

# 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 2 <sup>nd</sup> November 2017 – 7.30pm		<b>Venue:</b> Cock Inn - Sibson	
<b>Attendance:</b> Kate Gardiner (Communications Officer), Clive Stretton (Secretary), Mick Toogood (Chair) and John Ward (Vice Chair).		<b>Apologies:</b> Jessica Gurley, Andrea Johnson, Tom Johnson, Deborah Roberts, Rob Ward (Finance Officer) and Anne Parkinson.	
<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	4 present & 6 apologies. Under the Terms Of Reference, this meeting is not quorate and recommendations from this meeting will need to be ratified at the next quorate Neighbourhood Plan Steering Group meeting. <b>02/11/17-01-Secretary to place on the agenda for the next Neighbourhood Plan Steering Group meeting, “ Discuss and approve recommendations made at the non quorate Steering Group meeting of Thursday 2<sup>nd</sup> November 2017.</b>	
3.Minutes of Previous Meeting 25 <sup>th</sup> October 2017.	Chair	The minutes of Sheepy Parish Neighbourhood Plan Steering Group Meeting 25 <sup>th</sup> October 2017 were signed by the Chair as a true record.	
4. Matters Arising from Steering Group Meeting – 25 <sup>th</sup> October 2017.	Chair	<b>Mapping</b> <b>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.</b>  <b>Local Green Spaces</b> <b>25/10/17-01- Steering Group members to verify the latest Local Green Space Designations forms as circulated on the 24th October 2017. Completed &amp; Closed.</b> <b>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. Completed &amp; Closed.</b>	

	<p><b><u>HBBC Housing Information</u></b></p> <p><b>25/10/17-02-</b> Secretary to forward to Deborah Roberts, so as to be added to the evidence database, the link to HBBC 's official summary of housing numbers, either completed or approved within the Parish, as of 31<sup>st</sup> March 2017, together with additional Parish Council information. Completed &amp; Closed.</p> <p><b><u>Additional Photographs for the Pre Submission Document</u></b></p> <p><b>25/10/17-03-</b> Tom Johnson to take a photograph of the -'View from the road to Shenton from Sibson' and forward to the Vice Chair for inclusion in Appendix 2 – Important Views – Section 10 of the Pre Submission draft Document. Completed &amp; Closed.</p> <p><b><u>Pre-Submission Document</u></b></p> <p><b>25/10/17-04-</b> Secretary to forward the Young Persons Questionnaire response percentage, as mentioned in the 'Sheepy Parish Neighbourhood Plan Community Consultation Questionnaire Preliminary Findings – January 2017', to Colin Wilkinson, in order to be included in point 1.16 of the Pre Submission draft version 17g. Completed &amp; Closed</p> <p><b>25/10/17-05-</b> Vice Chair to request that Colin Wilkinson amends, where appropriate, the word 'Brownfield' to 'brownfield' in version 17g of the NP Pre Submission draft. Completed &amp; Closed</p> <p><b>25/10/17-06-</b> Vice Chair to request that Colin Wilkinson amends, the bold text in point 5.2 and 'minimum' in point 5.6. of version 17g of the NP Pre Submission draft. Completed &amp; Closed</p> <p><b>25/10/17-07-</b> Vice Chair to request that the Finance Officer and Colin Wilkinson align Ecology and Biodiversity Policy and the Policy Map. Completed &amp; Closed</p> <p><b>25/10/17-08-</b> Vice Chair to forward to Colin Wilkinson, the website link to be included in NP Pre Submission Draft version 17g – Appendix 3 – Features of Local Heritage Interest. Completed &amp; Closed</p> <p><b>25/10/17-09-</b> Vice Chair to request that Colin Wilkinson removes 'Draft' from the Pre Submission Document and also updates the file name. Completed &amp; Closed</p> <p><b><u>Presentation of the Pre Submission Document at the November 2017 meeting of the Parish Council.</u></b></p> <p><b>25/10/17-10-</b> Finance Officer to forward the 'Sheepy Parish Neighbourhood Plan Pre-Submission Document' to the Clerk to the Parish Council, in order that it be circulated with the Agenda for the November Meeting of Sheepy Parish Council. Completed &amp; Closed</p> <p><b>25/10/17-11-</b> Vice Chair to request that Colin Wilkinson forwards 'Regulation 14 of the Neighbourhood Planning (General) regulations 2012' to the Finance Officer, for inclusion of the appropriate Neighbourhood Plan documentation, to be circulated by the Clerk to the Parish Council to members of the Parish Council. Completed &amp; Closed.</p>			
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	<p><b><u>Landscape Character Assessment</u></b></p> <p><b>12/10/17-06</b>-Upon receipt, of the updated Landscape Character Assessment Document from HBBC, Secretary to circulated to Steering Group members &amp; Colin Wilkinson. <b>Remains Open</b>. The updated Landscape Character Assessment Document has yet to be finalised by HBBC.</p> <p><b>02/11/17-02</b>- Communications Officer to add the link to the current HBBC Landscape Character Assessment (2006), to the evidence on the website.</p> <p><b><u>Pre Submission Consultation</u></b></p> <p><b>25/10/17-12</b>- 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 rev11b) noted at the Steering Group meeting – Wednesday 25<sup>th</sup> October 2017 and circulate to Steering Group members for review. <b>Completed &amp; Closed</b>.</p> <p><b>25/10/17-13</b>- Secretary to confirm with the Vice Chair, the printing numbers of the <i>'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'</i>. <b>Completed &amp; Closed</b>. It was agreed that 550 copies would be sufficient</p> <p><b>25/10/17-14</b>- Communications Officer to display the first part of page 1 and the last section of page 4 of the <i>'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation'</i>, on the Parish notice boards. <b>Open</b></p> <p><b>25/10/17-20</b>- Vice Chair to construct a Pre Submission Consultation draft letter/email to be circulated to the Statutory Consultees. <b>Closed</b>. <b>The Vice Chair had produced two versions which were discussed. See Agenda Item 9</b></p> <p><b><u>Evidence Database</u></b></p> <p><b>04/10/17-07</b>- Communications Officer to upload the policy supporting evidence onto the website by 4<sup>th</sup> November 2017. <b>Remains Open</b></p> <p><b>25/10/17-15</b>- Chair to liaise with Deborah Roberts regarding the request of documentation for the evidence database of Policy S6 Water Management S6.6- Verification of flood responses. <b>Open</b></p> <p><b>25/10/17-16</b>- Vice Chair to request Colin Wilkinson forward the Borough-wide policies map [304] to Deborah Roberts in order to be included in the evidence database. <b>Open</b></p> <p><b>25/10/17-17</b>- Vice Chair to request Colin Wilkinson forward the HBBC website link that will verify the Borough-wide policies map to Deborah Roberts in order to be included in the evidence database. <b>Open</b></p> <p><b>25/10/17-18</b>- Vice Chair to liaise with to Deborah Roberts regarding the verification for all maps in the Neighbourhood Plan. <b>Closed</b>. <b>See Also Agenda Item 5</b></p>			
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		<p><b><u>Agenda Items</u></b></p> <p><b>25/10/17-19- Secretary to add to the agenda of the next Steering Group meeting:</b></p> <p>(1) Distribution of the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation',</p> <p>(2) Pre Submission Public Consultation Drop In Events.</p> <p>(3) Pre Submission communication to the Statutory Consultees.</p> <p>Completed &amp; Closed.</p>		
5. Evidence Data base	Chair	<p>It was agreed that where document verification is minuted, this can be noted as part of the evidence database.</p> <p><b>02/11/17-03- Where appropriate, Deborah Roberts to add 'See minuted verification' to database items.</b></p> <p>Prior to the previous Steering Group meeting (25<sup>th</sup> October 2017), Deborah Roberts had circulated a list of supporting evidence to be uploaded onto the website.</p> <p>This was discussed and it was agreed to ask Colin Wilkinson (Planit-X) to check the content of this list .</p> <p><b>02/11/17-04- Communications Officer to request that, Colin Wilkinson checks the content of the list of supporting evidence, which is to be uploaded into the public domain of the website.</b></p>		
6. Communications Update	Communications Officer	<p>All Steering Group minutes and agendas are on the website.</p> <p>Neighbourhood Plan supporting evidence to follow.</p> <p><b>02/11/17-05- Vice Chair to forward one copy of each of the following; 'Pre Submission Document', 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation' and the 'Pre Submission Consultation Representation Form' to the Communications Officer.</b></p> <p><b>02/11/17-06- If the Parish Council vote in favour of the Neighbourhood Plan Resolution on 7<sup>th</sup> November 2017, Communications Officer to add to the 'Pre Submission Consultation Folder', on the website, the following documents. 'Pre Submission Document', 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation' and the 'Pre Submission Consultation Representation Form'.</b></p>		
7. Distribution of the 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation' pamphlet.	Secretary	<p>Prior to the meeting the Secretary had circulated a draft 'Distributors Rota' to members of the Steering Group.</p> <p>If the Parish Council vote in favour of the Neighbourhood Plan Resolution on 7<sup>th</sup> November 2017, then the 4 page pamphlet should be available to collect from the printers on Thursday evening (9<sup>th</sup> November) or Friday morning (10<sup>th</sup> November).</p> <p><b>02/11/17-07- If the Parish Council vote in favour of the Neighbourhood Plan Resolution on 7<sup>th</sup> November 2017, then the Secretary to give the appropriate number of pamphlets to the Distributors on Friday 10<sup>th</sup> November 2017, for distribution during the next 4 days.</b></p>		

8. Pre Submission Public Consultations Events.	Chair	As stated in previous minutes. Friday 24th November 2017- 5.00pm to 7.00pm - Sibson Village Hall. Friday 1st December 2017- 5.00pm to 7.00pm - All Saints Church Sheepy Magna. <b>02/11/17-08-</b> Steering Group members to inform the Secretary which Pre Submission Public Consultations Events they are able to attend. <b>02/11/17-09-</b> Secretary to add 'Pre Submission Public Consultations Events' to the Agenda of the next Steering Group meeting. <b>02/11/17-10-</b> Vice Chair to discuss with Colin Wilkinson the format of the 'Pre Submission Public Consultations Events'.			
9. Pre Submission communication to Statutory Consultees.	Vice Chair	<b>02/11/17-11-</b> Vice Chair to produce a 'Statutory Consultees- Pre Submission Consultation' draft letter and circulate to members of the Steering Group for review. <b>02/11/17-12-</b> Vice Chair to request that RCC take responsibility for distributing the 'Pre Submission Consultation letter' to 'Statutory Consultees'. <b>02/11/17-13-</b> Vice Chair to circulate the list of Statutory Consultees to members of the Steering Group and Colin Wilkinson for verification.			
10. HBBC Engagement	Secretary	None since the last Steering Group meeting.			
11. Project Plan	Vice Chair.	Not updated since the last Steering Group meeting.			
12. Leicestershire Neighbourhood Planning Network Event – Tuesday 28 <sup>th</sup> November 2017	Chair	<b>02/11/17-14-</b> Chair to liaise with Jessica Gurley regarding booking and attending 'Leicestershire Neighbourhood Planning Network Event' – Tuesday 28 <sup>th</sup> November 2017.			
13. HBBC Rural Conference- 30 <sup>th</sup> November 2017	Vice Chair	<b>02/11/17-15-</b> Vice Chair to liaise with the Secretary regarding the possibility of providing a presentation at HBBC Rural Conference- 30 <sup>th</sup> November 2017. To be further discussed at the next Steering Group meeting.			
12. AOB	Chair	None			
13. Date & Location of Next Meeting	Secretary	Next Meeting: <b>Wednesday</b> 8 <sup>th</sup> November 2017- Cock Inn Sibson. 7.30pm. Future Meetings: Thursday 7 <sup>th</sup> December 2017 - Cock Inn Sibson. 7.30pm.			
		Meeting Closed- 9.40pm			

<b>Ref No.</b>	<b>Open Actions – 2<sup>nd</sup> November 2017</b>	<b>Responsible</b>	<b>Deadline</b>
<b>02/11/17-01</b>	Secretary to place on the agenda for the next Neighbourhood Plan Steering Group meeting, “ Discuss and approve recommendations made at the non quorate Steering Group meeting of Thursday 2 <sup>nd</sup> November 2017.	Clive Stretton	8 <sup>th</sup> November 2017
<b>28/09/17-05</b>	Vice Chair to assess the new views icon on Parish Online for possible use on the Important Views Maps	John Ward	30 <sup>th</sup> November 2017
<b>12/10/17-06</b>	Upon receipt, of the updated Landscape Character Assessment Document from HBBC, Secretary to circulate to Steering Group members & Colin Wilkinson.	Clive Stretton	November 2017
<b>02/11/17-02</b>	Communications Officer to add the link to the current HBBC Landscape Character Assessment (2006), to the evidence on the website.	Kate Gardiner	4 <sup>th</sup> November 2017
<b>25/10/17-14</b>	Communications Officer to display the first part of page 1 and the last section of page 4 of the ‘Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’, on the Parish notice boards.	Kate Gardiner	13 <sup>th</sup> November 2017
<b>04/10/17-07</b>	Communications Officer to upload the policy supporting evidence onto the website by 4 <sup>th</sup> November 2017.	Kate Gardiner	4 <sup>th</sup> November 2017
<b>25/10/17-15</b>	Chair to liaise with Deborah Roberts regarding the request of documentation for the evidence database of Policy S6 Water Management S6.6- Verification of flood responses.	Mick Toogood	ASAP
<b>25/10/17-16</b>	Vice Chair to request Colin Wilkinson forward the Borough-wide policies map [304] to Deborah Roberts in order to be included in the evidence database.	John Ward	30 <sup>th</sup> October 2017
<b>25/10/17-17</b>	Vice Chair to request Colin Wilkinson forward the HBBC website link that will verify the Borough-wide policies map to Deborah Roberts in order to be included in the evidence database.	John Ward	30 <sup>th</sup> October 2017
<b>02/11/17-03</b>	Where appropriate, Deborah Roberts to add ‘See minuted verification’ to database items.	Deborah Roberts	November 2017
<b>02/11/17-04</b>	Communications Officer to request that, Colin Wilkinson checks the content of the list of supporting evidence, which is to be uploaded into the public domain of the website.	Kate Gardiner	4 <sup>th</sup> November 2017
<b>02/11/17-05</b>	Vice Chair to forward one copy of each of the following; ‘Pre Submission Document’, ‘Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation’ and the ‘Pre Submission Consultation Representation Form’ to the Communications Officer.	John Ward	10 <sup>th</sup> November 2017

<b>02/11/17-06</b>	If the Parish Council vote in favour of the Neighbourhood Plan Resolution on 7 <sup>th</sup> November 2017, Communications Officer to add to the 'Pre Submission Consultation Folder', on the website, the following documents. 'Pre Submission Document', 'Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation' and the 'Pre Submission Consultation Representation Form'.	Kate Gardiner	10 <sup>th</sup> November 2017
<b>02/11/17-07</b>	If the Parish Council vote in favour of the Neighbourhood Plan Resolution on 7 <sup>th</sup> November 2017, then the Secretary to give the appropriate number of pamphlets to the Distributors on Friday 10 <sup>th</sup> November 2017, for distribution during the next 4 days.	Clive Stretton	10 <sup>th</sup> November 2017
<b>02/11/17-08</b>	Steering Group members to inform the Secretary which Pre Submission Public Consultations Events they are able to attend.	Steering Group Members	8 <sup>th</sup> November 2017
<b>02/11/17-09</b>	Secretary to add 'Pre Submission Public Consultations Events' to the Agenda of the next Steering Group meeting.	Clive Stretton	8 <sup>th</sup> November 2017
<b>02/11/17-10</b>	Vice Chair to discuss with Colin Wilkinson the format of the 'Pre Submission Public Consultations Events'.	John Ward	8 <sup>th</sup> November 2017
<b>02/11/17-11</b>	Vice Chair to produce a 'Statutory Consultees- Pre Submission Consultation' draft letter and circulate to members of the Steering Group for review.	John Ward	8 <sup>th</sup> November 2017
<b>02/11/17-12</b>	Vice Chair to request that RCC take responsibility for distributing the 'Pre Submission Consultation letter' to 'Statutory Consultees.	John Ward	8 <sup>th</sup> November 2017
<b>02/11/17-13</b>	Vice Chair to circulate the list of Statutory Consultees to members of the Steering Group and Colin Wilkinson for verification.	John Ward	8 <sup>th</sup> November 2017
<b>02/11/17-14</b>	Chair to liaise with Jessica Gurley regarding booking and attending 'Leicestershire Neighbourhood Planning Network Event' – Tuesday 28 <sup>th</sup> November 2017.	Mick Toogood	8 <sup>th</sup> November 2017
<b>02/11/17-15</b>	Vice Chair to liaise with the Secretary regarding the possibility of providing a presentation at HBBC Rural Conference- 30 <sup>th</sup> November 2017.	John Ward & Clive Stretton	8 <sup>th</sup> November 2017
<b>Ref No.</b>	<b>Closed Actions</b>	<b>Responsible</b>	<b>Date</b>
<b>25/10/17-01</b>	Steering Group members to verify the latest Local Green Space Designations forms as circulated on the 24th October 2017.	<b>Steering Group</b>	<b>30<sup>th</sup> October 2017</b>
<b>28/09/17-07</b>	Once the Local Green Space Designation forms have been completed and verified,	Clive Stretton	31 <sup>st</sup> October

Minutes of Sheepy Parish Neighbourhood Plan Steering Group. Thursday 2<sup>nd</sup> November 2017.

	Secretary to send all of the forms to Deborah Roberts to add to the evidence database and website.		2017
<b>25/10/17-02</b>	Secretary to forward to Deborah Roberts, so as to be added to the evidence database, the link to HBBC 's official summary of housing numbers, either completed or approved within the Parish, as of 31 <sup>st</sup> March 2017, together with additional Parish Council information.	Clive Stretton	31 <sup>st</sup> October 2017
<b>25/10/17-03</b>	Tom Johnson to take a photograph of the -'View from the road to Shenton from Sibson' and forward to the Vice Chair for inclusion in Appendix 2 – Important Views – Section 10 of the Pre Submission draft Document.	Tom Johnson	28 October 2017
<b>25/10/17-04</b>	Secretary to forward the Young Persons Questionnaire response percentage, as mentioned in the 'Sheepy Parish Neighbourhood Plan Community Consultation Questionnaire Preliminary Findings – January 2017', to Colin Wilkinson, in order to be included in point 1.16 of the Pre Submission draft version 17g.	Clive Stretton	27 <sup>th</sup> October 2017
<b>25/10/17-05</b>	Vice Chair to request that Colin Wilkinson amends, where appropriate, the word 'Brownfield' to 'brownfield' in version 17g of the NP Pre Submission draft.	John Ward	30 <sup>th</sup> October 2017
<b>25/10/17-06</b>	Vice Chair to request that Colin Wilkinson amends, the bold text in point 5.2 and 'minimum' in point 5.6. of version 17g of the NP Pre Submission draft.	John Ward	30 <sup>th</sup> October 2017
<b>25/10/17-07</b>	Vice Chair to request that the Finance Officer and Colin Wilkinson align Ecology and Biodiversity Policy and the Policy Map.	John Ward	30 <sup>th</sup> October 2017
<b>25/10/17-08</b>	Vice Chair to forward to Colin Wilkinson, the website link to be included in NP Pre Submission Draft version 17g – Appendix 3 – Features of Local Heritage Interest.	John Ward	30 <sup>th</sup> October 2017
<b>25/10/17-09</b>	Vice Chair to request that Colin Wilkinson removes 'Draft' from the Pre Submission Document and also updates the file name.	John Ward	30 <sup>th</sup> October 2017
<b>25/10/17-10</b>	Finance Officer to forward the 'Sheepy Parish Neighbourhood Plan Pre-Submission Document' to the Clerk to the Parish Council, in order that it be circulated with the Agenda for the November Meeting of Sheepy Parish Council.	Rob Ward	31 <sup>st</sup> October 2017
<b>25/10/17-11</b>	Vice Chair to request that Colin Wilkinson forwards 'Regulation 14 of the Neighbourhood Planning (General) regulations 2012' to the Finance Officer, for inclusion of the appropriate Neighbourhood Plan documentation, to be circulated by the Clerk to the Parish Council to members of the Parish Council.	John Ward	30 <sup>th</sup> October 2017
<b>25/10/17-12</b>	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 rev11b) noted at the Steering Group meeting – Wednesday 25 <sup>th</sup> October 2017 and circulate to Steering Group members for review.	John Ward	2 <sup>nd</sup> November 2017



<b>25/10/17-13</b>	Secretary to confirm with the Vice Chair, the printing numbers of the ' <i>Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation</i> '.	Clive Stretton	2 <sup>nd</sup> November 2017
<b>25/10/17-18</b>	Vice Chair to liaise with to Deborah Roberts regarding the verification for all maps in the Neighbourhood Plan.	John Ward	30 <sup>th</sup> October 2017
<b>25/10/17-19</b>	Secretary to add to the agenda of the next Steering Group meeting: (1) Distribution of the ' <i>Short Summary of the Pre Submission document to inform Parishioners as part of the Pre Submission Consultation</i> ', (2) Pre Submission Public Consultation Drop In Events. (3) Pre Submission communication to the Statutory Consultees.	Clive Stretton	2 <sup>nd</sup> November 2017
<b>25/10/17-20</b>	Vice Chair to construct a Pre Submission Consultation draft letter/email to be circulated to the Statutory Consultees.	John Ward	2 <sup>nd</sup> November 2017