>NP Pre Submission draft version 17d had been circulated in advance of this meeting with the new Glossary now incorporated.</p> <p>It was noted that in the minutes of the previous Steering Group meeting, the date on Page 1 of the Pre Submission document needed to be changed to October 2017. This has yet to be done.</p> <p>Discussion took place regarding the 'Drop In Sessions' during the consultation period. (Point 1.21 – Pre Submission document draft version 17d). It was agreed that there should be two drop in events during the Consultation period. One in Sibson and one in Sheepy Magna. Suggested times and dates. 5pm -7pm on Friday 24th November & Friday 1st December.</p> <p>19/10/17-06- Secretary to investigate the booking of venues for the suggested times & dates for the Public Consultation Drop In Events.</p> <p>Following the meeting with HBBC on Monday 16th October 2017, HBBC has made some suggested amendments to the Pre Submission Draft document version 17c. These suggestions along with a document titled 'Policy Modifications to reflect HBBC Comments' has been circulated in advance of this meeting.</p> <p>It was noted that the Steering Group are most grateful for HBBC comments and each were discussed and considered at great length with the following conclusions:</p>		

		<ul style="list-style-type: none"> • Policy S1 – Remains the same with the exception of changing the word ‘uses’ to ‘needs’. • Policy S6 to be amended to <p>Policy S6: Water Management <i>New development should take full account of flood risk especially from rivers, groundwater and overland flow. Developments that includes a surface covering of more than five square metres should incorporate Sustainable Drainage Systems (SuDS) with attenuation, storage and treatment capacities incorporated.</i></p> <ul style="list-style-type: none"> • Policy S12 to remain the same. • Policy S15 to remain the same. • Policy S17 to remain the same with the exception of the middle paragraph to new read- ‘<i>Tourism development is particularly encouraged, especially that associated with Richard III and the Battle of Bosworth Field</i>’. • Policy S17 – Making reference to Policy S1. <p>19/10/17-07- Vice Chair to discuss with Colin Wilkinson the various policy amendments discussed and noted in the minutes of the Steering Group meeting – Thursday 19th October 2017.</p> <p>19/10/17-08- Vice Chair to ask Colin Wilkinson to verify Appendix 4: Local Green Space: Summary of Reasons Designation – Pre Submission Draft Document version 17d.</p>		
6. Finalising the ‘Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’.	Vice Chair	<p>Following a review by Steering Group members, version rev8a of the ‘<i>Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation</i>’, had been circulated in advance of this meeting.</p> <p>Much discussion took place and amendments noted.</p> <p>The dates, times and venues of the Public Consultation Drop In Events to be included once confirmed.</p> <p>Jessica Gurley agreed to be the second point of contact should the Clerk to the Parish Council be on holiday during any part of the Public Consultation period.</p> <p>19/10/17-09- Vice Chair to incorporate the amendments to the ‘<i>Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation</i>’, (version rev8a) noted at the Steering Group meeting – Thursday 19th October 2017 and circulate to Steering Group members for review.</p> <p>It is intended to print the ‘<i>Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation</i>’, as soon as possible following the Parish Council meeting on Tuesday 7th November 2017 and to distribute to Parishioners on the 10th, 11th & 12th November 2017.</p>		
7. HBBC Engagement	Secretary	Colin Wilkinson and the Secretary had attended a meeting with HBBC on Monday 16 th October 2017 to discuss the Neighbourhood Plan Draft Pre submission document. See Agenda items 4 & 5.		
8. Project Plan	Vice Chair.	<p>The latest Project Plan had been circulated in advance of this meeting.</p> <p>It was noted that the Steering Group needs to consider the distribution of the ‘<i>Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation</i>’, at a future meeting.</p>		

9. Evidence Data base	Deborah Roberts	Deborah Roberts and the Communications Officer intend to meet to discuss updating further Database information to the website.			
10. Leicestershire Neighbourhood Planning Network Event – Tuesday 28 th November 2017	Chair	To be discussed at a future meeting.			
11. AOB	Chair	During any holiday absence taken by the Clerk to the Parish Council, the Secretary to the Steering Group, to take responsibility for reading the emails sent to np@sheepparish.com			
12. Date & Location of Next Meeting	Secretary	Next Meeting: Wednesday 25 th October 2017- Cock Inn Sibson. 7.30pm. Colin Wilkinson available to attend. Future Meetings:			
		Meeting Closed- 11.05pm			

Ref No.	Open Actions – 19 th October 2017	Responsible	Deadline
19/10/17-01	Vice Chair to verify the Ecology & Habitats map	John Ward	25 th October 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
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
19/10/17-02	Secretary to update the Local Green Space Designation forms ready for approval at the next Steering Group meeting.	Clive Stretton	25 th 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

19/10/17-03	Vice Chair to discuss with Colin Wilkinson, the inclusion of the figure 43 in point 5.6 of the Pre Submission document version 17d as it is believed to be the number of dwellings, net of demolitions, either completed or approved in Sheepy Magna, between 2006 and October 2017.	John Ward	25 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. Any possible replacements will sent to Colin Wilkinson for inclusion in the Pre submission document.	Mick Toogood	19 October 2017
19/10/17-04	Finance Officer to write a short introductory statement for members of the Parish Council presenting the Neighbourhood Plan and a Resolution at the November meeting of Sheepy Parish Council.	Rob Ward	25 th October 2017
19/10/17-05	Finance Officer to discuss with the Clerk to the Parish Council, the process of presenting the Neighbourhood Plan and a Resolution at the November meeting of Sheepy Parish Council.	Rob Ward	25 th October 2017
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 circulated to Steering Group members & Colin Wilkinson.	Clive Stretton	November 2017
19/10/17-06	Secretary to investigate the booking of venues for the suggested times & dates for the Public Consultation Drop In Events.	Clive Stretton	25 th October 2017
19/10/17-07	Vice Chair to discuss with Colin Wilkinson the various policy amendments discussed and noted in the minutes of the Steering Group meeting – Thursday 19 th October 2017.	John Ward	25 th October 2017
19/10/17-08	Vice Chair to ask Colin Wilkinson to verify Appendix 4: Local Green Space: Summary of Reasons Designation – Pre Submission Draft Document version 17d.	John Ward	25 th October 2017
19/10/17-09	Vice Chair to incorporate the amendments to the ' <i>Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation</i> ', (version rev8a) noted at the Steering Group meeting – Thursday 19 th October 2017 and circulate to Steering Group members for review.	John Ward	25 th October 2017

Ref No.	Closed Actions	Responsible	Date
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
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
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
12/10/17-04	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
28/09/17-19	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	Rob Ward & Deborah Roberts	ASAP

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	Parish Council, together with the Neighbourhood Plan Pre Submission Document, for approval at the Parish Council meeting on Tuesday 7 th November 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